

## 2019 Brown County 4-H Policies and Guidelines

1. **Membership** -- Ohio 4-H membership is based on a child's age and grade as of January 1 of the current project year. Eligibility for Cloverbud participation begins when a child is enrolled in Kindergarten and is five years old. Eligibility for participation in 4-H projects and competitive events begins when a child is age 8 and in the 3rd grade. Any youth age 9 or above is eligible for project membership, regardless of grade level. Membership requires enrollment in an authorized Ohio 4-H club or group under the direction of an OSU Extension professional or an approved adult volunteer. A youth's 4-H eligibility ends December 31 the year he or she turns 19. Joining Ohio 4-H is a privilege and responsibility for individuals and is subject to the Ohio 4-H Code of Conduct and applicable policies of The Ohio State University.
2. **Enrollment Deadline** – Enrollments will be accepted anytime throughout the program year, but members must be enrolled by April 1<sup>st</sup> in order to exhibit their 4-H projects in the current year's Brown County Fair, to exhibit projects or participate in junior shows in the current year's Ohio State Fair, represent the Brown County 4-H program at state events, or be eligible for year-end awards or yearly member certificates and pins. Members who join after April 1<sup>st</sup> may participate in club meetings and activities, community service events, and county clinics. Enrollment begins when a completed and signed enrollment form is submitted to the Extension Office by a club advisor.
3. **4-H Across County Lines** -- Youth are expected to affiliate with the 4-H program in their county of residence or receive approval for membership outside their county of residence.
  - a. 4-H membership in two counties (and/or two states) is not permitted.
  - b. Cross state line membership will be considered the same as for cross county membership.
  - c. When the county of residence does not have a 4-H program (due to financial or other reasons), youth may not join 4-H in another county. Previously approved cross county lines or cross state lines memberships are revoked.
  - d. In situations where membership in a county other than the county of residence is desired, the 4-H professionals in both counties must be in agreement regarding the application. The agreement, based on their professional judgment in accord with the mission, does not supersede item C above.
  - e. Consideration for membership may not be motivated by perceived competitive or sale advantage in another county, any change due to controversial issues, or other similar motivations.
  - f. Should families own residences in more than one county, the county of residence is determined by the public school system in which the youth would be enrolled, regardless of actual attendance.



- g. Parents, guardians, and/or youth should become familiar with all policies, procedures, and guidelines for the county in which they wish to be members. Some Ohio counties may limit participation in the county Junior Fair to those that reside in or attend school in the county.
    - i. **Brown County Fair:** The Brown County Fair requires exhibitors to live or go to school in Brown County to be eligible for exhibition. Because of this requirement, Brown County 4-H Membership will be subject to these same requirements. Youth who reside in another county and attend school in Brown County will be required to submit proof of school enrollment at the time of submitting the required cross county enrollment application.
  - h. Any consideration for membership in a county other than the county of residence, within the limits of this policy and not addressed by the above statements, should be brought to the attention of the Ohio 4-H Youth Development assistant director or associate state leader to identify a course of action in these special situations.
  - i. The decision to allow or deny cross county lines membership is made by the county 4-H professionals in the county of request and the county of residence, and is fully supported by the state organization.
  - j. All cross county lines paperwork should be submitted by the yearly enrollment deadline. Once approved, the agreement is intended to be for the duration of the member's 4-H career.
4. **Fundraising** – 4-H members are required to pay the county wide assessment fee.
- a. Members must participate in the county fundraiser or pay a per individual/family assessment (amount determined annually). Clubs do not receive a percentage of any assessments paid.
  - b. Assessments and/or funds raised through the fundraiser must be turned in by the deadline determined annually or they will not be clubs in good standing and members will not be eligible for any of the privileges of a 4-H member.
  - c. Clubs or committees seeking to raise additional funds must complete the Club Fundraiser form and submit it to the Brown County 4-H Advisory Committee for approval. No fundraisers should be held without prior approval. The form can be found on the OSU Extension Brown County website: [brown.osu.edu](http://brown.osu.edu)
    - i. Non-compliance is subject to disciplinary action.
  - d. Clubs may not raise additional funds through a raffle or other games of chance. Refer to <https://nifa.usda.gov/sites/default/files/resource/Raffles%20Lotteries%20Gaming%20and%204-H%202011.pdf>
5. **Meeting Requirements** – A member must attend 6 business meetings in order to exhibit at the Brown County Junior Fair and be recognized for completion of the 4-H project year. Individual clubs may have stricter attendance policies as outlined in their club by-laws.

- a. **A business meeting should be conducted by the officer team.** An agenda should be used, roll should be taken, minutes from the previous meeting read and a treasurer's report given.
  - b. Special interest events such as but not limited to clinics, Quality Assurance, Shooting Sports events/discipline meetings, and community service do not count as a meeting unless held in conjunction with a business meeting as defined in 5a.
  - c. Any special events held in conjunction with a meeting counts as one meeting. Ex. A business meeting is held prior to the clubs bowling party. This is one meeting.
6. **Dual Club Membership** – Members may only enroll in dual clubs when taking different projects in both clubs. If a member is in dual clubs, they must meet each club's attendance requirements.
- a. If a member fails to meet the requirements of a club, they will be ineligible for all projects enrolled through that club.
7. **Code of Conduct** – All members are to have a signed code of conduct on file. This can be found on the reverse side of the Enrollment Form. Members are expected to adhere to the 4-H Code of Conduct at all 4-H and Junior Fair events and any time they are representing 4-H.
8. **Project Completion** – All youth who are project members are required to enroll in a minimum of one project. Members must complete at least one project each year in order to receive recognition for completing the 4-H year.
- a. Members must be enrolled by April 1 in all projects. Projects may not be added after the enrollment deadline.
  - b. Members must meet all requirements set forth by their club(s) and county committee(s) as explained in individual project guidelines.
  - c. Project record books must be completed as outlined in project guidelines and the requirements book.
  - d. All project requirements as outlined in the Brown County Fair Book must be adhered to for exhibition at the fair.
  - e. Members must complete project judging or be judged by an advisor.
    - i. Projects that are judged for completion by an advisor are department specific, therefore may not be eligible for awards.
  - f. Non-livestock project exhibits must be created specifically for 4-H. They may not be items or displays created for school, science fairs, Scouts, or other programs or events.
  - g. Members must have all animal projects in their possession and continual care by the respective weigh-in or identification deadlines. All required identification forms, registration forms, and lease agreements must be turned in by deadlines set annually.

- h. Members must complete Quality Assurance by July 1, 2018 if applicable. Members wishing to exhibit at the Ohio State Fair must complete Quality Assurance prior to June 10<sup>th</sup>.
- 9. **Chartered 4-H Clubs** – All clubs must adhere to the Ohio 4-H Club Chartering Guidelines. The Charter Checklist that outlines the guidelines can be found here: [http://brown.osu.edu/sites/brown/files/imce/Program\\_Pages/4H/Ohio%204-H%20Charter%20Checklist%202.2012.pdf](http://brown.osu.edu/sites/brown/files/imce/Program_Pages/4H/Ohio%204-H%20Charter%20Checklist%202.2012.pdf)
  - a. Clubs must also submit required paperwork and records, including member and advisor enrollments, proof of filing the e-Postcard, projected meeting schedule and so forth by applicable deadlines.
  - b. Participate in the annual 4-H Committee fundraiser or collect assessments and submit funds by enrollment or fund raising deadlines.
  - c. Clubs that routinely fail to comply with one or more of the Brown County 4-H Club requirements or the Ohio “Chartering 4-H Clubs” requirements may lose their charter, their authority to operate as a Brown County 4-H Club, or their authorization for members or advisors to participate in the Brown County Fair; or be subject to additional penalties.
- 10. **Junior Fair Participation** – Members need to be in good standing with Brown County 4-H and meet all 4-H club and county requirements as outlined in the Brown County 4-H Policies and Requirements in order to be eligible to participate in the Junior Fair portions of the Brown County Fair.
- 11. **Member Responsibility** – Members are responsible for meeting all deadlines and requirements for participation. Failure to meet a deadline or requirement may result in the status of member not in good standing or ineligibility for junior fair participation. OSU Extension and Brown County 4-H are not responsible for missed deadlines. All information will be published in advance. If you are uncertain of a deadline or requirement members should contact the Extension Office.
  - a. Families are also responsible for updating any contact information with the Extension Office. If your email, phone number or mailing address changes, contact the Extension Office immediately to update information.