



Baxter County 4-H Policy Handbook

Baxter County Cooperative Extension Service

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University of Arkansas, United States Department of Agriculture and County Governments Cooperating.

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The Baxter County 4-H Policy Handbook has been prepared to give you an overview of the purpose of the 4-H program as well as a brief look at the many opportunities available to your family.

We find that behind most successful 4-H members, stands a 4-H parent who encourages, guides, and supports his or her child. We hope you too will become interested in the 4-H program by helping your child. Make 4-H a family affair!

4-H offers an opportunity for young people to participate in projects. These projects help members learn how to make decisions and do tasks in the home, school, or community. Members use their head, heart, hands, and health to learn by doing.

4-H members have the opportunity to:

- Be leaders and followers
- Learn by doing
- Accept responsibility
- Practice citizenship
- Earn recognition and awards
- Build character
- Maintain records
- Attend camps
- Get along with others
- Make decisions
- Exhibit their efforts
- Be a part of a positive peer group
- Receive scholarships

The adults working with your local 4-H club are volunteers. These unpaid volunteers share their time, talents, and caring attitudes. The reasons for volunteering differ among the adults, but all are concerned that children have a positive learning experience.

Best wishes for an enjoyable 4-H learning experience! Watch your monthly newsletter for dates and prices (if any) for upcoming events.

Joining Arkansas 4-H is **FREE!** The next page has a list of all the projects that can be done through 4-H.

We will have various fundraisers throughout the year to support our organization as many of the camps and other events have some cost to them.

This policy manual follows guidelines from the Arkansas 4-H Policy Handbook and is subject to change.



Healthy Living

Mind: Social and Emotional Well Being

- Bullying Prevention
- Personal Finance
- Self-Awareness
- Substance Abuse Awareness

Body

- Food and Nutrition
- Food Preservation & Safety
- Health & Fitness
- Human Development
- Safety (ATV, Shooting Sports)

Don't see your Project Interest?

Self-determined projects can be placed in an area that best describes your focus of work.

Contact your local county agent for assistance.

Civic Engagement

Personal Development

- Achievement
- Citizenship
- Communication
- Leadership
- Mentorship
- Public Speaking
- Workforce Preparation & Careers
- Entrepreneurship

Community Action

- Service Learning

Fine Arts

- Fashion & Fabric
- Music
- Photography and Videography
- Theater & Performance Arts
- Visual Arts

Science, Technology, Engineering & Mathematics (STEM) and Agriculture

Animal Sciences

- Cattle (Beef & Dairy)
- Goats (Dairy & Meat)
- Horse
- Livestock Skills
- Meat Science
- Pets
- Poultry
- Rabbits
- Sheep
- Swine
- Veterinary Science

Plants and Agriculture

- Agriculture
- Gardening
- Soils & Crops

Environmental Science & Energy

- Archeology
- Biology & Chemistry
- Climate
- Energy & Electricity
- Entomology
- Environmental
- Forage & Grasslands
- Forestry
- Water, Wildlife, & Fisheries

Engineering and Technology

- Computer Science & Coding
- Mechanical Sciences (automotive, welding, tractor)
- Robotics
- Rocketry & Aerospace



TABLE OF CONTENTS

What is 4-H?.....	5
Purpose of 4-H	5
Why and When Did 4-H Originate?	6
How Youth Benefit from 4-H Membership.....	6
4-H Emblems and Symbols	7
4-H Parent Responsibilities.....	8
4-H Member Responsibilities.....	9
Membership.....	10
Age Categories	10
County Activities	10
State and National Activities.....	11
Record Books	11
State Record Book Initiatives.....	12
District and State O-Rama.....	13
County Funding for State & National Activities	13
Refund Policy	14
Arkansas State 4-H Refund Policy.....	15
Return Check Policy	15
Code of Conduct	15
County Insurance Policy.....	16
Fundraising Policy	17
Baxter County Fair Policy	18
Club Organization.....	19

Club Chartering Update.....19
Adult Volunteer Leaders 20
Transportation 20
Miscellaneous 21

What is 4-H?

4-H is the official youth organization of the Cooperative Extension Service, a division of the University of Arkansas. It is an informal education program for boys and girls. 4-H is conducted locally by volunteer leaders in cooperation with County Extension personnel.

4-H has young people sharing, doing, and learning together in various projects, events, and activities, with guidance from their families, volunteer leaders, and Extension personnel. Members choose projects that interest them and involve everyday activities that they experience where they live. Group activities like meetings, workshops, tours, camps, and competitive activities provide additional learning experiences.

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Most 4-H clubs meet once a month. During these meetings, they conduct business, share ideas, learn new skills, participate in decision-making, and enjoy recreational activities. 4-H members develop self-confidence and leadership and become involved in community service activities.



Purpose of 4-H

The purpose of 4-H is two-fold:

To provide parents and other interested adults the opportunity to work with youth in their development.

To provide real-life experiences for youth through a fun, learn-by-doing, action-oriented, and practical program.

Volunteers serve as 4-H leaders to plan and carry out organized learning experiences with youth. Many of the learning experiences are at the local club level. The many county, regional and state activities supplement and support those activities carried out at the local level.

Why and When Did 4-H Originate?

4-H work, as we know it, began around the year 1900 to reach adults with improved farm and home practices. American farmers had experienced poor economic times for 30 years. Trying a “new” recommended farm practice would have been risky for the farmer of that day. In 1902, a few schoolteachers developed some crop demonstrations with their students, who, in turn, shared their successes with their parents.

These school projects developed into small groups covering topics such as beef, corn, gardening, and canning. By 1903, they were called 3-H clubs; in 1911, the name 4-H was finally adopted.

Arkansas's first 4-H type club was reported to have been in White County in 1908. It was a corn club with 40 members. Corn clubs, cotton clubs, pig clubs, and canning clubs were all in operation in Arkansas by 1914.

Have the 4-H objectives changed since the early days? Yes! Today, members are no longer limited to agriculture projects. 4-H offers the urban and rural young person the opportunity to learn, develop leadership abilities, and become informed and effective citizens.

How Will Children Benefit From 4-H Membership?

From a child’s perspective, 4-H’ers benefit from membership because they:

- Learn, make, or do things that appeal to and are meaningful to them.
- Make friends, belong to a group, and give, and receive acceptance and affection.
- Have a good time - which makes learning appealing and enjoyable.

From an adult perspective, 4-H is beneficial because each 4-H’er will one day become a contributing and caring member of his or her community through the knowledge and life skills he or she learned in 4-H. These youngsters will learn how to:

- Develop an inquiring mind and a desire to learn.
- Make decisions and solve problems.
- Relate to and work with other people.
- Develop a concern for their community and the people in it.
- Build their self-confidence.

4-H Emblems and Symbols

Emblem: The national 4-H emblem is a four-leaf clover with the letter “H” on each leaf. This is a copyrighted logo. Prior approval must be given for t-shirt or advertisement use of the logo.



The 4-Hs: The 4-Hs stand for Head, Heart, Hands and Health. These 4-Hs represent the four-fold training and development in which members participate. This meaning is given in the pledge below. All members should learn the 4-H pledge.

4-H Pledge

I pledge:

My **HEAD** to clearer thinking,

My **HEART** to greater loyalty,

My **HANDS** to larger service, and

My **HEALTH** to better living,

For my club, my community, my country, and my world.

4-H Motto

The 4-H motto, “To Make the Best Better,” should be the objective of every member and leader.

4-H Slogan

“Learn by Doing.”

Colors

Green and white are the 4-H colors. The white background of the flag symbolizes purity; the green 4-H emblem is nature’s most common color in the great outdoors and is the color of springtime, life, and youth.

4-H Parent's Responsibilities

Parent interest and encouragement are major contributions to young 4-H'ers. If parents are involved right from the beginning, chances are significantly greater for a successful 4-H experience for the child or teen.

- Assist your child in selecting a 4-H project he or she can do and will enjoy.
- Ask the county 4-H agent for a project book for the project your child decides to do. You will find ways you can help your child with their project.
- Attend 4-H club meetings and activities with your child. This will help you understand the type of assistance your child needs.
- Read the 4-H mail and email that comes to your home. This will help keep you up-to-date, and you will be able to remind your child of upcoming events and due dates.
- Encourage your child to attend 4-H meetings and activities. See that your child has transportation to get to the events.
- Offer to assist the 4-H club leaders with specific tasks.
- Provide light refreshments for your child's club meeting when asked.
- Lend your kitchen, backyard, living room, garage, or basement for an occasional 4-H meeting when requested.
- Share a hobby, skill, or interest of yours with 4-H club members during a meeting workshop. This is a huge form of connecting with 4-H'ers that they truly enjoy!
- Assist your child in keeping records of his or her 4-H work. 4-H members are encouraged to keep a written record of what they do in 4-H; this record is turned into the county Extension office on the due date as stated in the newsletter. The record book includes 4-H project work, demonstrations, awards received, leadership positions held, and community service involvement. (See page 11 for more on record keeping.)
- Guide and encourage your child but avoid doing the project for him or her. Working on a project together can be fun for both you and your child.



4-H Member's Responsibilities

Some of the major responsibilities of the 4-H member are:

- Complete 4-H online registration through ZSuite. Registration is due annually by January 1st each year.
- Select one or two 4-H projects with the help of your parents.
- Read the 4-H project book related to your project(s) and complete the activities in the book. (Members are not limited to activities in the book and may want to do other activities relating to the project.)
- Fill out and sign the 4-H Recap Round up to record your activities
- Attend and participate in 4-H club activities, community service, and fundraising.
- Help plan and support 4-H club activities, community service, and fundraising.
- Read the 4-H newsletter that comes via email. Share the information with your parents.
- Keep a current, up to date 4-H calendar of meetings and activities. Ask parents to remind you of upcoming events and due dates.
- Ask your parents, relatives, or other adults to serve as a 4-H project helper.
- Serve as a club officer or on a committee when asked.
- Take an active part in the 4-H club meeting.
- Prepare a written record of your 4-H project work and turn it in to the 4-H leader at the proper time.
- Share a hobby, skill, or interest of yours with other 4-H members at a meeting or a workshop. This helps to build your communication skills.
- Keep parents informed about 4-H meetings, projects, and activities.
- Do at least one method demonstration or illustrated talk on your 4-H project.
- Always conduct yourself in a manner that would be a credit to you, your family, your 4-H club, and your county.
- Talk about 4-H to friends and invite them to become 4-H members.
- Develop an exhibit about your 4-H project. Take it to your club meeting to show what you have accomplished in your project.



Membership

To be considered a 4-H member, an individual must be 5-19 years old, must be enrolled through the ZSuite 4-H Enrollment System, and must be affiliated with an active 4-H club in Baxter County. Current 4-H members must re-enroll every year. Members may re-enroll beginning September 1st each year. **A 4-H'er has until January 1st to re-enroll, or his or her name will be dropped from enrollment for the following year and not allowed to re-enroll until September 1st.**

Members who live in neighboring counties but want to be considered a member in Baxter County must choose "Baxter" as their 4-H county.

Age Categories

-Cloverbuds are ages 5-8 years old.

****Children under 5 may enroll on their 5th birthday at any time of the year. ****

-Junior 4-H'er's are ages 9-13. Juniors become official on January 1 after their 9th birthday.

-Senior 4-H'er's are ages 14-19. Seniors become official on January 1 after their 14th birthday.

****Seniors are not eligible for the year if they are already 19 on January 1st of that year. ****

Age regulations are set by the Cooperative Extension Service State 4-H Office.

Individuals may be members of more than one community club in Baxter County but must designate their primary club in ZSuite.

County Activities

Junior and Senior 4-H members are eligible to participate in all county activities. Rules for each activity in the District and State O-Rama packet will apply to county events unless otherwise indicated by the county Extension office staff. Cloverbuds may participate in activities on the county level, unless otherwise specified.

Pre-registration for county activities is a **MUST**. 4-H'er's must pre-register in ZSuite by the date indicated in the newsletter or on social media flyers, and in the ZSuite event. To register for an activity, you must register through ZSuite. Links will be provided. Failure to register will result in the inability to participate in that activity or event.

State and National Activities

Senior members are encouraged to participate in state and national activities. You must register online. County approval will be given once appropriate fees are paid. See page 13 for activity funding.

Record Books

Categories for record book competition: (Age is based on child's 4-H age- how old they are on January 1st of the year they are turning the record book in.)

Cloverbud - ages 5-8

Beginner- ages 9-12

Intermediate - ages 13-15

Advanced - ages 16-19

All Cloverbud, beginner, intermediate, and advanced record books are due in the Extension office by 4:30 p.m. by the due date that will be announced in the newsletter. There will be **NO EXCEPTIONS** for late record books.

- County record book winners will be presented with an award at the yearly 4-H Banquet.
- District record book winners will be presented with a special award at District O-Rama.
- State record book winners will receive a special award and a trip to the National 4-H Congress in Atlanta, Georgia.

Follow the procedures as set by the State 4-H Office. All standards apply for beginner, intermediate, and advanced record books.

The Baxter County **MINIMUM STANDARDS** for county 4-H Record Books should include the following:

1. **Arkansas Report Form**- No additional pages can be added to the form. Information should be listed in one section only. Do not repeat information.
2. **4-H Story**- Maximum of four (4) pages. Advanced has a maximum of six (6) pages.
3. **Project Photographs**- Maximum of four (4) pages of photographs. The photography project and advanced record book get one extra page. The photo pages should contain one page for the main project, one for other projects, one for leadership, and one for community service. Photos should be placed on one side of the page only. Captions should contain the year the photo was taken and a brief description of the photo.

Record Books must show evidence of accomplishments and achievements for the previous year. The previous year's work includes all work completed between January-December. **Books that do not show work for the previous year will not be judged and cannot be named a county winner.** First year members excluded.

There is no limit to the number of times that beginner, intermediate, or advanced 4-H member may be named a county 4-H project winner in the same project. After a beginner or intermediate 4-H member has been named a district winner, the 4-H'er may submit a record book in the same area again. Once an advanced 4-H member has been named a state winner, the 4-H'er becomes ineligible to compete for state honors except for the Governor's Award.

Cloverbuds

Cloverbuds are encouraged to turn in a record book. Their record book consists of 10-12 pages of information, photographs, and/or drawings about their 4-H projects and club work. Cloverbuds who turn in record books will be presented with a special award at the yearly 4-H Banquet.

State Record Book Initiatives

Some examples are:

Strengthening Families - includes the Family Life project; may send 3 county winners in beginner and intermediate categories and 2 winners in advanced category.

Extending Resources - includes the Fabrics and Fashions, Consumer Education, Housing and Home Environment projects; may send 2 county winners per age category.

Enhance Health & Well-being - includes the Bicycles, Foods and Nutrition/Food Preparation, Food Preservation, Health and Fitness, Safety projects; may send 12 county winners in beginner and intermediate categories and 9 winners in advanced category.

Encourage Individual Development - includes Achievement, Arts and Humanities, Citizenship, Leadership, Communication and Photography; may send 9 county winners in beginner and intermediate categories and 7 winners in advanced category.

Agriculture - includes the agriculture project; may send 1 county winner per age category.

Animal Science - includes the animal science, beef, dairy, horse, meat goats, meat science, pets, poultry, rabbits, sheep, and swine projects; may send 11 winners in beginner and intermediate categories and 9 in advanced category.

Plant Science - includes plant and soil science, gardening and horticulture, and crop science projects; may send 8 winners in beginner and intermediate categories and 5 winners in advanced categories.

Protecting the Environment - includes outdoor adventures, environmental stewardship, forestry, shooting sports, sport fishing, wildlife management, and wood science projects; may send 4 winners in beginner and intermediate categories and 3 winners in advanced categories.

Utilizing Science and Technology - includes energy management, electricity, entomology, technology and engineering, STEM, and veterinary science; may send 5 winners in beginner and intermediate categories and 4 winners in advanced categories.

District and State O-Rama

Baxter County 4-H pays the fees for those 4-H'ers who participate at District and State O-Rama. 4-H'ers will be responsible for reimbursing 4-H for the registration fees if they choose not to participate after registration has been approved by the State 4-H office. The amount will be in accordance with the State refund policy (see page 15).

4-H'ers that compete in County O-Rama will be given first preference to further compete in both District and/or State O-Rama events as opposed to a 4-H'er who did not compete at the county level.

County Funding for State & National Activities

Baxter County 4-H County Scholarships will be available through the Baxter County 4-H Foundation, to a 4-H member who attends approved state or national 4-H activities. The member must meet the guidelines set forth by Baxter County 4-H to be eligible for any scholarship opportunity. Members wishing to receive a scholarship are expected to assist with 4-H fundraiser activities.

District and State 4-H O-Rama, and Ambassador Workshop will be paid for by Baxter County 4-H Foundation at 100% of the cost. Priority will be given to first-time participants over repeat participants.

Baxter County 4-H Foundation provides ½ of cost of fees of camp attendee for camps held in state as funds are available. To receive a county scholarship, 4-H members must complete the appropriate application forms and must pay their portion of the fee. **4-H member's fees must be paid before approval will be given on the county level through an online registration process.** If necessary, financial arrangements should be discussed with the county staff chair.

To receive a national event/trip scholarship, a 4-H member must have submitted a record book.

When a volunteer leader attends either a state or national function, the State 4-H program often discounts the trip's cost. Baxter County 4-H will pay 25% of the trip cost for the volunteer leader attending state and national activities unless the activity requires one leader per county when 4-H youth attend.

Final scholarship approval is at the discretion of the Baxter County staff.

Baxter County 4-H **will not** pay for adults to attend District, State, or National 4-H events unless they are coaches of a team event. The County Staff Chair will have discretion on adults' attendance, or adults may attend if they pay their own way. Adults are only allowed to go to overnight events if they are a certified volunteer in ZSuite. This will require a background check and a mandated reporter training. Volunteer registration must also be completed through ZSuite.

If any other grant funds are available for registration or event fees, those funds will take priority.

****Repeated non-attendance to events after registration and refund timeframe has passed will result in loss of scholarship eligibility for 4-H activities and/or events. ****

Refund Policy

If a member decides to not attend an activity, the member will be reimbursed only if Baxter County 4-H gets reimbursed by the event. If it's a partial refund, Baxter County 4-H will receive their portion of the refund first. Any remaining funds refunded will be returned to the 4-H member not to exceed the amount paid by the member. If Baxter County 4-H does not get reimbursed for cancelled trips, the member will be billed for the portion that 4-H paid. The member will not be allowed to register/attend any state or national activity until the full amount is received by the office. Exceptions to this refund policy will be based on personal or family illness or death in the immediate family.

Arkansas State 4-H Refund Policy

The following refund policy will apply to all 4-H events except those that have specified refund guidelines listed in the information for that specific event:

Amount of Refund	Cancellation Time Frame
75% Refund	15 working days or more before the event
50% Refund	11-14 working days before the day of the event.
No Refund	10 working days or less before the day of the event
No Refund	High Adventure Backpacking or Horse Packing activities

* Exceptions to this refund policy will be based on personal or family illness or death in the immediate family.

Return Check Policy

If a check is returned for insufficient funds (NSF) you will be responsible for any bank charges plus the amount of the check. Returned checks will be reimbursed by cash, money order, or cashier's check, plus fees. 4-H members and/or siblings will not be allowed to attend any activity until NSF check has been picked up and paid.

Code of Conduct

A Code of Conduct will be signed by youth and a parent through Online enrollment before participating in any 4-H activity. Baxter County 4-H members who are accused of any of the following **major** violations while attending or participating in any 4-H activity will be required to appear before a review board:

- Possession or use of any illegal drugs or alcoholic beverage
- Theft, misuse or abuse or destruction of public or personal property
- Sexual misconduct
- Possession of unauthorized weapons or fireworks
- Unauthorized absence from the premises of the event
- Assault or threatening a person with a weapon or bodily harm
- Smoking or using tobacco products

- Possession or use of e-cigarettes, hookah pens, smokeless water vapor devices, etc.
- Bullying - unwanted, aggressive behavior that involves a real or perceived power imbalance. Includes such actions as making threats, spreading rumors, attacking someone physically, verbally, or by electronic means and excluding someone from a group on purpose
- Violating the International Association of Fairs and Expositions National Code of Show Ring Ethics

If any 4-H'er is found in violation of the above, his/her parents will be notified, and the 4-H'er will be sent home immediately at the parents' expense; and suspended from county, district, state, and national events for 12 months. The above articles will be strictly enforced.

4-H'ers accused of any of the following **minor** violations may be required to appear before the review board:

- Breaking curfew hours or disturbing others. "Curfew" means in own room and not disturbing others. Males and females may not be in the same sleeping room at any time except in rooms reserved for families.
- Unexcused absence from the activities of the event
- Unauthorized use of vehicle during the event
- Use of foul, offensive, or abusive language
- Reckless behavior
- Visitation by non-registered persons

If any 4-H'er is found in violation of above, his/her parents will be notified, and the 4-H'er may be sent home immediately at the parents' expense; and may be suspended for 6 months from participating in county, district, state, or national 4-H activities.

The review board will be appointed by county Extension staff members.

County Insurance Policy

All members, leaders, and volunteers enrolled in ZSuite are covered by the Baxter County 4-H insurance policy. This policy includes, but not limited to:

1. Participating in or attending any regularly approved unit (club or county) activity as a group under supervision of the unit leader (4-H leader or agent).
2. Traveling directly to and from such regularly scheduled and approved group activity with the other 4-H members of the unit as a group provided such group is at the time under supervision of the proper authority of the unit leader.
3. Traveling directly to or from the 4-H member's residence and meeting place for the purpose of participating in such regularly scheduled unit activity.

Not Covered – examples: eyeglass replacement, air travel, hernia in any form, rodeo injuries, suicide, denture replacement or repair, illness, injuries sustained from skiing, tobogganing, tubing, or sledding.

Fundraising Policy

Each club must receive approval from the Extension office before entering a club fundraising project. Approval is needed at least **four weeks** in advance so that individual club fundraising does not interfere with county 4-H fundraising efforts, and meets guidelines as set forth by the state. Each club must state that the fundraising is for their specific club as it may not be under the guise that the funds will be used for all 4-H clubs and members in a general activity fund.

In seeking private support for 4-H programs through fundraising, State and local Extension officials must ensure that the funds are given and used in accordance with Title 7 of the Code of Federal Regulations, section 8 and USDA Guidelines pertaining to the 4-H Program. Critical elements of these regulations and guidelines include:

- Fundraising programs using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on or associated with products and services for such purposes **MUST HAVE** approval of (the) appropriate Extension office (local, county, state or national level).
- All money received from 4-H fundraising programs, except those necessary to pay reasonable expenses, **MUST BE** expended to further the 4-H educational programs.

Private support moneys should be:

- Given and used for priority educational purposes
- Accounted for efficiently and fully

There **MUST BE** a definite plan to account for funds raised prior to authorization. Such a plan should be within the policy guidelines of the state for handling funds.

In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale “A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended.”

Any use of the 4-H Name and Emblem is forbidden if that use misrepresents the 4-H, adult volunteers, members, USDA, Cooperative Extension, land-grant institutions, or their employees.

Sale of Products by 4-H Clubs

4-H entities may secure private funds to support their goals and activities through fundraising such as the sale of items. These groups must report their plans to the local Extension staff (by completing the Fundraising Request Form). This is necessary to ensure compliance with Federal laws pertaining to the “Use of the 4-H Name and Emblem.” 4-H may not be viewed as endorsing any particular company or product. Raffles must be approved by the county office. If a club wishes to conduct a raffle, the county Extension office should be notified at least 1 month before the club intends to begin selling tickets.

Baxter County Fair Policy

Before a 4-H'er can exhibit at the Baxter County Fair, a youth must have “active” status in ZSuite and have the following criteria met to qualify their project as a 4-H project:

1. Active 4-H member as defined in Baxter County Fair Book
 - a. Requirements to be considered an active member:
 - i. Re-Enrolled 4-H'ers (was enrolled in 4-H the previous year) must attend **six** 4-H events before the fair. Events will consist of club meetings, submitting a record book, workshops, field trips, fundraisers, county 4-H Banquet, district event, national event, or completed online interactive lessons through “Clover” on the 4-h.org website. The timeframe to achieve the six events will be September - July.

** “Clover” lessons can be done as much as a 4-H'er wants, but only **two** lessons will count towards an “active” 4-H event. **
 - ii. New Enrollee 4-H'ers (just enrolled for the first time ever in ZSuite of the current year) must attend **three** events before the fair. New Enrollee 4-H'ers may also utilize “Clover” on the 4-h.org website.
 - b. Exhibitors or 4-H Families must notify the Extension Office by July 15th of their intent to show livestock (this includes any animal/bird being shown in the Critter Barn or Livestock Barn). A Microsoft form will be sent out via email newsletter **prior to July 15th** as well as it being posted on our county Facebook page.

- c. 4-H Exhibitor must complete one project visit **prior** to the Baxter County Fair with a Baxter County Extension Agent to show the agent how they are doing with their project. This will fulfill **one** of the required events towards being an active 4-H member.
- d. Exhibitors who have not met the above requirements will not be allowed to show under the 4-H designation.

Club Organization

All 4-H clubs are subject to policy as outlined in the Arkansas 4-H Policy Handbook. To be considered a Community Club, a group must:

- Be an organized group of a minimum of six youth.
- Email sign-in sheets and any other documents to arychtarik@uada.edu
- Have a minimum of one adult leader who meets the criteria as set out in the policy handbook, who has enrolled in ZSuite, and who has completed all necessary background checks and mandated reporter training.
- Work under the direction of the county Extension agents. Clubs are encouraged to invite county agents and/or program assistants to their monthly meetings.
- Elect officers. Officers should be active in conducting club meetings.
- Clubs should meet a minimum of six times per year, with a minimum of 15 hours of educational programming.

Clubs should conduct a community service project. Club members are encouraged to honor adult leaders on a regular basis.

Club Chartering Update

- **New Clubs:** Must complete the full chartering process as outlined in the Arkansas 4-H website. After the chartering process is complete, the club will receive a letter and certificate from the state office.
- **Renewed club (re-enrolled annually):** Will receive renewed charter when a club leader has re-enrolled and is assigned to that club. Clubs must also follow normal club procedures such as holding meetings and electing officers.

****Lapse in club activity-will need to renew charter if club is not enrolled for a full year. ****

Adult Volunteer Leaders

Parents and adults who assist with 4-H activities are encouraged to enroll as volunteer leaders. **If a parent transports a youth in his or her vehicle or attends any overnight club activity, he or she must enroll in ZSuite as a volunteer leader and complete the required background checks and the Mandated Reporter Training.**

Leaders who transport 4-H youth in their personal vehicle must have proof of state minimum liability required insurance before being allowed to carry any youth other than their own children.

Volunteer leaders must re-enroll online each year. A background check will be done every five years before the leader is recertified. The fee for the background check will be paid for by Baxter County 4-H.

- New leaders must schedule at least two conferences with a County Extension Agent or Program Assistant for training and direction.
- Club leaders attend leader trainings when available.
- Volunteers will only participate if they are not interfering with county agent programming. Siblings who are too young to enroll in 4-H are welcome to events unless they become a distraction, in which case, they may be asked to leave and return later.
- Open conversation between club leaders and the County Extension Agents is imperative to a good working relationship that the 4-H'ers can watch and learn from. If there is any disagreement, please contact the agent that you disagree with and set up an appointment for discussion. Open discussion does not guarantee that your idea will be adopted, but this will allow your voice to be heard.

Transportation

It is a privilege, not a right. Any 4-H member who attends any 4-H activity is responsible for arranging his or her own transportation to events. This includes local, county, district, state, and national events. The University of Arkansas Division of Agriculture prevents Extension employees from making travel arrangements regarding 4-H youth. If an Extension employee is attending an event, he or she may transport youth participants. A packing list will be given before each event. Parents or guardians must reach out to the Extension agent to see if their 4-H'er can be transported by the Extension agent. Transportation should never be assumed.

Miscellaneous

Due dates and sign-up dates are published in the 4-H newsletter which is sent to all 4-H families and will be enforced. Dates and announcements may also be posted on the Baxter County 4-H Facebook.

You must register on ZSuite for all state and national events. Leaders should share this information with club members and guardians.