

General Terms and Conditions

In the interest of the Clinton County 4-H program, the Clinton County 4-H Advisory Council, all 4-H exhibitors, and the agriculture and commercial industries, the following general terms and conditions are presented to maintain, insure, and present a wholesome, high quality, educational program. It is imperative to promote and allow only ethical behavior by exhibitors at the Clinton County 4-H Fair.

The Clinton County 4-H Advisory Council and 4-H Educator reserves the final and absolute right to interpret any and all terms and conditions, contained in any and all parts of the Clinton County 4-H Rulebook and to arbitrarily settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with, or incidental to the Clinton County 4-H Program. They further reserve the right to resolve unforeseen matters not covered by general or project terms and conditions published in the Clinton County 4-H Rulebook, to amend or add to these terms and conditions as in its judgment it may determine, and to withdraw exhibits, awards, and membership should any emergency exist and any circumstances that are deemed necessary.

If an exhibitor requires special exemption to any livestock rule, a request must be submitted in writing to the 4-H educator and the 4-H Council for approval by July 1st.

Species Committees and the 4-H educator may make changes in these rules so long as they feel it is for the improvement and safety of the show or barn conditions.

BEHAVIORAL CRITERIA FOR 4-H EVENTS AND ACTIVITIES

There are many opportunities for 4-H members, volunteers, parents, and the public to participate in 4-H events and activities. When involved in such experiences, members, volunteers, parents, spectators, and the public are expected to follow all rules and regulations as outlined by those responsible for the specific program or activity.

The following actions constitute misconduct for which persons may be subject to disciplinary penalties and/or dismissal from the program:

1. Dishonesty in connection with any 4-H activity by cheating or knowingly furnishing false information.
2. Alteration or unauthorized use of 4-H records.
3. Obstruction or disruption of any 4-H activity or aiding and encouraging other persons to engage in such conduct.
4. Failure to comply, or aiding or encouraging other persons not to comply, with specific terms and conditions of a given project, contest, or activity.
5. Failure to comply with directions of 4-H officials acting in the proper performance of their duties.
6. Inhumane treatment of 4-H animal projects, including cleanliness of animal husbandry.
7. Possession or use of firecrackers, gun powder, firearms, chemicals, or other materials that can be used to create an explosive mixture.
8. Misuse of fire equipment or sounding a false fire alarm.
9. Having a guest of the opposite gender in your sleeping quarters.
10. Physical or verbal abuse or conduct which threatens or endangers the health or safety of any person.
11. Theft of or malicious damage to property.
12. No gas or charcoal grills – no open flames of any kind allowed in or around barns or on fairgrounds.
13. Possession, use, or distribution of alcohol, illegal drugs, tobacco, tobacco-like products, or other dangerous substances.
14. Inappropriate displays of affection towards another person(s).
15. Inappropriate clothing or lack of clothing during the event or activity.
16. Lewd, indecent, or obscene conduct.
17. Unauthorized entry, use or occupancy of any facility.
18. Any conduct which threatens or interferes with maintenance of appropriate order and discipline or invades the rights of others.

CONSEQUENCES OF ANY VIOLATIONS OF BEHAVIORAL EXPECTATIONS:

1. In County: Any of the following consequences can and will be enforced for violation of any rules through a 4-H member's tenure:
 - a. Verbal warning.
 - b. Written Warning.
 - c. Disqualification of individual animals or exhibits.
 - d. Disqualification of the entire project.
 - e. Suspension from Clinton County 4-H program for one year.
 - f. Take away awards, banners, ribbons, and/or scholarships as deemed necessary.
2. When violations occur at out-of-county, district, area, and/or state and/or national 4-H events, the following procedures will be followed.
 - a. The parents/legal guardians will be contacted to arrange transportation home for the violator(s).
 - b. The local Extension Educator will be notified.
 - c. The County 4-H Council has the right to enforce all above consequences as well.

THE CLINTON COUNTY 4-H COUNCIL RECOMMENDS THE FOLLOWING FOR PROPER SHOW ATTIRE:

- Boots or closed toed shoes
- Jeans or long pants
- Button down collared shirt or other appropriate top. No tank tops, crop tops, or low cut shirts.

ENTERING/SHOWING GUIDELINES

***NEW 1. Each exhibitor shall own his/her own 4-H Exhibit. Ownership must be in effect on or before the county and state ID deadlines and continuously until after the 4-H show at the County and/or State Fair. Lama exhibitors, please see the Lama rule set.**

a. For 4-H breeding animals, family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunts, uncles, or legal guardians are acceptable.

b. For 4-H dairy cattle, family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.

c. Dairy heifers, horses, ponies, alpacas and llamas may be leased subject to approval of both the county 4-H dairy, horse and pony, or llama committee and the respective County Extension Educator.

d. 4-H animals are expected to be in the personal possession and regular care of the 4-H member who owns/leases them (unless other arrangements have been agreed upon by the County 4-H Extension Educator) from May 15 until the conclusion of the County and/or State Fair.

e. 4-H market animals and commercial animals must be individually identified and verified under the supervision of the county 4-H program at county identification events by May 15th. These species include market lambs and commercial ewes, dairy wethers, dairy feeder steers, dairy beef steers, beef steers, market and commercial heifers, meat goat wethers, and market wether dams.

f. 4-H animals exhibited after the May 15 State 4-H animal ID deadline at any show by anyone other than the individual whose 4-H enrollment record is connected to the ID of the animal in Indiana 4-H Online will not be eligible to be shown. This term/condition does not apply to siblings, who may show each other's animals at any show during the year. 4-H animals that are selected by 4-H Extension Staff or 4-H Adult Volunteers for use in supreme showmanship contests may be used in those county events without jeopardizing show eligibility. This policy applies to all 4-H animal projects. For animal projects without state ID deadlines, the person who enters them in the show is the equivalent of the owner of the animals.

g. 4-H breeding beef, boer goats, dairy goats, sheep, and swine must be registered in one of the following ownership methods:

i. in the 4-H members' name

ii. John Smith and Sons

iii. John Smith, Sons and Daughters

iv. John Smith & Family (family includes sons, daughters, and legal guardian youth only)

v. Mark Smith (brother) and Mary Smith (sister)

vi. Family corporations, where the 4-H members' name appears as a holder of stock in the corporation, and proof of the same must be supplied on or before May 15.

vii. Family partnership where the 4-H members' father, mother, brother, sister, aunt, uncle, grandparent, and/or legal guardian is also in the family partnership and the 4-H member's name appears on the legal, notarized partnership. A copy of the written document must be on file with the Extension Office before May 15.. A single animal can only be included in one 4-H Online family profile.

h. 4-H breeding beef, boer goats, dairy goats, sheep and swine will NOT be accepted if they are registered in a father's name only, farm name only, or partnerships with unrelated persons (such as "Smith View", "John Doe and William Smith (4-H member)", "Long Oak and William Smith (4-H Member)", etc.).

i. For 4-H dairy cattle, partnerships of the 4-H member with unrelated persons or dairy operations are acceptable (i.e. John Doe and William Smith (4-H member) or Long Oak and William Smith). Dairy cows and heifers, owned in a partnership, may not be exhibited by more than one person from May 15 until the conclusion of the State Fair 4-H Dairy Show. This person must be the exhibitor of the animal in the current State Fair 4-H Dairy Show, or the animal will be ineligible for this show. 4-H dairy cattle will not be accepted in 4-H classes if they are registered in the father's name only or in a farm name, such as "Smith View", "Smith Oak", etc., unless the 4-H member has a certified lease agreement for this animal.

j. The Dairy lease program is only for 4-H members who do not own their own dairy cows and/or heifers. Only dairy heifers that will be less than two years-of-age at the time of the dairy show, may be leased. Leasing a dairy heifer will be considered the equivalent of ownership. The 4-H member should be regularly involved in the care of the heifer, regardless of where the heifer is kept, and the 4-H member should have exclusive show rights to the heifer during the 4-H lease period from May 15 until the 4-H dairy show at the Indiana State Fair. Leased 4-H dairy heifers must be registered (although it is not necessary to have the registration paper transferred to the 4-H member's name) by May 15 and be properly identified in Indiana 4-H Online.

2. Animals purchased, sold, or offered for sale after May 15 and prior to the Indiana State Fair, (including animals that have gone through a "Premium Only Auction"), are not eligible to be shown in the 4-H show at the County or the Indiana State Fair.
3. An Animal Premise Form is to be filled out on all 4-H livestock projects and turned in by **May 15th**. This ID is a number that identifies the farm your animal is on. Siblings can fill out one form per family. The same Premise ID is used every year. Call the Board of Animal Health to get a Premise ID: 877-747-3038, ext. 328.
4. 4-H exhibitors having an entry in animal classes at the Clinton County 4-H Fair or State Fair are expected to show their own animals. Substitute showmen must be approved by the 4-H Educator prior to showing of the animal(s) needing a substitute showman. Requests will only be granted for medical emergencies, conflicts with showing other animals, or desperate circumstances deemed unavoidable by the 4-H Educator. Failure to be excused from a job and/or participation in another organization's event or practice will not result in a substitution showman being granted.
5. Indiana 4-H Quality Livestock Care certification is a **MANDATORY** requirement for showing ALL livestock (pigs, beef cattle, dairy cattle, sheep, meat goats, dairy goats, poultry, rabbits, and Supreme Showmanship participants). If this is not done by July 1, you cannot show your animal.
6. *NEW Intact adult male animals or animals showing testicular tissue will **NOT** be shown, except for rabbits, poultry, **prospect calves, ram lambs**, and weanling horses. Intact male lambs can be shown under 2 years of age. See species specific rules.

GENERAL PREFAIR RULES

1. All livestock must meet health requirements as established by the Indiana Board of Animal Health in order to exhibit.
2. All livestock must be officially enrolled and identified with the Extension Office by May 15 for all animals. **No late entries will be accepted.**
3. Every animal enrolled in the Clinton County 4-H program is subject to a 4-H Livestock Spot Check. These checks will be done randomly, with no notice, and by at least two designees of the Clinton County 4-H Council.
4. All leased animals must have their official lease form, enrollment forms and identification form in the Extension Office May 15 for all animals.
5. All Livestock must be entered in Fair Entry by July 1. All Pigeon, Poultry, Rabbit, and Waterfowl identification and scratches must be done by July 1.
6. A livestock penning form **MUST** be turned in to the Extension Office by July 1. On this form you will be requesting pens for the animals you are bringing to the fair.
7. All county clean-up will be July 1 for all species.

GENERAL LIVESTOCK FAIR WEEK RULES

Clinton County and 4-H Fair Inc. is not responsible for any damage or loss of equipment, livestock, or any other project on the 4-H Fairgrounds, and the 4-H member resumes all liability.

1. All stalls and pens will be assigned by the respective species superintendents. In no case will an exhibitor be allowed to mark his/her own stall(s) or pens.
2. The 4-H member is responsible for bringing their livestock's bedding/feed and for feeding/watering their own animals for the animal's entire stay at the Clinton County 4-H Fair. (Except for beef, where bedding is provided.) No straw except in breeding ewes, milking does, and young kids.
3. Only three-prong or double-insulated power cords will be allowed on any electrical equipment.
4. All animals are unloaded during designated check in times and must be checked by the species committee. Animals that are not checked in will not be allowed to exhibit at the Clinton County 4-H Fair.
5. Record sheets must be completed, signed, and turned in to receive a show number which is required to exhibit.
6. If a 4-H member uses the show arena prior to or after a show, s/he must clean up any messes made by you or your animal.
7. All 4-H livestock will remain on display from arrival time until dismissal time. All animals will remain in the designated area until release time. Any animal in violation will forfeit all awards. Any 4-Her in violation will be ineligible for the current year auction and they will be ineligible in that species at the Clinton County fair for the following year. No livestock trailers or trucks with animal boxes can be pulled up to the livestock barns until designated release times.
8. All manure must be placed in the approved, designated areas/containers. **DO NOT** put it in trash cans.
9. Wash animals in designated areas only. It is the responsibility of 4-Hers to clean-up after their animals to and from designated wash areas.
10. **EACH 4-H MEMBER MUST SHOW THEIR OWN ANIMALS** (with the exception of having more than one animal in the same class). If multiple entries are in the same class, all animals must be shown by a current Indiana 4-H member. If a helper is needed in the ring, the animal's exhibitor must be at the animal's head while showing (ex. yearling ewes.) **See exception- Page 5, Rule 4.**
11. If any animal becomes rowdy and creates a hazard to individuals and/or other 4-H livestock, it will be sent back to the barn or home, at the discretion of the 4-H Livestock Superintendent and 4-H Extension Educator.
12. Animals showing signs of illness may be released from the grounds on recommendation of a veterinarian and with species superintendent approval.
13. No medications may be administered to any animal while at the Clinton County Fair unless given under the direction of a veterinarian and with approval of the species superintendent. **Show eligibility will be determined by a veterinarian in the event an animal must be treated.**
14. Any exhibitor abusing his/her exhibit animals will be eliminated from the show, all premiums forfeited, and will be ineligible to show any animal at the Clinton County Fair the following year. Abuse shall include burning, gouging, punching, use of electric shocker, or other treatment which is considered cruel and inhumane treatment to show animals.
15. No animals can be tied out for the night until after 7:00 p.m.
16. No dogs are allowed in the barn or show arena, except on dog show day.
17. No water fights in the 4-H Livestock Barns or 4-H Show Arena.
18. No persons will be allowed on the 4-H fairgrounds between 11pm-5am.
19. Heat Protocol – Once temperatures reach a 95-degree heat index, there will be an emergency meeting called between the 4-H Council and Fair Council to discuss further action and plan as needed for all 4-H related events. All media outlets available at the time will be used to convey the emergency message.

CODE OF ETHICS

1. In order to protect the integrity of 4-H and the food supply, the 4-H Council and Extension Educator reserves the right to disqualify any animal(s) they have reasonable cause to believe have been fitted in an unethical manner.
 - a. By submitting an online entry, 4-H Exhibitors represent that the exhibitors' animal(s) natural conformation and structure has not been altered in any way. This alternation is also known as "unethical fitting" and includes but is not limited to injection of air, gas, or other foreign substances, cutting/tearing of the hide or removal of tissue in an attempt to alter the physical appearance or shape of the animal, numbing an animal's tail, cutting tendons of an animal, using foreign substances to build or cosmetically re-shape feet.
 - b. Any animal found to have surgical alterations other than dehorning, castration, or docking as permitted by the species-specific rules may be disqualified. Unethical fitting also includes attempts to disrupt or change normal dental development. The act of artificially filling animals internally, which includes stomach pumping or any other method per os (by esophagus) is prohibited for all species.
 - c. No injection sites (including sites from acupuncture treatments) may be found in marketable areas such as top, rounds, loin, hips, etc.
 - d. The administration of any drug prohibited or any drug used in a manner prohibited by Federal, State, or Local law is prohibited.
 - e. In such cases where unethical fitting appears to have been attempted, the 4-H Council and Extension Educator may appoint a veterinarian to inspect the entry. The 4-H Council and Extension Educator will follow a course of action based on the findings and conclusions of the examining veterinarian. Any 4-H Exhibitor that is disqualified for any rules or code of ethics violations will forfeit all premiums.
2. Drenching is allowed.
3. Muzzles will not be allowed for any species.

DRUG POLICY:

1. The Clinton County 4-H Advisory Council reserves the right to examine any 4-H animal exhibit for misrepresentation, to include but not limited to artificially introduced air, blood, oil, drugs, steroids or chemicals.
2. **At no time shall animal exhibits have any substance present, alteration or tissue anomalies that:**
 - a. Violates standards established by the United States Department of Agriculture (USDA).
 - b. Violates standards established by the Food and Drug Administration (FDA).
 - c. Provides any potential performance enhancing quality or any potential showing advantage including but not limited to tampering, altering, or misrepresenting any exhibit; coloring that alters or misrepresents breed characteristics; pumping air or other substances to alter conformation; methods to induce artificial fill; performing surgical and/or non-surgical procedures to alter the animal's configuration or natural conformation of any part of the animal's body; and unethical fitting.
 - d. The following generally accepted management practices are allowed: hoof trimming, dehorning, removal of hair, castration, branding, tattooing, ear notching, and docking of tails.

4-H SHOWMANSHIP

A Showmanship Contest will be held for Beef, Swine, Sheep, Dairy Goats, Meat Goats, Lamas, Rabbits, and Poultry. Members involved in Horse & Pony please see individual species rules pages for showmanship rules. Members may show only his or her own animal that has been shown by the 4-Her in a previous class. Once a showman wins a division, the showman must advance to the next showmanship level, from that year on. Master Showmanship winners in Beef, Sheep, Swine, Dairy Goats, Meat Goats, Lamas, and Horses are eligible for Supreme Showmanship.

NOVICE SHOWMANSHIP—This showmanship division is for exhibitors in Grade 3 only. The winner of this division may advance to compete in the next level of showmanship.

JUNIOR SHOWMANSHIP—This division is for exhibitors in Grades 4-5 and winner of Novice Showmanship.

INTERMEDIATE SHOWMANSHIP—This showmanship division is for exhibitors in Grades 6-8 and winner of Junior Showmanship.

SENIOR SHOWMANSHIP—This showmanship division is for exhibitors in Grades 9-12 and winner of Intermediate Showmanship.

MASTER SHOWMANSHIP—Youth eligible for the Master Showmanship Class include all previous Senior and Master Showmanship champions.

SUPREME SHOWMANSHIP—Master showmanship winners in Beef, Sheep, Swine, Dairy Goats, Meat Goats, Lamas, and Horses.

1. All participants must be Indiana 4-H Quality Livestock Care certified.
2. A contestant may only represent 1 species during the Supreme Showmanship contest
3. If the Master Showmanship winner does not want to participate, then the second-place winner in the Master Showmanship contest will be asked and the winner forfeits all Supreme Contest awards to the person representing that species.
4. All participants will be ranked in all species 1-7. There will be a question presented to each contestant that will count as 1 part of the final score. The participant with the lowest total score will be the Supreme Showman.
5. Each contestant will be given a t-shirt and hand towel. All supplies needed for each species will be provided.
6. If possible, the animals should not belong to any of the 7 showmen. If this cannot be avoided, steps will be taken when drawing for show animals to make sure the showman does not show their own animal.
7. Once a 4-H member has won the Supreme Showman title, he/she cannot return to any participating species showmanship or the Supreme Showmanship Competition.
8. Ties will be broken using the contestant who has the most 1st place finishes, most 2nd place finishes and so on.

4-H LIVESTOCK AUCTION RULES

1. All beef, swine, sheep, goats, rabbits, and poultry sold in the auction must be declared by Thursday of the fair at 12 p.m. Animals that have not been declared by the deadline will not be able to sell in the 4-H Livestock Auction.
2. Each member must be present for the 4-H auction.
3. It is the responsibility of the 4-H member to **thank the buyer** for purchasing their animal at the Livestock Auction.
4. 4-H members may sell only one lot in the 4-H Livestock Auction.
5. All animals sold in the Clinton County 4-H Livestock Auction are ineligible to be a future exhibit in any 4-H show.
6. Only animals exhibited at the Clinton County Fair are eligible for the auction. 4-H exhibitors can only sell the animals they exhibited.
7. Retail products are not eligible to be sold through the livestock portion of the auction.

ANIMAL HEALTH REQUIREMENTS

This document describes the Indiana State Board of Animal Health's requirements for all animals in the state. Indiana State 4-H has imposed additional requirements as a condition of exhibition. These additional conditions are denoted with an "**" throughout this document.

GENERAL REQUIREMENTS FOR ALL SPECIES

A. Limitations on Exhibition

1. Failure to meet all animal health requirements will result in removal of animals from the exhibition premises.
2. The following animals are not eligible for exhibition in Indiana:
 - a. Animals that originate from a herd that is under quarantine.
 - b. An animal prohibited from exhibition under any law or order.
 - c. Any animal classified as a brucellosis "suspect".
 - d. Animals showing signs of any infectious or communicable disease or that are a health hazard.
 - e. Any animal that does not meet state animal health requirements.
3. Any animal that develops or shows signs of any infectious or communicable disease during exhibition must be removed from the premises. An owner who is disputing the exclusion of his/her animal(s) from exhibition may not exhibit the animal in question pending any appeal.
4. The State Veterinarian is authorized to make the final determination as to an animal's eligibility for exhibition. The State Veterinarian may order removal of any animal from the exhibition grounds.
5. Exhibition organizers may impose health requirements in addition to those prescribed by BOAH.
6. Exhibition organizers may have a licensed and accredited veterinarian review animals and animal health documentation during the exhibition.

B. Certificates of Veterinary Inspection

1. For animals located within Indiana, a certificate of veterinary inspection (ie "health paper") is not required.
2. For animals located outside Indiana, the exhibitor must have a properly completed CVI prior to entry.
 - a. CVIs must be completed by a licensed and accredited veterinarian who has inspected the animals.
 - b. A CVI for any animal is valid for 30 days from the date it is issued by a licensed and accredited veterinarian. NOTE: Animal(s) must be inspected by a licensed and accredited veterinarian no more than ten days prior to the date in which the CVI is issued.
 - c. CVIs must clearly include a description of each animal including the age, sex, and breed of the animal, and the official individual identification.
 - d. CVIs must accompany the animal while on the exhibition premises.
 - i. CVI's can be made available in their original format (i.e., digital, or physical copy).

C. Pre-Entry Movement Permit (REVISED) Effective January 1, 2022:

1. For swine and cattle located within Indiana, a pre-entry movement permit is not required.
2. For swine and cattle located outside Indiana, a pre-entry movement permit is not required when an electronic CVI is issued.
3. For swine and cattle located outside Indiana, a pre-entry movement permit is required when a paper CVI is issued.
 - a. The 2024 Indiana State Fair pre-entry movement permit number is "INSF24" and must be noted on all paper CVIs.

E. Official Identification

All exhibition animals must be permanently and individually identified unless otherwise noted. Official ear tags are tags approved by the USDA that bear the US shield. All official identification should be recorded on the CVI.

F. Testing

1. All tests required for exhibition must be conducted at the Animal Disease Diagnostic Laboratory (ADDL) at Purdue University, a laboratory approved by the Indiana State Board of Animal Health, or a state or federal-approved laboratory.



2025 Indiana 4-H Animal Identification

The following table lists the different animal species and the respective form of identification that is required for a 4-H member to be eligible to show in the 4-H livestock shows at the 2025 Indiana State Fair. The animal ID information must be entered in the Indiana 4-H Online enrollment system by the respective deadlines. Missing, incomplete or incorrect animal ID information could result in state fair ineligibility for that particular animal.

DNA Hair samples are only required if animals are going to the Indiana State Fair.

		Max # to Enroll	Deadline
Beef and Dairy Beef Steers	840-RFID Tag and 5-digit County Tag and DNA Hair Sample	10 Total steers	May 15
Commercial and Market Heifers and Dairy Feeder	840-RFID Tag and 5-digit County Tag and DNA Hair Sample	10 total	May 15
Beef, Registered Heifers	840-RFID tag and Tattoo and DNA Hair Sample	10 total heifers	May 15
Dairy Cattle	840-RFID tag and animal's registered name and registration number (or dam's registration number) and DNA Hair Sample	40 total	May 15
Dairy Goat Females, Registered Wethers	Breed Registry Tattoo 5-digit County Tag or Tattoo	40 dairy goats total	May 15
Meat Goat Wethers Boer Goat Females, Registered Market Goat Does (Wether Dams)	840-RFID Tag and 5-digit County Tag and DNA Hair Sample Breed Registry Tattoo and DNA Hair Sample 840-RFID Tag and 5-digit County Tag and DNA Hair Sample	40 meat goats total	May 15 May 15 May 15
Pygmy Goats Registered Unregistered	Breed Registry Tattoo or Microchip that Matches Registration Papers Official USDA Scrapie Tag or Official Scrapie Tattoo	40 total	May 15
Horses and Pony	Two Color Pictures	20 total	May 15
Llama and Alpaca	Two Color Pictures	20 total	May 15
Sheep Market Lambs Commercial Ewes Registered Ewes	840-RFID Tag and 5-digit County Tag and DNA Hair Sample 840-RFID Tag and 5-digit County Tag/or official scrapies tag and DNA Hair Sample 840-RFID Tag and ID that matches registration Papers and DNA Hair Sample	30 sheep total	May 15
Swine	840-RFID Tag and Ear Notch and DNA Hair Sample	15 Gilts 15 Barrows	May 15

LIVESTOCK POSTER GUIDELINES

If unable to exhibit an animal at the county fair, a record sheet is required to complete the project. A poster may be completed if the exhibitor wishes. The poster must be turned in during designated pre-fair judging times. Poster guidelines can be found under the Animal Poster project.

GRIEVANCE/APPEAL GUIDELINES

The grievance procedures outlined in this document are utilized as part of an internal process of the Indiana 4-H Youth Development program for use when grievances of 4-H members, their parents/guardians, or 4-H volunteers cannot be resolved via reasonable conversation. This policy affords the opportunity in those unique situations to allow voice or opinion to be heard when there is a dispute regarding 4-H participation, activities or programs. This is not a mechanism for complaints against individual 4-H members (or their families), 4-H volunteers, judging officials for competitive events, or Purdue Extension staff. All resulting decisions will be made in accordance with the Indiana 4-H Program's stated mission to be an inclusive organization designed to encourage and maximize youth participation. The rights of the individual filing the grievance are limited to those provided by Indiana 4-H Program policy. Purdue University, as the Land Grant University in Indiana, is charged (by the United States Department of Agriculture) with implementing the 4-H Program in communities across the State of Indiana. Purdue Extension Educators in each Indiana County represent the university in local communities and have the responsibility of assuring all 4-H volunteers meet basic university criteria as they serve as representatives of the university. Extension Educators additionally provide oversight to 4-H volunteers including the assurance that Indiana 4-H Policies and Procedures are appropriately implemented in 4-H Program delivery. Individual county 4-H policies and procedures should be created and reviewed to assure they do not contradict established statewide 4-H policies and procedures. If a contradiction is discovered during the grievance process, Indiana 4-H Program policy shall be followed in determining the grievance outcome.

1. Grievances are made by completing the Indiana 4-H Grievance/Appeal form with the burden of proof being the responsibility of the individual filing the grievance. The completed grievance/appeal form and supporting documentation shall be presented to the president of the 4-H policy-making body (ie, 4-H Council) or the 4-H Extension Educator. (NOTE: concerns regarding staff or volunteers are not issues for which a grievance may be filed. 4-H volunteers are assigned by the 4-H Extension Educator. Concerns regarding 4-H volunteers or other individuals should be addressed directly with the 4-H Extension Educator.)
2. Grievances pertaining to 4-H activities, programs or projects shall be filed within 14 days of an incident or occurrence. Grievances pertaining to county fair related issues must be filed within 24 hours of the incident.
3. The grievance process occurs in the county where the issue or concern arises and offers three opportunities for a concern to be heard and reviewed:
 - A. The grievance is initially heard by an unbiased, representative grievance sub-committee. It is the Extension Educator assigned to 4-H Programming who shall annually work with the chair of the 4-H Council to determine this committee's members to include the following individuals: one representative of the 4-H Council; two 4-H volunteers serving as a 4-H club leader; one member of the County Extension Board; and one 4-H volunteer knowledgeable in the subject matter (project) of concern (this individual will vary dependent on issue raised with the grievance). The Extension Educator shall convene the group.
 - B. The person filing the grievance may appeal the decision of the grievance sub-committee to the 4-H Council, which will then review the facts in evidence and render a decision.
 - C. The person filing a grievance may appeal a decision of the 4-H policy-making body to the County Extension Board. The Extension Board will review the facts in evidence and render a decision. This is the **final level** in the appeal process.

****While there is no doubt some overlap in who serves on these committees, the intent of a three-level process is to assure different individuals have the opportunity to hear and act on the grievance. ALL individuals involved at any level of the grievance procedure are reminded of the importance of keeping discussions regarding grievances confidential. To maintain the confidentiality of the parties involved, the grievance hearings at each level will be closed to the public. Only the individuals who have filed the grievance, the members of the grievance committee, and the Purdue Extension Educators will be present during each level of the grievance process, ***The grievance process is internal to the Indiana 4-H Youth Development Program and meetings of the grievance committees are not subject to Indiana's Open-Door Policy. The Purdue Extension Educator assigned to work with the 4-H Program has the obligation to inform all parties that there is a grievance procedure if there are disagreements with policies. The practice of charging fees from those filing grievances shall be eliminated and all counties will utilize the Indiana 4-H Grievance/Appeal Form as part of the grievance process.**