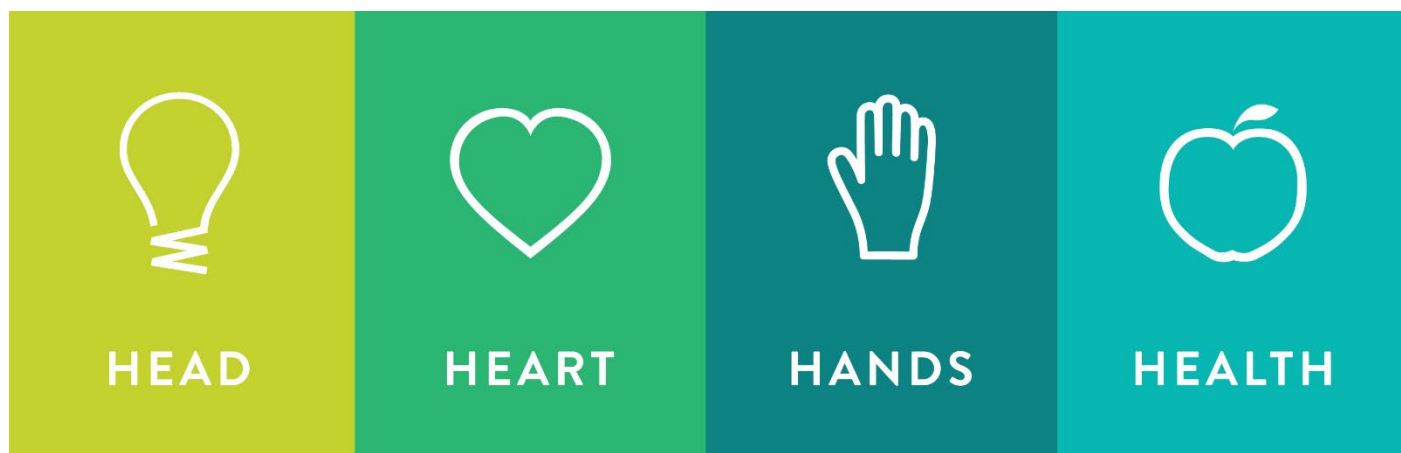


2025 Elkhart County 4-H Policies & Procedures



Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

02/2025

4-H Award Ribbons

State Fair (Purple)

This is the best overall exhibit in a division, section, or category and has been selected for exhibit at the Indiana State Fair.



Group B (Red)

Second place group. Project work is good but does not meet requirements in some way and/or is missing an important element.



Champion (Purple)

This is the best overall exhibit in a division, section, or category where a State Fair entry does not exist, and it is awarded when merited. Example: A champion ribbon is awarded to Microwave Cooking because it is a county project and not available on the state level.



Group C (White)

Third place group. Does not meet requirements and is missing two or more important elements.



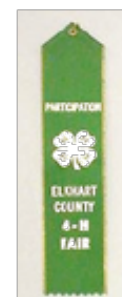
Reserve Champion (Lavender)

This is the second best overall exhibit in a division, section, or category and is awarded when merited.



Participation (Green)

Given to a late entry project that arrives after judging is finished. All projects are to be checked in at the designated times.



Honor Group (Purple)

This ribbon is given to first place group recipients that have done an out-standing job. State Fair winners and Champions are selected from this group.



Mini 4-H (Blue)

Given to Mini 4-H youth in grades K – 2 that complete a project.



Group A (Blue)

First place group. Meets all requirements, and project work is very good.



Special Activity (Yellow)

Given for special activities participated in during the year, such as Performing Arts.



While at the time of publication we have tried to include everything that we can for the 2024-2025 4-H program year please know that information can be updated and changed as needed. The most current 4-H Policies and Procedures will be published on the Purdue Extension Elkhart County website. Communication will also go out to those members when information is updated that it may have an impact.

<u>4-H Award Ribbons</u>	2
<u>What is 4-H?</u>	4
<u>4-H Parent/Mentor Guide</u>	5
<u>Who's Who in 4-H</u>	6
<u>Indiana 4-H Policies and Procedures</u>	7
<u>4-H General Rules and Policies</u>	7
<u>Elkhart County 4-H Enrollment Policy</u>	8
<u>Fair Entry Policy</u>	10
<u>Behavioral Criteria for 4-H Youth and Adults</u>	11
<u>Animal ID/Ownership</u>	13
<u>County Wide Animal Grooming and Medications Policies for Fair</u>	15
<u>Quality Assurance for Livestock Projects formerly, (YQCA)</u>	15
<u>4-H Livestock Auction</u>	15
<u>4-H Round Robin</u>	16
<u>Elkhart County 4-H Fair Ticket Policy</u>	16
<u>Elkhart County 4-H Grievance Policy</u>	17

“All 4-H Projects and their requirements are listed on the Purdue Extension Elkhart County Website. You can request printed copies of the project materials and requirements from the Extension office or download them from the website.”

What is 4-H?

In 4-H, we believe in the power of young people. We see that every child has valuable strengths and real influence to improve the world around us. 4-H empowers young people with the skills to lead for a lifetime. It's a research-based experience that includes a mentor, a hands-on project, and a meaningful leadership opportunity.

4-H programs are grounded in the belief that kids learn best by doing. Kids and teens complete hands-on projects in areas like science, health, agriculture and civic engagement, in a positive environment where they receive guidance from adult mentors and are encouraged to take on proactive leadership roles. Kids can concentrate on one focus area or they can try a variety of programs throughout their 4-H experience.

Regardless of the project area, all 4-H programs include mentoring and career readiness as core elements.

Through life-changing 4-H programs, nearly six million kids and teens have taken on critical societal issues, such as addressing community health inequities, engaging in civil discourse and advocating for equity and inclusion for all. For more than 100 years, 4-H has welcomed young people of all beliefs and backgrounds, giving kids a voice to express who they are and how they make their lives and communities better.

Indiana 4-H Mission & Vision:

4-H Mission: The Indiana 4-H Youth Development mission is to provide real-life educational opportunities that develop young people who positively impact their community and world.

4-H Vision: Indiana 4-H Youth Development mission strives to be the premier, community-based program empowering young people to reach their full potential.

Motto:

"To make the best better."

Emblem:

The 4-H emblem is the four-leaf clover with the letter "H" on each leaf. The H's stand for head, heart, hands, and health. The 4-H emblem is legally protected and must be used correctly.

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 Parent - Mentor Guide

4-H Parent – Mentor Guide:

Purpose: Provide support to your child in 4-H.

Responsibilities:

- Help your child enroll in the 4-H club and meet the 4-H requirements.
- Help your child select one or more suitable 4-H projects to complete. (Mini 4-H'ers may only take one project.)
- Make sure your child attends the 4-H club meetings.
- Provide or arrange for transportation.
- Help your child to complete any 4-H responsibilities for which he/she has volunteered or been selected.
- Help with at least one 4-H club activity during the 4-H year.
- *Volunteer, don't wait to be asked.*
- Support your child's 4-H project work.
- Make sure your child attends any project workshops.
- Help your child gather any materials needed.
- Help your child complete one or more articles for exhibit and exhibit them at the County 4-H Fair.
- Help your child complete, and turn in on time, 4-H project records.

Assistance Available:

1. 4-H Club Organizational Leader
2. 4-H Project Leader
3. Experienced 4-H Parents
4. 4-H Project Manuals
5. Purdue Cooperative Extension Office – Elkhart County: 574-533-0554

Time Commitment:

One 4-H year includes about 1 - 2 hours per month for club meetings and whatever time you choose each week for 4-H project work. You will have a better experience if you put more time into your project.

Benefits:

Help your child learn and grow, share experiences with your child, improve relationships with your child, contribute to youth in your community, and develop a sense of accomplishment.

Qualifications:

- Interest in child's activities.
- Commitment of time and energy to 4-H members.
- Ability to assist but still allow the member to do his/her own work.

Awards & Trips:

County awards are given to 4-H members at the fair. Award applications are available to leaders in the spring for nominations. Achievement Trip applications are due in the fall for awards to eligible youth. Youth who are eligible for consideration are notified to apply. Applications are scored with a point system.

Some 4-H members are eligible to apply for trips. Most of the trips take place between June and July. Announcements for the trip and award applications are in the Friday 4-H Nugget as they are available. Eligibility information is included in the Trip and Award Application. Most trips are partially subsidized by 4-H Club Corporation. Submit applications on time for consideration.

Who's Who in 4-H

4-H Member: Any youth currently in grade 3 through grade 12 who pays the State Program Fee, has signed consent forms, completes the enrollment process, and meets the club requirements.

Mini 4-H: A 4-H program for youth currently in kindergarten, 1st, and 2nd grades. Mini 4-H members are invited to participate in special events planned just for them. Youth are invited to complete and exhibit one project at the fair.

4-H Leader: All 4-H volunteers go through a stringent screening process which includes a background check before working with 4-H members. There are a number of adult volunteers who are responsible for the organizational aspects of the club, as well as special help with particular projects or activities of your club. The leader acts as a liaison between the Extension Office and the 4-H member.

4-H Project Leader: Responsible for a particular project at the club level and conducts educational activities associated with that project. Ensures that members are progressing with their projects during the year and advises the Club Leader regarding members' progress.

4-H Expansion & Review Committee: A special committee formed to expand the opportunities to all youth and volunteers in the 4-H program. The committee focuses on ways to attract more youth to the 4-H program. At least one third of the committee should be youth and the committee should be representative of the county population.

Junior Leader: 4-H member who is in grade 7 through 12. The Junior Leader club year runs from September through August. The group has monthly meetings, performs community service projects, and sponsors various events.

4-H Corporation: This is the short name for the Elkhart County 4-H Club Corporation, Inc. 4-H Corporation plans and implements a 4-H Youth Development Program consistent with the mission of Purdue Extension. Members are elected by the 4-H Leaders to a three-year term. The Junior Leaders also appoint two voting members to this board.

4-H Extension Educator: Purdue Extension professionals who help to carry out the 4-H program and serve as a source of research-based information.

4-H Fair Board: The 4-H Fair Board is a separate organization from 4-H, however they are a vital partner concerning the best interests of 4-H youth. Many 4-H clubs and organizations have directors on the fair board. The fair board makes decisions related to the annual 4-H Fair and use of the fairgrounds.

Purdue University: Purdue is a land grant college that has the responsibility for taking education to the people of the state. The 4-H program is part of that directive in the Youth Development & Agricultural Education Department.

State 4-H Office: The State 4-H Program Leader has responsibility for the 4-H program at the state level. The state staff assures that federal guidelines are met and that the program is administered in the best interests of youth. The 4-H Program Leader is based at Purdue University, Department of Youth Development and Agricultural Education. State Specialists have the responsibility for the 4-H program on a statewide basis.

Indiana 4-H Policies and Procedures

The Indiana 4-H program is administered by Purdue University as the Land Grant College in the State of Indiana. All county 4-H programs follow the general 4-H Policies and Procedures. Many of the State-wide policies and procedures can be found in this booklet and the most up to date versions can be found here: <https://extension.purdue.edu/4-H/about/policies-and-procedures/index.html>

4-H General Rules and Policies

The Indiana 4-H Program Philosophy and Expectations:

The Indiana 4-H program serves the youth of Indiana by providing a strong educational youth development program. This program delivers educational experiences in a variety of settings. Caring, capable, and contributing adults assist in the 4-H program as models for young people. The rich heritage of the 4-H program is one to be valued and passed along to future generations.

This document includes certain standards and guidelines to assure that 4-H is a positive youth development program. County 4-H policy is guided by the county 4-H policy-making or governing board (i.e., 4-H corporation) as provided by the County Extension Board. Legal authority for the 4-H program rests with the Director of the Cooperative Extension Service at Purdue University. No county 4-H policy may conflict with state 4-H policy or with federal guidelines and requirements.

Deadlines for county and state participation should be carefully constructed so as to encourage rather than discourage participation. Such deadlines should be well published. Members not complying with established and published dates and deadlines for exhibition may be denied the opportunity to exhibit.

It is the policy of 4-H to be an inclusive organization. No county policy or practice should be used to arbitrarily exclude youth from either membership or participation. Youth should participate in 4-H youth development opportunities at levels and times that best suit the youth's development.

Per state and federal guidelines, volunteers and Extension Educators may not require youth to attend 4-H club meetings in order to complete 4-H or exhibit their work.

4-H Club Membership:

Youth may become 4-H members when they enter the third grade and may continue their membership through the completion of grade 12. Each individual may continue membership for a maximum of ten (10) consecutive years. Kindergarten, first, and second graders may enroll in Mini 4-H.

Exceptions:

- 1) Youth who enroll in grade three and are advanced academically (thus graduating early) may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.
- 2) Those youth who are academically advanced and "skip" 3rd grade, may begin the program as a 4th grader and may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.
- 3) Those youth who enroll in grade three and are retained a grade in school may continue to progress through the 4-H Program by adding subsequent years of participation, but MAY NOT exceed 10 years of participation. For example, if a member is retained one year in school (public, private, or home), their final year of 4-H membership would conclude the summer following their junior year of high school.
- 4) Those youth who entered the program in 3rd grade and for one reason or another leave formal education prior to the completion of 12th grade may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.
- 5) Limited 4-H scholarships and awards may have specific qualifications extended beyond the typical grade listed for 4-H eligibility.
- 6) Additional exceptions may be requested to the State 4-H Leader or his/her designee.

NOTE: 10 years of membership in the 4-H Youth Development Program is an opportunity --- not an entitlement. Those youth who do not enroll as 3rd grade students or meet the exceptions above, conclude their involvement with the program during the summer immediately following the completion of their senior year in high school.

An individual's 4-H grade is determined by the school grade in which the youth is classified at the time of year they enroll in 4-H. A member does not advance in 4-H grade until they enroll in 4-H for the subsequent year. Each member should enroll in the division of a project/subject that would best suit their interest and potential for personal growth and would enhance their family involvement.

Opportunities in the 4-H program are available to all Indiana youth as defined regardless of race, religion, color, sex, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, or disability. The Indiana 4-H Youth Development program year is October 1 to September 30 annually. Individual 4-H enrollment is an annual process attained by completing individual 4-H enrollment via the 4-H Online enrollment process. Statewide 4-H Online enrollment occurs annually October 1.

In Elkhart County there are three kinds of 4-H clubs:

General Clubs: These clubs focus on a variety of subject areas and meet across the county in various locations such as schools, community centers, libraries, and other locations. Project work is not completed at these meetings, but leaders may pick up and distribute manuals to youth so projects can be completed at home. The leader may serve as a resource for information on specific projects, or club members may call the Extension Office with questions as they are working on projects at home. Youth select their projects when they enroll so leaders may order project manuals.

Subject-Specific Clubs: These clubs are dedicated to a specific subject area, and assistance will be given during club meetings in the completion of the project.

Spark Clubs: A short-term club focused around a specific subject area.

Elkhart County 4-H Enrollment Policy:

There is a \$15 annual, non-refundable, program fee for any youth in grades 3-12. This fee is assessed at the time of registering your 4-H Online Enrollment Form or Paper Enrollment Form and can be paid by credit or debit card online, or by cash, check or money order in the Extension Office. No credit or debit card payments can be accepted in the Extension Office. The fee assessment is per youth, not per club. The program fee will be assessed for up to three children in one family, for a maximum of \$45 per family, per year. Youth in grades K-2 joining Mini 4-H are exempt from paying the program fee. All program fees will be used by Purdue University to enhance the Indiana 4-H program.

Youth in grades 3-12 are required to complete the Elkhart County 4-H Online or Paper Enrollment Form on an annual basis. Their 4-H Online Enrollment Form must be completed (including a consent form signed by the 4-H member and their parents/guardians) and their \$15 Program fee submitted to be considered fully enrolled.

Youth in grades K-2 are required to complete the Elkhart County Mini 4-H Online or Paper Enrollment Form on an annual basis. Their Mini 4-H Online Enrollment Form must be completed (including a consent form signed by the 4-H member and their parents/guardians) and submitted to the Extension Office to be considered fully enrolled.

Enrollment forms and payments must be submitted to the Elkhart County Extension Office, electronically or physically by the 4-H member, parent or leader in order to be considered valid.

If there is a hardship for the 4-H program fee, please contact the Extension office.

Special Accommodations:

4-H programs should be designed to consider the needs of participants to create a sense of belonging and feeling of inclusion among all youth. Accommodations may include youth with special needs (e.g., cognitive, learning, physical differences), or there may be other accommodations requested. For accommodations or requests, please contact the Purdue Extension 4-H Youth Educator. Purdue Extension meets all reasonable accommodation requests. A series of [Inclusive 4-H resources](#) are available on the Indiana 4-H Website to help staff, volunteers, and families provide the best opportunities possible for all youth regardless of their level of abilities.

Residence:

Indiana youth typically enroll in 4-H Youth Development programs in the county or state in which they reside. However, individuals living in one county may join 4-H in another county. There must be educational or social reasons for an individual joining 4-H in a different county than that of their primary residence. During a single program year, a 4-H member enrolled in a given project may enroll and exhibit that project only in one county or state of enrollment.

In the event that a project is not offered in the county of primary 4-H enrollment, a 4-H member may enroll in that specific project in a different county. Approval of this special exception rests with the 4-H Extension Educator in consultation with the State 4-H Office. Participation in 4-H related activities and events (i.e., judging, performing arts, auction) must be in the county of primary 4-H enrollment.

The above policy is not intended to provide an escape mechanism for 4-H members and families who are unwilling to follow the terms and/or conditions in their current county of 4-H membership. Decisions regarding 4-H membership in a non-resident county (a county you do not live in), rest with the 4-H Extension Educator in the receiving county in consultation with the State 4-H Office.

Deadlines:

The proper compliance with established, stated and published final dates and deadlines is considered an appropriate expectation of 4-H membership. Submitting things on time and following the rules is part of the 4-H learning experience. Individuals not complying with these expectations may lose awards and privileges. This is especially true in animal projects where animal ownership, raising and identification have a specific time period as part of the project requirements. Members not complying with established and published dates and deadlines for exhibition may be denied exhibition privileges as well as premiums or awards for that project.

Participation:

Attendance and participation at 4-H meetings is highly encouraged as a part of the overall educational experience. However, attendance or participation at club meetings cannot be required as criteria for project completion. Rewarding 4-H clubs, 4-H members, and 4-H volunteers for attendance and participation in meetings, tours, workshops, local and county exhibits, etc. is encouraged. 4-H volunteers and members of local clubs may establish goals for attendance, exhibits, completion, etc. to meet the criteria established for awards and recognition as long as they do not conflict with county, area/or state policies.

Exhibition:

Exhibition of 4-H projects in local, county or state exhibits/fairs, in person or virtually, is voluntary on the part of the exhibitor. Exhibition of the project is not a requirement of completion of the project. The exhibition of 4-H projects provides 4-H members an opportunity to display their 4-H projects, enter into competition and participate in an educational/social environment with peers. With exhibition also comes the responsibility for abiding by all of the terms and conditions pertaining to the respective 4-H project. Not following the established terms and conditions of the projects will be grounds for exclusion from the competition/exhibition.

- An exhibit may not be entered in more than one county fair or State Fair 4-H class except in some animal classes where designated. In a State Fair class requiring more than one item, all items must be exhibited by the same 4-H member. All parts of an exhibit made in one class must belong to one 4-H member.
- All 4-H exhibits at the county fair or State Fair must be prepared during the current 4-H year. Eligibility rests solely with the State 4-H Youth Program Leader on entries in all 4-H classes.
- **Any 4-H exhibit removed from display prior to the official release will be disqualified. Any 4-H placing's/prizes (including ribbons, money, medals, trophies, etc.) awarded to that exhibit will be forfeited.**
- 4-H exhibitors having an entry in animal classes at State Fair are expected to show their own animals. In cases where this cannot be done, the owner may request a substitute showman. Substitute showmen must be approved in writing by the 4-H show manager 24 hours prior to the 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 show manager. **Failure to be excused from a job and/or participation in a non-4-H-related creative arts or sporting event or practice will not result in a substitute showman being granted.**
- Any usage of the United States Flag in a 4-H project must comply with federal, state, and local laws.
- Any item entered for judging, may or may not be displayed based upon recommendation from the Building Superintendents and 4-H Educators.

Completion:

A 4-H experience may include a variety of options and must not be misinterpreted solely as exhibition of a project at a local, county, or state fair. There are a number of ways that a young person may participate in the 4-H Youth Development Program in addition to the club-based option. Participating in these 4-H opportunities enable the youth to build skills that will serve them well throughout their adult lives.

Some of these participation options do not include the preparation of a specific exhibit by an individual that would be on display at a fair or similar event. In some cases, the youths' actual participation may be the final product that results in their completion of a year of 4-H. Some examples of this participation include working as a team to develop a robot for a workshop or challenge; participating in a Spark Club experience; participating in State 4-H Band or Chorus; taking part in a science training or experiment; participating in an after school 4-H experience; etc.

Language of "completing" a 4-H experience should be avoided or requiring a specific output. Every 4-H'er's experience may be different. 4-H members are considered complete in their 4-H educational experience for the year when they have (1) completed the 4-H member enrollment process prior to the established and published date for enrolling; and (2) had an officially recognized 4-H volunteer/Extension Educator verify the existence of the completed project/subject or the member's participation in a 4-H educational experience – this could be in the form of an exhibit, poster, report, presentation, etc. Or, a member may choose to submit a completed record sheet in lieu of an exhibit to complete the club- or fair-based 4-H project/subject. The 4-H record sheet will be based on printed or web-based educational materials (used by Indiana 4-H Youth Development) and submitted prior to the established and published date.

Though exhibiting in local, county, and state exhibits/fairs is not required for project completion, as it does not necessarily relate directly to content and skills learned in the development of the 4-H project, project exhibition is encouraged as a continuation of the educational experience. Per state and federal guidelines, volunteers and Extension Educators may not require youth to attend 4-H club meetings in order to complete 4-H or exhibit their work, unless required by the state 4-H office for safety.

Behavioral Criteria for 4-H Events and Activities:

4-H members, volunteers, parents and the public:

When attending, participating or acting on behalf of the 4-H programs, all persons are expected to conduct themselves in accordance with accepted standards of social behavior, to respect rights of others, and to refrain from any conduct which may be injurious to the 4-H program. **The following actions constitute misconduct for which persons may be subject to disciplinary consequences and/or dismissal from the program:**

- Dishonesty in connection with any 4-H activity by cheating or knowingly furnishing false information.
- Alteration or unauthorized use of 4-H records.
- Obstruction or disruption of any 4-H activity or aiding and encouraging other persons to engage in such conduct.
- Failure to comply, aiding, or encouraging other persons not to comply with specific terms and conditions of a given project, contest or activity.
- Failure to comply with directions of 4-H officials acting in the proper performance of their duties.
- Inhumane treatment of 4-H animal projects.
- Behavior that is unbecoming and/or socially unacceptable.

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 and the public are expected to follow all rules and regulations as outlined by those responsible for the specific program or activity. In all such 4-H activities, the following constitute a violation of behavioral expectations:

- Possession or use of fire crackers, gun powder, firearms, chemicals or other materials that can be used to create an explosive mixture.
- Misuse of fire equipment or sounding a false fire alarm.
- Having a guest of a different gender in your sleeping quarters, or inappropriate sexual behavior.
- Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any person.
- Theft of or malicious damage to property.
- Possession, use, or distribution of alcohol, illegal drugs, tobacco and tobacco-like products, electronic smoking devices (including, but not limited to, e-cigs, vapes, Juuls), or other dangerous substances.
- Inappropriate displays of affection towards another person(s).

- Distribution, misuse, or abuse of over-the-counter, homeopathic (including supplements and vitamins), or prescription medications.
- Inappropriate clothing or lack of clothing during the event or activity.
- Lewd, indecent, or obscene conduct or language.
- Unauthorized entry, use or occupancy of any facility.
- Any conduct which threatens or interferes with maintenance of appropriate order and discipline or invades the rights of others.
- Unwillingness to follow appropriate health and safety procedures.
- Reckless or inappropriate behavior.

When violations occur at out-of-county, district, area, and/or state and/or national 4-H events, the following procedures will be followed:

- The parents/legal guardians may be contacted to arrange transportation home for the violator(s) and
- The local 4-H Extension Educator may be notified.

Consequences:

If, in the opinion of the State 4-H Youth Department head or their designee, evidence of alteration and/or excessive outside help, unethical preparation or misconduct is noted, the exhibit and/or 4-Her may be disqualified, all premiums and awards forfeited, or the 4-Her may be subject to up to a three-year disbarment from participation in that project or other related 4-H projects, events, or activities. This person may also be subject to removal from the fairgrounds.

Further, enforcement may be selective which does not waive the State 4-H Youth Program Leader's right to enforce collectively at a future date and appropriate circumstance.

Special Note: When infractions in regulations and/or policies take place in animal projects, special penalties will be enacted. In addition to above stated penalties, animals unethically fitted or altered for show and sold at 4-H auctions will have all premiums associated as a 4-H reward removed from the sale price of the animal. The animal sale price provided to the 4-H'er will be that of the going market value that day, with anything above said market value retained by the 4-H organization as a penalty for the action.

- Any 4-H situation not covered by these policies shall be handled by the State 4-H Youth Program Leader or their designee as appropriate.

Adult Behavioral Expectations:

All faculty, educators, staff, and volunteers who work with 4-H Youth Development Programs will annually sign a statement agreeing to comply with the Adult Behavioral Expectations (4-H 785).

These Adult Behavioral Expectations give faculty, Educators, staff, and volunteers the opportunity to reaffirm their commitment and dedication to the well-being of young people. When all faculty, educators, staff, and volunteers sign a copy of document 4-H 785, individuals are making a collective statement that youth in the 4-H Youth Development program are being treated with respect, dignity, and attention to individual needs. The faculty, educators, staff, and volunteers who work with the 4-H Youth Development Program in Indiana are proud of the quality educational programs provided to youth of this state and to their personal commitment to nurture the positive growth and development of youth.

The 4-H 785 form states:

In my role as a 4-H Youth Development Program faculty, educator, staff, or volunteer, I will:

- Respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- Be mindful and follow Purdue, Centers for Disease Control and Prevention (CDC), and other state and local health guidelines and recommendations related to any epidemic or pandemic illness.
- Participate in orientation and training, which includes youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for youth.

- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Be truthful and forthright when representing the 4-H Youth Development Program.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and antidiscrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- Embrace diversity among all youth and adult participants, helping each person to feel welcome and included in the 4-H Youth Development Program.
- Under no circumstances allow, consume, or be under the influence of alcohol or illegal drugs at 4-H Youth Development Program events or activities.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth participating in 4-H Youth Development Programs.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology and social media in an appropriate manner that reflects the best practices in youth development. During virtual 4-H activities, I will follow acceptable University practices being mindful of the virtual learning environment.
- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.
- Report any suspected instances of child abuse and/or neglect to local authorities that I may observe during my role as a 4-H Youth Development Program faculty, educator, staff, or volunteer.

The 4-H 785 form also states that the 4-H volunteer complies with the Purdue University "Use of Vehicles for University Business" policy and authorizes the Purdue University Cooperative Extension Service to conduct an annual search of the national and state sex and violent offender registries. The 4-H volunteer also agrees to show a copy of a government issued photo ID to their local Extension Office staff. By signing a 4-H 785 form in the county Extension Office or the State 4-H Office, an individual acknowledges that they have read and agrees to abide by the behavioral expectations. The individual is to understand that their failure to comply with these expectations may result in termination as a faculty member, educator, staff, or volunteer. Contact a Purdue University Cooperative Extension Service 4-H Youth Development Educator to find out more information on Adult Behavioral Expectations.

Animal ID Requirements:

All animals must be identified and entered in 4-H Online System by May 15. Lease forms and vaccination forms for Horse and Pony are uploaded online. All DNA must be turned in by the above deadlines as well. Failure to complete the animal ID information in 4-H Online by May 15th annually will result in that animal not being able to show at the Elkhart County 4-H Fair and/or the Indiana State Fair.

*Elkhart County follows the Indiana State Fair ID requirements, but this doesn't guarantee that animals can be exhibited at the State Fair. It is the 4-H member's responsibility to check the State Fair guidelines for any additional requirements.

Beef/Dairy Feeder ID Requirements:

- Market Steers (beef and dairy beef), commercial heifers, market heifers and dairy feeder steers: 5-digit county tag and 840 RFID tag.
- Registered Heifers: Tattoo and 840 RFID tag.
- DNA hair samples are needed for all cattle to participate in the Indiana State Fair.

Sheep ID Requirements:

- Market Lambs: 5-digit county tag. Additional for state fair: 840 RFID tag and DNA Sample
- Commercial Ewes: 5-digit county tag OR official Scrapie tag. Additional for state fair: 840 RFID tag and DNA Sample
- Registered Ewes: Tag with matching registration paper. Additional for state fair: 840 RFID tag and DNA Sample.

Swine ID Requirements:

- Barrows and Gilts: 840 RFID tag, ear notch. Additional for state fair: DNA Sample

Dairy ID Requirements:

- Dairy Cows and Heifers: Registration Number, 840 RFID tag. Registration Name.
- DNA hair samples are needed for all cattle to participate at the Indiana State Fair.

Goat ID Requirements:

- Meat Goat Wethers: 5-digit county tag. Additional for state fair: 840 RFID tag and DNA Sample
- Boer Goat Doe: Tattoo information and Registration paper (if registered). Additional state fair: DNA Sample
- Market Wether Dam: County tag. Additional for state fair: 840 RFID tag and DNA Sample

- Dairy Goat Wethers: 5-digit county tag.
- Dairy Goat Females: Tattoo if registered must have registration paper
- Pygmy Goats: County tag, tattoo or microchip (if you are using a microchip, you must also provide the reader).

Horse ID Requirements:

- Horses and Ponies: Color photo (must show all four feet and face).

Vaccination requirements for all 4-H Horse and Ponies:

- Eastern and Western Equine Encephalomyelitis
- Rhinopneumonitis / EHV type 1 and 4
- Equine Influenza
- Tetanus
- West Nile Virus
- Rabies

Llama ID Requirements:

- Llamas and Alpacas: Color photo (must show all four feet and face).

Rabbit ID Requirements:

- All rabbits must have their tattoo, birthdate, breed and variety entered into 4-H Online

Animal Ownership:

Each 4-H member shall own their own 4-H exhibit. Ownership must be in effect on or before the county and state enrollment deadlines and continuously until after the 4-H show date at the county and/or State Fair.

- 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.
- For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.
- Dairy cows (as long as the animal is being shown by same 4-H'er from 2020 and forward) and 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. 4-H animals (horse and pony, dairy, alpacas and llamas are only eligible to be leased by a single 4-H member in a 4-H program year.
- 4-H animals are expected to be in the 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 the animal ID deadline until the conclusion of the county and/or state fair.
- 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 each year (or the following business day if the 15th falls on a weekend or holiday). 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.
- 4-H animals purchased, sold or offered for sale after the ID deadline and prior to the Indiana State Fair (including animals that have gone through a "Premium Only Auction"), shall not be eligible to show in the 4-H show at the Indiana State Fair. Sale of products of animals (milk, cheese, wool, etc.) in lieu of the animal, are considered equivalent to a "Premium Only Auction."
- 4-H animals exhibited after the May 15 (or the following business day if the 15th falls on a weekend or holiday) 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 in the 4-H show at the Indiana State Fair. This term/condition does not apply to siblings, who may show each other's animals at any show during the year without jeopardizing State Fair eligibility. 4-H animals that are selected by 4-H Extension Staff or 4-H Adult Volunteers for use in supreme showmanship contests (Master Showmanship, Round Robin, etc.) may be used in those county events without jeopardizing State Fair eligibility. This policy applies to all 4-H animal projects. For animal projects without state ID deadlines, the person who enters them in the Indiana State Fair 4-H show is the equivalent of the owner of the animals.
- State Fair Grooming Rule: 4-H Exhibitors may receive clipping and grooming assistance from members of their immediate family (father, mother, and siblings), from a current Indiana 4-H member, and from individuals in the Approved Animal Grooming Assistance Program.
- Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification.

- 4-H members showing registered beef, Boer goats, dairy, dairy goats, sheep and swine must present a registration certificate (no photocopies, carbons or fax copies, except a fax directly from the national breed association to the Indiana State Fair) to the 4-H show manager before the specified time for each specie, showing that the exhibitor owns the animal being exhibited, as per ownership terms, on or before the May 15th enrollment deadline and continuously until 4-H show day at the Indiana State Fair.
- 4-H breeding beef, Boer goats, dairy goats, sheep and swine must be registered in one of the following ownership methods: (1) in the 4-H member's name, (2) John Smith & Sons, (3) John Smith, Sons & Daughters, (4) John Smith & Family (family includes sons, daughters, and legal guardian youth only), (5) Mark Smith (brother) & Mary Smith (sister), (6) Family Corporations, where the 4-H member's name appears as a holder of stock in the corporation, and proof of same must be supplied on or before the enrollment date, (7) Family partnership where the 4-H member's 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 attached to the enrollment form before the enrollment deadline.
- 4-H breeding beef, Boer goats, dairy goats, sheep and swine will NOT be accepted in the State Fair 4-H show if they are registered in a parent's name only, farm name only, or partnerships with unrelated persons [such as "Smith View", "Smith Oak", "John Doe & William Smith (4-H member)", "Long Oak & William Smith (4-H member)", etc.].
- For 4-H dairy cattle, partnership of the 4-H member with unrelated persons or dairy operations is 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 15th 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 at the State Fair if they are registered in the parent's name only or in a farm name, such as "Smith View", "Smith Oak", etc., unless the 4-H member has a lease agreement for this animal.
- 4-H Dairy Show is for registered animals only (no commercial dairy cattle).
- **Read the state fair 4-H/FFA premium book for specific ownership requirements of a given project.**

County Wide Animal Grooming and Medications Policies for Fair:

Elkhart County 4-H Grooming Rule: "Anyone can assist with livestock grooming as long as the 4-H member is actively participating in the fitting process as well."

This is meant to allow the 4-H member the opportunity to gain knowledge and skills of preparing the animal for show. This is not meant to have someone do the complete grooming and preparation of the animal for show day. If a 4-H member is caught not following this rule the punishments are: 1. Warning given. 2. Will fall under the 4-H Grievance Fraud policy.

Medication Given while animals are present on fairgrounds: All medications that need to be given to an animal while on the fairgrounds must have a veterinarian script or given under the supervision of a veterinarian. This must be on file with the 4-H club leader prior to this happening. If a 4-H member is caught not following this rule the punishments are: 1. Warning given. 2. Will fall under the 4-H Grievance Fraud policy.

Quality Assurance for Livestock Projects formerly, (YQCA):

Each 4-H member who is participating in Beef, Dairy, Sheep, Goat, Swine, Rabbit, Poultry, Dairy Feeder projects will need to complete the Purdue Quality Assurance program or Youth for the Quality care of Animals. Exhibitors must have a current certification in order to comply with Indiana 4-H policy. In order to exhibit/show at the Elkhart County 4-H Fair, the Purdue Quality Assurance course or, YQCA certification program needs to be completed by June 15 of the current year. There are two ways to complete this training, instructor led or via an online course. Youth for the Quality Care of Animals can only be completed online. If you chose the option of YQCA you must provide a certificate to the Purdue Extension office by June 15.

Livestock Auction

Please be advised the starting times listed below are **estimates** based on previous year's participation. Buyers are encouraged to arrive at least ½ hour before those start times. If the previous auction ends early, there will be no more than a 15 minute break before the next one starts.

RING 1 - East Side of SHEEP/SWINE ARENA
9:15 a.m. RABBITS

11:15 p.m. POULTRY
2:30 p.m. MILK

2:45 p.m. DAIRY FEEDER CALVES

11:00 a.m. GOATS

1:00 p.m. SWINE

RING 2 - West Side of SHEEP/SWINE ARENA

9:00 a.m. SHEEP

RING 3 - BEEF/DAIRY ARENA

6:30 p.m. BEEF

Please note that there will be 2 rings running all day in the Sheep/Swine Arena. Some buyers may wish to send more than one representative to cover both sales.

A Note to Our Buyers:

- 1) Do not send payment to the 4-H'er. Buyers will be billed one week after the fair. You will be asked to send your check to Elkhart County 4-H Auction account. The 4-H Corporation will distribute the funds to the 4-H'er as they are sent in.
- 2) 4-Hers will receive their check after the buyers have paid. Buyers are asked to send their payment soon after the bills are received.
- 3) The buyer's registration table will be in the Sheep/Swine Arena in the morning and afternoon. Near the end of the Dairy Feeder Calf and Swine sale, registration will be moved to the Beef/Dairy Arena.
- 4) Announcements will be made at the beginning of each species' sale with specific details about their sale, including support prices.

General Rules for 4-H'ers:

- 1) Items to be sold in the auction will consist of a meat or market animal entry, or milk/milk products from dairy cow breed champions or reserve champions.
- 2) Once the animal is sold in the auction, the animal is no longer the property of the 4-Her (If a buyer chooses not to re-sell or process the animal, the animal becomes the responsibility of the buyer.)
- 3) All lots sold in the Elkhart County 4-H Livestock Auction are no longer eligible for future Indiana State Fair 4-H or Elkhart County 4-H exhibition.
- 4) 4-Hers are limited to 3 transactions during the auction. Additional rules for the auction for each livestock species may be found in each club's fair book entry.
- 5) Building Set Up and Tear Down: Initial preparation of the Sheep Swine Arena will be done by Swine and Lamb Club after the Thursday swine show. Rabbit and Poultry Clubs will set up tables and chairs after small animal round robin. Dairy, Dairy Feeders and Goats will tear down and sweep the Sheep/Swine after the auction. Dairy Feeders will clerk for the Milk Auction. Beef Club sets up and tears down the Beef Dairy Arena.

4-H Round Robin Showmanship Contests

General Overview:

The Round Robin Showmanship Contest provides an opportunity for a representative of the 4-H livestock clubs to compete head-to-head for the best all-around Master Showman for Elkhart County 4-H Fair. In this contest, each showman will be given the opportunity to exhibit their knowledge by written exam and skills showing each species while being judged. Each showman will be numerically scored and the winner will be determined by the total score. If two showmen end up in a tie, the written quiz will become the tie breaker. Additional tie breakers will be determined by the highest number of individual placings in each class.

General Eligibility:

Divisions: There will be two different divisions for the Round Robin event.

Small Animal: Cat, Dog, Poultry and Rabbit

Large Animal: Dairy, Horse, Beef, Lamb, Dairy Feeder, Swine, Dairy Goat, and Meat Goat

1. Each species will have one showman, selected by the rules in their respective club.
2. In the event a 4-H'er wins the title of Round Robin representative in more than one of the species in the same division, the Round Robin representative will have to choose which species they will represent.
3. Once the 4-H'er has won a division of the 4-H Round Robin Showmanship contest, they become ineligible for future competition in that division.

4. Each Round Robin Showman takes a written multiple choice quiz the day of the contest. The quiz is made up of 2 questions per specie in their division. The test results are used as the first tie breaker.
5. ADA Statement: If you need a reasonable accommodation to participate in this program, prior to the contest, contact the Round Robin Committee or an Extension Educator.

Learning to Show Other Animals:

Eligible Showmen are encouraged to work with other 4-H members from other clubs within their division to gain knowledge and showmanship skills for showing other species. If you do not know anyone, ask a club 4-H leader to introduce you to a 4-H member.

Elkhart County 4-H Fair Ticket Policy

Every Elkhart County 4-H member who completes a 4-H project and enters it for exhibition in the Elkhart County 4-H Fair will receive a season pass to the fair. Each 4-H family with a 4-H project on display in the Elkhart County 4-H Fair will also receive 2 season passes for parents. The fair passes are issued by the Elkhart County 4-H Fair Board as a gift to 4-H members who have projects on display at the fair so that families can view their projects. If a 4-Her does NOT have a project on display during the fair but needs to work at the various 4-H facilities they may be eligible for a 4-H Fair pass. The 4-H Leader must request a fair pass for this 4-H'er and state the purpose for which the pass is needed. Passes are for the exclusive use of the person to whom they are issued. Passes should have the owner's name on them. This will aid in passes being returned if lost and later found. Passes that are shared with others will be confiscated by gate personnel and will not be replaced if confiscated.

The Elkhart County 4-H Club Corporation has adopted the following policy to deal with confiscated fair passes.

4-H Member passes that are confiscated:

First offense: The member will lose the privilege of a pass for the remainder of the current fair and the member and their parents will receive no passes for the next year's fair.

Second offense: In addition to first offense sanctions, the 4-H'er will not receive a 5-year pass at the end of their 4-H career.

Third offense: In addition to first offense sanctions, the 4-H'er will be removed from the 4-H program for the next year and all years thereafter.

4-H Parent tickets that are confiscated:

First offense: The parent will lose the privilege of passes for the remainder of the current fair and the next year's fair.

Second offense: The parent will lose the privilege of passes for the current and all future fairs.

As always: Youth who lose their passes may purchase a replacement for \$5 in the Purdue Extension Office during regular business hours after completing the Replacement Pass request form. The form must be verified and signed by a 4-H Educator before the replacement pass will be issued. Parent passes are not replaced, and parents should plan to purchase admission tickets at the gate. Replacement passes will only be handled during normal business hours at the Extension Office.

Indiana 4-H Grievance Policy

The grievance procedures outlined in this document are utilized as part of an internal process of the Indiana 4-H Youth Development program 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. Purdue 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 (e.g., 4-H Council) or the Purdue Extension Educator who works with the 4-H Program. (NOTE: concerns regarding staff, volunteers, members, or other individuals 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, members, or other individuals should be addressed directly with the Purdue 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 are often time-sensitive and 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 two opportunities for a concern to be heard and reviewed.
 - a. The grievance is initially heard by an unbiased, representative grievance sub-committee of approved 4-H Volunteers. It is the Purdue Extension Educator assigned to 4-H Programming who shall annually work with the chair of the county 4-H Council to determine this committee's membership to include a combination of 3-6 of the following individuals: one representative of the 4-H Council; two 4-H volunteers serving as a 4-H club organizational leader; one member of the County Extension Board; one 4-H volunteer knowledgeable in the subject matter (project) of concern (this individual will vary dependent on the issue raised with the grievance); one youth representative; and up to three community leaders. The Purdue Extension Educator assigned to 4-H shall convene the group.
 - b. The person filing a grievance may appeal a decision of the 4-H Grievance Committee to the State 4-H Program Leader or designee. The Program Leader or designee will review the facts in evidence and render a decision. This is the second and final level in the appeal process.

******The intent of a two-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

Fraud and Deception:

Fraud and/or deception will not be allowed relative to any 4-H exhibit. Fraud and/or deception being defined to include, but not limited to, the following:

1. Tampering, altering, and/or misrepresentation relative to 4-H non-livestock projects (i.e., a 4-H non-livestock project may only be exhibited one time at the Fair).

2. Tampering, altering, and/or misrepresentation relative to but is not limited to 4-H animal's breeding, age, ownership, and/or method of preparation or completion. (For example, with animal exhibits this includes, but is not limited to coloring that alters or misrepresents breed characteristics, pumping, drenching, and filling).
3. Unethical fitting of animal exhibits is defined as the administration of any substance (to include, but not limited to, drugs covered in #4 below, blood, oils, steroids, air, chemical substances) or performance of any surgical or nonsurgical procedure altering the animal's configuration or natural conformation of any part of the animal's body, or rendering its tissues unfit for human consumption and is prohibited. Exceptions that are allowed to 2 & 3 above include hoof trimming, dehorning, removal of hair, manipulation of normally attached hair, castration, branding, tattooing, ear notching, docking of tails on sheep and swine, and coloring that does not alter or misrepresent breed characteristics.
4. THE 4-H MARKET ANIMALS SHALL NOT CONTAIN any identifiable or unidentifiable foreign substance, including drugs, steroids, or chemicals, greater than those standards established by the United States Department of Agriculture (USDA) or Food and Drug Administration (FDA) as permissible for sale for consumption as human food both on day of show and day of shipment to market from the fair. Test samples collected from any 4-H animal exhibit shall be free of any foreign substance including any steroids, drug or chemical affecting the central nervous system (for example, stimulants, depressants or pain killers). Refusing such tests will result in disqualification and forfeiture of all awards.

Determination of Fraud and Deception:

The respective 4-H advisory board and/or 4-H superintendents (in consultation with the Extension Educator) will determine if fraud and/or deception have occurred.

If any advisory board or 4-H non-livestock building superintendent determines that fraud and/or deception have occurred that board or superintendent will appoint a representative to inform the 4-H member of the immediate sanction and/or disqualification.

Consequences:

Upon determination that a 4-H fair exhibit and/or 4-H judging problem requires a penalty and/or fraud and/or deception has occurred prior to, during, or after judging, any one or more of the following penalties shall be imposed.

1. The 4-H exhibit in question will be immediately disqualified.
2. The 4-H exhibit will not be allowed to be sold in the 4-H auction.
 - In the case of an exhibit already sold at the 4-H auction, the 4-H member shall be required to refund/return all sale money in excess of market value to the Elkhart County 4-H Club Corporation. At the discretion of the Elkhart County 4-H Club Corporation, the money will be returned to the buyer or otherwise donated to the Elkhart County 4-H program. (Note: Placing of other exhibits will not be adjusted as a result of the imposition of this penalty).
3. Any or all premiums, trophies, and awards connected to the 4-H exhibit in question will be withdrawn and required to be returned.
4. The 4-H members will be barred from competition at the Elkhart County 4-H Fair in the category disqualified for up to three years.

