

Section 1:

About 4-H

1.1 The Indiana 4-H Program Philosophy and Expectations

The Indiana 4-H Youth Development 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 role models for youth. The rich heritage of the 4-H Program is one to be valued and passed along to future generations.

The Indiana 4-H Youth Policies and Procedures includes certain standards and guidelines to assure that 4-H is a positive youth development program. 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. County 4-H policy is guided by the county 4-H policy making or governing board (i.e., 4-H Council) as provided by the Indiana 4-H Youth Development program.

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.

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 a safety meeting required at the state level is required for the project.

1.2 4-H Mission and Vision Statements

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 strives to be the premier, community-based program empowering young people to reach their full potential.

1.3 Positive Youth Development

What is Positive Youth Development?

Positive youth development occurs from an intentional process that promotes positive outcomes for young people by providing opportunities, relationships, and the support to fully participate. Youth development takes place in families, peer groups, schools, neighborhoods, and communities.

The Interagency Working Group on Youth Programs, a collaboration of 21 federal departments and agencies that support youth, created the following definition of positive youth development (PYD):

“PYD is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people’s strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive youth relationships, and furnishing the support needed to build on their leadership strengths.”

1.4 4-H Pledge

The pledge tells what 4-H is about. The 4-H goal is the four-fold development of youth: Head, Heart, Hands and Health. The pledge was adopted by the delegates of the 1927 National 4-H Club Camp in Washington, D.C. State club leaders voted for and adopted the pledge for universal use. The phrase

“and my world” was added in 1973. The saying of the pledge has a prominent place in 4-H activities, at regular 4-H meetings, achievement days and other club events.

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.

1.5 Motto

The 4-H motto, “To Make the Best Better”, is intended to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences.

1.6 Colors

The 4-H colors are green and white. Green, nature’s most prominent color, symbolizes growth. The white symbolizes purity and high ideals.

1.7 4-H Name and Emblem

The official 4-H Emblem is a clover with four leaves and an “H” on each leaf. The clover’s stem must point to the right as you look at the image. The 4-H Emblem is not a plain four-leaf clover. The 18 USC 707 notice is part of the Emblem.



1.7.1 4-H Name and Emblem Regulations

The 4-H Name and Emblem are protected under federal statute. Congress has delegated to the Secretary of Agriculture responsibility for the proper use of the 4-H Name and Emblem. The Secretary, in turn, has delegated responsibility to the National Institute of Food and Agriculture (NIFA) and, within NIFA, responsibility resides in the Division of Youth and 4-H.

It is critical that Extension staff know and understand the policy for use of the 4-H Name and Emblem. 4-H Educators are responsible for approving local use of the 4-H Name and Emblem.

1.7.2 Use of the 4-H Name and Emblem

The 4-H Emblem should always appear as a whole and complete image.

- Do not remove any leaves. Do not superimpose another image over the top of one of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem.
- Don’t “cut off” a leaf by running it off the edge of the paper in print media or other designs.
- Don’t place text or other images over or on top of the 4-H Emblem.

- The 4-H Emblem should not appear screened under words or graphics. No photo, drawing, symbol, word or other figure or object may be placed on or obscure the 4-H Emblem. This includes on web pages, where it should not appear as a “watermark” behind other information.

Appropriate Uses of the Emblem



Inappropriate Uses of the Emblem



1.7.3 4-H Emblem Colors

The official and preferred color of the 4-H Emblem is 100 percent PMS 347 green. The clover can also be white, black, or metallic gold. The H's on the clover can be white, metallic gold on a green clover, green on a white clover or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background. The 4-H Emblem should never be screened, shaded, gradated or appear in a multicolored hue.

One-color printing requires either PMS 347 green or black. For commercial applications, the “18 USC 707” notice should be the same color as the clover leaves. Black is the only acceptable alternative to green for one-color printing and should be used only when cost prohibits green ink or color photocopies.

Two-color printing. Only PMS 347 green may be used for the leaves and “18 USC 707” notice. The H's will be reversed out of the PMS 347 to be white or the color of the paper on which the emblem is printed. The H's may also be printed in metallic gold (PMS 873) on a green background.

Four-color printing. In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H's PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no CMYK equivalent to PMS 873.

Video and Computer Screen Colors (Electronic Media). The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: R=51, G=153, B=102. No other colors are acceptable.

For exceptions to the guidance provided regarding color, especially in non-print or corollary materials, please contact the Division of Youth and 4-H in NIFA.

1.7.4 Using the 4-H Name

The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term “4-H,” it must conform as follows:

- Numeral “4” separated from a capital “H” with a hyphen (not a dash, slash or space).
- Do not replace 4-H with “Four-H.”
- Do not use the 4-H Emblem in place of the word “4-H” in a title or text.
- Avoid separation of any of the elements of the 4-H Name at the end of sentences.

For additional information about the use of the 4-H Name and Emblem, consult these 4-H National Headquarters resources:

<https://nifa.usda.gov/resource/application-guide-4-h-name-and-emblem>

- 4-H Name and Emblem User Guide (Revised 2019)

<https://nifa.usda.gov/4-h-name-and-emblem>

- Additional guidance related to use of 4-H Name and Emblem

1.8 Purdue Extension EEO Statement

Full Purdue Extension EEO Statement

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats.

Shortened Purdue Extension EEO Statement

Purdue University is an equal opportunity/equal access/affirmative action institution.

The USDA requires that one of these statements be used on Extension publications, Web sites, videos, distance education courses, etc.

Section 2:

4-H Participation

2.1 4-H Eligibility

Purdue Extension is part of the College of Agriculture at Purdue University, cooperating with Indiana's 92 Counties and the United States Department of Agriculture. The 4-H Youth Development program abides with the nondiscrimination policies of Purdue University and the United States Department of Agriculture.

Youth may become 4-H members when they enter the third grade and may continue their membership through the completion of grade 12. Individuals may continue membership for a maximum of ten (10) consecutive years.

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 he or she is classified at the time of year he or she enrolls in 4-H. A member does not advance in 4-H grade until he or she enrolls in 4-H for the subsequent year. Each member should enroll in the division of a project/subject that would best suit his/her 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.

2.2 Mini 4-H

Mini 4-H is a program designed to encourage positive development of children, Kindergarten through second grade. Mini 4-H is not a requirement yet is available in the majority of counties in Indiana. The goal of Mini 4-H is to help young children explore friendships outside the family; explore the way in which things

work; practice both small and large muscle control; and think about the ways people work together on projects.

The NON-COMPETITIVE learning environment for Mini 4-H includes:

1. Planned learning activities in which children are invited to be active and explore materials and ideas without the pressure of completing a specific product or exhibit.
2. Low adult/leader to child ratio that allows time for adults/leaders to provide individual, positive encouragement and assistance.
3. Simple, interesting activities that are fun.
4. Encouragement of children to participate in a group activity by sharing and or displaying their activity projects.
5. Rewards that are identical and/or ribbons of the same color for everyone.

DO NOT JUDGE projects, but instead discuss them with the child. If counties have Mini 4-H animal exhibitions, additional requirements may apply for the safety of participants.

NOTE: Purdue University and the Indiana 4-H Youth Development Program do not support, endorse, or encourage 4-H programming for children prior to Kindergarten. 4-H Youth Development Extension staff members and 4-H Volunteers may not offer, or encourage others to offer, programming for children prior to Kindergarten.

2.3 Youth Needing 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 be requested for youth who need them. . **For accommodations , please contact the Purdue Extension 4-H Youth Educator.** Purdue Extension meets all reasonable and timely 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.

2.5 Marriage status and parental status

Married individuals and parents who meet school grade requirements to participate in Indiana 4-H are eligible to fully participate in the 4-H program and are eligible for all benefits therein. All participants must participate by the same terms and conditions and/or guidelines regardless of marriage or parental status.

2.6 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.**

Section 3:

4-H Participation Procedures

3.1 4-H Participation Procedures

There are a number of ways that an individual may participate in 4-H in Indiana. Options are outlined on the Indiana 4-H Website: <https://extension.purdue.edu/4-H/about/types-of-involvement.html>

4-H Online is the primary method we use to address our risk management policies. Purdue University has approved the use of 4-H Online to fulfill the university's requirements for youth protection.

Completion of the annual [4-H Online enrollment process](#) allows youth to participate fully in competitive events, activities, and programming offered by the Indiana 4-H Youth Development Program. Paper registration may be an accommodation offered for individual programs or family specific needs. County extension offices will ensure that Purdue Youth Protection policies are maintained and captured electronically.

County 4-H programs may not alter Indiana 4-H membership or risk management materials.

Volunteers and Extension Educators may not require youth to attend 4-H club meetings.

Questions regarding the 4-H Online membership process can be directed to the Purdue Extension Office in your county: <https://extension.purdue.edu/about/county-office.html>.

3.2 4-H Participation Program Fee

Participation in the Indiana 4-H program requires an annual \$15 program fee. The fee supports insurance, risk management, club management and other programmatic growth opportunities. Counties may add an additional county 4-H program fee that supports educational resources and programming efforts for the local community. County 4-H program fees cannot be used to subsidize facilities. **Counties may not charge a late fee for enrollment at any time.**

Section 4:

4-H Project and Competitive Events Guidelines

4.1 Competition and Youth Development

4-H's mission is to empower youth to reach their full potential through working and learning in partnership with caring adults. Many volunteers and staff work to assist youth in developing knowledge, skills and attitudes that enable them to become productive and contributing members of society. It is important for adults to keep this goal in mind and recognize that youth need to learn how to complete projects, not someone else. While there are obviously differences in the abilities of third grade student as compared to a twelfth-grade student, the potential for youth to learn is always greatest when youth are responsible for completing the various aspects of their project.

In competitive events, parents and others focusing on winning the competition and not on developing the youth can overlook the mission of youth development. The following principles should be recognized for determining rules regarding 4-H members doing their own work.

- Help from family members is appropriate for some aspects of the project. However, the exhibitors should have increased responsibility as they mature in their project skills.
- Teamwork is a life skill and working together with other 4-H'ers is appropriate.
- Professionals or individuals who are paid to do similar work and are older than 4-H age and not related to the youth, should not be involved in aspects of the project that are directly related to exhibition and competition. Along with principles, the following questions should be asked for determining rules regarding 4-H members doing their own work:
 - Is the 4-H member capable of completing the work, even if the level of expertise is different from other youth or adults?
 - Are other youth of similar age capable of completing the work? Is the assistance offered by other exhibitors or family members focused on competition for exhibition or is the youth involved in the process and able to improve his/her own skills?

4.2 Project Exhibitions

Exhibition of 4-H projects/subjects in local, county, or state exhibits/fairs, in person or virtually, is voluntary on the part of the exhibitor. The exhibition of 4-H projects/subjects provides 4-H members an opportunity to display their 4-H projects/subjects, enter into competition, and participate in an educational/social environment with peers. With exhibition also comes the responsibility for abiding by all the terms and conditions pertaining to the respective 4-H project.

4.3 Project Experience

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'ers 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.

4.4 Definition of Competitive Event

A 4-H competitive event is one in which 4-H members compete individually or as teams for special recognition. The term "event" is used for 4-H divisions/classes and activities that are part of a larger program, which includes non-4-H competitive events, as well as those events exclusively 4-H. 4-H competitive events include judging contests, presentations, project exhibits and other performance events open to 4-H members. When competition is a major part of an event, it must be understood that competition is secondary to the education and development of youth.

4.5 Criteria for Competitive Event

Criteria for competitive events in 4-H include:

- Sponsored/co-sponsored and/or conducted by Purdue University Extension Professionals and/or approved 4-H Volunteers (adult and youth volunteers).
- Approved by and/or conducted by Extension staff responsible for the event.
- Rules and regulations established by or approved by Extension staff responsible for the event.
- Open to participation by 4-H members from county, group of counties, district, state, region, or nation.
- Participants must be enrolled in 4-H during the current 4-H year.
- Approval has been obtained to use the 4-H name and emblem.
- Utilize the 4-H name and emblem in promotion and recruitment.
- Provide a safe and healthy environment with a positive educational experience for youth.

4.6 Exhibition Deadlines

4-H project exhibitions occur through a variety of methods: county fairs, career development events, and other statewide competitive events. The following statewide deadlines will be followed by all county programs annually:

- May 15 – All animals requiring 4-H Animal Identification (in accordance with Board of Animal Health regulations) must be identified in 4-HOnline
- Counties may identify a Fair Exhibition deadline approved by a Purdue Extension Area Director that is no less than 5 business days or more than 15 business days before county fair static project check in . If this is not attainable, the Purdue Extension Area Director must be consulted to identify an alternative deadline date. Counties must publicize their selected date by January 1 of each year. The items below must be completed by the selected date for each county:
 - 4-H'ers exhibiting beef, dairy, swine, goats, sheep, llama/alpaca, horse and pony, rabbits, and poultry must complete Indiana 4-H Quality Livestock Care or Youth for the Quality Care for Animals (YQCA). Purdue Extension educators provide multiple opportunities for youth in their county to complete the Indiana 4-H Quality Livestock Care in-person program but will not offer it close to the county fair. 4-H exhibitors may complete online YQCA up to project check in for their livestock projects. Any 4-H exhibitor failing to complete I4-HQLC or YQCA before arriving at the fair to check-in their animal(s) will not be permitted to advance through the fair's check-in process until YQCA has been completed online.
 - All exhibits must be entered into FairEntry for the county of exhibition.
 - Any 4-H exhibitor arriving at the fair to check-in an animal or non-animal exhibit and has not completed the FairEntry process will not be permitted to advance through the fair's check-in process until entry has been completed in FairEntry.
 - 4-H Educators have the discretion to change or update entries at the request of the 4-H'ers family.

A 4-H member may add or drop a project(s) adjusting their 4-H Online enrollment until that project's scheduled fair check-in closes. Animals requiring a May 15 identification cannot be added to 4-H Online after this May 15 deadline.

- *Note: the May 15 deadline referenced above will be extended to the following business day in a year when May 15 falls on a weekend or holiday.*

4.7 Exhibition Requirements

4-H project exhibitions occur through a variety of methods. Some examples include county fairs, career development events, and other statewide competitive events. Some competitive events have specific requirements (e.g. state robotics, career development events, performing arts, tractor operator skills, etc). Guidelines for these specific competitive events can be found on the Indiana 4-H website.

A county may not disqualify a youth from exhibition based on additional requirements added at the local/county level (e.g. green folders, record of achievements, record sheets, missed deadlines, incorrect classes, and/or missing or incorrect paperwork) for state 4-H projects which earn promotion to the Indiana State Fair. The county 4-H educator has discretion over all exhibition eligibility requirements and decisions.

4.8 Guidelines for Animal Exhibits

Each 4-H member shall own his/her 4-H exhibit. Ownership, personal possession, and regular care of the animal must be in effect on or before the county and state enrollment deadlines and continuously until after the 4-H show at the county and/or state fair.

1. 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.
2. For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.
3. 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. 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.
5. 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.
6. 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."
7. 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.
8. Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification.

See State Fair Terms and Conditions section of this handbook for the Indiana State Fair species ownership guidelines.

4.9 Food Safety Rule for Foods Entered into County and Statewide Competitions:

Beginning in the year 2000, all county and state fair handbooks **must** contain the **entire** policy as stated below:

For Food Competitions: Fillings, frostings, glazes, and meringues are not permitted to contain cream cheese, sour cream, heavy cream, or whipped cream if they are not fully cooked/baked. These items are allowed as ingredients in food products IF the final product is cooked/baked. Additionally, raw milk, raw milk products or uncooked eggs/egg whites are not permitted. Eggs/egg whites that have been cooked to 160°F (i.e. pasteurized or included as part of a batter and baked) are acceptable. No home- canned fruits, vegetables, or meats are permitted as ingredients in food products.

Fresh-cut, uncooked, fruits and/or vegetables are not permitted to be used in food products or used as garnishes for the product. Foods should be transported to the competition in a way that minimizes contamination and maintains the quality of the food (i.e. foods that are judged as frozen should remain frozen at all times).

Recipes must be provided that identifies all ingredients that were used in each part of the product. Any ingredient that could be a potential allergen must be clearly identified. Each food product must be labeled with the following information:

- Name
- Date the food product was made

Contestants should carefully wash their hands and make sure that their hands do not have any open cuts before preparing foods. If cuts are present, the wound should be bandaged and a single use food service glove worn on the hand during all stages of food production. Contestants should not be preparing food exhibits for competition within 48 hours of recovering from any illness. People experiencing symptoms of vomiting, diarrhea, fever, and/or jaundice should not be allowed to prepare food.

Judges and individuals who will consume products from county and/or state competitions should be informed that they are at risk for foodborne illness since the established policy cannot guarantee that an entry has been properly prepared or handled before, during or following the competition. The food products for competitions are home produced and processed and the production area is not inspected by the Indiana State Department of Health. Tasting of a food product is solely at the discretion of the judge and consumers. Judges are **NOT** to taste any home preserved foods such as low-acid or acidified foods like green beans, tomatoes or tomato products, jams/jellies/fruit preserves or fermented products produced in the home.

4.10 4-H Opportunity for All

The Indiana 4-H Program is a federally-assisted program and as such, all programs, activities, events and competitions (state, area, county, local) must be non-discriminatory according to federal law. Additionally, the 4-H Program may not accept sponsorships, donations, or awards that are based on discriminatory practices.

Gender specific competitions and awards are not permissible under Title IX (Non-discrimination on the Basis of Sex) of the Educational Amendments enacted by Congress in 1972. This act states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance."

All Purdue Cooperative Extension Service programs and methods shall be implemented in a manner that ensures nondiscrimination on the basis of gender for all participants.

This means that the practice of arranging competitions or awarding trips, scholarships, etc. on the basis of gender categories is not acceptable in 4-H Youth Development Programs.

In all cases, the requirements for competitions must provide equal access for all youth and must not be designed to create barriers to participation.

4.11 Royalty Contests

4-H Fair Queen and/or King contests (or contests sponsored by 4-H Fair Associations and subcommittees thereof) where the awards are based upon a combination of factors related to personal appearance, poise and talent of participants are permissible activities.

These 4-H events may not however, discriminate against any participant based upon race, color, national origin, gender, sexual orientation, parental status, or marital status.

Criteria for selection of a 4-H Fair Queen/King can be based upon the candidate's appearance, poise, and talent.

Criteria for selection of a 4-H Fair Queen/King cannot be based upon the candidate's 4-H enrollment, accomplishments or achievements.

It is recommended that these contests are called royalty contests to highlight compliance with Title IX requirements and allow individual contestants to select their title (e.g. Queen, King, etc).

* Those individuals who are selected to represent their county at the Indiana State Fair Queen Contest must meet the guidelines for that activity. The Indiana State Fair Contest is not a Purdue University Cooperative Extension/Indiana 4-H sponsored activity.

4.12 Grievance/Appeal Guidelines for County 4-H Program Issues (Activities, Programs, Projects)

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.

Section 5:

County 4-H Program Structure

5.1 Establishing structure for County 4-H Programs

Purdue Extension is responsible for 4-H within the state of Indiana. Purdue Extension collaborates with the county 4-H affiliates (4-H Council and/or Fair Board) for developing 4-H programming and procedures for County 4-H programs, fairs, and events. These procedures must be consistent with Purdue Extension's 4-H policies and procedures. 4-H Extension Educators are placed in the county by Purdue University to work and communicate with local affiliates and volunteers and ensure that state and national 4-H policies are followed.

The United States Department of Agriculture authorized land grant universities to administer the nation's 4-H programs. Purdue University is the only land-grant in the state of Indiana. The Indiana General Assembly has given Purdue University sole and exclusive authority to manage all 4-H activities in the state of Indiana. Purdue University relies on the local county extension educators to administer the 4-H program at the local level. The local Purdue Extension 4-H educator is the immediate supervisor of all 4-H volunteers and programmatic efforts.

Local 4-H program and fair procedures must be in compliance with, and will not supersede, state and national 4-H policies and procedures; however, fairs may design local classes and events that enhance the educational mission of the 4-H program. For example, some counties may offer county specific exhibits that have different exhibition guidelines from state 4-H projects. **Structures of County 4-H Affiliates**

Three primary structures of 4-H Affiliates are found in Indiana Counties. All entities within the county (4-H Council, 4-H or non-4-H Fair Board, and the Purdue Extension Office) should maintain open communication with each other to ensure that all roles and responsibilities related to the 4-H Program are fulfilled successfully. Because of the unique characteristics of these structures, a county should be reluctant to adopt practices from other counties without knowing how the structures have been implemented in these other counties.

i. Two entities, with a separate 4-H Council and 4-H Fair Board

In this structure, the 4-H Council focuses on working in conjunction with the County 4-H Extension Educator to provide guidance and support for the year-round County 4-H Youth Development Program, including 4-H delivery methods such as clubs, projects, in school, after school, and camps.

A separate 4-H Fair Board is responsible for the year-round operation and maintenance of the fairgrounds property, which the Fair Board may own and/or manage. The Fair Board works in conjunction with the County 4-H Extension Educator and 4-H Council to establish the dates and schedule for the annual 4-H Fair exhibition. The 4-H Fair Board also follows a process that allows other Purdue Extension and non-Extension groups to utilize the facilities and fairgrounds throughout the year.

ii. One entity fulfilling responsibilities of both a 4-H Council and a 4-H Fair Board

This structure of a single board has an entity that is sometimes referred to as an Ag Association or a Fair Association. The single board is responsible for working in conjunction with the County

4-H Extension Educator to provide guidance and support for both the year-round County 4-H Youth Development Program and the planning and operation of the annual 4-H exhibition at the 4-H Fair. This entity may own and manage the property on which the fair is held. **It is highly recommended that this affiliate type have a committee strictly focused on support of the 4-H youth educator and the year-round, educational programmatic needs of the community.**

iii. A 4-H Council and a non 4-H Fair Board

In this structure, the 4-H Council fulfills the duties outlined above, while working in conjunction with the County 4-H Extension Educator and with a Fair Board that is not affiliated with the 4-H program. The non 4-H Fair Board is separately organized and operates separately from Purdue University. Its responsibilities are similar to those defined for the 4-H Fair Board above.

A facilities use agreement must be in place between the non-4-H Fair Board, the 4-H Council, and the County Purdue Extension Office to outline the procedures under which Purdue Extension, including the 4-H Program, may utilize the facilities on the fairgrounds.

See Section 8 for information regarding 4-H Affiliate Standards.

Section 6:

State Fair Terms and Conditions

6.1 Relationship between the Indiana 4-H Youth Development Program and the Indiana State Fair

The Indiana State Fair is quasi-state government entity. The Indiana State Fair Commission and Board of Directors are charged with owning and operating the 250-acre State Fairgrounds located at 9202 E. 38th Street in Indianapolis. Educational events, entertainment, and promotional events are offered at the fairgrounds year-round. A signature event in their annual programming is the Indiana State Fair, held over the course of several weeks in late July and August.

The Indiana 4-H Youth Development Program and Purdue Extension are invited guests to the Indiana State Fair each year. Competitive events are offered exclusively for those youth who have enrolled in the 4-H Program. The State Fair and 4-H Program work together to establish the policies and procedures related to these classes and events held during the Indiana State Fair.

The State Fair terms and conditions supersede the Indiana 4-H Program guidelines during the exhibitions held during the annual Indiana State Fair that are reserved for 4-H participants. Indiana State Fair guidelines are found in the following section. They are revised in late fall/winter of each year and may change based on what is published by Purdue Extension annually.

6.2 State Fair: Exhibit; Animal Ownership/Possession and Exhibition; Determination of Violations, Terms and Conditions; and Grievance Procedure

State Fair Exhibits

1. An exhibit may not be entered in more than one 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.
2. All 4-H exhibits at the 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.
3. Any 4-H exhibit removed from display prior to the official release will be disqualified. Any 4-H placings/prizes (including ribbons, money, medals, trophies, etc.) awarded that exhibit will be forfeited.
4. 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 another Indiana 4-H member to serve as a substitute showman. Substitute showmen must be approved in writing by the 4-H show manager, 24 hours 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 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.**

State Fair Animal Ownership/Possession and Exhibition:

Note: the May 15th deadline referenced in several items below will be extended to the following business day in a year when May 15th falls on a weekend or holiday.

1. 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.
2. For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.

3. Dairy cows (as long as the animal is being shown by same 4-Her 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 an individual 4-H member in a 4-H program year.
4. 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.
5. 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.
6. 4-H animals purchased, sold or offered for sale after the enrollment 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".
7. 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 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.
8. 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 or email directly from the national breed association to the Indiana State Fair) to the 4-H show manager or designee 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 15 ID deadline and continuously until 4-H show day at the Indiana State Fair.
9. 4-H breeding beef, Boer goats, dairy goats, sheep and swine must be registered in one of the following ownership methods:
 - a. In the 4-H members' name;
 - b. John Smith and Sons;
 - c. John Smith, Sons and Daughters;
 - d. John Smith and Family (family includes sons, daughters, and legal guardian youth only);
 - e. Mark Smith (brother) and Mary Smith (sister);
 - f. Family corporations, where the 4-H members' name appears as a holder of stock in the corporation, and proof of same must be supplied on or before the ID deadline; or
 - g. 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 on file with the Extension Office before the ID deadline. A single animal can only be included in one 4-H Online family profile.

10. 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/guardian's name only, farm name only, or partnerships with unrelated persons (such as "Smith View", "Smith Oak", "John Doe and William Smith (4-H member)", "Long Oak and William Smith (4-H Member)", etc.).
11. 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 at the State Fair if they are registered in the parent/guardian'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.
12. 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 Indiana State Fair 4-H 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 or cow, 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.
13. 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.
14. Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification.

TO BE POSTED LATER

- State Fair 4-H Entry Book link
- ISF Grievance Form
- Grooming Assistance Program – information coming soon

Section 7:

4-H Club Standards

7.1 What is a 4-H Club?

7.1.1 4-H Club Definition:

A 4-H Club is an organized group of at least five youth from three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.

7.1.2 4-H Club Purpose:

The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity—the Essential Elements—and to foster educational opportunities tied to the Land Grant University knowledge base.

7.2 Structure of a 4-H Club

- Enrolls at least 5 youth members from at least 3 families.
- Conducts a minimum of 6 regular club meetings per year, with many holding 9-12 regular meetings throughout most or all of the year, and often supplemented by project meetings, camps, fairs, and other 4-H learning activities.
- Selects youth officers or youth leaders to provide leadership to the club.
- Meets in any location - community center, library, public housing site, school, afterschool program, military installation, and/or many other places – that is easily accessible to all participants.
- Adapts to and supports mobility of youth and parents—linking them to 4-H programs in other counties and states.
- Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats.
- Is advised by adult staff or volunteers who have been screened and trained.
- At least two approved adult volunteers/staff are present before the first youth arrives and after the last youth leaves.

7.3 Starting a 4-H Club

- County 4-H Extension Educator determines the need for a 4-H Club in the geographic or subject matter area.
- Recruit, screen, and approve Adult 4-H Volunteers to lead the club (at least two are needed, but more may be required to meet supervision ratios).
- The 4-H Volunteer will sign the standardized 4-H Club Constitution.
- The 4-H Volunteer will sign the letter authorizing the 4-H Club to be included in the Purdue Group Exemption Number.
- Apply for an Employer Identification Number (EIN) from the IRS using the SS-4 Form template and instructions described in the Financial Management Policies Section.
- Submit 4-H Club name, contact name, EIN, and signed documents to State 4-H Office (electronically is preferred) for inclusion in the PU GEN records and in 4-HOnline.

7.4 Program Management and Implementation for a 4-H Club

A 4-H Club:

1. Selects its own club name. Club names must:
 - a. Be specific to the 4-H club or organization either through a unique name or by identifying the county or location;
 - b. Not be religious or represent the beliefs of one denomination over another;
 - c. Not imply that membership is limited or exclusive; and
 - d. Not be offensive or generally seen as demeaning to any group protected by equal opportunity regulations.
2. Develops a set of by-laws or rules approved by the members to govern the club (optional).
3. Develops an annual educational plan.
4. Keeps records of their meetings and finances and submit to financial reviews on county schedules.
5. Complies with applicable state, Land Grant University and USDA-NIFA policies.

Several resources are available to help clubs as they operate. These are located at: <https://extension.purdue.edu/4-H/volunteer/resources-and-development/club-resources.html>.

7.5 Chartering 4-H Clubs

From United States Department of Agriculture, National Institute of Food and Agriculture:

The 4-H Charter, issued by the United States Department of Agriculture (USDA) and signed by the Secretary of Agriculture's designated representative, is the only document that officially recognizes a 4-H Club and its use of the 4-H Name and Emblem for the conduct of 4-H Youth Development programs. The official 4-H Charter, issued by USDA, is obtained from the Division of Youth and 4-H at USDA NIFA. State and local charters that do not include a USDA signatory, are not considered official 4-H Charters.

Land Grant University 4-H offices are expected to maintain documentation on the issuance of 4-H Charters to 4-H Clubs within their respective boundaries. Charters should be issued when establishing a 4-H Club. With 4-H Clubs that have been long established, and verification of a valid Charter is not available, issuance of a new 4-H Charter is necessary.

A 4-H Charter is an agreement by the 4-H club and the Division of Youth and 4-H at USDA, National Institute of Food and Agriculture. And it is an agreement by the club with the Land Grant Institutions' State or Local 4-H Extension Office to follow and abide by all state and local 4-H policies, procedures, and other requirements.

4-H Charters are agreements within the context of the overall 4-H Program. 4-H Charters do not qualify a 4-H Club as a legal entity according to state government and business policies and definitions. 4-H Charters do not allow a recognized 4-H Club to share their rights and privileges with any other person, group, or business.

The USDA NIFA Division of Youth and 4-H Charter, once issued, will be valid for as long as the 4-H entity receiving the 4-H Charter exists. If the 4-H entity disbands, separates into multiple entities, or changes its name, a new charter will need to be issued. The USDA does not mandate a Charter expiration date. Additionally, even with a change in the USDA designated representative, the USDA 4-H Charters remain valid. However, 4-H Charters may be revoked at any time by the Land Grant Institutions' State or Local 4-H Extension Office for failure by the club to meet any aspect of the agreement.

From Indiana 4-H/Purdue Extension:

Each 4-H Club that has signed both the authorization letter and the standardized constitution (see below) to join the Purdue Federal Tax Group Exemption Number, and that has a unique Employer Identification Number (EIN) from the IRS, will receive a 4-H Club Charter. This charter serves to verify the legitimacy of the 4-H Club and provides it with

authority to use the 4-H Name and Emblem under the auspices of the 4-H Youth Development Program of Purdue University.

It is the responsibility of each 4-H Youth Extension Educator to maintain a current, master list of 4-H Clubs that have been chartered. Upon dissolution, renaming, or combining of a 4-H Club(s), the 4-H Educator will notify the State 4-H Program Leader to ask that the 4-H Club Charter be removed from the statewide list. If applicable, a new charter may be requested for combined 4-H Clubs.

Each 4-H Affiliate (e.g., 4-H Council, 4-H Fair Board) obtains official recognition and authorization to use the 4-H Name and Emblem by signing a Memorandum of Understanding with the respective Purdue Cooperative Extension County Office. No 4-H charters will be issued to 4-H Affiliates.

7.6 4-H Club Documentation

Constitution

Each 4-H Club will sign the standard 4-H Club Constitution as a part of joining the Purdue Group Exemption Number for federal tax-exempt status. The approved 4-H Volunteer appointed to serve with the 4-H Club may submit the completed constitution. The constitution needs to be submitted one time only.

4-H Club Authorization letter to join Purdue Group Exemption Number

Each 4-H Club will have a signed authorization letter on file, indicating the club's desire to join the Purdue Group Exemption Number. This letter will be signed by an approved 4-H Volunteer, appointed to serve with the 4-H Club. This letter needs to be submitted one time only.

7.7 Guidelines for 4-H Club Finances

Guidelines for handling 4-H Club Finances are included in the Financial Policies section. These include annual financial report, financial review/audit, treasurer's report, IRS procedures, and fund-raising guidelines. It is crucial that 4-H Clubs maintain an accurate accounting of their finances and are transparent in their reporting to the 4-H members and their families.

- Financial procedures
 - Annual financial report
 - Financial review/audit
 - Treasurer's reports
- IRS Procedures
 - Obtain EIN
 - Annual reporting
- Fund raising

NOTE: Forms referenced in this section are available through the 4-H Extension Educator.

Section 8:

4-H Affiliate Standards

8.1 Definition of 4-H Affiliates – 4-H Councils, Fair Boards

A 4-H Affiliate is a term used to describe 4-H entities that are adult-led to support the 4-H program in the state. Typically, these include a County 4-H Council and/or a County 4-H Fair Board (entity responsible for the operation, use, and upkeep of the fairgrounds and its facilities). A further description of the various county structures of 4-H entities is included in section 5.2 of these 4-H Policies and Procedures.

All other adult-led 4-H Committees (e.g., Auction, Fundraising, Livestock, Non-Livestock) should align themselves with one of these two entities in the county for tax reporting purposes. Purdue Extension will not authorize more affiliates than necessary for the operation of the program.

8.2 Authorization of use of 4-H Name and Emblem

4-H Affiliates must obtain authorization to use the 4-H Name and Emblem through signature of a Memorandum of Understanding between the Affiliate and the County Purdue Extension office.

8.3 Memorandum of Understanding (MOU)

A sample Memorandum of Understanding (MOU) between the 4-H Affiliate and the County Purdue Extension Office is available from the County Purdue Extension Office. The (MOU) must be reviewed by the State 4-H Leader or designee.

8.4 Responsibility to Purdue Extension

4-H Affiliates follow, and will not contradict, state and national 4-H Program policies. Individuals who serve on these boards must be approved 4-H Volunteers. These individuals are approved to serve on the boards by the County 4-H Extension Educator prior to election/selection/nomination procedures that the board's governing document outlines.

8.5 Volunteer status

Each individual who serves as a member of the 4-H Affiliate will be an approved 4-H Volunteer, completing the annual screening process and training requirements prior to making decisions or acting on behalf of the 4-H Youth Development Program in the county.

8.6 Process to join PU GEN

4-H Affiliates are typically required to join the Purdue Group Exemption Number (PU GEN), which provides federal tax-exempt status equivalent to 501(c)(3). As a federally-tax exempt group, the entity is exempted from paying federal income tax and is able to accept charitable contributions from individuals and businesses. A federally-tax exempt group may also apply for grant funding that is available only to federally tax-exempt groups.

A representative of the 4-H Affiliate will sign a one-time "Authorization Letter for 4-H Affiliates", requesting permission to join the PU GEN.

The 4-H Affiliate will adopt five standard provisions into their governing document (Constitution for an unincorporated group; Articles of Incorporation for an incorporated group) that align with the requirements to join the PU GEN.

These provisions are:

1. The entity is organized exclusively for educational, scientific and charitable purposes, specifically to provide the youth who comprise the membership a non-formal education 4-H Youth Development experience through the Purdue University Cooperative Extension Service.
2. No part of the net earnings of the entity shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the entity shall be authorized to make payments and distributions in furtherance of its purposes set forth in Article _____. No substantial part of the activities of the entity shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the entity shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
3. Notwithstanding any other provision of this document, the entity shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
4. In the event of termination or revocation of a charter for, or dissolution of, this entity, all of the principal, income, and assets shall be transferred and assigned to the Purdue Cooperative Extension Service of _____ County to be held to support future 4-H educational program efforts to include the formation of new 4-H entities.
5. The entity shall generate its federal tax exempt status under section 501(c)(3) of the Internal Revenue Code through a Group Exemption Number (GEN) to be issued to Purdue University, and it shall undertake any action so required by Purdue University and by Internal Revenue Service rules and procedures to ensure its inclusion in the GEN issued to Purdue University. The entity shall obtain an Employer Identification Number from the Internal Revenue Service irrespective of whether a bank account is maintained by the entity. The entity shall comply with requirements for, and file with the Internal Revenue Service, annual information returns on the Form 990 Series applicable to the entity, and the entity shall file all other returns required by applicable law including Federal, State and local law. No consolidated Form 990 for subordinate organizations (i.e. entities) shall be prepared by Purdue University under the group exemption issued to it.

8.7 State sales tax exempt status

Joining the PU GEN provides federal tax-exempt status, but NOT exemption from paying Indiana sales tax. 4-H Affiliates may apply separately with the Indiana Department of Revenue for state sales exemption status. 4-H Affiliates should secure the services of a tax professional to manage this status.

8.8 Insurance coverage

As a 4-H entity, a 4-H Affiliate has liability coverage through Purdue University for its approved volunteers and for programs/activities that are deemed to align with the Purdue Extension/Indiana 4-H educational mission. For those programs/activities and individuals outside of the Purdue Extension/Indiana 4-H educational mission, the 4-H Affiliate should seek independent liability coverage.

The 4-H Affiliate should acquire coverage for property, director's and officer's and bonding for the affiliate's treasurer.

It is recommended that the 4-H Affiliate conduct an insurance audit with the insurance company every 1-2 years to confirm that the correct coverages and amounts are in place for activities/events held throughout the year.

8.9 Guidelines for 4-H Affiliate Finances

Requirements for handling 4-H Affiliate Finances are included in the Financial Policies section. These include annual financial report, annual financial review/audit, treasurer's reports, IRS procedures, and fundraising guidelines. It is

crucial that 4-H Affiliates maintain an accurate accounting of their finances and are transparent in the reporting of their finances to all stakeholders.

Due to the size of the accounts for most 4-H Affiliates, it is strongly recommended that the 4-H Affiliate secure the services of a professional tax preparer and/or financial accountant to help manage the financial aspects of the organization. An annual audit conducted by a professional accountant is highly recommended.

8.10 Organizational Structure of 4-H Affiliates

The organizational structure of 4-H Affiliates falls under the policies of Purdue Extension/Indiana 4-H for Boards as described in the following sections.

8.10.1 Affiliate Member 4-H Volunteer Status

Each member of a 4-H affiliate shall be an approved 4-H Volunteer as described in Section 11.1. Individuals seeking to be considered for a position on a 4-H affiliate board are to successfully complete the 4-H Volunteer application and screening process with the Purdue Extension 4-H Educator prior to being nominated/elected to serve on the 4-H Board. Nominations from the floor for individuals to serve on the board are discouraged. However, if a board decides to accept nominations from the floor, then the board should clearly state and have recorded in the minutes that the election process is not complete until after all individuals have completed the 4-H Volunteer application and screening process.

8.10.2 Board Member Term Limits

Each board member is elected for a term of no more than four years, unless sooner removed or the member resigns. Board members cannot serve more than two consecutive terms. Members are eligible for re-nomination for additional terms after a one-year hiatus in service.

Terms of elected members are to be “staggered” to ensure Board continuity.

8.10.3 Officers

The officers of the Board are to be: President, Vice-President and Secretary, all elected annually from the membership of the Board. President, Vice-President, and Secretary term limits shall be three consecutive terms (three years). Other officer positions may be created as needed by the Board.

8.10.4 Anti-Nepotism

Board members and their family members shall be excluded from consideration for employment by Purdue Extension, including county support staff. Employees of Purdue Extension, including county support staff, shall not hold a position with the organization while they or members of their family serve on the Board or any committee of the Board. Membership on the Board is limited to one member from the same family.

Family is defined as a relationship between two individuals by blood, adoption or marriage to the degree listed below:

1. Blood or adoption: parent, child, brother, sister, uncle, aunt, niece, nephew, grandparent or grandchild.
2. Marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

Appointed youth to a 4-H affiliate are exempt from the anti-nepotism policy.

8.10.5 Conflict of Interest Policy

The _____ County 4-H Board (hereafter referred to as the “Board”) encourages the active involvement of its members in the community. In order to deal openly and fairly with actual and potential conflicts of interest that may arise because of this involvement, the Board adopts the following Conflict of Interest Policy.

Board members shall exercise the utmost good faith in all decisions involved in their duties, and they shall not use their positions with the Board or knowledge gained therefrom for their personal benefit or for the benefit any other group they may represent. The interests of the organization must be the first priority in all decisions and actions.

Board members are expected to use good judgment, to adhere to high ethical standards, and to conduct their affairs in such a manner as to avoid any actual or potential conflict between the personal interests of a Board member and those of the Board. A conflict of interest exists when the loyalties or actions of a Board member are divided between the interests of the Board and the interest of the member. Both the fact and the appearance of a conflict of interest should be avoided.

Examples of areas in which conflict may arise

Conflicts of interest may arise in the relations of Board members, and with third parties. Examples may include, but are not limited to:

1. Persons and firms supplying goods and services to the Board.
2. Persons and firms with whom the Board is dealing or planning to deal in connection with the gift, purchase or sale of real estate, or other property.
3. Partner agencies, competing or affinity organizations.
4. Donors and others supporting the Board along with Purdue University Extension/Indiana 4-H programming.
5. Agencies, organizations, and associations that affect the operations of the Board along with Purdue University Extension/Indiana 4-H programming.
6. Family members, friends, and other employees. Family is defined as a relationship between two individuals by blood, adoption or marriage to the degree listed below:
 - a. Blood or adoption: parent, child, brother, sister, uncle, aunt, niece, nephew, grandparent or grandchild.
 - b. Marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

Examples of nature of conflicting interest

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 8.10.5

Such an interest might arise through situations that may include, but are not limited to:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with county 4-H Boards.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing or partnering with the Board or Purdue University Extension/Indiana 4-H with whom the Board may conduct business.
3. Receiving remuneration for services with respect to individual transactions involving the Board.
4. Using the Board’s time or good will for other than county 4-H Board approved activities, programs, and purposes.

5. Receiving personal gifts, interest in or something of monetary value from third parties dealing or competing with the Board.

Disclosure policy and procedure

Whenever a Board member has a financial or personal interest in any matter coming before the Board, the affected person shall:

1. Fully disclose the nature of the interest, and
2. Withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Board members determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Annual affirmation statement

Each Board member shall annually sign (physically or electronically in 4-H Online a statement which affirms such person:

1. Has received a copy of the conflict of interest policy,
2. Has read and understands the policy, and
3. Has agreed to comply with the policy

8.10.5.1 Conflict of Interest Affirmation Statement
ANNUAL AFFIRMATION STATEMENT

THE _____ COUNTY 4-H BOARD

The Conflict of Interest Policy of The _____ County 4-H Board (the Board) requires an annual affirmation that you have received, read, understand, and agree to comply with the Conflict of Interest Policy.

Please sign and date this Statement indicating your affirmation as described above. Please return this Statement to the Board Secretary by January 31.

Your name: _____ Date: _____

Section 9:

Risk Management

9.1 4-H Youth Development Liability Release Policy:

It is required by Risk Management at Purdue University that a signed **4-H Youth Development Liability Release Statement** shall be obtained annually from each and every 4-H participant in the 4-H Youth Development Program on the 4-H participant's online or paper enrollment form.

4-H participants who do not have on file with the County Extension Office a liability release statement that has been signed by at least one parent or legal guardian will not be allowed to participate in 4-H projects, events, or activities.

This form must be signed and obtained from participants annually.

****Those 4-H members who have reached age 18 (or older) by the time the forms are distributed are not exempt from having a signed release form on file. However, these individuals are not required to have a parent or guardian signature.

NOTE: The **4-H Youth Development Liability Release Statement** provided by Purdue University 4-H Youth Development and Risk Management shall be used as provided. The language in the form shall not be altered in any way.

Release forms shall be maintained for a period of 7 years after the member turns 18 years of age.

9.2 Safety Policy for Mini 4-H Members:

The safety and well-being of our 4-H youth is of the utmost importance. Although kindergarten is specified as the time when a child may begin participation in some 4-H events and activities, parents are encouraged to take into consideration their child's physical and mental development before agreeing to let the child begin to show, work with, or care for animals. Each child matures at a different rate, and children in grades K-2 may still be too young to begin showing, working with, or caring for animals.

Purdue Extension 4-H Youth Development allows Mini 4-H members in grades K-2, to participate in some animal projects subject to certain conditions. These conditions are specified below.

Each county may determine its own **NON-COMPETITIVE** programs, classes, and participation requirements subject to the following safety guidelines:

"Mini 4-H members, in grades K through 2, will be allowed to show, work with, or care for animal projects after their parent or legal guardian has signed a Mini 4-H liability release. Mini 4-H members may independently show, work with, or care for animals that weigh 300 pounds or less. Mini 4-H members may only show, work with, or care for animals over 300 pounds when they are assisted by a parent, legal guardian, or another adult designated in writing by parent or legal guardian." (*The word assisted means that the adult has control of the animal at all times.*) Mini 4-H members are not required to own the animals they participate with in Mini 4-H. All animals on exhibit should meet the regulations of the Indiana Board of Animal Health Requirements for Exhibition of Domestic Animals in Indiana and meet the vaccination requirements set by Indiana 4-H.

Mini 4-H members exhibiting horses must wear ASTM or SEI standard F1163 (or above) certified helmets whenever mounted. The parent/guardian is responsible to see that this specified headgear is properly fitted with the approved harness in place and fastened whenever a rider is mounted.

If the guidelines stated in this policy are not followed for a particular event or activity, then such event or activity shall not be considered to be a 4-H event or activity and shall not be under the auspices of Extension 4-H Educators or covered by Purdue University.

NOTE: Purdue University and the Indiana 4-H Youth Development Program do not support, endorse, or encourage 4-H programming for children prior to Kindergarten. 4-H Youth Development Extension staff members and 4-H Volunteers may not offer, or encourage others to offer, programming for children prior to Kindergarten.

9.3 Accident/Incident Reporting:

Occasionally, accidents, injuries, or incidents occur at approved Purdue Extension events and activities.

A Purdue Extension Incident Report Form (RM 27, revised 2024) - must be completed whenever a Purdue Extension participant or volunteer receives an injury that requires medical or dental attention or is involved in an incident.

Incidents include, but are not limited to, behavioral, abuse, bullying, theft, tobacco or illegal drugs, threat, alcohol, property damage, or act of a sexual nature.

If a youth or adult is in immediate danger, call 911 or appropriate emergency personnel, then immediately report the incident to the State 4-H Office (State4HLeader@purdue.edu). All other reports are to be submitted within 24 hours of the incident.

Volunteers who are working with an event where an accident, injury, or incident occurs should contact the Extension Educator immediately for further guidance.

Refer to the [Purdue Extension Hub, Youth Protection](#) page for the most updated information.

9.4 Certificate of Insurance:

Educators do not need to request a Certificate of Insurance (COI) in order to have the Purdue University insurance coverage in place for a 4-H sponsored event. The coverage is continuously in place and is automatic.

The only time a COI should be requested by an Educator is when a 4-H-approved event is to be held at a location owned by a third party (usually a commercial property like a conference center, or local business) and the owner of that property requires proof of insurance in order for the event to be held there.

A COI may also be requested to verify insurance coverage for equipment owned by an individual or business that will be used at a 4-H-approved event (e.g., tractors loaned for a Tractor Driving Contest).

There is a cost associated with issuing a COI, so these certificates will only be authorized if they are required to facilitate an event.

Volunteers who have received a request for a Certificate of Insurance from a property owner should contact the County 4-H Extension Educator for assistance.

Educators who receive requests from property or equipment owners for a COI should complete a "Request for Certificate of Insurance" form, RM02 (Revised 10-2022), which is available at the Risk

Management “Forms” website, http://www.purdue.edu/business/risk_mgmt/Forms/ (and also included in the Risk Management Forms section). The form should be sent directly to the Purdue Risk Management Office at RiskMgmt@purdue.edu <mailto:djvanhoosier@purdue.edu>.

If the request is for a Shooting Sports range, the Risk Management Office will contact the State 4-H office to be sure we have an approved range plan on file for the range for which the certificate is being requested.

NOTE: The Purdue University insurance coverage would come into play if the University is found negligent in some way associated with the approved event and its operations. If a loss or claim is associated with the general condition of the premises not owned by Purdue and over which Purdue had no control, then the claim goes to the property owner and their personal insurance carrier.

9.5 Accident/Medical Insurance

9.5.1 Coverage provided to 4-H members and approved 4-H Volunteers

4-H members and approved 4-H Volunteers are included in the annual accident/medical insurance policy purchased by the Indiana 4-H program. Should a 4-H member or approved 4-H Volunteer be involved in an accident or have some type of medical emergency, the 4-H Educator can provide information on how to submit a claim for the coverage. The coverage provided is limited and is considered secondary to an individual’s/family’s personal coverage. Often the accident/medical coverage is used to help pay a family’s deductible if it has not yet been met.

An additional accident/medical insurance special activities policy should be purchased for overnight or out-of-county events. Contact your County 4-H Youth Development Extension Educator for more information about these policies.

9.5.2 Accident/Medical Insurance – Annual Policy:

TO: Extension Educator, 4-H Youth Development
County Clerical Support Staff

RE: Indiana State 4-H Program Insurance through American Income Life Insurance Company

DATE: July 9, 2012

As you are aware, Purdue University has purchased a Group Activities Master Accident Policy through American Income Life Insurance Company for all 4-H Youth members (Mini 4-H and grades 3-12) and 4-H volunteers who have been screened according to current 4-H volunteer management guidelines and are “enrolled” in 4HOnline. This policy has been purchased from funds generated by the State 4-H Program Fee.

In delivering your programs and working with a variety of youth and adults, an accident will occasionally happen and you need to know how to make a claim for those accidents that occur at county based 4-H events/educational meetings.

Insurance for County Based 4-H Program Accidents/Injuries:

Use the American Income Life Insurance Claim form that is found in 4-H Policies/Procedures on-line. This form may be found on the Indiana 4-H Hub, under the Policy and Procedures tab, in the [Risk Management Forms Section](#). It contains the Indiana Policy number AIN48180 in Part 1 of the form. Parts 2, 3, and 4 must be completed by an Extension Educator prior to submission. Contact the witness to the accident for information to complete Part 3 Injury Report section of the form. This form has been made editable so that you can type the required information into the form before printing. All claim reports **must be signed by the Extension Educator** and either mailed or faxed to American Income Life Insurance. A copy of the form submitted to American Income Life will also be mailed to the family with the sample letter provided.

A sample parent/guardian letter has been prepared so that you can communicate to the family and provide them with a copy of the accident/claim form for them to follow up on insurance payment. Please place this letter on your county Purdue Extension letterhead and save for future use.

You will also find a copy of the Group Activities Master Accident Policy. This is just information to know and should you have a family ask questions, you have a copy to which you may refer. **Do not disseminate this policy to volunteers or families making claims.** To summarize the provisions of the policy:

- 1) Benefits are payable on a primary basis with no deductibles—which means that the policy can pay first, regardless of other insurance. We recommend that families with health insurance coverage utilize this policy as secondary and let their insurance pay first – then utilize the AIL Indiana 4-H Program Policy to pay secondary (required co-pay, 20% not covered, out-of-pocket medications, etc.).
- 2) Coverage is in effect during ADULT SUPERVISED 4-H activities only.
- 3) 4-H members and volunteers registering after the issue/renewal date of the policy are AUTOMATICALLY covered without additional premium (until the subsequent year’s policy renewal).

Insurance for Out-of-County events (i.e. camps, club achievement trips, etc.):

Staff and 4-H Volunteers should continue to acquire Special Events Insurance Coverage through American Income Life Insurance for those events and use AIL’s generic claim report. To acquire coverage and print/complete the AIL generic claim report form go to www.AILSpecialRisk.com.

ALL Master State Policy **FOR INTERNAL REFERENCE BY EXTENSION STAFF ONLY**, a copy of the American Income Life Insurance Policy has been posted.

Claim form instructions for Educators have been prepared

A **claim form template** has been created to submit claims from the Indiana State 4-H Program annual policy to American Income Life Insurance.

A **template of a letter to parents** has also been created to inform them of the claim process with AIL.

9.5.3 Accident/Medical Insurance – Special Activities Policy:

A resource has been created for use by Extension Staff to help determine when Special Activities Policies should be purchased from American Income Life Insurance.

The Special Activities Policy may be completed online at: www.AILSpecialRisk.com. Click on the Submit Activity tab.

This table is found in the [Risk Management Forms Section](#), titled “Special Activity Policy with AIL.”

A special activity policy claim form is also in the Risk Management Forms section.

9.6 Health Forms

As a part of the 4-H Online registration process, each 4-H member and Adult Volunteer will have the opportunity to complete a health form. These can be updated by the individual throughout the year as needed. A completed health form is required for any out-of-county or overnight event, or other county events the 4-H educator deems necessary. Event organizers/4-H Online administrators can access this information if needed during a 4-H event.

For privacy reasons, 4-H Volunteers and 4-H Extension staff should NOT keep paper copies of the health form with them beyond the dates of the actual event/activity.

9.7 Policy Regarding Overnight Stay at Fairgrounds: (4-H Volunteer Liability Insurance Coverage)

Effective January 1, 1998, there will be no liability coverage provided to 4-H volunteers and staff during overnight stays at fairs unless each 4-H Youth participant is accompanied by his/her parent or legal guardian at all times. The time normally associated with overnight is that time when the fair shuts down for the evening or by midnight and until early morning feeding of animals (early morning is normally construed as morning light in our summer season). Adults/volunteers officially assigned to watch 4-H projects overnight at county/state fairs are still covered by Purdue University liability insurance. However, this is not to be confused with aforementioned policy regarding 4-H youth.

County 4-H councils and Extension boards and /or fair boards not abiding by this policy do so at their own risk and should seek their own liability insurance.

The safety and well-being of 4-H youth is our primary concern. The mission of 4-H is education. Overnight stays at fairgrounds do nothing to further that mission.

9.8 4-H Shooting Sports

9.8.1 4-H Shooting Sports Policy Statement:

*** The Following Policy Supersedes All Previous Drafts ***

Preamble: *One of the goals of the Indiana 4-H Shooting Sports program is to encourage and support volunteers upon whom 4-H depends to extend its programs for the benefit of the youth of Indiana. A very important liability issue associated with volunteers is the teaching of age-appropriate instruction and effective supervision. Thus, the certification of 4-H Shooting Sports instructors and coordinators through state-sponsored workshops is essential to the integrity and success of the program. These workshops teach volunteers about program safety and the developmental abilities and maturity of 4-H youth. Purdue University provides liability coverage for adult volunteers while they are acting at the direction of, and within the scope of, their duties in the Indiana 4-H Shooting Sports program.*

Policy statement: The primary goal of the Indiana 4-H Shooting Sports program is to teach young people how to safely and appropriately handle firearms and archery equipment. While it is understood that many parents choose to involve their children in this activity as a “prelude” to hunting activities, the Indiana 4-H Youth Development Program under **no circumstances** provides authority to volunteers to arrange or conduct hunting activities with (or for) 4-H members.

Certified Shooting Sports volunteers involved with the Indiana 4-H Shooting Sports Program must complete the Indiana 4-H Youth Development Application/Screening Process and participate in the State 4-H Shooting Sports Certification Workshop **prior to** participating as a volunteer with the program. All Indiana 4-H Shooting Sports Programs must have a 4-H Shooting Sports Certified Coordinator. All 4-H shooting activities must be directly supervised by an Indiana 4-H Shooting Sports Certified Instructor.

If a program divides the participants into groups for concurrent shooting sessions, each group must be under the on-site supervision of an Indiana 4-H Certified Shooting Sports Instructor, teaching in **only** the discipline in which he/she holds certification. Associate instructors and other 4-H adult volunteers must be under the direct physical supervision of an Indiana 4-H Shooting Sports Certified Instructor while engaged in any activity which involves the use of firearms and/or archery equipment.

Tree climbing and activities involving tree stands must be taught by Outdoor Skills discipline instructors who have received training from the state 4-H Shooting Sports team. Teaching and using firearm reloads (cartridges and shells) is prohibited in 4-H Shooting Sports educational activities. For safety reasons, cartridges and shells should be purchased from authorized manufacturers who apply industry standards in the manufacturing and loading process.

To avoid potential problems in the event of a claim, Extension office files should contain a complete list of volunteers working on each activity for at least one year after the activity. In order for coverage to respond for either a staff member or a volunteer, it is imperative that potential claims be reported immediately to the local County 4-H Extension Educator.

9.8.2 Role Definitions:

- **4-H Shooting Sports disciplines:** archery, outdoor skills, muzzleloading, rifle, pistol, and shotgun.
- **Indiana 4-H Shooting Sports State Coordinator:** Purdue University employee responsible for training 4-H Shooting Sports Coordinators and working with Indiana Extension Educators to provide the 4-H Shooting Sports program to youth across Indiana.

- **Indiana Hunter Education Coordinator:** Indiana Department of Natural Resources employee responsible for selecting and training Indiana State 4-H Shooting Sports Instructors; planning, coordinating and managing training workshops; and certifying Indiana 4-H Shooting Sports Instructors.
- **Indiana 4-H Shooting Sports State Instructor:** An adult volunteer or staff person who has been selected by the Indiana Department of Natural Resources, Hunter Education Coordinators, trained by the state discipline team, passed a probationary period, has joined the state instructor team, attends state instructor team meetings and provides training to county instructors.
- **Indiana 4-H Shooting Sports Certified Instructor:** An Extension Educator or adult volunteer who has county background validation and has successfully completed a course of training at an Indiana 4-H Shooting Sports Workshop (Sponsored by the Indiana 4-H Program at Purdue University and Indiana Department of Natural Resources).
- **Indiana 4-H Shooting Sports Certified Coordinator:** A 4-H Shooting Sports Program Coordinator is an Extension Educator or adult volunteer who works primarily with other volunteers to deliver the 4-H Shooting Sports program in the county. Volunteers work under the guidance of their county 4-H Youth Extension Educator.
- **Associate 4-H Shooting Sports Instructor:** An Extension Educator or adult volunteer who has locally recognized experience in the 4-H Shooting Sports program and/or youth development and proper county background validation and who has been trained at the local level by an Indiana 4-H Shooting Sports Certified Instructor in the discipline which he/she is teaching. 4-H Associate Shooting Sports Instructors may be 18 years old but must not be an enrolled 4-H member. Must work under the direct physical supervision of a certified 4-H Shooting Sports Instructor in the discipline until they are 21 years old as of October 1st. Starting in 2024, all volunteers will sign a volunteer role description for each of their assigned volunteer roles in 4-H Online. Shooting Sports Coordinators and Instructors will also sign a shooting sports compliance statement.

9.8.3 Compliance Statements (See Risk Management Forms)

A Shooting Sports compliance statement must be completed and filed with the State 4-H Office each time a new Extension Educator assumes responsibility in a county that conducts a Shooting Sports program. The compliance statement (see Risk Management Forms) is an opportunity for the Extension Educator to verify the following:

- An Indiana 4-H Certified Shooting Sports Instructor must directly supervise all 4-H Shooting Sports activities. If a program divides the members into groups for concurrent shooting sessions, groups must be under the on-site supervision of an Indiana 4-H Certified Shooting Sports Instructor.
- Adult volunteers who are primarily responsible for a concurrent session, which involves the use of firearms and/or archery equipment, must be Indiana 4-H Certified Shooting Sports Instructors in the discipline, which she/he is teaching.
- Associate Instructors and all remaining adult volunteers must be under the direct physical supervision of an Indiana 4-H Certified Shooting Sports Instructor while engaged in an activity which involves the use of firearms and/or archery equipment. All adult volunteers and youth engaged in the use of firearms and/or archery equipment must be advised of the basic range safety rules before shooting starts. All Shooting Sports programs must have an Indiana 4-H Shooting Sports Certified Coordinator.
- 4-H Shooting Sports instructors are certified to provide shooting instruction to youth in grades 3-12 who are enrolled in the Indiana 4-H Youth Development Program. Youth in grades 3-12 who are not enrolled in Indiana 4-H may participate in a “public shoot” if certain conditions are met. See “Role of 4-H Shooting Sports Volunteers” (Shooting Sports Coordinator Handbook) for additional details.

A Shooting Sports Compliance Statement was added to the volunteer enrollments for all Shooting Sports Coordinators, Instructors and Association Instructors starting in the 2024-2025 program year as a reminder of risk management expectations. Below is a copy of the statement.

An Indiana 4-H Certified Shooting Sports Instructor must directly supervise all 4-H Shooting Sports activities. If a program divides the members into groups for concurrent shooting sessions, groups must be under the on-site supervision of an Indiana 4-H Certified Shooting Sports Instructor. All shooting sports events must be held at an shooting range with a state approved range plan. Certified Shooting Sports Instructors are responsible for the proper storage and regular inventory of all firearms and ammunition.

Adult volunteers who are primarily responsible for a concurrent session, which involves the use of firearms and/or archery equipment, must be Indiana 4-H Certified Shooting Sports Instructors in the discipline, which she/he is teaching.

Associate Instructors and all remaining adult volunteers must be under the direct physical supervision of an Indiana 4-H Certified Shooting Sports Instructor while engaged in an activity which involves the use of firearms and/or archery equipment. All adult volunteers and youth engaged in the use of firearms and/or archery equipment must be advised of the basic range safety rules before shooting starts. All shooting sports programs must have an Indiana 4-H Shooting Sports Certified Coordinator.

NOTE: Purdue University only extends liability coverage to certified volunteers working in their capacity as 4-H volunteers and to 4-H members (grades 3-12).

9.8.4 Range Plans (See Risk Management Forms)

Each county Shooting Sports program shall keep on file with the State 4-H Office a range plan for EACH range utilized for local Shooting Sports workshops and activities (see [Risk Management Forms](#)). When new ranges are utilized or the configuration of a range is changed, the range plans must be updated. These range plans are critical in terms of liability issues and Purdue University's insurance coverage and protection for the volunteers involved with the program.

9.8.5 Indiana 4-H Shooting Sports Project Meetings

The 4-H Shooting Sports project is successful because of all the dedicated, Shooting Sports certified volunteers. Volunteers work hard to achieve the shooting sports program goals and to maintain the highest standards of safety. When scheduling meetings, please make every effort to work through scheduling conflicts that some youth will have, to be as inclusive as possible. We know that this can be difficult for volunteers who give so much time to the program and try hard to schedule meetings at a time that works best for all. Remember, however, that as difficult as it is for you to schedule time, it may be even more difficult for the 4-H youth, because they must coordinate their schedule with both the meeting time and their parents' schedules.

Meetings

Volunteers and Extension Educators may not require youth to attend 4-H club meetings. There is one exception to this policy: if the County 4-H Youth Extension Educator and county Shooting Sports instructors feel it is necessary, one safety meeting **may** be required of 4-H youth enrolled in Shooting Sports. **A review of safety guidelines is required at all range meetings, whether or not a special safety meeting is held.**

Safety meeting requirements:

- An educational lesson plan for the meeting must be approved by the 4-H Extension Educator and on file in the county extension office.
- The lesson plan should list the safety topics that will be taught in the required meeting and estimated time to be spent on each topic. An educationally-appropriate length for a safety meeting is no longer than 60-90 minutes.
- An example agenda is given at <https://extension.purdue.edu/4-H/volunteer/resources-and-development/shooting-sports-volunteer-resources.html>
- If a safety meeting is required, it should be offered at multiple times and in multiple formats to provide opportunities for all 4-H members to receive this information. The required safety meeting can be held at the shooting range or at a separate meeting before range shooting begins.

Conducting a short safety briefing before youth shoot can be implemented in addition to or in place of a full length safety meeting.

Hunter Education (IDNR program)

Many 4-H shooting sports instructor teams choose to offer the IDNR Hunter Education (HE) course to 4-H members. This course gives an overview of firearms and hunting and includes some safety information. Note, however, that **while the course may be recommended, it may not be required in 4-H Shooting Sports.**

9.9 4-H Sportfishing Policy Statement:

Effective in the spring of 2004, Purdue University's Risk Management team determined that certification of 4-H instructors for Sportfishing will no longer be required. There are some precautions related to the Sportfishing program however, that must be adhered to.

It is expected that any 4-H volunteer who wishes to conduct 4-H Sportfishing events or activities from a boat must have documentation to demonstrate successful completion of the Indiana Department of Natural Resources (IDNR) Boater Safety Course prior to taking youth on water.

There is also an expectation that youth participating in any 4-H Sportfishing activity in which they will be boating, will be wearing an appropriate flotation device in accordance with Indiana law. A **wearable** type of Personal Flotation Device (PFD) must be provided for each person on board. In addition, boats 16 feet in length and over are required to carry a U.S. Coast Guard approved, throwable PFD.

9.10 Equipment Use Agreement

Some implement dealers and 4-H Volunteers in the Petroleum Power project areas (including Ag Tractors and Lawn & Garden Tractor) request proof that Purdue University provides insurance coverage for equipment that is borrowed for use at 4-H contests, workshops, and meetings at the county, area, and state levels.

Volunteers who receive a request for Purdue University insurance coverage should contact the 4-H Extension Educator for assistance with the Equipment Use Agreement.

The Equipment Use Agreement in the Risk Management Forms Section is designed for this purpose. It is a protected file with editable fields. This agreement can be made between the owner of the equipment (an individual or an implement dealer) and Purdue University, for the date and event specified. A separate form will be completed for each piece of equipment to be used. If the same piece of equipment will be used for multiple events, all of the dates that specific piece of equipment will be used may be listed on one form.

Once the agreement is signed by both parties, the equipment will be insured under Purdue's liability/property insurance while in 4-H's care and use.

If the 4-H Educator receives a request for such an agreement from the equipment owner, this Equipment Use Agreement may be provided to the owner. The 4-H Educator would complete the information requested in the opening paragraph and in #1. The owner would complete the information requested in #2.

The owner would sign and print his/her name on the document. The form would then be scanned and e-mailed to State 4-H Office. In the e-mail, the 4-H Educator will verify that the event/meeting/contest has been recognized as an approved 4-H event. An assigned state 4-H specialist will review and sign the form, then e-mail it back to the 4-H Educator. A copy can then be shared by the Educator with the Owner.

9.11 4-H ATV (All-Terrain Vehicle) Required Adult Volunteer Training:

The following policy will be implemented beginning April 1, 2017 and will take precedence over previous published 4-H ATV policies.

4-H ATV instruction must be provided by a 4-H adult volunteer who has successfully completed the Indiana 4-H Volunteer screening process. ATV instruction provided in a classroom/workshop or similar style format that does not include participants riding an ATV is to be provided by an adult who the County 4-H Extension Educator has deemed to be knowledgeable of ATV safety. Adult volunteers should use the Indiana OHV/ORV (off-highway vehicle/off-road vehicle) Safety Course as an instructional guide. <https://www.offroad-ed.com/indiana/>

4-H ATV instruction provided in a hands-on style format that does include participants riding an ATV is to be provided only by an adult who has successfully completed the Indiana 4-H Volunteer screening process, successfully completed the Indiana OHV/ORV Online Safety Course, and has successfully completed an Indiana 4-H ATV Skills Assessment class provided by the State 4-H Office. Adult volunteers should use the Indiana OHV/ORV Safety Course as an instructional guide. <https://www.offroad-ed.com/indiana/>. 4-H adult volunteers assigned to the 4-H ATV Safety program by their county educator will be reimbursed the online safety course cost after submitting a copy of their completion certificate to the State 4-H Office.

4-H ATV instructors are certified to provide instruction to 4-H members (grades 3-12). ATV instructors are NOT certified to provide instruction to parents, siblings, other family members, or to the general public. This means that parents, siblings, other family members, and the general public may attend 4-H ATV workshops or other events, but they cannot be active participants by riding ATVs during these times. Liability insurance protection for 4-H ATV extends only to approved 4-H Volunteers providing instruction to 4-H members.

9.12 Movie License Procedure

Public law requires groups showing a copyright protected movie to obtain a license to show that movie to a group outside one's home. This license is for not-for-profit groups showing movies indoors to invited participants and the organizer is not charging an admission fee. For 4-H purposes this includes events such as 4-H Round-Up, single and multi-county overnight camps, county sponsored movie nights, and other events.

If a 4-H Volunteer wishes to show a movie as a part of a 4-H event, contact the County 4-H Extension Educator who will connect with the State 4-H Office for next steps.

Tony Carrell will work with Motion Picture Licensing Corporation to determine pricing.

Tony will serve as the State 4-H Office point person and will work with the Ag Business Office to purchase licenses quarterly using the following procedure:

1. Event organizers are to notify Tony their intent to show one or more copyright movies and provide the following information:
 - a. Facility address where movie is to be shown
 - b. Name of event(s) movie will be shown to participants
 - c. Person in charge
 - d. County or state account to be invoiced
2. Tony will submit information to MPLC for invoicing.
3. Invoice will be submitted to Ag Business Office for processing and payment.
4. Ag Business Office will invoice event organizer.
5. License will be sent to event organizer when received.

Anyone planning to show a copyright protected movie as part of a 4-H event is to notify Tony Carrell using the following chart:

Movie to be shown in	Request to be made to State 4-H Office
December, January or February	November 1
March, April, or May	February 1
June, July, or August	May 1
September, October or November	August 1

Questions about this process should be directed to Tony Carrell.

9.13 Horse & Pony

9.13.1 Horse & Pony Helmet Policy

All 4-H members are required to wear a properly fitted ASTM or SEI standard F1163 (or above) certified helmet whenever mounted, or driving, at a 4-H horse and pony event, show, or activity. The 4-H member is responsible to see that this specified headgear is properly fitted with the approved harness fastened in place whenever mounted. Original tags must be present in all approved helmets.

This policy was placed in effect during the 2003 4-H program year and applies to all county, area, and state 4-H horse and pony events, shows, and activities.

Adults riding horses are also at risk of head injury; therefore, adults are also strongly encouraged to wear properly fitted, certified helmets when they are riding at any 4-H sponsored activity/event so that they will serve as role models of safe behavior, as well as protect themselves.

The helmet policy, along with other 4-H policies, are in effect during shows that have been organized, sponsored, and/or led by a 4-H entity (4-H Club, 4-H Committee, 4-H Council, 4-H Fair Board, etc.) – these include open Horse & Pony Shows that invite youth and adults to participate from within the county and beyond the county borders.

Concussion Safety in Sports Reference:

<https://www.usef.org/compete/resources-forms/rules-regulations/concussion>.

9.13.2 Equine Liability Signs

Equine Liability Signs should be posted anywhere people are riding on the fairgrounds and at any equine business in the community. As part of the statute, the verbiage included on the sign must be posted in visible places on the grounds where people exposed to horses will see it.

At a minimum, one sign should be posted at each entrance to the barn and one on any riding area.

Signage may be ordered from a variety of sources.

9.14 Indiana 4-H Aggressive Dog Policy

The safety and well-being of 4-H members and volunteers is a primary concern with all Indiana 4-H Program opportunities. Families should err on the side of caution in selecting a dog for the 4-H member to exhibit. A dog that has a known history of aggression or biting is not appropriate for involvement in the 4-H Program. On occasion, the 4-H member may have difficulty managing their dog within the 4-H Program. The following guidance has been provided for the Indiana 4-H Dog Program as the owner/exhibitor of the dog bears responsibility for the dog's actions. In the subsequent policy, the term "4-H Dog Personnel" will include County 4-H Volunteers, County Extension Educators, State 4-H Staff and appropriate County and State Fair Directors.

A dog that bites a human or another dog at any 4-H Dog Event must be immediately removed from that event by the 4-H member and will subsequently be excused from the 4-H Program. The member should be directed by 4-H Dog Personnel on-site to remove the dog if the member does not do so willingly. If a determination is made by the 4-H Dog Personnel that a dog bit in self-defense, it may be allowed to remain at the 4-H Dog Event.

Dogs that display other signs of aggression, including but not limited to, barking and standing ground, growling, lunging and snapping will be given a verbal warning. They will be removed from the event after the second violation at the same event. To be removed from a 4-H Dog Event, there must be two violations at the same event.

Any dog that is removed from a 4-H Dog Event due to aggressive behavior will be placed on probation for 2 weeks. Written notification of the probation will be given to the 4-H member. The 2-week period will start upon written notification to the 4-H member. While on probation, the 4-H Dog Personnel and the 4-H member and parents will work together to determine the best course of action for the dog. This may include (but is not limited to) working individually with the dog and 4-H member, asking the 4-H member to use a different dog or having the 4-H member attend events without their dog. At the end of the designated probation period, 4-H Dog Personnel will decide regarding the dog's return to 4-H Dog Events.

Dogs that are removed from a 4-H Dog Event twice will be immediately excused from the 4-H program and will not be allowed to re-enter. Excusing a dog from the 4-H Program is rare but could be necessary for the safety of 4-H members, volunteers, and other participating dogs. Should a dog be excused from the program, it must be remembered that the action is against the dog and not the 4-H member. 4-H Dog Personnel should look at many solutions and encourage the 4-H member to attend classes without their dog while training it at home or potentially bringing another dog to 4-H events. 4-H members will always be welcome in every other part of the dog project.

In the event that a dog is removed from a 4-H Dog Event or excused from the 4-H program, 4-H Dog Personnel should report such to the State 4-H Office so that the information is available at all county 4-H dog programs and the Indiana State Fair.

The Indiana 4-H Aggressive Dog Policy Incident Reporting Form is included in the [Risk Management Forms section](#).

9.15 Transportation Policies:

9.15.1 Use of 12 and 15-passenger vans

In order to minimize the threat of personal injury and in keeping with Purdue University guidelines established in July 2001, 12 and 15 passenger vans may not be utilized to transport more than eight (8) people (including the driver). This policy applies to all vans including, but not limited to, those owned, borrowed, rented, or leased and operated by Purdue University staff or volunteers. Proper vehicle seat restraints must be worn.

Anyone who violates this policy will be deemed utilizing a vehicle outside of the University's use policies, subjecting them to possible personal liability with no indemnification from the university.

9.15.2 Parent Drivers

When asking parents to drive youth to Purdue Extension events and activities, Purdue Extension personnel:

- **Should encourage parents to arrange their own rides for their children.**
- Will direct parents to complete the 4-H Volunteer Application and Screening process as described in section 11. Individuals must be approved as a volunteer in 4-H Online ahead of the activity/event.
- Adult volunteers transporting youth must successfully complete the Purdue Approved Driver process as described in section 9.15.6 at least 5-7 days ahead of the activity/event.
- Must obtain visual evidence of valid driver's license and proof of insurance if Purdue Extension staff has asked a parent to transport youth other than their own to events and activities.
- Will inform drivers that under no circumstances should personal vehicles carry more persons than the vehicle is designed for (a seat belt for each occupant).
- Must not ask anyone under the age of 21 to serve as a driver and transport other youth to or from Purdue Extension events and activities.
- Must deny any person who refuses to provide a license and verification of insurance the opportunity to transport youth to Purdue Extension events and activities.

9.15.3 School Bus Liability

School bus liability insurance coverage is NOT available through Purdue University

When there is a need to transport a group of youth to an event (camps, workshops, completion trips, etc.), the following guidelines should be followed.

- ☐ School buses owned by school corporations should be utilized whenever possible.
- ☐ In the case of buses driven for school corporations and owned by private individuals, extension staff must request a copy of the driver's CDL and proof of insurance. Indiana law requires that school bus drivers be insured with **\$1 million of coverage**. A copy of the license and proof of insurance must be requested annually and kept on file with the Extension Office. *The use of other individually or church owned buses should be discouraged. These vehicles are not subject to annual safety inspections.*

9.15.4 Private/Commercial Bus

Private/commercial bus companies may be utilized. Extension staff must request and keep on file proof of insurance from the company. Contracts with these companies should move through the normal contractual procedure as per University guidelines.

9.15.5 Recommended Automobile Liability Insurance

University Risk Management has required automobile liability limits in the amount of \$100,000 per accident. Individuals are encouraged to obtain higher limits if they will be transporting youth.

9.15.6 Registration of drivers with the University

Each person who drives on behalf of Purdue University must be approved in advance to do so using the RM01 Forms from the Purdue Risk Management website:

- RM01D (for volunteers and county staff):
https://www.purdue.edu/business/risk_mgmt/pdf/RM01-D%20-%20NEW.pdf#RM01-D
 - Form RM01 must be submitted using Risk Management procedures at least 5-7 days in advance of a driver needing approval.
- RM01E (for paid staff): <https://powerforms.docusign.net/837a9ab8-a3f6-4125-8ee1-dac2d9de5bff?accountId=9ad6adfd-6804-409b-91bc-173cbee909f9&env=na2#RM01E>

NOTE: Area Extension Directors complete this process for County Educators and County Staff. Campus departments will complete this process for Extension Specialists.

If a Purdue Extension Professional specifically asks an approved volunteer or parent to drive youth to an event or activity, that volunteer or parent needs to be approved as a driver with the University.

Arranging for transportation for youth to an event such as the State 4-H Leadership Summit would be an appropriate step for the Extension Educator to take. In this case, the Educator would be specifically asking a volunteer or parent to drive youth participants to an approved Purdue Extension program. That volunteer or parent would be asked to complete the RM01D form at least 5-7 days prior to the activity/event to allow time for processing.

A volunteer who arranges transportation on their own may believe that they are driving on behalf of the university. It is best practice to ensure that volunteers transporting youth who are not their own children have an RM01D approving their ability to transport youth.

Parents who drive their children to a youth activity do NOT need to be an approved driver with the University. Purdue Extension Program Staff have NOT specifically asked the parents to transport their children; the parents are NOT considered program staff.

RM01 forms are good for one year from the time they are approved. A current list of approved drivers with the University is available at:
<https://sp2010.itap.purdue.edu/businessservices/riskmgmt/Vehicle%20Use%20Info/Approved%20Driver%20Database.xls>

9.16 Indiana 4-H Youth Development Camp Chaperone and Counselor Guidelines

Below are recommended practices for 4-H Camp groups in Indiana to follow related to chaperone and counselor housing and training.

9.16.1 General 4-H Camp Supervision and Training Guidelines

- The 4-H Youth Development Extension Educator(s) responsible for oversight of the 4-H Camp are charged with insuring that adequate supervision is in place to provide a safe 4-H Camp environment at all times.
- Adult Overnight Volunteers (paid staff and approved adult and youth volunteers) have the responsibility to provide adequate supervision and a safe environment for 4-H Campers throughout the duration of the 4-H Camp experience.
- Adult Overnight Volunteers must be approved through the normal Indiana 4-H Volunteer process as described in section 11 and must be approved in 4-H Online as a 4-H Volunteer with a primary assigned volunteer role. Placement of volunteers in these roles is the responsibility of the 4-H Youth Development Extension Educator and will be documented by executing an Overnight Volunteer Role Description in addition to their primary assigned volunteer role.
- 4-H Camp Counselors must complete the normal Youth Volunteer approval process, along with training that will enable them to appropriately supervise the campers. Camp Counselors should be at least three years older than the oldest 4-H Camper. Placement of youth volunteers in the role of Camp Counselor is the responsibility of the 4-H Youth Development Extension Educator.
- Prior to serving in a voluntary role at 4-H Camp as overnight volunteer/counselor, Adult Overnight Volunteers and Youth Volunteers will have completed the all required University and State volunteer training and any training required by the camp director.
- The recommended staff to camper ratio is 1:10 at a minimum (more staff is always preferred). Staff include Adult Overnight Volunteers (paid staff and approved adult volunteers) and 4-H Camp Counselors. Refer to the [Purdue Extension Hub, Youth Protection](#) page (camp registration guide) for adult and youth staff age compliance.
- Adult Overnight Volunteers and 4-H Camp Counselors should always keep themselves above suspicion (see below) to protect both salaried and volunteer youth and adult staff from situations that potentially could occur in any 4-H youth program where there is potential for individuals to be accused of abuse. All Adult Chaperones (salaried and volunteers) and 4-H Camp Counselors should avoid one-on-one situations with campers whenever possible. If one-on-one conversations are necessary with a camper, they should be conducted in view of other adult chaperones.
- All Adult Overnight Volunteers (salaried and volunteers) and 4-H Camp Counselors should also follow the modesty guidelines outlined below.

- The 4-H Educator responsible for the overall coordination of the 4-H Camp will [register the camp as a Program for Minors with the University](#).

9.16.2 Housing of Adult Chaperones, 4-H Camp Counselors and 4-H Campers

- For the safety and well-being of the 4-H Campers, at least two approved adult chaperones should be housed in the same building as the campers, when the facilities permit them to do so. Trained 4-H Camp Counselors may also be housed with the 4-H Campers to support the Adult Chaperones.
- When the facilities do not reasonably permit Adult Chaperones to be housed in the same building as the campers, Adult Chaperones should be housed in a building that is in close proximity to the facilities in which the campers and 4-H Camp Counselors are housed. In this case, at least two approved, trained Camp Counselors should be housed in the same building with the campers.
- An individual adult chaperone or youth counselor should NEVER be housed by himself or herself with a group of campers. Always insure that at least two chaperones/counselors are housed with a group of campers.
- When considering where to house adult chaperones, consider how you would answer these hypothetical questions:
 - Do you want to be the staff member on a witness stand with an attorney asking, “Why was there not an adult in a cabin full of youth at camp?”
 - Why would anyone think it is acceptable to leave a cabin full of young campers with teenagers and no adult supervision?

9.16.3 Above Suspicion Policy

- The purpose of the Above Suspicion Policy is:
 - To provide a safe and caring environment for youth and adults in all 4-H program situations; and
 - To protect both salaried and volunteer staff from situations that potentially could occur in any 4-H youth program, including camps, trips, and other events, where there is potential for being accused of abuse.
- At times, volunteers may need to stay in a room with 4-H youth in order to provide supervision. During those situations, there will be at least two or more adults in the room. All supervisory staff (salaried and volunteer) should avoid one-on-one situations whenever possible.

9.16.4 Modesty at 4-H Camp

- In 4-H camp, “modesty” refers to the manner in which a person behaves while showering, getting dressed, and taking care of personal hygiene. Showering behind a door or curtain, keeping a towel/clothing over one’s genitals before getting dressed, and refraining from making any comments about your own or someone else’s body would be examples of modest behavior at 4-H camp.

- Appropriate clothing should be worn by all youth and adult staff throughout the camp experience, fully covering the parts of the body that should not be revealed in a 4-H setting.
- It is important that 4-H camp volunteers and paid staff – anyone in a supervisory role over youth campers – are aware of the importance of maintaining modesty at all times, especially when in the presence of other 4-H camp participants.

9.17 4-H Policy on Alcohol

Under no circumstances shall **youth or adults** possess, use, distribute, or be under the influence of alcohol or illegal drugs at 4-H Youth Development Program events or activities.

Current state law prohibits a temporary beer permit to be issued for the expressed purpose of selling beer at a place where an organized 4-H club association has an exhibit. Alcohol has no place at Purdue Extension educational activities, club, board or council meetings.

Policies for all 4-H Entities/Volunteers

- No alcohol may be purchased with funds generated from the use of the 4-H Name and Emblem. Therefore, no 4-H Club, 4-H Council, 4-H Fair Board, or other entity utilizing the 4-H Name and Emblem may purchase alcohol.
- No 4-H Volunteers or 4-H Youth may dispense alcohol as part of their 4-H roles or responsibilities, perceived or actual.

Alcohol can be a part of third-party rentals of 4-H Fairgrounds facilities (e.g., for weddings and/or other non-4-H events and activities). 4-H Entities which choose to allow third-party rentals to have alcohol at their functions may do so only under these conditions:

- Individuals or groups that rent facilities at a **county 4-H fairgrounds** throughout the year (e.g., wedding receptions, reunions, etc.) may serve alcohol if:
 - There is a written plan in place outlining:
 - how the distribution of alcohol will be monitored (to ensure that no one receives more than they should)
 - security that is in place for the duration of the event
 - a third party responsible for dispensing the alcohol that is licensed, bonded/insured is utilized
 - a plan that addresses individuals who consume too much alcohol will not drive themselves from the fairgrounds.
 - Any plan involving alcohol fulfills the policies of Purdue University.
 - The owners of the fairgrounds must have written documentation from their insurance company showing that the sale/consumption of alcohol on the grounds is covered by the grounds' liability insurance policy.
 - No 4-H Youth event or activity may be scheduled in the same proximity or held at the same time as the event where alcohol will be served.

- As considerations are made for whether or not to allow the consumption of alcohol on the county fairgrounds, keep in mind the public perception of such a policy. Some communities are more tolerant of alcohol than others.

NOTE: A separate state law has been passed providing permission for the Indiana State Fair to sell alcoholic beverages on the State Fairgrounds: <https://iga.in.gov/legislative/laws/2022/ic/titles/7.1#7.1-3-21-14>. This is distinct from the law that prohibits a temporary beer permit at a place where an organized 4-H club association has an exhibit.

9.18 Operating Procedures for Programs Involving Minors

In 2015 the Purdue University Office of the Vice President for Ethics and Compliance implemented campus-wide policies related to programs involving minors. These policies are designed to ensure the protection of minors who participate in any University-supported program or activity. Purdue Extension programs across the State of Indiana are included in this policy, and were represented at the table when the policies were designed and implemented.

WHO: All faculty and staff working on behalf of Purdue Extension, approved Purdue University Adult Volunteers, and approved Purdue University Youth Volunteers.

WHAT: Required “Programs for Minors Registration” for all programs involving minors.

WHEN/WHERE: Applies to all programs involving minors that started on or after May 1, 2015 and that are supported by Purdue Extension at the county, area, district, state, and national levels. Policies were revised in 2024 for all programs starting on or after October 1, 2024.

WHY: To ensure that programs involving minors are planned carefully and include safety as the highest priority.

HOW: Read on to learn about the steps necessary to complete the required training for faculty, staff, and volunteers and to register programs involving minor participants with Purdue University.

The Operating Procedures for Programs Involving Minors includes two primary steps:

1. Completion of training by staff and volunteers
2. Registration of program involving minors with the University

For more information about these policies, contact the 4-H Extension Educator.

9.18.1 Required Training

1. Training must be completed...

- Every two years for **Extension Educators**: complete the following two staff training courses from the Vice President for Ethics and Compliance website:
 - [Program Director Training](#)
 - [Program Staff Training](#)
- For new 4-H Volunteers or volunteers returning after a lapse in service, complete the following training annually:
 - Orientation to 4-H
 - Youth Protection Program Director Training
 - Youth Protection Staff Training
- Adult 4-H Volunteers will be required to complete the following trainings every two years:

- Youth Protection Program Director Training
- Youth Protection Program Staff Training
- Additional trainings may be required/provided by the State 4-H Office or county 4-H Extension Educator.

9.18.2 Registration of a program involving minors

2. Registration of a program involving minors

County educators are to refer to the [Purdue Extension Hub, Youth Protection](#) page to learn what programs must be registered and to register a youth program.

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9.18.3 Participant registration

All youth and adult participants will be registered to participate in the Purdue Extension activity or event. Extension Educators will assist with this process for county-based activities or events. Volunteers who have a special activity they would like to plan should contact the Extension Educator for further information.

9.18.4 Incident reporting (refer to section 9.3)

Any incident that occurs during a Purdue Extension event where a youth or adult is in danger needs to be reported immediately! All other incidents need to be reported to the individuals on the form within 24 hours. Refer to Section 9.3 for further details and the [Purdue Extension Hub, Youth Protection](#) page for the most updated information.

9.19 - Emergency Procedures

All 4-H activities follow emergency procedures of the applicable level of organization. For example, for 4-H activities occurring on Purdue's campus, 4-H will follow the recommendations and guidance of campus safety officials. For events occurring on county fairgrounds or other county locations, 4-H activities will follow all recommendations of federal, state, or local emergency management officials.

Section 10:

Financial Management

10.1 Basic Principles of 4-H Financial Policies and Practices

10.1.1 - The Assistant Director of Extension - 4-H Program Leader has the final decision regarding all financial policies for all 4-H entities, whether or not the policies are listed in the sections below.

10.1.2 Youth responsibilities

Youth learn important life skills (e.g., budgeting, record keeping, etc.) through managing financial resources in 4-H Clubs. Youth therefore should be involved in collecting, accounting and distributing funds. Financial institutions may require individuals to be at least 18 years old to be a signatory on an account. This does NOT prohibit younger members from writing (but not signing) checks, recording transactions, balancing the checkbook, and preparing treasurer's reports, with adult guidance.

10.1.3 4-H Youth Extension Educator responsibilities

An Extension Educator is responsible for the 4-H organizations at the local level. The Educator's fiscal responsibilities include:

- a. Issue authorization for group or volunteer leader to carry out programs and activities using the 4-H name and emblem.
- b. Keep record of all 4-H organizations with this authority.
- c. Secure from each 4-H organization an annual report of its activities. Review each local 4-H unit's activities to determine that the unit meets the particular 4-H program objectives for which it was established and that the 4-H Name and Emblem are used in accordance with the statute.
- d. Inform each 4-H unit's leadership of the annual IRS Form 990 filing requirements.
- e. Ask each 4-H unit to submit an annual report of its financial activities using the Annual 4-H Unit/Club Financial Report template in the Financial Management Forms section.
Recommended timeframe: January/February (allowing time for volunteers to obtain December financial records from their financial institutions).
- f. Establish the schedule for annual financial reviews/audits and notify the clubs of the review/audit date. Notification should be sent 10-12 months ahead of the time that the review/audit will be conducted to allow time for the volunteers to collect the necessary financial records. Recommended timeframe for financial reviews/audits: February, allowing time for financial records from previous year to be included in the documents submitted. Annually, a financial review/audit shall be conducted for one fifth of the county's 4-H units resulting in a financial review/audit being conducted for each unit at least once every five years. A financial review/audit shall also be conducted any time there is a change in the primary adult volunteer working with the finances of the unit. A 4-H Unit/Club Financial Review/Audit form should be completed, signed and maintained for each club/unit (as conducted) in a file in the Extension Office. Financial reviews/audits may be conducted by an individual or committee selected by the local 4-H policy group (i.e., 4-H Council). Under no circumstances should the committee members be related to the adult volunteer who is a signatory on the account.
- g. Keep on file in the Extension Office copies of correspondence to each 4-H unit in the county requesting the unit's financial information and activity records; financial reports; financial review/audit forms; and recommended actions for each 4-H unit/club.
- h. Review and approve 4-H Unit/Club fund raising activities prior to their implementation, to assure they are in line with state and federal policy (including the use of the 4-H Name and Emblem).

10.1.4 4-H Unit responsibilities

Every 4-H unit (council, club, committee, project group, etc.) shall:

- a. Have two non-related adults as signatories on the club bank account and club checks.
- b. Maintain a record of its activities (meetings, workshops, & other events involving 4-H members). This record may be in a form such as the sample included in the financial policies forms section, a calendar of events, or some other resource that details the activities of the unit. Activities of the unit are to be reported to the Extension Office prior to the time they are held.
- c. Maintain a record of the contributions it has received and expenses incurred; prepare and keep on file a record of its financial transactions; file all necessary state & federal forms, and submit an annual report to the Extension Educator responsible for the county 4-H program. A current financial report shall be made at each of the unit's meetings to keep members of the unit updated on the unit's finances.
- d. File an IRS Form 990 return annually, by May 15th. Please see additional instructions under the "IRS Filing and Reporting Requirements" heading later in this section.
- e. Due to the size of the accounts for most 4-H Affiliates, it is strongly recommended that the 4-H Affiliate secure the services of a professional tax preparer and/or financial accountant to help manage the financial aspects of the organization. An annual audit conducted by a professional accountant is highly recommended.
- f. If fund raising is conducted, submit all fundraising opportunities to the 4-H Extension Educator for review and approval prior to the implementation of the fund raiser.

10.2 Fund Raising in 4-H

The purpose of having a treasury in a 4-H club or organization is to provide funds to support the activities of members and adult volunteers in their pursuit of educational and community service goals. Funds raised/donated in support of the 4-H name and program are in public trust and therefore should be carefully managed in order to safeguard the positive image of the organization for future generations.

Fund raising should not be a 4-H unit's major objective. Funds should be raised for specific purposes that may include community service and assisting youth who do not have the resources to participate without financial assistance.

Any fundraising program using the 4-H name or emblem must be conducted in compliance with federal guidelines.

Any use of the 4-H Club Name or Emblem is forbidden if it exploits the 4-H program, its volunteers or 4-H participants, the United States Department of Agriculture, the Cooperative Extension Service, or the land grant institution and its employees. Fund raising programs using the 4-H Name or Emblem may be carried out for specific educational purposes. Such fund raising activities should be approved by the appropriate entity as follows:

1. Approval by the County Extension Service (either County Extension Director or 4-H Youth Development Extension Educator) if the fund raising activity is to be carried out in a single county.
2. Approval by the Director of Extension if the activity is to be carried out on a multi-county level or state wide.

Under no circumstances may the 4-H Name or Emblem be used for fund raising purposes in any games of chance including bingo. A game of chance is defined as risking money or other property for gain, contingent in whole or in part upon lot, chance, or the operation of a gambling device. It is the responsibility of the 4-H Youth Educator to inform 4-H organizations of this policy.

4-H units are discouraged from using Online fund raising/electronic payment sites (e.g. "GoFundMe", "Ziggedy", "GiveForward.com", "NetworkForGood", "AmazonSmile", Paypal, Venmo, etc.) due to the inability to authorize their use of the 4-H Name and Emblem and because these types of sites are often targets of fraudulent activity. Further, we are unable to guarantee that 4-H families' personal information will be protected when their information is shared with third parties.

10.3 Authority to use 4-H Name and Emblem

Each organization should be able to show proof of its authorization to use the 4-H name and emblem.

- a. For a 4-H Unit/Club, a 4-H charter signed by State Extension Officials indicating the group is organized in accordance with 4-H program objectives is sufficient. (See Section 7.5)
- b. For a 4-H Affiliate, a current signed Memorandum of Understanding with the county Extension Office is evidence of a group's authorization to use the 4-H name and emblem.

10.4 Ownership and oversight of 4-H funds

4-H is a public organization; therefore, all funds raised in the name of 4-H (e.g., dues, fundraising, and other sources) are 4-H property intended for the benefit of all members. No single member, volunteer, committee or other group of individuals owns these monies.

As part of its responsibility as a Land Grant Institution to operate the 4-H Program for Indiana, Purdue University has oversight over all 4-H Funds.

10.5 Distribution of funds after dissolution of 4-H entity

In the event of termination or revocation of a charter for, or dissolution of, a 4-H Club or other 4-H Entity, all of the principal, income, and assets shall be transferred and assigned to the Purdue Cooperative Extension Service Office in that County. These funds will be held to support future 4-H educational program efforts, including the formation of new 4-H Clubs.

10.6 Handling of funds

Funds should be deposited promptly after they have been received. Official, written receipts should include the source of funds (e.g., car wash, candy sales), the date, and if possible, the name of the person from whom the funds were obtained. The receipts are the back-up documentation for bank deposits and they become a part of the group's records.

10.7 Use of debit cards

4-H groups may use debit cards to make financial transactions under the following conditions:

- Written documentation is provided authorizing each transaction from at least two people in the organization (e.g., approval of transaction documented in meeting minutes, co-signature of entity president on the receipts/statements).
- A record of each electronic transaction is maintained in the 4-H group's financial records.
- The debit cards are kept and utilized by 4-H Club Treasurers and/or by approved 4-H Adult Volunteers who are appointed by the County 4-H Extension Educator to handle funds for the 4-H group.

10.8 Receipts for donations

The individual, business, or group that donates to the 4-H organization may be eligible to deduct the contributions (bequests, legacies, devises, transfers, gifts) to these 4-H organizations on the donors' federal tax returns according to the IRS code, pending the advice of the donors' tax preparers (and assuming the 4-H unit has maintained its federal tax exempt status).

Dated receipts should be provided to donors. A template for an appropriate receipt is provided in the Financial Management Forms section.

10.9 Budgeting

A budget is a written plan approved by the members of the group to determine how money will be obtained and spent. Once a budget has been approved by the group, approval for payment of individual items is not required if the items appear in the budget. If a group does not have a budget or an item is not part of an approved budget, the item in question needs to be presented to the group for approval before payment. This assures that expenditures are made with approval of the group. It is also a great way for members to learn how money flows into and out of the organization's treasury.

No investment of 4-H funds is permitted without the expressed written approval of the State 4-H Program Leader.

10.10 4-H Program Payment Policy (NOTE: this whole section is new, 9/2022)

Payment/Cancellation/Late Fee/Refund Policy

Career Development Events

Team and individual registration for state qualifying competitive events is submitted by the area contest coordinator. Team and individual registration for non-qualifying state competitive events is submitted by the coach at least two weeks prior to the contest, using a registration system and instructions provided by the contest coordinator.

Contest registration fees are outlined in the state ag judging handbook. The state contest coordinator will provide a registration confirmation to coaches as soon as possible following the registration

deadline or last area qualifying event, along with a deadline to submit changes or cancellations. After this time, substitutions will be allowed day of contest as outlined in the state ag judging handbook and payment in full will be required for all registered participants.

Checks are made payable to Purdue University. Payment is expected day of contest. A school purchase order can be presented or notification that check is coming will suffice. A \$25.00 late fee will be assessed to any school or 4-H club failing to submit full payment within 30 days following the contest. Any school or 4-H club with an outstanding balance due 60 days after the contest will not be allowed to register for any further state career development events until their outstanding balance has been paid in full.

Refund requests must be submitted in writing to the contest coordinator and will be considered on a case-by-case situation. Any refund must be approved by the state ag judging committee officers.

Purdue Extension staff working with county or area contests are encouraged to implement a similar policy.

10.11 Location of funds

All 4-H funds shall be kept in an official financial institution. **Funds may not be kept in ANY individual's personal account, home, or place of business.**

All 4-H entities are required to obtain an Employer Identification Number (EIN). This is the number that shall be provided to the financial institution where the entity's financial accounts are held (checking or savings—of any kind). **Personal Social Security numbers of volunteers or youth should NEVER be used as the identifying number on a 4-H account. However, an individual's SSN may be requested by the bank to verify the individual is who they say they are.**

10.12 Obtaining an EIN

Each 4-H unit is required to obtain a unique Employer Identification Number (EIN) from the IRS, whether or not the unit has finances. The EIN may be obtained by filing an Application for Employer Identification Number (form SS-4) with the IRS. The application may be found on-line at: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>. A template of the SS-4 Form which 4-H groups should follow is included in the Financial Management Forms section. If not completed online, the completed form can also be mailed or faxed to:

Internal Revenue Service
Attn: EIN Operation
Cincinnati, OH 45999
Fax-TIN: 855-641-6935

4-H should appear within the group name on the form and on the group bank account. When completing the item that asks for "Principal Activity of Your Business," check "other" and write either 4-H Club, 4-H Committee or appropriate 4-H name. **It is recommended that each group use the local Extension Office address (c/o NAME County Extension Office) as the group's address.

When the EIN is received from the IRS, be sure to enter this number on all correspondence and forms submitted to the Internal Revenue Service, including the appropriate IRS Form 990. An electronic or

paper copy of the IRS letter issuing the EIN should be kept in the Extension Office, with the volunteer, and at the State 4-H Office.

Since this number is issued in the name of the 4-H unit, it is important that banks be notified of any change in the address of the 4-H unit and/or treasurer. When a 4-H unit is disbanded, please notify the State 4-H Office so that the Employer Identification Number can be dissolved for the unit.

NOTE: IRS policies require that an individual (volunteer) name and Social Security Number be listed as the responsible party for the 4-H entity on lines 7a and 7b of the SS-4 Form. Purdue University and the PU Group Exemption Number are not accepted by the IRS as the responsible party.

10.13 Tax exempt status of 4-H Units/Clubs

1. In August 2013, Purdue University was granted a Group Exemption Number (GEN), 5924, by the IRS which provides federal tax exemption status to the 4-H Clubs and 4-H Affiliates in Indiana which have agreed to be under Purdue University's general supervision and control.
2. The IRS ruled on February 9, 1973, that 4-H Units/Clubs which are operating under the guidance and control of the Cooperative Extension Service, and which are authorized to use the 4-H name and emblem, are exempt from paying federal taxes on income received.

The PU GEN does not provide 4-H units/clubs with state sales tax exempt status. Thus, these groups do need to pay state sales tax on items purchased. In general, Units/Clubs should not use the County 4-H organization's state sales tax exemption number.

3. Documentation of tax exempt status:
 - a. At times 4-H organizations are asked to provide a copy of an IRS determination letter indicating federal tax-exempt status (e.g., grant applications). Federal tax determination letters for each 4-H Club and 4-H Affiliate which is a part of the Purdue Group Exemption Number may be requested by the 4-H Extension Educator. The Educator can send an e-mail to the State 4-H Office to make this request. Include the name of the 4-H group, its EIN, and its mailing address in the message. These letters are not to be modified or altered in any way.
 - b. NOTE: requests should NOT BE MADE for those county entities (some Fair Boards and 4-H Councils) that have filed for and maintain their own separate 501(c)(3) not for profit status.

10.14 IRS Filing and Reporting Requirements

1. Each entity with an Employer Identification Number (EIN) is required to file an annual federal tax return (IRS 990 series) by May 15th, whether or not the entity has any funds to report. Failure to report will result in the loss of federal tax exempt status.
2. Funds exceeding disbursements in a given year are exempt from federal income taxes.
3. There is no limit to the amount of income that can be received in a given year or carried over from year to year.
4. If gross receipts in a tax year normally exceed \$50,000 (determined by an average of the current

and two prior tax years), the 4-H organization is obligated to file Form 990 (gross receipts include gifts, donations, sale of goods, fees, dues, etc., without reduction for the cost of goods or assets sold or for expenses) by May 15th, using group exemption number 5924. It is additionally recommended that entities that reach the \$50,000 threshold submit their records for an annual audit and should seek the advice of a professional tax preparer to assist with the preparation and filing of the federal IRS Form 990. **Note: Copies of annual financial reports, audit forms and the 990 must be maintained and on file in the Extension Office.**

5. 4-H entities whose gross receipts are under \$50,000 will file an IRS 990-N, Electronic Notice (e-Postcard) by May 15th. Specific filing instructions are provided to 4-H Educators to share with 4-H Volunteers in the spring of each year.

10.15 Responsibility of 4-H Entities to Collect Sales Tax (New Section in 2022)

A new Indiana state tax law went into effect on July 1, 2022. The former 30-day limit for selling items before being required to collect sales tax was changed. The new law requires any entity that collects more than \$20,000 in sales for the calendar to collect and pay sales tax.

Indiana 4-H and Purdue Tax Department are exploring the implications for this change in State Law for Indiana 4-H entities.

10.16 Instructions for 4-H Clubs and Affiliates which wish to join the Purdue Group Federal Tax Exemption Number

The majority of 4-H Clubs and 4-H Affiliates in Indiana completed the steps necessary to join the Purdue Group Federal Tax Exemption Number (PU GEN) in 2012. For newly-formed 4-H Clubs and 4-H Affiliates, here are the steps to complete to join the PU GEN:

4-H Clubs

- Approve and sign the standardized 4-H Club Constitution.
- Sign the Authorization Letter for 4-H Clubs.
- Apply for and obtain a unique Employer Identification Number (EIN) from the IRS.

4-H Affiliates

- Adopt the set of 5 standardized provisions into their governing document.
 - For **Incorporated** groups, these provisions will be included in the Articles of Incorporation and filed with the Secretary of State using Articles of Amendment Form 4161 <http://www.in.gov/sos/business/2426.htm>, under “Non-Profit Corporations (Domestic)”.
 - For **Unincorporated** groups, these provisions will be included in the Constitution.
- Sign the Authorization Letter for 4-H Affiliates.
- Apply for and obtain a unique Employer Identification Number (EIN) from the IRS.
- Complete and sign a Memorandum of Understanding between the Affiliate and the County 4-H Program (Extension Office).

NOTE: Each of the forms referenced above can be found in the Financial Management Forms section.

Indiana 4-H has an annual opportunity to accept the above information and make changes to the entities included in the PU GEN with the IRS. An annual opportunity will also be provided for updates to be made to the

contact names listed for the entities. Each county is asked to submit changes to their list of entities by November 1 annually.

10.17 Indiana Tax Codes Supporting 4-H Funding

Information Maintained by the Office of Code Revision Indiana Legislative Services Agency

IC 15-14-7-2 <http://iga.in.gov/legislative/laws/2021/ic/titles/015/#15-14-7-2> - Chapter 7. Allowance for Tax Levy Procedure for Support of County 4-H Clubs

IC 15-14-9 <http://iga.in.gov/legislative/laws/2021/ic/titles/015/#15-14-9-1> - Chapter 9. Tax Levy for County Fairs

Section 11:

Volunteer Management

4-H Youth Development Adult Volunteer Application and Screening Process

11.1 Introduction:

The mission of the 4-H Youth Development Program is to provide real-life educational opportunities that develop young people who positively impact their community and world. Extension personnel and volunteer time and energy should be spent in positive educational programs that support these quality experiences for children and youth.

The 4-H Youth Development Program must be able to assure parents that their children will be provided with a safe, supportive environment as they participate in 4-H activities. Thus, in 1991, the initial 4-H Volunteer Application and Screening policy was introduced. The policy has evolved since then to meet the changing conditions of society. Each of the following procedures has been reviewed and approved by Purdue University's legal counsel and risk management office.

All individuals who wish to have a volunteer role with the 4-H Youth Development program must be approved as a volunteer in 4-H Online prior to assuming a volunteer duties on behalf of the 4-H program. The following is a standard statement that can be used to communicate this expectation.

Volunteer Status

Only approved volunteers in 4-H Online may assume volunteer duties on behalf of the Purdue Extension 4-H youth Development Program including working with youth, fundraising or making decisions for 4-H. If you are unsure of your own volunteer status, contact your county 4-H Educator.

Individuals assisting at 4-H activities or event who are not approved as a 4-H Volunteer in 4-H Online should complete the Non-Purdue Guest Presenter/Partner Form prior to assisting to help create a safe environment for youth. Contact your county 4-H Educator if you have someone assisting at a 4-H activity or event.

Whether volunteers are recruited or seek out the opportunity for themselves, it is the responsibility of the 4-H Educator to screen, appoint and manage volunteers for the 4-H Program. All new and any volunteers with a lapse in service (more than one year without an approved enrollment in 4-H Online) must go through the Initial Volunteer Onboarding process documented below. If you have any questions or need any assistance with this process, please reach out to the 4-H Volunteer Specialist.

Not all applicants may be approved to serve as a 4-H Volunteer. 4-H Educators should consider the outcome of the screening process, the needs of the program, skills of the individual and roles available to determine the outcome of each applicant's onboarding process.

11.2 Initial Volunteer Onboarding

All new volunteer applicants and returning volunteers after a lapse in service (more than one year without an approved enrollment in 4-H Online) must complete a the 4-H Volunteer Process including an volunteer application, volunteer screening and training before the county 4-H Educator can decide whether to accept and appoint them to a volunteer role.

4-H Volunteer Process Steps:

Step	Specifics/Resources	Additional Information
Volunteer Application	Online application in 4-H Online <ul style="list-style-type: none"> • Select New Volunteer Applicant Role • Complete enrollment fields and consents • Complete screening fields (application questions) 	Joint enrollment and application steps includes: <ul style="list-style-type: none"> • Adult Behavior Expectation consent • Sex offender registry check consent • Personal liability release (consent) • Photo Release (Consent) • ID submission (Screening upload) • New Volunteer Applicant acknowledgement (consent) • Vehicle Use Policy (Consent) • Application Questions (Screening) • References (Screening)
	Paper Process (4-H 784)	If the paper process is used, <ul style="list-style-type: none"> • all 4-H Online consents need to be physically signed (Educator to assist) • 4-H Online enrollment needs to be started, can be at the same time as the application is received.
Training	<u>In 4-H Online</u> Individual will have access to the training after application is submitted. Required trainings must be completed before Enrollment can be approved, but all trainings must be completed before a volunteer role can be assigned.	<ul style="list-style-type: none"> • 4-H Volunteer Refresher Training (required) • Youth Protection Program Director Training (required) • Youth Protection Staff Training (required) • 4-H Volunteer Orientation (required)
	<u>Educator led</u> Trainings may be offered during or after screening steps. Trainings must be documented in 4-H Online before Enrollment can be approved, but all trainings must be completed before a volunteer role can be assigned.	If trainings are provided by the 4-H Educator, completion surveys are required to track training in 4-H Online: <ul style="list-style-type: none"> • 4-H Volunteer Refresher Training (required) • Youth Protection Program Director Training (required) • Youth Protection Staff Training (required) • 4-H Volunteer Orientation (required)
Educator Conversation or Interview	See information in the Extension Educator Screening Steps below	

Appointment paperwork	See information in the Extension Educator Screening Steps below	
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Extension Educator Screening(or their designee) Steps:

Step	Specifics/Resources	Additional Information
Application Review	<p>Review for completion, experience, roles of interest, and general information about the applicant.</p> <p>Verify identity with government issued ID requested from the applicant. Copies of ID's should be destroyed after verification.</p>	<p>If a criminal conviction is indicated, contact the 4-H Volunteer Specialist to discuss eligibility and next steps.</p>
Reference Check	<p>Contact all three references using an approved reference method:</p> <ul style="list-style-type: none"> • Online Reference Portal • Email form (784c) • Mail form (784b) • Call or in-person form (784a) 	<p>Two references are required to proceed with consideration, three references are preferred.</p> <p>Ask applicant for additional references if at least two are not returned in the allotted time frame.</p> <p>4-H Educator may request additional references from other individuals as needed.</p>
Registry Check	<p>Complete National and State Sex Offender Registry Checks as per sections 11.16 through 11.19 of the 4-H Policies and Procedures.</p> <p>Be sure to search using all of the individual's previous names and print the results.</p> <p>If either system is not functioning correctly (i.e. not allowing searches for all counties or all states), contact the 4-H Volunteer Specialist for advice.</p>	<p>Upload results to specific Manager Only Field in the individual's Enrollment in 4-H Online.</p> <p>Notice: Individuals convicted of child abuse cannot serve as a 4-H volunteer.</p> <p>Contact the 4-H Volunteer Specialist if you have any questions about an individual's registry check.</p>

Background Check	<p>An optional criminal background check may be conducted at the decision of the 4-H Educator.</p> <p>Police checks through the Indiana State Police are available to counties at a nominal cost. Contact your local State Police Post or County Sheriff's Office for additional details.</p>	<p>If criminal background checks are conducted, they must be conducted consistently for all volunteer applicants.</p> <p>Upload optional background check to specific Manager Only Field in the individual's Enrollment in 4-H Online.</p>
Educator conversation or Interview	<p>Conduct a conversation or interview with the applicant to get a better understanding of their interest and skills to better determine their fit for a volunteer role.</p> <p>volunteer interview questions.pdf</p>	<p>Recommended for all, but required if the Educator does not know the applicant.</p>
Appointment Decision	<p>Educator to review all screening and enrollment information to determine whether to appoint an individual to a 4-H volunteer role.</p>	
	<p>Appoint If there are no concerns and there is a role/need the individual can fill.</p>	<p>Send notification of acceptance and appointment.</p> <p>Sample letters provided.</p>
	<p>Not to appoint If there are concerns about the individual, their background or there is no role/need for the individual to fill. <i>See list of considerations below.</i></p> <p>Contact the 4-H Volunteer Specialist as needed.</p>	<p>Send notification of non-appointment decision to the individual.</p> <p>Sample letters provided.</p>

Appointment Considerations:

- Any person who has been convicted of child abuse as determined by the screening process or check of the National and State Sex & Violent Offender Registries shall not serve as a volunteer.
- Potential volunteers who are discovered through the application and screening process to have been charged with felony convictions or other charges/convictions shall have their applications and volunteer appointments reviewed by the appropriate staff in the State 4-H office.

- Any individual serving as a volunteer at the time charges of child abuse are made shall be immediately suspended from his/her role as a volunteer pending the outcome of the case. The volunteer status of the individual may be re-evaluated by the Extension Educator once the outcome of the case is known.
- Individuals serving as volunteers who are discovered to have not reported felony or child abuse convictions at the time of application shall be subject to immediate termination as a volunteer. Terminations of volunteers are conducted by the Extension Educator and shall be done in writing.

The Extension Educator* should provide support to all volunteers including:

- information about future meetings
- resource support
- training opportunities, including an orientation of local information.

* The 4-H Youth Development Extension Educator may choose to designate another Extension Staff member to assist with these steps of the volunteer application and screening process.

11.3 Annual Re-enrollment Process:

The 4-H Extension Educator will annually determine if a current 4-H Volunteer should be renewed for the coming year. Each adult 4-H Volunteer who will have their assignment renewed by the Extension Educator will re-enroll annually in 4-H Online to reconfirm their commitment to the program and to provide updated contact information. Annually, the Extension Educator* will share instructions with all approved 4-H Volunteers on how to re-enroll in the 4-H Online data management system ([enrolling-in-4-h-online-as-a-returning-adult-volunteer.pdf \(purdue.edu\)](#)). For those without Internet access, the Educator will provide paper copies or offer times for the volunteer to use equipment in the Extension Office.

The Extension Educator will communicate with the 4-H Volunteers from the previous program year that 4-H Online will open for the new program year on October 1. At that time, individuals may complete the 4-H Volunteer Re-enrollment Process. While there is no established state deadline for completion of the re-enrollment process, individuals are not considered approved volunteers and should not assume volunteer duties until they have enrolled for the new program year in 4-H Online and their enrollment is approved. Educators will set and communicate a reasonable timeframe in which individuals are asked to complete the re-enrollment process so that the Educators will know who is willing to serve as a 4-H Volunteer as they plan the new 4-H Program year.

Educators will send enrollment reminders until the end of their target enrollment timeline, but volunteer enrollment in 4-H Online remains open all year. Educators may set event specific deadlines for enrollment for volunteers (i.e. individuals wishing to assist at the fair must enroll one month prior to the fair). Therefore, individuals wishing to volunteer should enroll well in advance of any programming with youth to allow adequate time for the Educator to complete the enrollment review and approval process.

Annual Re-enrollment Steps

2024 Volunteer Enrollment- A Three Step Process



Extension - 4-H Youth Development



2024 Requirements for All Volunteers Items in green new in 2024	Volunteer Role in 4-H Online	2024 Role Specific Requirements Items in green new in 2024
<p>Must be an approved volunteer in 4-H Online <u>before</u> assuming volunteer duties including working with youth or making decisions for 4-H.</p> <p>Must complete the annual 4-H Online volunteer enrollment including:</p> <ul style="list-style-type: none"> • Sign role description (enrollment consent) • Sign ABE (enrollment consent) • Sign off on sex offender registry check (enrollment consent) • Sign personal liability release (enrollment consent) • Sign Vehicle Use Policy (Enrollment consent) • Complete Legal Screening Questions (Screening fields) • Sign Volunteer agreement (Screening) • Complete required volunteer trainings (4-H Online or county presented) 	Club Organizational Leader For: all club leaders, including Assistant Club Leader and Other Club Leaders.	<ul style="list-style-type: none"> • Sign Club Leader Affirmation (enrollment consent) <p>Additional Annual Role Requirements:</p> <ul style="list-style-type: none"> • complete and submit a 4-H Club Annual plan to 4-H Educator • complete and submit annual 4-H Club/Unit Financial Report and file club taxes with IRS • complete and submit a 4-H Unit Activity Report Form <p>Contact your 4-H Educator 30-60 days in advance if any 4-H activity includes a meal, overnight or out of county experiences.</p>
	4-H Affiliate Member For: 4-H Council and/or 4-H Fair Board members	<ul style="list-style-type: none"> • Sign Conflict of Interest Statement (enrollment consent)
	Shooting Sports Coordinator	<ul style="list-style-type: none"> • Sign Shooting Sports Compliance Statement (enrollment consent) <p>Additional Annual Role Requirements:</p> <ul style="list-style-type: none"> -Coordinate annual inventory of shooting sports equipment. <p>Contact your 4-H Educator 30-60 days in advance if any 4-H activity includes a meal, overnight or out of county experiences.</p>
	Shooting Sports Instructor	<ul style="list-style-type: none"> • Sign Shooting Sports Compliance Statement (enrollment consent) <p>Additional Annual Role Requirements:</p> <ul style="list-style-type: none"> • Coordinate annual inventory of shooting sports equipment. <p>Contact your 4-H Educator 30-60 days in advance if any 4-H activity includes a meal, overnight or out of county experiences.</p>
	Associate Shooting Sports Instructor	<ul style="list-style-type: none"> • Sign Shooting Sports Compliance Statement (enrollment consent)
	Unit Volunteer For: Juntos 4-H, 4-H Project Discovery, Next Chapter 4-H, School based/after school/community-based volunteers	<ul style="list-style-type: none"> • Complete role specific training as needed.
	General Program Volunteer	
	Spark Club Volunteer	<ul style="list-style-type: none"> • Sign Club Leader Affirmation (enrollment consent) <p>Additional Annual Role Requirements:</p> <ul style="list-style-type: none"> • complete and submit a 4-H Club Annual plan to 4-H Educator • complete and submit annual 4-H Club/Unit Financial Report and file club taxes with IRS • complete and submit a 4-H Unit Activity Report Form <p>Contact your 4-H Educator 30-60 days in advance if any 4-H activity includes a meal, overnight or out of county experiences.</p>
	New Volunteer Applicant	<p>Additional Application Requirements:</p> <p>Reference check</p> <ul style="list-style-type: none"> • Meeting with 4-H Educator • New Volunteer Training in 4-H Online • New Volunteer Orientation by the County 4-H Educator
	Subject Matter/Project Leader For: superintendents, Committee members and coaches	<ul style="list-style-type: none"> • Sign Conflict of Interest Statement (enrollment consent) <p>Contact your 4-H Educator 30-60 days in advance if any 4-H activity includes a meal, overnight or out of county experiences.</p>

11.4 Additional Volunteer Information

4-H members, volunteers, parents, friends and family who do not follow the Purdue Cooperative Extension Service and 4-H Youth Development behavioral expectations and/or who are a continuing disruptive force, despite appropriate and sincere efforts to resolve their concerns, may be barred from participating in and/or volunteering for youth development programs sponsored by the Purdue Cooperative Extension Service.

Volunteers who relocate from one Indiana county to another and desire continued volunteer involvement may be asked to undergo the initial volunteer process by the new Educator.

On occasion a volunteer may not be able to sign the Vehicle Use Policy. The Extension Educator should first contact the volunteer to determine the reason he/she cannot sign the policy. Then, the Educator should contact the State 4-H Office for additional guidance. Inability to sign the Vehicle Use Policy does not automatically disqualify an individual from serving as a volunteer.

This information is being provided to help maintain a system established in 1991. The purpose is to effectively select and retain qualified 4-H Youth Development volunteers. Questions may arise that are not addressed in the above policies. Direct those questions to the State 4-H Office.

11.5 4-H Youth Behavioral Expectations

Previously, the 4-H Youth Behavioral Expectations Form (4-H 785Y) was provided to those individuals serving as leaders or role models for other youth involved in the 4-H Youth Development Program.

For the 2023 4-H Program Year, this form has been merged with the “Behavioral Criteria for 4-H Events and Activities” form. This new form is now titled, “Indiana 4-H Behavioral Criteria for All Youth Participants.” (See Section 4). This form is included with the youth’s annual enrollment in 4-H Online (or on a paper form). A separately-signed YBE will not be needed.

11.6 Confidentiality

- All persons involved in the volunteer screening process will be informed and expected to maintain confidentiality. All information collected through the 4-H Volunteer Process must be handled as private and confidential and should not be shared with anyone outside of CES personnel or their designees assigned to manage and support the 4-H Volunteer Process.

- All forms, applications, notes on references, background checks, National Sex and Violent Offender

Registry information, and interviews must be kept in a location which can be accessed only by CES personnel or their designees who are responsible for implementing these volunteer procedures.

- All information about applicants and why they are accepted or rejected as a youth program volunteer must be treated in a confidential manner. Only authorized persons should be involved in discussing applicants. Discretion and privacy must be used when screening and discussing applicants.

- As with other university personnel files, an applicant may have access only to the materials he/she has completed. Materials provided by others, including references, committee reports and interview notes, are NOT shared with the applicant/volunteer.

- **Individuals requesting information on a 4-H volunteer applicant may have access to the information**

in an individual, volunteer file if the proper criteria are met. Should you receive a request to access any volunteer record:

- **Clearly state that you have no authority to receive, grant, or deny any request for access.**
- **Instruct them to contact the Office of Legal Counsel:**
- **Hovde Hall, 610 Purdue Mall, West Lafayette, IN 47907**
- **765-496-3550; publicrecords@purdue.edu**
- **You may reference the required Request for Public Record form that is found on the Purdue**

University Public Records web site:

http://www.purdue.edu/business/records/Public_Records/index.html

- **Any person who permits or encourages unauthorized disclosure of confidential information obtained from background checks can be charged with a class misdemeanor.**
- **Any person who shares confidential information may be subject to disciplinary actions.**