Policies and Guidelines
Walworth County 4-H Youth Development Program

Membership

The Walworth County 4-H Youth Development program is open to all youth in third (3rd) grade through the 4-H year after graduation from high school, regardless of race, color, creed, religion, disability, ancestry, sex or sexual orientation, pregnancy, marital or parental status. Home-schooled youth participate in 4-H at his/her declared grade level. For additional information regarding membership requirements, please refer to Involving People With Disabilities in 4-H Youth Development Programs—Key Information for 4-H Volunteers.

The Wisconsin 4-H membership year is defined as October 1-September 30.

Youth may not hold membership in more than one county or state at the same time. They may hold membership in a county or state different from their county or state of residence and participate in educational programs in other states of counties.

**Enrollment Forms:** Youth interested in becoming a 4-H member in a Walworth County 4-H club need to complete a set of forms, give them to the club’s general leader, and pay the annual membership fees. The forms, available at the UWEX office or from the club’s general leader, include the enrollment form, Walworth County 4-H Family Behavior Agreement, and a Family Literature Order for project related materials.

**New Members:** In accordance with Wisconsin's open enrollment policy, new members may join a 4-H club anytime during the year. To be eligible to participate in pre-fair activities such as Communication Arts Festival and Real World Fair, Style Revue and the County Shoot-Off or the Walworth County Fair, forms and fees for new members must be submitted to the UWEX office by a club leader no later than March 1 of the current 4-H year.

**Cloverbud Program:** Youth in 5 year old kindergarten, first and second grades may participate in the Cloverbud program if it is offered by their club. Cloverbud membership in some clubs may be limited to first and second graders and/or to the siblings of enrolled members. The Cloverbud program is not competitive and members do not enroll in specific 4-H projects.

4-H Cloverbud programs are activity focused and built on cooperative learning rather than individual competition. In addition to appropriate club level activities, Cloverbuds may participate in county activities such as Drama Fest, Music Fest, Communication Arts Festival photo and art sections, Favorite Foods Revue, and the county 4-H Bowling Tournament. They are also invited to participate in pre-fair judging.

**Re-enrolling Members:** Re-enrolling 4-H members must submit enrollment forms and fees to their club’s general leader prior to December 1 of the current 4-H year. All forms will then be submitted to the Walworth County UWEX office by December 1 (with fees to be billed to clubs by UWEX mid-March). Forms are not to be submitted to the UWEX by individual members. For full 4-H membership, youth must:

- complete enrollment forms and pay required fees by the enrollment deadline,
- enroll in and complete at least one project each 4-H year,
- attend at least 50% of the club’s regularly scheduled meetings (effective from time of enrollment). Members not meeting this requirement may be ineligible to exhibit at the Walworth County Fair,
- share what they have learned or accomplished at a club meeting, the Walworth County Fair, or other event approved by the club’s general leader,
- participate in club activities such as fund raisers and community service projects as required in the club’s by-laws or membership requirements,
- read, sign and follow the Walworth County 4-H Family Behavior Agreement, and
- complete a 4-H Record Book (minimum of a completed “Permanent Participation Report” and a completed “My 4-H Activity Record) in a green record book cover or a 3 ring binder by the club’s deadlines. Failure to do so will result in not receiving fair premium checks (as noted in the rules in the Fair Premium Book).

Re-enrolling 4-H members who have not met the requirements noted above will be ineligible to participate as a 4-H member in county, district, state, and national events the following 4-H year. However, as per Wisconsin 4-H Youth Development Policies, these youth must...
be accepted for basic club membership at any time. The 4-H Youth Educator will be provided a list of “club only” members by each club’s leaders.

Re-enrolling 4-H members are youth who are age eligible and participated in a recognized /approved 4-H program in any year prior to the current enrollment year.

**Enrollment Fees:** 4-H members pay enrollment fees each year. Each club establishes its fees and members vote each year on the amount of club dues that are to be charged above and beyond the county dues. County “program fees” of $12 are collected to help cover programming costs, insurance and materials and are divided up as follows:

- $3 Senior Leaders’ Association
- $3 Junior Leaders’ Association
- $2 4-H Insurance Fees
- $1.50 Wisconsin 4-H Foundation
- $2.50 UWEX (program materials and printing)

4-H Cloverbuds pay program fees of $6 which are divided as follows:

- $1.50 WI 4-H Foundation
- $2.50 UWEX (program materials and printing)
- $2.00 4-H Insurance Fees

**Late Enrollments:** Club general leaders are encouraged to contact potential re-enrolling members before the December 1 deadline and to make all reasonable efforts to help the member meet the deadlines.

Re-enrolling members who miss the December 1 deadline may petition the club’s general leader for membership in the club. The club’s general leader will complete and submit a Late Enrollment Request form to the UWEX office. The 4-H Youth Development Educator, in consultation with the 4-H Executive Board, will approve or deny the request. Please note: The March 1 deadline for Fair eligibility and specific project deadlines is not subject to waiver by club general leaders or the 4-H Youth Development Educator.

**Project Changes:** Project changes may be made at any time following initial enrollment. Eligibility to exhibit in new project areas requires that enrollment forms and fees be turned in by March 1, using the Project Add/Drop form available from leaders or the UWEX office.

**Transfer of Membership:** Members desiring to join a different club in the county must transfer membership by March 1 of the current 4-H year. Requests for transfer after March 1 must be approved by the Executive Board.

**4-H Newsclip Subscriptions:** The 4-H Newsclip is the main means of communicating program information to 4-H families and is available on-line. Families with an email address on file with UWEX will receive an email alert when new issues are available.

Families who wish to receive hard copies of the 4-H Newsclip need to complete a subscription form and submit it along with the $10 fee, which covers the complete calendar year, to the Extension office. (Approved by the Senior Leaders’ Association, June 2012)

**Participation in Out-of-County Events:** A member must qualify for participation in district, state or national competitions or events through the county of their membership. Participation in District and State 4-H events and recognition programs is based on the member’s grade. Participation in national events is based on the age established for the specific event.

**Graduation From 4-H:** Walworth County youth may opt to graduate from the program upon graduation from high school or may continue an additional year. Graduates are recognized at the Junior/Senior Leader Banquet, usually held in November.

**Behavior Agreements**

**Walworth County 4-H Family Behavior Agreement:** This document defines expected standards of behavior for members and their families when representing the Walworth County 4-H Program at events and activities. Youth who fail to follow the Behavior Agreement may be removed from the activity or show in progress. The project committee and other individuals responsible for the specific event, in cooperation with the 4-H Youth Development Program Educator, will make a decision regarding future participation in youth educational activities. Further disciplinary action may be taken in accordance with the Walworth County Youth and Adult Disciplinary Committee Procedure.
Walworth County 4-H Adult and Youth Disciplinary Committee: This committee, which includes youth and adult representatives of the 4-H program, a 4-H Youth Development Educator, and an FFA advisor, is charged with taking disciplinary action if required when a youth fails to follow the Behavior Agreement. A meeting will be convened to review information received about an alleged incident, followed by the rendering of a decision as to future participation in the 4-H program by the youth involved.

Dress Code

4-H Youth representing Walworth County at any events are expected to dress appropriately for the activity in which they are participating. This includes clean and only slightly worn clothing, proper length pants or skirts, and garments that do not reveal midriffs or cleavage. Shirts or other garments with offensive slogans, alcohol or tobacco ads, or other messages in bad taste are unacceptable. Undergarments should not be visible.

If in doubt about an item of clothing, dress on the conservative side. Please be aware that you will be asked to change if your clothing is inappropriate.

Record Books

Record keeping is an important life skill that 4-H members develop by completing a record book each year. 4-H records help members identify goals and work to accomplish them, be better organized in record keeping, evaluate what has been learned and record activities and experiences from the 4-H year. Record books may also be used by general or project leaders as they set educational goals for the next year, to help leaders and parents evaluate member work, and serve as a basis for recognition at the club and county level.

Members will receive a green “record book cover” when they join 4-H. Members will also receive a Permanent Participation Record (PPR) which is to be used throughout their 4-H career. A new MPE-A “My 4-H Activity Record” and project related forms will be given each year. Replacement covers may be purchased from the UWEX office for $1.00. Most forms are available online at the Walworth County 4-H website. It is important to review the project forms as they are updated periodically.

Each 4-H member must submit a 4-H record book which contains (at a minimum) a completed “Permanent Participation Report” and a completed “My 4-H Activity Program Record” (MPE-A) in a green record book cover or a 3 ring binder (with the record book front cover included). Many clubs also require members to submit completed project records for each project in which they are enrolled. Books are generally turned in to the club leaders at the club’s September meeting. Failure to complete a minimum record book will make the member ineligible to participate in county, district, state or national events the following year.

Fair premium checks will not be given to members who do not meet the minimum requirements noted above, as per Walworth County Fair guidelines. Graduating members will not be recognized as 4-H graduates if they do not submit a record book. Club general leaders will submit a list of members who did not meet the minimum requirements to the 4-H Youth Development Educator.

To be considered for county recognition, which includes the annual date bar, a completed 4-H record book must meet the criteria listed in the Walworth County 4-H Record Book Award Policy.

Community 4-H Clubs

UWEX grants 4-H club charters that formally recognize a group’s affiliation with 4-H and grant permission to use the 4-H club name and emblem. To become a chartered 4-H club in Walworth County, the group must follow certain guidelines and meet and maintain certain requirements. Clubs may focus on a selected project area or offer opportunities in numerous project areas.

Guidelines and Expectations: To be recognized as a chartered 4-H club in Walworth County, the group must:

- select a club name, have at least 5 members from 3 or more families, and meet on a continuing basis, “Continuing basis” means the club intends to carry on as a functioning unit indefinitely.
- have membership open to any youth eligible for 4-H membership (see membership section for specifics),
- complete chartering requirements as established by the University of Wisconsin-Extension and renew the charter annually,
- have an educational plan that meets the purposes of the 4-H program and shows youth involvement in leadership and decision making. 4-H clubs must have an educational mission, evidenced in different ways. “Youth involvement in leadership and decision making” emphasizes that 4-H clubs belong to the members. Members should be empowered to make decisions
regarding club activities, dues, etc. Many clubs operate with officers although they are not required. (WI 4-H Youth Development Policies, Oct. 2012)

- have written operating guidelines, bylaws or constitution approved by the members to govern the club,
- have adult leaders, approved by the UWEX Youth Protection Program and knowledgeable in project areas with which they are working. Adult leaders and parents should advise and guide, not make the decisions. Teen leadership does not meet the requirement of adult leadership. (WI 4-H Youth Development Policies, October. 2012)

- provide opportunities for members to participate in a variety of youth development and educational experiences at the club, county, state and national level,
- conduct one or more youth-directed community service projects annually,
- manage 4-H funds in accordance with UWEX policies and procedures,
- file an annual financial record and audit report to the UWEX office as required, and
- enroll members with the UWEX office in accordance with county deadlines,
- complete required chartering paperwork annually, including an annual financial record and audit report by the county deadline.

Failure of a 4-H club to meet these requirements may result in the loss of the club charter and the right to use the 4-H name and emblem.

Member Insurance Coverage: Walworth County 4-H members are covered by an accident insurance policy provided by the American Income Life Insurance purchased annually with a portion of a member’s county 4-H “program fees”.

Youth participating in the horse program and/or the softball program pay an additional $1.00 per member for “high risk” insurance.

Any time an incident occurs at a 4-H meeting, event or activity that may result in immediate or future medical treatment of a member, a report must be filed with the 4-H Youth Development educator at the UWEX office. Said report should include a description of the incident, personal information about the individual who was injured, a report of treatment administered and by whom, witnesses to the incident, and information on any follow-up medical treatment. UWEX staff, in conjunction with the individual’s family, will file the claim with the insurance company.

Special event insurance is available through American Income Life to cover non-4-H members who may be participating in 4-H events.

Financial Policies

Federal regulations governing the use of the 4-H name and emblem require annual financial reporting and accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable and used for 4-H purposes. Failure to submit an audited 4-H club financial report and accompanying financial reports each year could result in loss of approval to use the 4-H name and emblem. The Wisconsin 4-H fiscal year is July 1 – June 30.

Club Financial Policies: 4-H clubs should discuss money at least once a year. Discussion topics should focus on how much money will be needed, the amount of dues to be collected, a yearly budget, how decisions will be made regarding how money is spent, and fund raising.

The policies listed below apply to a 4-H club’s treasury, money management, and fund raising activities and must be followed to ensure the 4-H program’s status as a non-profit organization is not jeopardized.

- All 4-H funds must be deposited in a checking or savings account that bears the individual 4-H group’s name.
- The 4-H club will be required to have an EIN (Employer Identification Number) to open a checking or savings account. Form SS-4, used to apply for an EIN number, is available from your bank, UWEX, an IRS office or their website. Be sure to use “4-H” in your club’s name for the account and use the same name on all accounts. The 4-H program’s national group exemption number (GEN), required to complete the form, is 2704. Do not use a personal social security number when opening a 4-H checking or savings account.
- Accounts should be set up so all checks or withdrawals require two signatures—the treasurer’s and an adult club leader who is not a parent or guardian of the treasurer.
- All money received by the treasurer should be acknowledged with a written receipt, preferably pre-numbered. The treasurer should deposit all funds promptly.
• If a club does not have a budget or if items arise that are not part of the budget, each item needs to be presented to the members for approval before payment.
• Payment should be made only in response to a written bill, invoice, receipt or appropriate verbal request. The itemized invoice or other written document will become part of the treasurer’s records.

**Fund Raising:**

• Fund raising should only be conducted to meet a specific goal, based on discussions held with the members.
• Money raised during a 4-H year should be spent that year unless the fund raising goal is long term.
• Fund raising plans should be discussed with the 4-H Youth Development Educator to review rules regarding use of the 4-H name and emblem in fund raising. *(You may also check the “4-H Club Financial Handbook for Leaders” or the National 4-H Headquarters website for details.)*
• Check with local and state authorities on health, licensing, labeling, labor and tax laws. 4-H groups planning to conduct raffles or bingo as fund raisers must comply with state regulations and obtain licenses.

**Wisconsin Sales Tax Policies:** 4-H groups authorized to use the 4-H name and emblem are eligible for tax-exempt status relative to Wisconsin state sales tax. In a continuing 4-H club or committee, check with the previous leader to see if an exemption number exists. To obtain a sales tax exempt number, the club general leader will need to file a Wisconsin Department of Revenue Form S-103, available online.

4-H groups do not have to collect sales tax on items they sell provided they meet the requirements of Occasional Sales by Nonprofit Organizations Statutes: Section 77.52 (7m), WI Stats (1997-98) Wisconsin Tax Bulletin #59 and new regulations as of January 1, 1989. Contact UWEX with questions about these requirements.

**Federal Income Tax Policies:** In an IRS ruling letter of February 9, 1973, 4-H clubs were recognized as tax-exempt organizations organized and operated under the guidance and control of the Cooperative Extension Service. Contributions by individuals or businesses to 4-H programs or clubs are tax deductible for the donor to the extent allowed by law.

4-H organizations are exempt from paying Federal income taxes. Community clubs and project groups are required to file the IRS Form 990 annually, which is done by the 4-H Youth Development Educator as part of the chartering process.

County committees or Junior and Senior Leaders’ Associations conducting raffles or soliciting funds as charitable organizations must file additional reports to the respective agencies as required by law with a copy filed with the county’s 4-H Youth Development Educator.

**Disposition of Club, Committee or Association Assets:** Clubs, committees and Leader Associations that have a check book or assets must be chartered and include a statement of dissolution in their written guidelines and bylaws. 4-H clubs, county committees, and county Junior and Senior 4-H Leaders’ Associations must also comply with the Internal Revenue Service Tax Code Section 501 (c) (3) regarding disposition of assets when the group dissolves.

4-H Clubs must include a statement of dissolution in their written operating guidelines or by-laws similar to the following:

> Upon dissolution of the 4-H Club any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the 4-H Leaders’ Association and the 4-H Youth Development staff. *(WI Youth Development Policies, October 2012)*

County Junior and Senior Leaders’ Associations must include the following statement of dissolution in their bylaws similar to the following:

> Upon dissolution of the Association, any assets remaining shall be conveyed to a 4-H Youth Development Program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of Association members entitled to vote. *(WI 4-H Youth Development Policies, Oct. 2012)*

County 4-H committees must include a statement of dissolution in their bylaws similar to the following:

> Upon dissolution of the committee, any assets remaining shall be conveyed to the county 4-H Leaders’ Association, if one exists. If one does not exist, any remaining assets shall be conveyed to a 4-H Youth Development program or 4-H Youth Development Foundation as selected by the affirmative vote of the majority of Association members entitled to vote. *(WI 4-H Youth Development Policies, Oct. 2012)*
Safety Policies

Program Safety Regulations: Adults and youth participating in high risk programs, including, but not limited to, horses, ATV, bicycle, rock climbing/rappelling, rollerblading, challenges courses and ropes adventure courses must wear protective clothing, head and foot gear. Minimum requirements for these programs include:

- Protective head gear, SEI approved for the specific activity, which fits the participant properly.
- Shoes or boots which provide protection from the hazards of said program
- Clothing which will protect the participants from the elements surrounding the event.

Any classes that require 4-H membership to enter or serve as a qualifying event for district or state competition must adhere to these safety policies. It is strongly encouraged that 4-H groups set an example by using proper safety equipment and maintaining the highest standards of injury prevention.

If a 4-H club is listed as a sponsor or co-sponsor of an activity which includes the above listed projects, grade level policies (youth must be in 3rd grade or older) and all safety equipment requirements apply for all participants. The standards apply to all 4-H activities, regardless of location. Meeting these standards may require the election of an alternative site or the use of additional safety equipment even though it is not standard practice for the facility where the 4-H activity is to occur.

If the safety requirements are not followed, the particular event is not eligible to use the 4-H name and emblem, nor will it be recognized as a part of the Extension Program. Participants who choose not to comply need to be disqualified from the competition or asked to, at least, dismount, if during a non-competitive activity. Adults serving in a leadership role are expected to meet the same safety requirements as the youth. If an injury occurs when leaders fail to comply with the safety policy by allowing individuals to participate without safety equipment, liability insurance coverage would be questionable.

To exhibit animals at any public event as a 4-H member, youth must be in at least 3rd grade during the current 4-H year for the safety of the 4-H members and the public at the exhibition. The developmental ability and maturity of the exhibitor and the unpredictable behavior of animals should be considered prior to involving a 4-H member in the exhibition of animals.

Wisconsin 4-H Shooting Sports Policy

4-H Shooting Sports programs are available to youth from third grade (and at least 8 years old at the time of participation) through the year following high school. Shooting sports disciplines include archery, air pistol, hunting/wildlife ecology, muzzle loading, rifle (.17 pellet, .177 BB, and .22) and shotgun. 4-H youth 8-11 years of age cannot operate any powder-burning firearm including, but not limited to, .22 handgun or rifle, muzzle loading handgun or rifle, or shotgun. Leader and member participation will be consistent with state and county guidelines.

Regarding UW Systems firearms and weapons policy changes, the following authorization on February 9, 2012, allows staff and 4-H Shooting Sports volunteer leaders to conduct 4-H Shooting Sports programming:

“As authorized by the Dean of Cooperative Extension, the carrying of firearms, air guns, bows and arrows is allowed by University of Wisconsin-Extension, Cooperative Extension Employees and 4-H Youth Development Shooting sports Volunteers while acting in the scope of their duties and Wisconsin 4-H Shooting Sports Policy. We expect all guns for 4-H Shooting Sports to be carried openly in designated areas.” (WI 4-H Youth Development Policies, October, 2012)

4-H certified leaders must be at least 18 years old and currently enrolled as a 4-H volunteer in Walworth County. State 4-H Shooting Sports certifications in all disciplines require that individuals attend 12 hours of training at a state level 4-H Shooting Sports certification workshop. Individuals who wish to acquire an additional certification in another discipline and who have completed a certification training in the past 2 years (24 months or less) are not required to repeat the Risk Management four-hour Guidelines Session.

If an adult leader is not certified, he/she cannot provide hands-on or safety instruction without a certified leader present. Certification in an additional discipline may be obtained by completing a certification workshop provided by 4-H certified state training members or via training with organizations such as the NRA, NAA, and DNR.
Youth may participate in an organized 4-H Shooting Sports activity only if a certified 4-H Shooting Sports leader is present and providing supervision and has certification in the shooting discipline in which the youth is participating.

Adult 4-H assistant leaders do not need to be certified but must be in the presence of a 4-H certified leader with certification in the shooting discipline in which the youth is participating.

Youth assistants do not need to be certified but must be in the presence of and under the supervision of a leader with certification in the shooting discipline in which the youth is participating.

If a 4-H volunteer leader is acting in an unsafe manner or is in non-compliance with 4-H volunteer leader standards, he or she is subject to removal.

Adult Volunteers

Policies, Procedures and Expectations: Adults (and youth no longer eligible for 4-H membership due to age or grade) may volunteer to serve as club, activity, project, or resource leaders, chaperone 4-H events and trips, coach judging teams or softball teams, host families for in-state and out-of-state exchanges, etc.

New volunteers (age 18 and older) who seek to work with youth in the 4-H youth program must complete the Youth Protection Program (YPP) prior to becoming an active 4-H volunteer. The YPP includes:

- completion of a 4-H enrollment form,
- attendance at an orientation and training session,
- completion of a volunteer application that includes permission for UWEX staff to complete a Department of Justice (DOJ) background check, and
- completion of the “Volunteer Behavior Expectations for Wisconsin 4-H Youth Development” form and submitting it to the UWEX office.

References will be checked for prospective volunteers who have resided in Wisconsin for less than 3 years or for any volunteer who lives outside of the state of Wisconsin at the time of application.

Returning volunteers must re-enroll and sign the Volunteer Behavior Expectations for Wisconsin Youth Development form each year. DOJ background checks will be conducted every 4 years as required by the state 4-H program. If a returning volunteer has been inactive 1-4 years, he/she will need to complete a 4-H enrollment form, complete and sign the volunteer application and the “Volunteer Behavior Expectations for Wisconsin Youth Development” form. A DOJ background check will also be conducted. Returning volunteers who have been inactive 5 or more years will need to repeat the entire YPP process.

DOJ background checks cause concern when there is evidence of a conviction related to safety or fiduciary responsibilities. It will also focus on behaviors related to child safety. If the background check raises questions about a certain individual, he/she will be contacted for additional information before a decision on volunteer status is made. Decisions will include additional review involving county and state staff.

Volunteers approved for the Walworth County 4-H Program will receive written notification of their acceptance. Prospective volunteers will not be listed in the 4-H database or covered by Walworth County accident or liability insurance until they have successfully completed the YPP.

Successful completion of the YPP is also required for host parent/guardians who are not currently certified volunteers. Background checks are also required for all other adults (18 and over) living with host families. All 4-H activity directors and coaches, including, but not limited to, music and drama fest directors and softball coaches, must complete YPP. Club registrations or rosters will not be accepted if directors or coaches are not certified.

The driving record of any applicant reporting loss of driving privileges will be checked using UW-Fleet policies. If a person should be restricted in driving as a volunteer, the state 4-H office will notify the individual and the county educator who will in turn share the information with club general leaders as needed.
Club general leaders are expected to

- attend an annual state mandatory leader workshop (at least one representative from the club),
- submit member and volunteer enrollment forms and fees in a timely manner,
- comply with Walworth County 4-H club policies and guidelines,
- teach and demonstrate safety at all times when working with 4-H members, and
- use due diligence in supervising the activities of 4-H members.

All volunteer leaders are considered to be mandatory reporters and are required to report suspicions of abuse (mental, physical, sexual, etc.) Concerns should be shared with the 4-H Youth Development Educator so appropriate follow-up can be made.

Volunteer development and training opportunities are offered periodically at the county, district, state, regional, and national levels. Interested volunteers are encouraged to participate in these training opportunities.

Volunteers who itemize their federal tax deductions may deduct qualifying out-of-pocket expenses incurred while doing 4-H work. Qualifying expenses include direct gifts of money, mileage, telephone bills, meals and lodging if away overnight and other expenses directly connected to a 4-H project or program. Records of qualifying out-of-pocket expenses must be available. Volunteers may not deduct the value of volunteer time, dependent care expenses, their own meals (unless away overnight) and their own entertainment.

**Insurance Coverage:** Volunteers who have completed the YPP and annual enrollment requirements have liability and accident insurance coverage provided by Walworth County. This insurance is provided in addition to the individual’s insurance coverage. If an accident occurs for which a claim should be filed, contact the UWEX office as soon as possible.

**Event Chaperones:** Any 4-H or 4-H related club, project, county, out-of-county, or overnight event, program or activity must be adequately chaperoned. Official event chaperones must meet the criteria for adult volunteers in the 4-H Youth Development Program and comply with the following guidelines.

- All adults serving as chaperones for overnight events must have completed the 4-H Youth Development Youth Protection Process (YPP) and be at least 21 years of age.
- A ratio of 1 adult chaperone for every ten youth is recommended and is required for all overnight events. If youth of both genders are in attendance at the event or activity, chaperones of both genders should be present. A lower ratio is recommended if working with younger children.
- It is not recommended that adults and young people stay in the same room as it does not allow young people to spend free time with other youth or to practice skills like decision making, problem-solving and assuming responsibility. There may be an exception for family members, where this may be allowed but not encouraged, because the young person’s interaction with other youth is important.
- Chaperones are accountable to the 4-H Youth Development staff person. In cases of emergencies, chaperones need to focus on the youth member and their emergency care. When faced with a situation that is uncomfortable, the volunteer or chaperone should contact the 4-H Youth Development staff as soon as possible so an appropriate course of action can be taken. Emergency information should be provided to chaperones by the 4-H Youth Development staff.
- UWEX educators will select chaperones for events such as State Fair. Interested volunteers must have completed the YPP and be 21 or older. Preference will be given to adults whose children are participating or who are leaders for a group participating in State Fair.

**Other**

**Use of the 4-H Name and Emblem:** The 4-H name and emblem are protected under federal statute (Title 18, U.S.C. 707) and misuse of the clover emblem for profit may result in penalties. Authorization for all uses of the 4-H name and emblem must be granted by USDA if used interstate; state Cooperative Extension officials if used intrastate (within one state’s boundaries) and by the county 4-H Development Staff if the 4-H name and emblem use is limited to one county.
Use only the official emblem graphic, downloaded from www.national4hheadquarters.gov/4h_name.htm. The emblem must include the language “18 USC 707” and proper height and width proportions must be maintained. The emblem should be reproduced in green and white whenever possible.

Text or graphics should never cross the clover emblem. Use of the 4-H clover as a desktop wallpaper or web page background is inappropriate.

Check emblem guidelines carefully regarding commercial use of the name and emblem and production of items with the 4-H name or emblem.

4-H at the Walworth County Fair: Although 4-H volunteers and UWEX staff assist with many activities that are a part of the Walworth County Fair’s Junior Department, the Fair is not an educational program of UWEX. It is a separately funded and managed event under the direction of the Walworth County Agricultural Society. Rules and regulations established by the Walworth County Agricultural Society Board (Fair Board) take precedent over 4-H policies and guidelines.

The Walworth County Fair provides opportunities for 4-H members to exhibit project work, receive valuable feedback from judges, earn premium money, ribbons, awards and recognition for project related achievements. It is often seen as the culmination of the 4-H year.

Club general leaders assist members in making fair entries. The Junior Department Premium Book, reviewed and updated every other year, is available online. Members may only make entries in project areas in which they are enrolled by March 1 of the current 4-H year.

Youth who are limited to club only activities (due to not meeting county expectations the previous 4-H year) are ineligible to exhibit project work at the Walworth County Fair during the current 4-H year. 4-H Club leaders will not submit entry forms for these youth.

Participation in the Walworth County Fair is not a requirement to be an achieving member. Members may share what they have learned or accomplished at a club meeting or other event approved by the club’s general leader.