

POLICIES AND PROCEDURES OF PARK COUNTY 4-H COUNCIL

Revised March 29, 2012

Financial Policies

1. All financial policies will be affected by the amount of funds available and the annual budget. Pre-approval of all requests and purchases is required.

4-H Equipment

Expenditure / Reimbursements

1. 4-H members and 4-H Leaders may request funding for equipment with the item and amount requested in a written proposal either by an email to the Park County 4-H Council President, or at a Park County 4-H Council Meeting. Once approved by the council, receipts must be presented to the Park County 4-H Council Treasurer.
2. Equipment purchased by the Park County 4-H Council will be marked with a tag or engraved with Park County 4-H Council and a designated number. Equipment will need to be marked at either the Cody or Powell office so that it can be added to the inventory list.
3. Funding is dependent on being financially able.

Check-Out Procedures

4. There will be a check out/in sheet, with name, phone, address, and the program using the equipment, in Powell with arrangements being made to pick up in Cody if need be.
5. When the equipment is returned not working or damaged, and it is found to be the fault of the last check out person, that 4-H leader will be responsible for the repair or replacement of the equipment. Furthermore, if a leader passes the equipment onto another leader, it is the leader's responsibility to notify the Park County Extension Office of the change.

4-H Leader Training Event Expenditure / Reimbursements

1. It is the Park County 4-H Council's desire to provide training for their volunteer leaders and the customary fees paid for a 4-H Leader Training Event is the pre-registration fees. If a member wishes to join after the pre-registration date; they will provide the difference in fees themselves.
2. 4-H members and 4-H Leaders are encouraged to request in advance either by an email to the Park County 4-H Council President, or at a Park County 4-H Council Meeting for funds as to whether the said activity will be financially supported or what portion there of the said activity will be financially supported. Receipts are to be presented to the Park County 4-H Council Treasurer upon return from the said activity. Reimbursements will be handled in a similar manner.
3. 4-H Members and Leaders may ask the Park County 4-H Council to pay at least 1½ times pre-registration fees to attend a training, as long as financially able. This will cover pre-registration fee, and help with meals, lodging, and gas cost.
4. The Leader's Forum is to help in assistance with the training fees as well.

4-H State Foundation Grants

1. Any 4-H entity submitting a grant to the 4-H State Foundation should make the council aware of their application so that there will be no overlap.

Achievement Night

1. This program ~~should rotate~~ should rotate between Cody, Powell, and Meeteetse.
2. The Park County 4-H Council will provide the meat, drink, table service, and any other said food product.
3. The Park County 4-H Council will reimburse for decoration supplies, and other supplies as determined by the Park County 4-H Council.
4. Outstanding ~~Members may~~ Members may not win the same category (Junior, Intermediate, and Senior) more than once.
5. Pins will be awarded to 1st, 5th, and then every five (5) years after that to members and leaders.

Deadlines

1. If a deadline falls on a weekend, papers must be in the Park County 4-H Extension Office by 5:00 PM on the following Monday. Papers may be post marked by the deadline date. NO EXCEPTIONS!
2. Deadlines that fall on a working day, papers must be in the Park County 4-H Extension Office by 5:00 PM. Papers may be post marked by the deadline date. NO EXCEPTIONS!

Digital Camera

1. The digital camera and equipment for the camera will only be checked out to a recognized 4-H leader in the Park County 4-H Council of Park County, Wyoming.
2. A 4-H youth may use the camera and equipment in the presence of a 4-H leader.
3. The camera may only be checked out for two (2) weeks at a time.
4. There will be a check out/in sheet, with name, phone, address, and the program using the camera, in Powell with arrangements being made to pick up in Cody if need be.
5. When the camera and/or equipment is returned not working or damaged, and it is found to be the fault of the last check out person, that 4-H leader will be responsible for the repair or replacement of the camera and/or equipment.

Historian Guidelines

1. The Park County 4-H Historian's responsibility is to gather photos, newspaper articles, 4-H newsletters, club stories and awards received by members during the year. 4-H Educator receives the Powell Tribune and Cody Enterprise and cuts 4-H news from the papers.
2. The Park County Scrapbook should be a culmination of each year of Park County 4-H activities and its members.
3. It will be the historian's responsibility to maintain the scrapbook to the best of their ability for the 4-H year.
4. The Park County 4-H Council will provide the historian with a budget for reasonable supplies. The historian may request through the newsletter or as a request in each club newspaper articles and club information for the scrapbook.

5. As the historian can't be expected to attend all 4-H functions, other 4-H members and leaders may use the council digit camera to photograph the various 4-H events and get these photos to the historian.

4-H Activities, Events, and Competitions

1. The amount of support will be directly affected by the amount of available funds. It is customary to support all of the chaperones' fees first (lodging, gas, meals) and then move to pre-registration fees for youth, and then all other fees as able.
2. An effort to consolidate costs must be shown. If a family or member takes on additional or excessive costs then these will not be considered for reimbursement.

New Leaders Training Fees

1. The council will pay screening fees for all new 4-H leaders, as long as financially able.

Trophy State Shooting Sports

1. Customarily the council supports a roll over donation of Forty Dollars (\$40.00) towards muzzle loading championship trophies in memory of Caleb and Reggie Pierce.

Park County 4-H Enrollment

1. If a member and/or parent works, lives, and/or own lands in Park County, the member and leader may enroll in the Park County 4-H Program.

Memorials

1. Park County 4-H Council will donate \$25.00 to a charity of the family's choice in the event of a death of 4-H youth, leader, or immediate family member.

4-H Money Making

1. If your club is planning a 4-H money making project, complete the "4-H Money Making" form and deliver it to the extension office.

Park County 4-H Standards of Conduct

Park County 4-H representatives (4-H Members and Adult 4-H Volunteers) participating in a 4-H club, activity or program are expected to adhere to all 4-H policies, rules, guidelines, and standards of conduct. The standards of conduct include, but are not limited to the following:

1. The use of possession of alcoholic beverages, and/or controlled drugs at any 4-H activity or event, will result in immediate and automatic expulsion from the 4-H event and may be grounds for limiting future participation. Tobacco in the possession of a minor will result in immediate and automatic expulsion from the 4-H event and may be grounds for limiting future 4-H participation.
2. Threats of death, using any item as a weapon or any actions resulting in bodily harm will be taken seriously and will result in immediate and automatic expulsion from the 4-H event and may be grounds for limiting future 4-H participation.

3. Park County 4-H youth must abide by the directions of any Extension staff, chaperones, or adult volunteers who are conducting the activity in which they are participating.
4. Park County 4-H representatives must display ethical conduct in all 4-H activities or events, and exhibit the “six pillars of character” – trustworthiness, respect, responsibility, fairness, caring, and citizenship.
5. At all times, Park County 4-H representatives must display civility, cooperation, and team work which are consistent with the ideals and purposes of 4-H youth development and do nothing to compromise the image of 4-H
6. Park County 4-H representatives must participate fully in the program or event as planned, being on time, attending scheduled sessions, observing set hours, staying with set boundaries, and discussing unusual needs with person(s) in charge.

Park County 4-H representatives not abiding by the high standards expected may result in actions that will cause the representative(s) to lose rights and privilege at the event; be sent home at his/her own expense prior to the conclusion of the activity, and/or forfeit the right to awards or premiums, and/or future participation at in-state and out-of-state 4-H events.

Park County 4-H Representatives Dress Code

It is necessary that Park County 4-H representatives (4-H Members and Adult 4-H Volunteers) to promote positive, clean, healthy, and a safe environment to the public. Park County 4-H representatives represent a program that has a positive image to portray. Adults are role models for all of the youth, and the older youth (Junior Leaders) are role models for the younger members. Modesty is our priority.

1. Shirts/Blouses – Top of shoulder is covered by at least 1” width and is fitted under the arm (no halter tops, tube tops, spaghetti straps, low-cut, see through). The shirt must cover the stomach, chest, and bare back. Shirts/blouses which expose any portion of hips, or midriff are not allowed.
2. Shorts/skirts must meet or extend the students extended finger tips when the arm is extended at the side. Short shorts are prohibited.
3. Hats or clothing that promote tobacco, gestures, drugs, alcohol, violence, weapons, or gang related are inappropriate.
4. No underclothing to be visible or worn as outerwear.
5. Clothing which has holes cut or torn that may expose the seat of parts of the body unique to the male or female is prohibited.

Park County 4-H representatives not abiding by the dress code may result in actions that will cause the representative(s) to lose rights and privilege at the event; be sent home at his/her own expense prior to the conclusion of the activity, and/or forfeit the right to awards or premiums, and/or future participation at in-state and out-of-state 4-H events.

Outgoing Park County 4-H Council Officers

1. Depending on financial stability, the Park County 4-H Council will present an outgoing gift to the outgoing officers that were not re-elected to the same office, or elected to another office.

Park County 4-H Council President

1. Depending on financial stability, the Park County 4-H Council will purchase a gavel for the incoming President to be used during their term.

Non-Sufficient Funds Checks

In the event that a check is deposited to the Park County 4-H Council and returned as a “Non-Sufficient Funds” item, the following actions will be taken:

1. A letter will be written to the party letting them know of the situation, asking for the original amount due to be paid as well as the NSF fee incurred.
2. If no response is received, the situation will be discussed at the following Park County 4-H Council meeting, keeping the party anonymous. The question will be posed as to whether to allow the party to participate on a one time “scholarship”.

Electronic Communications

1. Executive members of the Park County 4-H Council are expected to check their email every two to three days.
2. Members will provide an emergency electronic communication (Facebook, text messaging, email). This communication must be approved by the Educator, to ensure they are comfortable communicating with a member in that form. Members are expected to respond within 48 hours to this form of communication.
3. In the case that a member wishes to pass a vote, they may not expect to have a vote pass in less than 48 hours.
 - a. A member must make a motion by sending an email to all of the members.
 - b. A formal second must be made by another individual, from their email.
 - c. The County Educator will then set up a voting poll on Survey Monkey
 - d. The link will be sent to all members and each is expected to vote. The poll will close in 48hours.
 - e. After the poll has closed, an email from the Educator will be sent to all members notifying them of the vote’s outcome.
 - f. At the next meeting an announcement will be made briefing the business that has passed electronically.

Situations with Leaders

1. In the event that a situation with a leader arises, the following steps will need to be taken:
 - a. A formal written, signed complaint will need to be submitted.
 - b. A meeting with the 4-H Extension Educator and one council member will be set up with the subject(s) of the complaint.
 - c. A follow up letter with signatures will be sent to the party that submitted the complaint.
 - d. If action steps were implemented, a follow up meeting will occur in a timely fashion.

Councils and other 4-H Entities

1. All 4-H groups that exist or form in addition to Clubs will be considered entities under the Park County 4-H Council. They will be accountable in the same manner as Clubs. This includes reporting and consistency of policies.
2. This is to ensure a collaborative and fluid 4-H program within Park County.