

# Washakie County 4-H Policies and Procedures

*Washakie County 4-H Council adheres to the current Wyoming 4-H policies as well as the following Washakie County 4-H policies and procedures*

## 4-H CARNIVAL

- The annual spring 4-H Carnival will be held with proceeds going to the Washakie County 4-H Council and Washakie County 4-H clubs. The 4-H Council will plan and coordinate with the 4-H Educator concerning details of the event. Tickets will be the only form of tender to be accepted by 4-H Clubs. All Clubs in Washakie County are encouraged to participate.

## 4-H RECORD BOOKS/PORTFOLIOS/CLUB BOOKS

- Washakie County 4-H will utilize the Wyoming 4-H State Portfolio.
- Premium money from county fair will be paid by the Washakie County Fair Board for ribbon placings, however will only be paid to 4-H youth when a completed record book/portfolio has been turned in which includes: Completed Project Report pages for each project entered in Washakie County Fair.
- All Record books/Portfolios are due by September 15. Club Secretary, Treasurer and Historian Books will be due on October 15.

## ACHIEVEMENT NIGHT

- The Washakie County 4-H Council works together with the 4-H Educator in planning the event as needed. Each 4-H Club will be assigned a part to cover the event. The 4-H Council pays for awards and supplies.
- The Outstanding Leader/4-H Member/Friend of 4-H awards will be nominated and voted by ballot and will be available to all members (youth and adults), limit one vote per person. The Outstanding Leader awards will align to the guidelines for Outstanding Leaders to follow that of the State, under 10 years' experience and over 10 years' experience.
- Awards will be given to all 4-H members in years one thru four. Only gold members will receive an award for years five thru final year. Each year in 4-H will have a specific award tied to that year.

## ENROLLMENT

- Washakie County follows the Open Enrollment policy stated by Wyoming 4-H which allows 4-H members to enroll in 4-H at any time during the year. There are however project deadlines that youth must adhere to (to be eligible to compete in county fair), they are as follows:
  - Market Beef – February 1
  - Market Sheep, Market Swine, Meat Goat – May 15
  - All other projects – June 1
- Youth who would like to participate in Washakie County 4-H must fall into at least one of the following guidelines: (1) Members must have a physical address within Washakie County; (2) Members must attend school in either Washakie County School District #1

or #2; (3) Members must have an immediate sibling involved in Washakie County 4-H or FFA.

- An annual non-refundable \$10/per youth enrollment fee will be collected before a youth is considered active.

## **FINANCIAL**

- As per the Wyoming 4-H State Policies, each club will submit an annual review of finances. Year-end account balances should not exceed 1 ½ times the annual budget unless a specific purpose has been identified. 4-H groups are prohibited from opening and operating investment accounts.
- All fund-raising projects are required to have a checking or savings account. The word “4-H” must appear on the account, along with the club’s name and address. Two signatures are required and it is recommended that accounts be audited annually.
- Use of the 4-H name and emblem is controlled by the USDA and UW Extension as stated in the 1948 Act of Congress. Federal guidelines state: “Fund-raising programs using the 4-H name or emblem....must have the approval of the Extension Office”.
- 4-H Clubs are encouraged to finance their activities through their own money-raising activities. Support can be accepted from other organizations and/or individuals with prior approval from the Extension Office. Soliciting funds from statewide business or organizations must be coordinated by the Wyoming State 4-H Foundation.

## **JUNIOR LIVESTOCK MEMBERS (from Junior Livestock Sale Committee)**

- Youth must adhere to all rules stated in the Junior Livestock Sale Agreement.
- Youth are only allowed to sell only one animal of each species and a total of two animals.
- Any youth with grand and reserve champion animals at the Washakie County Fair will have the privilege to sell. Youth must sell that animal if they are planning to sell an animal in that species. The youth will not be allowed to sell a lower placing animal in that particular species. If the youth has Grand and Reserve Champion in the same species, the youth may choose which of those to sell. If the member chooses not to sell their grand or reserve champion animal, they forfeit their right to sell a replacement species, regardless if in the 4-H or FFA program. Those youth with grand and reserve animals will also have the privilege to choose their lot number in the sale order within the first round of exhibitors. If the exhibitor fails to notify the sale committee by Friday at 9am (week of county fair) they will be assigned a lot number by the sale committee.
- Weights for Washakie County Fair will match the Wyoming State Fair weights.
- Record books are required to be completed and turned in for each and every species of animals sold at the Junior Livestock Sale. Failure to do so will cause the member to lose all sale privileges for all species for the next year (for one year). They may regain sale privileges the following year. Failure to turn in record books again will result in permanent loss of sale privileges for all species (for all remaining years in 4-H).

## **NATIONAL 4-H WEEK**

- Activities will be held throughout the week and each club as well as the members are encouraged to participate. National 4-H Week is held the first week of October.

## **REQUEST FOR FUNDS**

- The Washakie County 4-H Council will accept applications for request for funds from any 4-H youth or volunteer leader, for any recognized 4-H event or activity. Applications are available through the Extension Office or online (Washakie County 4-H website)
- If the request is granted by the Washakie County 4-H Council, youth or leaders must report back to the Washakie County 4-H Council before funds are distributed, unless other arrangements are made.

## **WASHAKIE COUNTY 4-H COUNCIL SCHOLARSHIP**

- Two scholarships of \$500 each will be given to qualified applicants each year, however discretion is given to the scholarship selection committee to give as many scholarships away as they see fit as long as the total amount is \$1000.00 and a limit of \$500 per scholarship. Applications must be submitted to the Extension Office and reviewed by a committee.
- The scholarship committee will consist of representatives of school employee, business community, 4-H leader, Extension Office personnel and 4-H Council representative
- Applications must include the following:
  - Must be a current member of Washakie County 4-H
  - Must participate in the Washakie County Fair the summer following graduation
  - Must attach a cumulative 4-H Portfolio with copies of sections as described below.
  - Include the completed Worland High School Universal Local Scholarship Application form
    - Projects - This section should be cumulative and should include a complete list of each year you were involved in 4-H and corresponding projects taken and completed that year. Do not copy all Project records, choose a sample showing goals and what you learned throughout the years.
    - Awards & Recognition - Copy all of this section which is cumulative and includes a complete list of each year in 4-H and the awards and recognitions received.
    - Leadership - Copy all of this section which is cumulative and should include a complete list of each year in 4-H and leadership responsibilities.
    - Community Service - Copy all of this section which is cumulative and should include a complete list of each year in 4-H and the community services completed.
    - 4-H Participation – Copy all of this section which is cumulative and should include a complete list of each year in 4-H and your participation.
    - Other Participation – You do not have to include all non-4-H participation section information; you can choose what to include here.
    - 4-H Story and Section 7 photos – Please remove all of these materials before submitting your application, these sections will not be used in the evaluation for this Scholarship.