# ILLINOIS STATE 4-H STAFF

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Carole Lindholm, Office Manager

MISSION
Build relationships to generate financial resources for Illinois 4-H

AFFILIATION
Chartered in 1954, the Illinois 4-H Foundation raises funds from individuals and corporations. In 1998, the Illinois 4-H Foundation operations were merged with the Office of Advancement in the College of Agricultural, Consumer and Environmental Sciences (ACES). The University of Illinois Foundation processes all gifts to the Illinois 4-H Foundation and manages all 4-H endowed funds.

BOARD OF DIRECTORS
The Illinois 4-H Foundation Board consists of volunteers with a variety of professional backgrounds and 4-H experiences. In addition to making gifts to the Illinois 4-H Foundation themselves, board members advance the work of the Foundation by promoting and sharing 4-H with current and potential donors.

Board Members
Karl Barnhart, Springfield (Sangamon County)  Paul Hadden, Chicago (Cook County)
Bradley Braddock (Marion County)  Jerry Hicks, Springfield (Sangamon County)
Kevin Carey, (Grundy County)  Dan Kelley, Normal, (McLean County)
Barbara Rundquist Clark, Chicago (Cook County)  David Randall (Lake County)
Roger Clark, Chicago (Cook County)  Jan Sibley, Chicago (Cook County)
Jessie Crews, Marshall (Clark County)  Sharon Tenhouse, Liberty (Adams County)
Brian Deverman, St. Charles, MO (Menard County)  Cheryl Wormley, Woodstock (McHenry County)

Youth Representatives
Britteny Muschetto (Will County)  Kara Brockamp (Christian County)

Corporate Advisors to the board
Renee Deuth, Illinois Farm Bureau  Heather Thompson, GROWMARK

Board Member Emeritus
Lila Jeanne Eichelberger, Champaign (Champaign County)
CURRENT FOUNDATION FUNDING
Through direct mail, telemarketing, and personal visits, the Illinois 4-H Foundation staff and board members solicit gifts from individuals, corporations, businesses, and industry organizations. These gifts from the private sector supplement federal and state money received to conduct 4-H programs and activities. Private gifts fund the following key areas:

- **Grants** The Illinois 4-H Foundation funds a plethora of grants available to county 4-H programs.
- **Awards & Recognition** Celebrating the excellence demonstrated by our 4-H youth, the award program is funded in full by Foundation.
- **National Leadership Opportunities** 50% of travel costs and registration are covered for 4-Hers to experience a national event.
- **Volunteer Leader Training** Travel and registration subsidies are provided for adult leaders to attend volunteer trainings.
- **National Contests** Travel and contest expenses are paid for all Illinois 4-Hers who have competed and earned the opportunity to represent Illinois at national contests.
- **Scholarships** The Legacy of Leadership scholarships, Illinois 4-H Livestock Scholarship, and the Superior Young Producers Awards provide support to Illinois 4-H members that are pursuing college education.

LONG-TERM FUNDING PRIORITIES

- Illinois 4-H Endowment
- Illinois 4-H Project Partner Program
- Always on Board for 4-H Endowment
- Creation of new endowments

GIVING OPPORTUNITIES
Gifts to the Illinois 4-H Foundation can be made securely at 4hfoundation.illinois.edu
Gifts made on the website can be designated to the following areas:

- 4-H Annual Fund (unrestricted)
- Any County/Unit 4-H program
- Expanding Food Access
- Encouraging Healthy Living
- Protecting our Environment
- College and Career Readiness
- Enhancing Leadership
- Animal Sciences
- STEM and Robotics
- Memorial or Honorarium Gift
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ADULTS WITH INTELLECTUAL DISABILITIES

Persons with intellectual disabilities and who are older than the eligibility age for 4-H club membership may participate in 4-H programs that are guided by an adult with expertise in working with people with special needs. These individuals may enroll in projects that are appropriate for their abilities and in which they have volunteer guidance. They may also participate in activities which are appropriate for their chronological age.

PROGRAM REQUIREMENTS

Adults with intellectual disabilities may participate in specially designed exhibition opportunities but due to age, they do not qualify to participate in the 4-H Agricultural Premium Program. Staff may work with volunteers with oversight for this audience to plan suitable exhibit opportunities appropriate for the situation. All other policies as outlined in this handbook also apply.

Can an adult with intellectual disabilities enroll as a member of a 4-H club with other youth members ages 8 - 18?

No. Persons with intellectual disabilities and who are older than the eligibility age for 4-H club membership may participate in 4-H programs that are guided by an adult with expertise in working with people with special needs. These individuals may enroll in projects that are appropriate for their abilities and in which they have volunteer guidance. They may also participate in activities which are appropriate for their chronological age.

Can an intellectually disabled adult who has previously been enrolled in a 4-H club continue as a member of this same club after s/he reaches age 19?

No, they are not eligible for membership in this setting due to age requirements. See response to question #1 above.

Can an intellectually disabled adult enrolled in a group project led by a qualified adult exhibit at the fair and receive APF premiums?

No. Adults with intellectual disabilities may participate in exhibition opportunities but due to age, they do not qualify to participate in the 4-H Agricultural Premium Program. Staff may work with volunteers with oversight for this audience to plan suitable exhibit opportunities appropriate for the situation.
What volunteer roles can an adult with intellectual disabilities participate in at the club or county level?

Staff and volunteers may determine appropriate tasks at the club/county/Unit level based on their abilities, interests, and the needs of the local program.

Is the county/Unit required to provide 4-H programs for adults with intellectual disabilities?

No, it is neither the intent nor the objective of the 4-H Programs for Adults with Intellectual Disabilities to duplicate the Illinois 4-H member experiences that are designed for younger members, nor to create a mini-post 4-H concept.

It is a decision of the local Extension Unit whether to offer the 4-H Programs for Adults with Intellectual Disabilities depending on fiscal and human resources. If the decision is made to offer the program, then all 4-H Programs for Adults with Intellectual Disabilities policies must be followed.

Does the $20 program fee apply to adults with intellectual disabilities who are participants in a 4-H program led by an adult with expertise in working with these individuals?

Yes, the $20 program fee applies to anyone who is taking part in a sustained 4-H experience in a group. This includes adults with intellectual disabilities unless they are not able to opt out of enrollment in the group setting. (See Member Section for more information)

Are the accident/medical insurance benefits provided through the statewide American Income Life Insurance policy for members available for adults with intellectual disabilities who are enrolled in a 4-H program guided by an adult with expertise in working with these individuals?

Yes. The State 4-H Office pays for year round accident insurance coverage for all 4-H participants who pay the 4-H program fee or are unable to opt out of enrollment in the group setting. This includes adults with intellectual disabilities.

Can a youth with special needs enroll in a 4-H club?

Yes. All persons, regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation, or disability may participate in 4-H programs. Youth who are eight years of age or in the third grade and have not yet reached their nineteenth birthday on or before September 1 of the current year may enroll in a 4-H club. (See Affirmative Action Section for more information)

Can a youth member with special needs exhibit at the fair and receive APF premiums?

Yes. Youth who are (a) within the eligible age for 4-H club membership, (b) enrolled in a 4-H club and an approved state 4-H project, and (c) exhibit their project(s) at an approved exhibition opportunity are eligible to receive Agricultural Premium Fund premiums. (See Fairs and Exhibitions Section for more information)
NOTE: Cloverbuds and adults (over the age of 18) with intellectual disabilities are not eligible to receive premiums offered through the 4-H Agricultural Premium Fund.

ADDITIONAL INFORMATION

4-H National Headquarters – Title X Factsheet – Title IX & 4-H Youth Development

Located on the Portal: 4-H Contacts: Resource Library:
https://my.extension.illinois.edu/portal/groups.cfm?groupID=430

University of Illinois. Disability Resources and Educational Services. Patricia Malik, Interim Director. 217.333.1970 pmalik@illinois.edu. This division can help answer questions about reasonable accommodation and programming for youth and adults with special needs.

Journal of Extension Articles – www.joe.org


- A Perfect Fit: A Leader’s Guide – This guide provides 4-H leaders with information to assist them in their efforts to assimilate all youth into various programs offered by 4-H. It contains information on the rights of children with disabilities.
- A Perfect Fit: 4-H Involvement for Your Child - This publication lists the various 4-H projects available to youth.
- A Perfect Fit: 4-H Involvement for Youth with Disabilities – This talks about the Americans Disabilities Act of 1990 and how 4-H can see that children with disabilities can participate in 4-H.
- A Perfect Fit: Disability Awareness Activity Guide – This 8-page leaflet contains several exercises that help youth and adults understand what it is like for a person who faces daily challenges imposed by a disability.

University of Wyoming – 4-H: An Exclusively Inclusive Program
http://www.uwyo.edu/4-h/volunteers/inclusive/index.html Includes an overview of the benefits of including young people with disabilities in 4-H programs and activities; and suggestions for educators and leaders on appropriate ways to be inclusive. Web site includes Youth with Disabilities Fact Sheets, Inclusive 4-H; Volunteer Training on 4-H Involvement with Youth with Disabilities; Inclusive 4-H and Americans with Disabilities Act; Program Accessibility Guidelines for Persons with Disabilities in 4-H Events; and Inclusion Web Sites.

4-H Webinar Working with Youth Are on the Autism Spectrum
https://uofi.app.box.com/s/vp2t9wewkp03l31s1rgvcnp9zfisg1dr
AFFIRMATIVE ACTION

University of Illinois Extension strives to reach out to groups that have historically been neglected in program delivery, and ensure that programs are inclusive, rather than exclusive, in all aspects of program delivery. All reasonable efforts must be used to make individuals from groups that have not historically participated in 4-H aware of 4-H program opportunities and help them feel welcome to join. It is important that we communicate in such a manner that everyone who makes an inquiry or participates in 4-H programs understands how the programs will benefit them. Any barriers that prevent the full participation of under-served groups will be overcome.

University of Illinois Extension is subject to all federal and state laws regarding equal opportunity, nondiscrimination, and affirmative action, both in employment and program delivery. As such, each Extension staff member has a responsibility to provide equal opportunity in program delivery and access to all youth and adults that wish to participate in 4-H programs.

Civil Rights legislation, passed in 1964, is intended to ensure that minorities have the opportunity to benefit from Extension programs. It is intended to strengthen programs to more adequately serve those that, for whatever reason, have not had full access to such programs. In this sense, full implementation of the Act, insofar as the 4-H program is concerned, is directly related to strengthening the 4-H program in ways that provide equal access and opportunity for youth from all segments of society. Any discriminatory practices in the 4-H program, whether purposeful or inadvertent, must be eliminated. When planning programs, Extension staff and Councils must consider the needs of groups that have traditionally been under-served. This includes seeking out under-represented groups within the 4-H clientele; identifying, planning, and modifying programs to better serve their needs; and making sure under-represented groups are aware of Extension services and their availability.

POLICIES

COUNTY/UNIT 4-H EXPANSION AND REVIEW COMMITTEES

Responsibility for integrating affirmative action rests with all University of Illinois Extension staff and volunteers. The 4-H Affirmative Action Plan, herein outlined, requires each county/unit to establish a special county/unit 4-H Expansion and Review Committee. This committee reviews the operation of the 4-H program so that steps may be identified and implemented to correct any inequities of access to the 4-H program.

It is important that the county/unit 4-H Expansion and Review Committee becomes an integral part of the overall 4-H program planning and development processes. Requirements call for the establishment of appropriate linkages between the 4-H Expansion and Review Committees, 4-H advisory groups, and other Extension program planning bodies. All counties/units must organize a separate, active, and functioning Expansion and Review Committee with members dedicated exclusively to the role and purpose of program expansion and outreach to all youth including under-served populations. Refer to the Expansion and Review Fact Sheet series for step by step instructions for successfully expanding Illinois 4-H programs found on the Portal: 4-H Contacts: Resource Library: Expansion & Review Materials.
The 4-H Expansion and Review Committee focuses on promoting 4-H involvement by all youth in the local area, especially targeted areas/audiences and under-served youth populations. The county/unit 4-H Expansion and Review Committee should meet at least twice per year, review and report progress periodically, and recommend changes and new approaches to programming when needed. Best practice is quarterly meetings.

**Purpose**
The purpose of the 4-H Expansion and Review Committee is to work closely with University of Illinois Extension staff to determine 4-H program needs and direction in concert with state and national policies by:

- Strengthening the program to more adequately serve those who, for whatever reason, have not had full access to the 4-H program; to help ensure a balanced program in ways that provide equal access and opportunity for participation by all potential youth, on a nondiscriminatory basis without regard to race, color, religion, gender, age, national origin, ancestry, marital status, familial status, sexual orientation including gender identity, disability, favorable discharge from the military or status as a protected veteran.
- Helping to analyze the needs and interests of all county youth.
- Assisting in planning, evaluating, and recommending 4-H educational experiences, methods, and programs that meet the needs and interests of local youth.
- Assisting in the recruitment and development of volunteer leadership to work with the 4-H program.
- Analyzing and studying the potential youth population and the current enrollment in 4-H programs on a nondiscriminatory basis.
- Assisting in developing objectives and goals of the 4-H program to meet the needs, interests and concerns of local youth.
- Define geographic areas for specific program expansion; assist in securing volunteer adult and youth leadership; and determine needed 4-H clubs and programs within such areas.
- Assisting in designating methods to market and promote 4-H programs to youth, with particular interest in expanding the program to new audiences.
- Making recommendations on program, policy, and procedures to 4-H staff.
- Keeping accurate minutes available for members; maintaining file copies in the Extension Unit; and sending copies to the Extension Regional Director and the State 4-H Office.

**Membership of the 4-H Expansion and Review Committee**
Members of the committee should be capable, positive in their attitudes, and enthusiastic about expanding the 4-H program. They should be representative of and respected by their peers and know the local communities well, including both rural and metro areas.

As a minimum, committee membership must include representatives from throughout the county/unit and must include individuals from protected groups in a ratio that approximates their representation in the potential clientele. Although the size of the group is not specified, the committee membership should consist of approximately one-third youth. The 4-H Expansion and Review Committee should be
fairly small, but large enough to represent a balance of population, geographical areas, males and females, youth and adult, minorities and non-minorities, and persons with disabilities. It is essential that linkages be established between the 4-H Expansion and Review Committee and the broader 4-H work in the county/unit. There should be verbal and written reports that provide recommendations for 4-H program development and expansion of 4-H participation.

Extension staff should select and recruit committee members according to the guidelines stated above. Members of the 4-H Expansion and Review Committee should provide for additions or replacements.

Terms of 4-H Expansion and Review Committee Membership

To be most effective in providing guidance and direction to the expansion of the 4-H program, adult and youth members of the 4-H Expansion and Review Committee should serve two-year terms. The members’ terms should be staggered and a rotation plan should be established to provide continuity to the committee’s work as member terms expire. Reappointment to additional terms can be made at the discretion of the staff; however, it is suggested that at least one year should lapse before a member may serve again on the committee.

IMPORTANT FACTORS FOR REVIEW BY THE 4-H EXPANSION AND REVIEW COMMITTEE

Delineating Geographic Service Areas

The expansion of 4-H program services into areas previously deficient or otherwise limited offers significant challenges – yet opportunity – for additional growth and development of the total program. The identification of areas where programs can be initiated or strengthened becomes an effective management tool for priority resource allocation and planning.

Although the delineation of such areas and their boundaries is required as part of the affirmative action plan, the delineation should be viewed as an important aid in overall 4-H program planning and 4-H program management. It helps to ensure that all sections of the county are receiving the benefits of 4-H. The identification of neighborhoods and smaller communities within the geographic areas needing additional 4-H clubs or programs is made easier to determine and portray. The geographic areas provide a framework within which 4-H community organization leaders, staff, and committees can effectively plan and implement educational programs to meet the needs of different groups of youth. In large counties or cities, different geographic areas may provide a practical way to divide the county or city in conducting volunteer leader training and special programs.

The most practical way to establish geographic areas for program development is to utilize one or more of the existing governmental and/or political subdivisions of a county and/or a city as the case may be. These include: (a) election districts, voter precincts, election wards, commissioner districts, and similar types of delineations; (b) U.S. Census enumeration districts or census tracts; (c) public school districts; (d) natural boundaries such as rivers and streams, railroads and subways, highways, and streets; (e) traditional community patterns such as a neighborhood, a community, a city block or several blocks, a housing development, or a high rise apartment. Most geographic areas will be delineated utilizing a combination of one or more of the above to allow for population differences between the rural areas and the higher density populated areas. The more rural and sparsely populated counties with small
tows and villages may use only one or two of the above in combination. In cases where no data are available from any sources, Extension staff and local advisory council/committee may make estimates.

The boundaries of the 4-H program service areas or communities should be considered semi-permanent for 4-H planning, organizing, and management purposes. It is suggested that boundaries be drawn so as to provide for the establishment of additional 4-H clubs and programs within each 4-H program service area. It is recommended that Extension staff and 4-H Expansion and Review Committees periodically (3-5 years) review the 4-H program service areas to ensure that program expansion is consistent with county population changes.

**County Map of 4-H Service Area**

A map of each county with service areas delineated should be available for public viewing in the respective Extension office. The location of each 4-H club should be clearly marked on the map. Club meeting schedules and key volunteer leader contact information should also be available.

**Determining Potential Program Audiences**

There is, perhaps, no one best source of information for determining potential program recipients. The best sources are generally those produced and available from within the state or county for planning and other governmental functions. U.S. Census data, pupil population data and projections by the school district; data used by the Department of Employment Security and Economic Development and other government entities concerned with population and growth of counties, towns, and cities are valuable sources. In cases where the above sources are not available, published sources within the state, county, or city may be used, and appropriately documented. In cases where no data are available from any sources, Extension staff and the Council and/or advisory committee may make estimates.

For specific neighborhoods or communities, such as a farming community, a city block or several blocks, or a high-rise apartment, the smallest service areas defined by sources listed above, give indications as to density of population. Where published data are not available, general knowledge of community leaders, local school leaders, members of the county 4-H Expansion and Review Committee, and Extension staff may be used to determine total potential youth eligible for 4-H in neighborhoods and local communities.

**Under-represented and Vulnerable Populations**

USDA/NIFA has identified several “vulnerable” populations of youth. See below for factsheet outlining core definition, resources and related federal laws.


Disconnected Youth Fact Sheet https://nifa.usda.gov/resource/disconnected-youth-fact-sheet
Incarcerated Youth Fact Sheet https://nifa.usda.gov/resource/incarcerated-youth-fact-sheet
Underrepresented Youth Fact Sheet https://nifa.usda.gov/resource/underrepresented-youth-fact-sheet
Youth in Foster Care Fact Sheet https://nifa.usda.gov/resource/youth-foster-care

Positioning 4-H Clubs and Programs in Service Areas
The concept of broad-based curriculum offerings in the 4-H program coupled with the full recognition of the unique differences among individuals and their different capacities for learning necessitate flexibility of organizational patterns to accommodate these significant variables. Within this context, the recognition of the influences of diverse cultural patterns of youth and their effect on motivation and education challenge the best efforts in program management and leadership. The effective utilization of varied 4-H program delivery modes and educational opportunities provides opportunities for:

(1) The development of the capabilities of minority and majority members and strengthening of their opportunities to exercise those capabilities;

(2) The creation and development of more positive relationships among minority and majority group members in matters of mutual interest and concerns; and

(3) Recognition that the positive effects of democratic participation and human development are worthwhile investments in the future and for the society.

Even though most 4-H clubs fall within a single 4-H program service area, some 4-H clubs have members from more than one geographic area. It is important to avoid mass movement of members from one geographic area to another, particularly if they represent one racial group. Organizational and program management needs, a special project club, or a special interest club may be justifiable cause for movement of individuals from one geographic area to another. However, such movement cannot be based upon race, color, or national origin. Gross movement of individuals, particularly those of one race, from one geographic area to another may be considered as a device to avoid integration and should be discouraged. Above all, the inclusion or exclusion of persons as potential recipients must be based upon their real interests and funding needs and requirements.

It is important to note that the service areas for 4-H clubs should reflect the potential. It is possible that some members may reside outside the service area. The service area is not drawn to include the residence locations of all members. For example, if a member living in the county participates in a town club, the geographic service area for the club is not drawn to include this member. It is presumed that the community or neighborhood served by the club is a rather definitive geographic area within the town or it may encompass the town. The fact that a member resides “outside” the nucleus of membership within the boundary does not preclude an individual’s membership in the club or require a geographic area adjustment to reflect where the member lives.
Non Integrated Group Operating in Racially/Ethnically Mixed Area

The 4-H club that is not integrated but operates in a service area that the 4-H youth potential has been determined to be racially and/or ethnically mixed is regarded as not in compliance with affirmative action laws. The requirement is that the local Extension staff shall make "all reasonable efforts" and take steps to ensure that membership of 4-H clubs in racially and/or ethnically mixed communities are interracial in composition.

A 4-H club is in compliance: (1) if youth of more than one racial and/or ethnic group have equal rights to participate, or (2) if "all reasonable efforts" have been made and documented to recruit youth of racial and ethnic groups represented in one race clubs located in an interracial community.

Although one might think that if local schools in which 4-H programs are organized and conducted have been certified as in compliance with civil rights laws, the 4-H program affirmative action requirements are being met. That is not necessarily so. Even within a school system, 4-H clubs may be organized or conducted through class selection, period of day selection, or other means that may have the effect of discrimination. In addition, there are many 4-H programming and management functions completed outside the local school environs, which must meet the requirements of nondiscrimination. This includes, but is not necessarily limited to, such activities as camping, demonstrations, competitive activities, and other countywide educational activities and events.

Census Bureau Information

The U.S. Census Bureau must adhere to the 1997 Office of Management and Budget (OMB) standards on race and ethnicity which guide the Census Bureau in classifying written responses to the race question:

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South American (including Central America) who maintain cultural identification through tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the black racial groups of Africa. Hispanic or Latino - A Person of Cuban, Mexican, Puerto Rico, South or Central American, or Other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Two or More Races – People who identify with more than one race may choose to provide multiple races in response to the race question. For example, if a respondent identifies as “Asian” and “White,”
they may respond to the question on race by checking the appropriate boxes that describe their racial identities and/or writing in these identities on the spaces provided.

**Some other race**

OBM standards permit the reporting of more than one race. An individual’s response to the race question is based upon self-identification. Source: [http://census.gov/topics/population/race/about.html](http://census.gov/topics/population/race/about.html)

**Religion and Youth Development Programs**

The United States Department of Agriculture (USDA), which is home to National 4-H Headquarters and the 4-H Youth Development Program, prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, and marital or family status. As a result, 4-H programs must have secular purposes focused on education and must not advance religion. Promoting religion, or explicitly or implicitly requiring religion or practices that specifically support one denomination, such as Christianity, as a condition for participation in 4-H club meetings or activities not only has religious purpose, it has the obvious effect of promoting one religion over others and can create a barrier for participation among other groups. If 4-H activities and programs included prescribed religious prayers, scriptures, or religious components to club bylaws, activities, or names, it would inject impermissible sectarian overtones. Such violations could create the impression that 4-H is not open to participation by all.

4-H youth development programs and all of their delivery methods, including clubs, school enrichment programs, afterschool programs, camps, and others are the programmatic outreach from the Land Grant University and USDA to our youngest citizens. Although local 4-H clubs and programs are voluntary associations of citizens, these youth clubs and programs were conceived, organized, and promoted by Cooperative Extension as a means of carrying out responsibilities under the Smith-Lever Act, 7 U.S.C. 341, et. seq. Given that, the 4-H Clubs or programs should not engage in those activities that are prohibited to federal and state governments by the Constitution. The 4-H club members, volunteers, parents, and 4-H educators and paraprofessionals cannot promote activities, through the Cooperative Extension or its programs, that the Cooperative Extension, Land Grant University, or USDA cannot promote directly.

The First Amendment to the United States Constitution requires government neutrality with regard to religion. Under present law, the principle that government may accommodate the free exercise of religion does not supersede the fundamental limitations imposed by the establishment of the religions clause of the First Amendment. Issues regarding the “separation of Church and State” under the First Amendment are both complex and situation-dependent.

4-H participation in religious activities does not violate the “separation of Church and State” when: 1) The purpose of participating is secular; 2) the primary effect of participating will not be to advance religion; and 3) the participation will not excessively entangle the affairs of the government with the affairs of the church.

If the scheduling of religious prayers, for example, reflects a secular purpose of setting a tone of solemnity prior to a meeting or meal, and the prayers are nondenominational or various prayers reflecting a variety of religious traditions are utilized, then this would be acceptable. 4-H programs may
also engage in activities that neither advance nor inhibit religion, allowing moments of silence, for example.

**Questions Related to 4-H and Religion:**

Q: Can 4-H Clubs include specific and overt references to a specific religious tradition within their club or program names?

A: No, 4-H club names that promote specific religious perspectives or icons promote the ideals of religious life and are not secular. Promoting such ideals in 4-H programs, clubs, or activities not only has religious purpose, it promotes one religion over others, and it creates the impression that 4-H is not open to all regardless of their religious standing.

Q: Can 4-H club members and 4-H volunteers hold prescribed religious prayers and Bible readings?

A: 4-H club members and volunteers could use a neutral or nondenominational prayer or reflection to create an environment of solemnity, or to gather a group for a shared meal, but these should not be specific to one denomination or they should vary to reflect a number of traditions.

**4-H Clubs Operating in Private or Parochial Schools**

Under the following rather rigid and specific circumstances, 4-H clubs may operate in private or parochial schools: (1) the provisions of enrollment are not restricted to or based on race, color or national origin, and (2) the school meets the Internal Revenue Service tax exempt status requirements as related to Title VI.

The organization and servicing of a 4-H club in a private school operating within these provisions can be suspect by those who scrutinize Extension's performance. Extension Units are advised not to maintain such clubs.

A church school is classified as a parochial (church-supported) school and not a private school, per se, for Title VI of the Civil Rights Act purposes. Title VI criteria do not include religion. However, certain religious denominations may exclude one or more racial minority groups from membership. In such instances, the partner organization must sign the *University of Illinois Certification of Nondiscrimination Form*. This form is located on the Portal at: https://my.extension.illinois.edu/documents/579152909150915/certification-of-nondiscrimination-form.pdf

**4-H MATERIALS FOR LIMITED ENGLISH PROFICIENCY (LEP) AUDIENCES**

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter.

Where language becomes a “barrier to effective participation” and where a substantial number of youth are so involved or affected, Extension must use “all reasonable efforts: to remove barriers to participation so that minority youth have the opportunity to receive the benefits of 4-H participation.” Most youth of 4-H age in foreign language speaking communities may speak and read both the foreign language and English. However, their parents and potential volunteers may not and therefore are LEP individuals that we are happy to serve.
Where a substantial number or proportion of the population eligible to be served or likely to be directly affected need service or information in a language other than English in order to be effectively informed or to participate, reasonable steps shall be taken (considering the scope of the program and the size and concentration of such population) to provide information in appropriate languages to such persons.

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English may be identified as limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. The decision regarding literature and materials in languages other than English is based upon program needs and budget resources rather than quotas; in Illinois we will encounter LEP individuals from many origins and we are likely to translate and develop materials in Spanish, Polish and French. For further clarification on the laws, please see the following federal interagency website http://www.lep.gov/faqs/faqs.html#OneQ2.

In particular, see:

Q. What are recipients of federal funds and federal agencies required to do to meet LEP requirements?

Recipients and federal agencies are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the program to people's lives; and
4. The resources available to the grantee/recipient or agency, and costs. As indicated above, the intent of this guidance is to find a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small business, or small nonprofits.

LIMITING CLUB PARTICIPATION

If the maximum number of youth permitted in a specific 4-H club is set and this requirement becomes discriminatory on the basis of race, color, or national origin, the requirement must be eliminated. However, participation in a teenage club may require that all participants be 14 years of age or older or some other similar age grouping may be used. A club may have a requirement that all participants be beginners because there are already several other types of ongoing clubs in the community in which youth with more experience might participate. Similarly, there may be competitive team-type activities where the maximum number of members may be prescribed. **The critical criteria is that there be assurance that all members are given equal opportunity to participate in the selection process and selection of participants is based upon merit and not race, color or national origin.**

Sometimes a local 4-H club has so many youths wanting to participate that neither the 4-H club nor the volunteer leaders can cope with the number. May the 4-H club or the volunteer restrict the size?
"standards" and "action required" in the 4-H Affirmative Action Plan do not specify any limitation in the size of club, per se. **However, the size of a club or a waiting list cannot be applied as a discriminatory criterion to exclude interested youth from availing themselves of educational opportunities.** If the size of a club is the limiting factor to youth participation, Extension staff and volunteer leaders must organize additional clubs in the community or provide other methods of access whereby all those desiring to participate may do so.

**LIMITING EVENT PARTICIPATION**

4-H events are open to all age-eligible youth because Illinois 4-H is tax-assisted and a State of Illinois youth program. 4-H events cannot be limited to only 4-H members attending. This does not mean that the content of the learning experience must be altered to be organization neutral. A 4-H club officer training can still train youth to use the 4-H Treasurer's book and follow 4-H policies. If a non-4-H member wants to attend the officer training, include them. The welcoming experience you provide, may result in them joining 4-H. **4-H members and non-4-H members may be asked to pre-register for an event and sign 4-H Assumption of Risk And Release From Liability forms as appropriate. Some events may have prerequisites or qualifying standards for participation.** It is permissible to promote a learning experience to both 4-H members and 4-H prospects and have a fee differential.

**OPEN MEETINGS ACT**

The “Open Meetings Act” (OMA) applies only to Extension Councils and Extension Boards. All other committees and planning groups are not required to comply with the Open Meeting Act. So what does this mean – 4-H club meetings and 4-H committees such as E & R, Fair, Livestock and other planning groups are not subject to the Open Meetings Act, therefore it is not required to announce meetings publicly or allow space for comments by the public. However, counties, units and or committees can create their own criterion for allowing guests to participate. In an effort to manage guest participation, a best practice is to include something similar to the following statement on your agenda:

*Those interested in speaking to the Council under Public Comments must contact _________________ 24 hours prior to the meeting with details regarding their presentation.*

**4-H PROGRAM FEE**

Illinois 4-H attaches a modest program fee to membership in a 4-H club. **Inability to pay that program fee should never be a barrier to participation.** Each county/unit should have a process in place for determining financial need. A suggested form is posted on the Portal: **4-H Contacts: Fiscal Resources/4-H Program Fee / 4-H Program Fee Waiver Form.** When a family requests assistance, and no funds are available through the local club, 4-H foundation or other donor, the fee will be covered at the state level. These requests should be forwarded to the IL 4-H Director, Dr. Lisa Diaz (lbdiaz@illinois.edu) for approval. All requests submitted by counties should be accompanied with written evidence of the family’s request for financial assistance.
Any club organized with a new volunteer to specifically reach a new audience of 4-H youth will have their first year of program fees covered at the state level. These requests should be forwarded to the IL 4-H Director, Dr. Lisa Diaz (lbdiaz@illinois.edu) for approval.

**REMOVING ECONOMIC BARRIERS**

There are many opportunities available to 4-H members for participation outside their local communities and local 4-H units — tours, camps, fairs, shows, training meetings — for which members and families defray their own expenses. Although these activities are open to all eligible 4-H members, regardless of racial and/or ethnic background, many times the participation of minorities is proportionately small.

The selection and use of educational programs and methods for different audiences and different degrees of intensity of program participation are sound educational principles, but the application of these may adversely influence certain minority group members from participation. The selection, however, must not be made on bases which involve any discrimination because of race, color or national origin of potential recipients. Methods need to be analyzed and monitored from time to time to determine if a particular method has adverse influence upon participation or is the only service to a specific clientele group and thereby discriminates in delivering programs to clientele. Effective communications and exchange of information between Extension staff, leaders, parents, and members regarding all educational opportunities, activities, and events, should be examined to determine their impact upon limited participation.

**Secretary's Memorandum #1662 and Title IX Equal Opportunity USDA Administrative Regulations**

require evaluation of programs in terms of removing economic barriers, which function to limit or restrict participation, particularly for minority and low-income groups. The 2010 adoption of an Illinois 4-H Program Fee may be an economic barrier for some potential 4-H members. **Counties must develop a process to share with families who express inability to pay the program fee. No one should be denied the ability to participate in 4-H based on an inability to pay the program fee.**

The requirement of ownership of an animal or other economically prohibitive project could be judged as an economic barrier, particularly where options to ownership are not provided. **Therefore, Extension has added options to 4-H projects, including livestock projects, which enable youth to participate wherever they live or whatever their economic circumstances without the requirement of ownership, but with accessibility to a project.** These options do not require ownership but rather a suggested set of activities, some of which may require agreements to be reached between the youth and the owner of an animal enabling the youth to have access to the project for a minimum period of time or approximate number of occasions.

**Other artificial barriers include minimum number of projects; minimum number of meetings attended; requirements for participation in a 4-H unit; requirement to exhibit project, public demonstration or other means, which have the effect of excluding minority group members.**
TITLE IX AND 4-H YOUTH DEVELOPMENT PROGRAMS

National Institute of Food and Agriculture (NIFA): Youth Development & 4-H has a fact sheet titled *Title IX and 4-H Youth Development* which states below:

Given that 4-H is a federally assisted program and as such, all programs, activities, events and competitions (state, area, county, local, regional and national) 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. Title IX of the Education Amendments of 1972 (Title IX) proscribes discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. Since Cooperative Extension 4-H Programs receive Federal financial assistance for education programs, they must adhere to USDA regulations prohibiting discrimination on the basis of sex. Consistent with these regulations, **no State Extension may have an exclusive or formally sex-segregated 4-H program.** Although, some individual 4-H clubs attract members of only one sex, this is the result of interests and choice and should not be a requirement of membership. Gender specific competitions and awards are not permissible under Title IX 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.

This means that the practice of arranging competitions or awarding trips or other awards, scholarships, etc. on the basis of male or female 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. Cooperative Extension and 4-H Youth Development employees and volunteers are obligated to eliminate any practices that limit, deprive, or tend to deprive any youth of opportunities for membership or otherwise discriminate against these youth because of gender.

4-H Fair Queen and/or King Contests (or contests sponsored by 4-H Fair Associations and subcommittees) where the awards are based upon a combination of factors related to personal appearance, poise, and talent of participants are permissible activities exempt from Title IX. In addition, any event or activity involving ongoing contact (such as sports like basketball) is also exempt. These 4-H events may not however, discriminate against any participant based upon race, color, national origin, sexual orientation, parental status, or marital status.

Those contests, however, (whether they carry the title King or Queen or any other title) which are based on a 4-H member’s participation and/or record of achievement are considered competitions related to educational programming and are not exempt and are inappropriate gender based competitions. **Does this mean there can’t be County Fair Queen Contests?** If the contest is based upon personal appearance, poise, talent and similar factors or a combination of them – the contest is a permissible activity. If, however, the contest finalists are determined based on 4-H achievement records or other activities which involve the outcome or impact of educational programs and knowledge, then they should not be gender specific and all youth should have the opportunity to participate.

See additional factsheet from NIFA on working with LGBT youth, identified as a vulnerable population also protected under Title IX.
https://nifa.usda.gov/sites/default/files/resource/LGBT%20Youth%20Fact%20Sheet_0.pdf

INVOLVING YOUTH WITH DISABILITIES

Based on USDA guidelines for the implementation of **Section 504 of the Rehabilitation Act of 1973**, University of Illinois Extension has developed the following guidelines for all 4-H activities at the local, regional, and statewide level. **Every effort shall be made to provide youth with disabilities the same activities/programming experiences along with their peers.** All Extension staff members are responsible for implementing the following guidelines. Program adaptations and accommodations should include but should not be limited to the following:

1. **All reasonable efforts must be made to include persons with disabilities in the 4-H program.** Extension personnel will take the needs of such persons into account in determining the services to be provided under the program or activity. **When feasible, all efforts to encourage and accommodate youth with disabilities in 4-H program activities should be made by providing physical access (for example, ramps) and serving other specialized needs (for example, sign language interpreters).** Persons who have intellectual disabilities, and are older than the eligibility age for 4-H club membership, may participate in 4-H programs that are guided by an adult with expertise in working with people with special needs.

2. **Where existing Extension office facilities are inaccessible, personnel may make services that are normally provided at those sites available to persons with disabilities through other methods that are equally effective (for example, meetings in accessible locations, home visits, and/or communication through writing, telephone calls, and audio tape).**

3. **For program activities held at other publicly owned facilities, Extension personnel will select accessible facilities wherever possible.** If accessible facilities cannot be selected because they are unavailable or unfeasible due to the nature of the activity, Extension personnel will use other methods to deliver program benefits to persons with disabilities. For example, the activity can be redesigned for one session; aides can be provided, home visits made, and/or telephone or written communication used.

4. **For program activities held at privately owned facilities such as homes and farm buildings, Extension personnel will use accessible facilities whenever persons with disabilities requiring such accessibility are participating, have expressed an interest in participating, or are likely to participate.** If accessible facilities cannot be selected because they are unavailable or unfeasible due to the nature of the activity, other methods will be used to deliver program benefits to persons with disabilities, as described above.

5. **When activities such as field trips cannot be held at sites accessible to those with disabilities, alternatives such as audio or videotaping of the activity should be explored.**

6. **Upon request and when feasible, Extension will make program materials accessible to disabled persons with sensory or intellectual impairments, if such an individual has indicated a desire to participate.** For example, materials could be made available through appropriate
means such as Braille, audiotape, readers, large-print formats, simplified versions, written scripts, or sign language interpreters.

7. **When feasible, Extension personnel will make camping activities accessible to persons with disabilities.** It is not required to make every existing camp, all existing camp facilities, or all camp sessions or activities accessible, but if more than one camp or session is being offered, disabled persons cannot be limited to only one camp or session. Reasonable accommodations of individual 4-H members are to be met when feasible at 4-H camp sessions. Special needs are to be identified at the time camp applications are completed; these may include health problems, physical limitations, diet restrictions, and medical requirements.

8. Outreach activities to youth and/or leaders with disabilities will be conducted as part of the regular program activities of Extension. Targets of outreach should include state, rehabilitation, education, and advocacy agencies for persons with disabilities. Interagency efforts should be cultivated and specific outreach efforts and contact sources should be identified.

9. **All county publications, meeting flyers, newsletters, etc., should advertise that the county office, meeting sites, etc., are accessible to individuals with disabilities, or they should invite persons with disabilities to call the office for more information on accommodations.**

10. The Illinois 4-H Incentives and Awards Program provides ways for persons with disabilities to participate in 4-H awards competitions.

11. **Extension personnel should document the participation of youth and volunteers with disabilities in 4-H program activities.** Three questions should be addressed in this documentation:

   - How did you encourage participation of people with disabilities in 4-H programs?
   - What accommodations did you make to ensure that persons with disabilities received the full benefit of the 4-H programs?
   - How many persons with disabilities participated in 4-H programs?
   - All accommodations made must be documented on Worksheet 6 in the Civil Rights Compliance Manual.

**All Reasonable Effort**

“All reasonable effort” is defined as having made special efforts to identify and reach individuals within underserved clientele groups through mass media, personal visits, and/or letters.

The standard understanding of what constitutes “all reasonable effort” is:

- Use of all available mass media, including radio, newspaper, and television, to inform potential recipients of programs and of opportunities to participate. Records must be maintained to clearly identify targeted minorities.
- The use of newsletters, posters, flyers, and announcements to inform the potential audience of programs and events.
• Personal letters and circulars that invite defined potential recipients to participate, with dates and places of meetings or other planned activities clearly specified. Records must be maintained to clearly identify minorities contacted.

• The use of personal visits, telephone calls, e-mail messages by Extension staff to a representative number of defined potential recipients in the geographically defined area to encourage participation. Records must be maintained to clearly identify minorities contacted.

REQUIREMENTS FOR WORKING WITH ORGANIZATIONS OR ESTABLISHED GROUPS

Extension is required to withhold or severely limit services to external organizations that discriminate in the membership in direct conflict with the University’s Nondiscrimination Statement. Extension must notify private organizations receiving substantial assistance that they must comply with affirmative action requirements and obtain signed certification from them that they do not discriminate in their membership. This certification is to be renewed no less frequently than every four years. The Certification of Nondiscrimination form is available from the County Director and is included in the Civil Rights Compliance Review Manual and Worksheets. It can also be found at https://my.extension.illinois.edu/documents/1579151611151115/certification-of-nondiscrimination-form.pdf

REVOLVING LEADERSHIP

4-H has many ways that we honor those who have given of their time and talents in a specific volunteer role. Some have been superintendents of a show for numerous years. Others have been a club leader and seen two generations of family members. These two examples have length of service in common. What differs is their relationship with youth. For those positions, such as a club leader, a caring relationship between an adult and youth is a critical element of a positive youth development experience – and therefore desirable. For roles such as superintendent, committee member, or coordinator, the commitment is to the 4-H program or project rather than an individual. In these cases, consider revolving leadership and the value it can add to a county 4-H program. Rotating leadership is associated with innovation. Advisory and decision-making boards have term limits for this very reason. From an affirmative action perspective, consider the perception of inequity of access to key volunteer roles when there is limited change in membership. Encourage volunteers in decision making roles to consider serving in a variety of capacities over time, rather than the same capacity for many years.

PROCEDURES FOR RECEIVING AN AFFIRMATIVE ACTION COMPLAINT

Regardless of any additional procedures, Extension staff are required to advise any potential complainant of his or her right to file complaints, and staff must assist in filing the complaint. This includes advising a potential complainant of his or her right to file a complaint directly with the Secretary of Agriculture by writing to the United States Department of Agriculture, Washington, DC 20250. This information is also contained on the USDA poster “And Justice for All,” which is to be displayed in the Extension office and at 4-H camps.
Two additional National Institute of Food and Agriculture (NIFA): Youth Development & 4-H fact sheets that support inclusive program delivery:

Inclusive & Diverse Learning Experiences


Vulnerable Populations


Nondiscrimination Statement

University of Illinois at Urbana-Champaign Official Notice, Policy Council, Revised June 24, 2010

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The following statements are required on all flyers and forms distributed to the public.

University of Illinois | U.S. Department of Agriculture | Local Extension Councils Cooperating

The University of Illinois Extension provides equal opportunities in programs and employment.

If the print piece is promoting a physical meeting, you must include the accommodation statement:

If you need reasonable accommodations to participate, please contact the registration office.

For additional information or assistance with equal opportunity, affirmative action, and harassment policies of the University of Illinois Extension, please contact the Affirmative Action Officer, 111 Mumford Hall, 1301 West Gregory Drive, Urbana, IL. 61801 or phone: 217-333-5900.
ANIMAL SCIENCE

Illinois offers curriculum/4-H project books in the following Animal Science areas: Beef, Cat, Dairy, Dog, Goat, Guinea Pig, Horse, Poultry, Chick Embryology & Incubation, Rabbit, Sheep, Small Pets, Swine, and Veterinary Science.

PROGRAM REQUIREMENTS

COUNTY/UNIT 4-H EVENTS

The following is a partial list of Animal Science educational activities and events that are supported by many 4-H youth development programs.

- Judging Contests & Quiz Bowls and Team Challenges
- Livestock Skillathons
- Animal Science Project Workshops
- 4-H Shows, Fairs, and other 4-H Exhibitions
- Fitting and Showing Clinics
- Youth Quality Care for Livestock
- Quality Assurance and Ethics
- Horse Hippology & Quiz Bowl
- Dairy Quiz Bowl
- Dog Obedience
- Veterinary Science

HORSE PROGRAM – RISK MANAGEMENT TOOLS

Horse Show Liability

Liability coverage is available through the University Office of Risk Management from Country Companies for "gaming and jumping" classes frequently included in 4-H Horse Shows. There is a charge of $42 per day per event. An application form must be completed prior to the day the coverage is needed.

The coverage for "jumping/gaming" classes is liability coverage. The "insureds" are the 4-H adult volunteers. The insurance protects these individuals from claims brought against them because of their activities on Extension’s behalf. As an example, assume a spectator is injured at a 4-H jumping event. Assume their injury is not the result of a condition of the premises but rather the result of a 4-H leader’s negligence. This policy may respond once Country Companies does a thorough claims investigation. This fact should be made clear to owners of arenas where 4-H horse shows are held. Owners of such facilities should have premises liability insurance to protect them from a claim a spectator may have that is caused by the condition of the premises.

When property owners request evidence of liability insurance, certificates of insurance will be issued, upon request, for 4-H horse shows that contain "gaming and jumping" classes. For example, a fairground owner asks to be listed as an additional insured on our policy in respect to the horse "gaming or
jumping” event(s). The certificate will clearly state (or an addendum will be attached) that the fairground is an additional insured on the University’s policy, but only for the liability that incurs as a result of our activities. The policy will not accept any liability that justifiably belongs with the horse show facility owners. In order for another person to be listed as an additional insured, there must be a written agreement or contract in place. This contract must be approved by the Extension Business Office which must be fully executed by both parties.

The “Gaming and Jumping” Events Application form can be accessed through the Portal: 4-H Contacts: Resource Library: General Risk Management Resources. Please note that you need an Enterprise Application Login to access this application.

The University’s liability policy, including the coverage for “gaming and jumping” classes, does not contain primary accident insurance protection for the 4-H participants. The State 4-H Office will pay the $2 per year fee for accident insurance for horse project members who pay the program fee.

The University Office of Risk Management recommends that accident insurance be purchased on all youth involved in "gaming/jumping" classes or other situations involving similar level risk.

Competitors over the age of 18 are not allowed to participate in 4-H events and are not covered by accident insurance through 4-H. For more information, see “Animal Shows & Fundraisers” on the portal.

EQUINE ACTIVITY LIABILITY ACT

In 1995, the Illinois General Assembly passed the Equine Activity Liability Act to provide protection to individuals and organizations that sponsor equine activities. This act stipulates that an equine sponsor or professional, or any other person, is immune from liability for the death or injury of a participant, which resulted from the inherent risks of equine activities. However, there are exceptions to this rule – a person will be held liable for injuries of an equine activity participant if he or she displays a willful and wanton or intentional disregard for the safety of the participant and if he or she fails to make reasonable and prudent efforts in ensuring the safety of the participant. In addition, a person will also be held liable for the injury of an equine activity participant if he or she is injured on the land or at a facility due to a dangerous latent condition, which was known to the equine sponsor, professional or other person.

The law requires that a specific warning be posted on the premises of the equine activity in a clearly visible location in one inch black letters worded as follows:

Warning

Under the Equine Activity Liability Act, each participant who engages in an Equine activity expressly assumes the risks of engaging in and legal responsibility for injury, loss, or damage to person or property resulting from the risk of equine activities.

EQUINE HEADGEAR

All 4-H members are required to wear a properly fitted ASTM or SEI standard F1163 (or above) certified equestrian helmet whenever mounted or driving at all 4-H horse and pony events, shows, activities, or practices. Original tags must be present in all approved helmets. The 4-H member is responsible to see that this specified headgear is properly fitted with the approved harness fastened snugly in place.
whenever mounted. Helmet policies apply to all county, area, and state 4-H horse and pony events, shows, and activities. Protective helmets are recommended for all riders and drivers at all times. It is recommended that all adults working with 4-H members model the desired youth behavior by also wearing protective helmets whenever mounted or driving.

**POLICY FOR 4-H MEMBERS PARTICIPATING IN LIVESTOCK PROGRAMS ACROSS COUNTY LINES:**

4-H youth must participate on county teams in the county in which they hold 4-H membership. Only when their county does not offer a particular program or event (i.e. livestock judging, horse bowl etc.) can they participate in an adjacent county in their Unit. Notify the State 4-H Educator in charge of that particular area to obtain permission. A shared membership form is not required.

**QUALITY ASSURANCE & ETHICS (QA&E):**

The Quality Assurance and Ethics training is required for all youth that enroll in the following animal science projects: beef, swine, sheep, dairy, horse, goats, poultry, rabbits, and companion animals (dogs/cats). Members must take the training whether they own a live animal or not. It is advised that they complete this one time as soon as they are enrolled in the project area. Counties will monitor completion of this. Failure to complete QA&EC will result in the member’s animal science project enrollment being cancelled and they will be ineligible to exhibit at county or state fairs. The website is open year round @ [http://web.extension.illinois.edu/qaec/](http://web.extension.illinois.edu/qaec/)

NOTE: Youth must be logged on to a P.C. for this program, either a desktop or laptop computer; not an iPad or iPhone. The program cannot capture the information for county staff to see when it is completed using iPads or iPhones.

**YOUTH FOR THE QUALITY CARE OF ANIMALS (YQCA)**

This is a new program that is replacing the older PQA program which no longer exists. The new YQCA is voluntary and covers beef, dairy, goat, poultry, rabbit, sheep, and swine, for youth ages 8-21. This program is broken into age divisions as follows: junior 8-11, intermediate 12-14, senior 15-18, and young adults 19-21. This certification is annual with test out options of 1-3 years. Youth exhibiting market swine in the Illinois State Fair Junior Livestock Show and most 4-H county fairs are no longer required to be PQA Plus certified.

Youth that are exhibiting market animals out of state at national shows will be required to log into the new YQCA program and complete it. There is a nominal fee that is to be paid by the exhibitor. The new YQCA program can be found at [http://yqca.org/](http://yqca.org/)

**LEASING OF LIVESTOCK FOR EXHIBITION**

Currently in Illinois 4-H, the leasing of animals for 4-H youth projects and exhibition is only approved for horses and dogs. This means the 4-H member must have ownership of all other species that they may be exhibiting in 4-H youth shows such as county fairs. Counties may however add a special lease class to a
specie in which only leased animals participate. This would be a local decision and those animals would not be eligible (if leased) for state fair. It is also suggested that grand overall champions that may enter in auction be selected only from the traditional owned classes. It is up to the local county to develop and monitor the lease forms they choose to use. Animal ownership means the name of the exhibitor is listed as owner on the pedigree or in the instance of a non-pedigreed animal that they have verification from the seller either verbal or a purchase receipt.

YOUTH LIVESTOCK AUCTION POLICY

The Youth Livestock Auction is a non-Extension sponsored event, with 4-H members participating by choice. The Youth Livestock Auction must have a separate bank account and Employer Identification Number (EIN) not associated with county Extension Office funds. A 4-H Federation or Extension In & Out account is not an approved revenue stream for auction monies.

The livestock auction must be sponsored by an outside business, community organization, or other entity. 4-H volunteers can still help this sponsoring group with the planning, on-site implementation, and follow-up responsibilities related to the event. Examples of such a sponsoring organization include, but are not limited to a separate 501(c)(3) County 4-H/ Extension Foundation (not a UIF affiliate), Farm Bureau, fair association, commodity group, building association, local business, bank, or chamber of commerce.

An Authorization to Use the 4-H Name & Emblem for Youth Livestock Auctions form must be completed annually by the sponsoring organization and submitted to the County Director for approval in order to use the 4-H name and emblem in its activities and promotions throughout the year. This document also describes the major tasks agreed upon by the sponsoring organization (conduct the event using sound financial practices, issue the checks, acknowledge donors with receipts, and provide liability insurance for the event).

Extension staff will not be allowed to take an active role in the planning or coordination of the livestock auction, but may attend committee meetings in an advisory role. Staff may also attend the auction as a visitor to support the efforts of 4-H youth and adult volunteers during the event.

The Extension Office will continue to be the approved source of some pertinent information such as 4-H membership records, 4-H fair entries, and 4-H Show results once the Authorization to Use the 4-H Name & Emblem for Youth Livestock Auctions form has been signed.

Since this will be vital to the success of the sponsoring group or organization and its volunteers, Extension staff are authorized to:

- Verify 4-H youth membership and eligibility for exhibition
- Collect livestock sale cards for 4-H participants
- Assist volunteers in using office equipment for making copies
- Provide show weights
- Provide show results
- Provide assistance in developing livestock auction guidelines
- Attend Youth Livestock Auction for visibility
At the discretion of the County Director, the Extension Office may also demonstrate their support and appreciation of these community partnerships by including information about the youth livestock auction in their 4-H fair book, schedule of events, and correspondence as long as the sponsoring organization is clearly identified. Livestock auction checks issued by the sponsoring organization may not be held or distributed by the Extension office. The sponsoring organization is responsible for making arrangements for distributing the payments after the fair.

All other policies as outlined in this handbook apply to animal science project work and activities.

**STATE 4-H JUDGING CONTESTS**

Most livestock contests are held from June to August on the University of Illinois campus or at the Illinois State Fair. Members test their judging skills against other 4-H youth from across the state. Contests are generally offered in the areas of livestock, horses, dairy, and poultry. Events such as Dairy Quiz Bowl, Hippology, Horse Bowl, and Speaking about Horses events are held at other times during the year. Winners from various contests may be selected for teams to compete on the national level. Members may NOT participate in more than one program area on a single day. All rules, policies and other information regarding the contests are posted on the Portal in late March or early April. Some contests require entry forms to be submitted by early June and others allow registration on the day of the judging event.

**ILLINOIS STATE FAIR JUNIOR SHOW**

Thousands of Illinois 4-H members participate in the Illinois State Fair Junior Livestock Show at the state fairgrounds in Springfield during August. State Fair classes for both livestock and non-livestock exhibits are listed in the Junior Department Premium Book that is available via the Illinois State Fair website in the spring. This book includes health requirements for animal exhibits, entry forms, and other rules and regulations pertaining to the Junior Show.

**WHO CAN EXHIBIT?** To exhibit at the Illinois State Fair Junior Livestock Show, youth must be current

- 4-H members age 8 to 18, or current FFA members age 14 to 21. Since 4-H age ends at 18, the only way to exhibit at the state fair junior livestock show if you are 19 to 21 is to be an active FFA members as verified by Illinois FFA.

Youth may exhibit in as many livestock species and/or classes as allowed by the state fair rules. Parents and youth should realize that some counties might be assigned to exhibit non-livestock projects on the same days as livestock classes. These members must compare published judging schedules to determine if the schedules will allow them to exhibit in both livestock and non-livestock areas. Junior Livestock members are required to care for and exhibit their own animals unless special permission is granted by the State Fair Competitive Events office.

Any 4-H member can enter livestock exhibit classes providing all requirements for entry are met. Members must be enrolled in the animal project area that they wish to exhibit at State Fair. Horse entries are due June. 1 Livestock, dairy, rabbits, goat, and poultry entries are due by July 1. Animal judging occurs on various days throughout the fair. Shows are scheduled for beef, sheep, swine, dairy,
rabbits, poultry, and goats. The State Fair Junior Horse Show is held prior to the beginning of the State Fair.

**Steers:** 4-H Youth that intend to exhibit at the State Fair must have their steers weighed, tattooed with the Box K, and electronically tagged in their local county from the last weekend in January through the end of February.

**Sheep and Goats:** 4-H Youth that intend to exhibit a market lamb or market goat at the Illinois State Fair must have their animal tattooed at one of the approved Regional sites in April or May. Tattoos must be the official State Box K tattoo followed by a number.

**Superior Young Producers Contest:** These are livestock skillathon contexts held during the Illinois State Fair. There are three separate contests. The first contest is for youth competing in the general livestock area which consists of three species together: Beef, sheep, and swine. The second contest is for horses and the third contest is for dairy cow project members. 4-H youth who are 14 years and older may compete in the Superior Young Producers Contest at State Fair. The contest consists of 3 sections which may include a judging contest, management test, meats identification, and skill-a-thon. Nine winners will be selected in the General Livestock Contest to receive a $1,000 scholarship and three scholarship winners will be selected in each of the dairy and horse contest (based on funds available), payable to the college of their choice. Contests take place during the State Fair exhibit shows for that species.

**NATIONAL 4-H LIVESTOCK EVENTS**

- **National 4-H Dairy Conference:** Applicants must be no more than eighteen years of age as of January 1 of the current 4-H year and must have been enrolled in either Dairy Cattle or Dairy Goats for at least 3 years. The conference is held in Madison, Wisconsin in conjunction with the World Dairy Exposition. Members must apply for selection to this trip via the Illinois State 4-H Award Selection process.

- **National 4-H Livestock Judging Contest:** This judging contest is held in Louisville, Kentucky in November. The Illinois State Livestock Judging Team competes here and members must not have passed their 18th birthday as of January 1 of the current year.

- **National 4-H Poultry Judging Contest:** This judging contest is held in Louisville, Kentucky in November. The Illinois State 4-H Poultry Judging Team competes here, and members must not have passed their 18th birthday as of January 1 of the current year.

- **National 4-H Dairy Judging Contest:** This judging contest is held in Louisville, Kentucky in November. The Illinois State 4-H Dairy Judging Team competes here and members must not have passed their 18th birthday as of January 1 of the current year.

- **National 4-H Livestock Skillathon Contest:** This contest is held annually in November in conjunction with the National Livestock Judging contest in Louisville KY. The State Team competes here and must not have passed their 18th birthday as of January 1 of the current year.

- **National Horse Judging Contests:** These judging contests are held in Louisville, Kentucky in November and National Quarter Horse Congress held in Columbus, Ohio in October. The Illinois State 4-H Horse Judging Team competes at these events and members must not have passed their 18th birthday as of January 1st of the current year.
STATE 4-H DOG SHOW

The State 4-H Dog Show is held in late August at a location determined by the state 4-H office. Youth must receive a qualifying score in their local dog show to advance to state competition. County staff should register participants for the state contest through the 4-H Online Show program. More information about the dog show is found on the Portal: **4-H Contacts: Resource Library: Dog Show.**

Additional requirements found in the other section of this policy manual apply to animal science program.

ADDITIONAL RESOURCES


- Birth, Ownership and Tattoo Dates for Illinois State Fair Junior Show – Portal: **4-H Contacts: Livestock: Livestock Ownership Rules:**

Other Resources

- **Quality Assurance & Ethics Certification** (required for all youth enrolled in the following animal science projects: beef, swine, sheep, dairy, horse, goats, poultry, rabbits, and companion animals) [http://web.extension.illinois.edu/qaec/](http://web.extension.illinois.edu/qaec/)
- **Youth for the Quality Care of Animals (YQCA)** [http://yqca.org/](http://yqca.org/)
- **Livestock e-Quiz** (This web site was created by the U of I Extension to help you learn more about beef, horses, poultry, sheep, and forages; elementary, high school, and college level questions.) [http://web.extension.illinois.edu/equiz/](http://web.extension.illinois.edu/equiz/)
- **Illinois Livestock Exhibition County Fair Health Requirements** – [http://www.agr.state.il.us/AnimalHW/CountyFairRules.pdf](http://www.agr.state.il.us/AnimalHW/CountyFairRules.pdf)
- **Illinois Livestock Exhibition State Fair Health Requirements** – [http://www.agr.state.il.us/AnimalHW/ISFHealthReq.pdf](http://www.agr.state.il.us/AnimalHW/ISFHealthReq.pdf)
- **State Fair Jr. Premium Book** – [http://www.agr.state.il.us/isf/premium/junior.pdf](http://www.agr.state.il.us/isf/premium/junior.pdf)
4-H CLubs

The 4-H club program provides all of the key components that exist in environments where positive youth development occurs. Research in child and adolescent development confirms that participation in structured out of school youth development experiences dramatically improves the lives of young people. Positive Youth Development (PYD) builds on the strengths or assets of youth rather than focusing on problems. Through 4-H club participation, youth develop into adults who have strong character and skills, care about others, can adjust to a changing environment, and contribute to their community and their world.

Policies for All 4-H Clubs (Multi-Project, Special Interest (SPIN), Cloverbud)

1. The 4-H year begins September 1 and ends on the following August 31. Example: A 4-H year is from September 1, 2017 to August 31, 2018.

2. All 4-H clubs must have at least five members and one volunteer leader.

3. All clubs create opportunities for members to experience belonging, independence, mastery and generosity through activities such as community service, leadership, individual goal setting, life skills development and educational activities.

4. All clubs must be chartered by 4-H National Headquarters at the U.S. Department of Agriculture and the Illinois State 4-H Office in order to be recognized as part of 4-H, and to be authorized to use the 4-H Name and Emblem. The Club Charter form can be found on the Portal: 4-H Contacts: Resource Library: Club Charter https://my.extension.illinois.edu/documents/579162403160316/4-h-charter2016-fillable-final.pdf

5. Club members select their own club name. Club names should not be overtly religious or represent the beliefs of one denomination over another, should not imply that membership is limited or exclusive, and not be offensive or generally seen as demeaning to any group protected by equal opportunity regulations.

6. All clubs once chartered must be listed in 4-H Online.

7. A club has multiple, sustained activities as a group, meeting six or more separate times. Six hours in one setting does not qualify as a club.

8. The club must have officers or youth in a leadership role (either elected or appointed). This does not apply to 4-H Cloverbud Clubs for youth ages 5-7.

9. Clubs are required to develop a set of by-laws or rules approved by the members to govern the club. Clubs are encouraged to have a written Constitution that list the club name, standing committees and regular meeting date, time and place. Annually, club by-laws should be reviewed and voted on by all members. The 4-H Club Constitution and By-laws (in writable format) are
located inside the Illinois 4-H Secretary's Record Book. It is also available as a separate document for the convenience of 4-H clubs.

10. Club policies may not supersede county, state, or national 4-H policies.

11. Club goals should be determined on an annual basis. The entire membership should vote on the club goals.

12. Club minutes, attendance, and key decisions should be recorded in a written record.

13. 4-H Clubs are granted permission to use the 4-H name and emblem. This is a privilege that brings a degree of accountability - to the USDA, University of Illinois, and the local community served by the 4-H club. 4-H leaders and members must all follow regulations related to proper use of the 4-H name and emblem. (See Name and Emblem section for more information.)

14. Any 4-H Club that plans to conduct a fundraiser, collect funds, make purchases or have club assets must create a club treasury (See Fiscal Section for more information.)

15. At the beginning of the 4-H year, 4-H clubs that have no assets, nor plan to conduct fund-raising activities must complete the Indication of Financial Activity Statement certifying this status.

16. At the end of the 4-H year, each 4-H club which maintained a treasury of held financial assets must present to the local Extension office a statement of accounting, which consists of a fiscal review of the 4-H Treasurer’s Record Book and 4-H Secretary’s Record Book for the year. Receipt of the 4-H Treasurer’s and Secretary’s Record Books and confirmation of the fiscal review is required for re-authorization of the club’s use of the 4-H name and emblem for the following year. Clubs cannot be re-enrolled until this requirement is met.

17. It is a decision of the local Extension Unit whether to offer the 4-H Cloverbud program depending on fiscal and human resources. If the decision is made to offer the program, then all 4-H Cloverbud policies must be followed.

18. Youth ages 5-7 must be enrolled in a separate Cloverbud Club with a dedicated Cloverbud volunteer leader.

19. 4-H Cloverbud Clubs are activity-focused and not project-focused and built on cooperative learning, rather than competitive activities. 4-H Cloverbud members participate in occasional, non-competitive, age-appropriate, properly supervised activities.

20. Agricultural Premium Funds are not available for this Cloverbud-age youth.

21. Counties that offer the Illinois 4-H Cloverbud option are expected to use age appropriate, cooperation-based methods to give feedback and recognition, while minimizing failure in the activities of the Cloverbud curriculum. The focus of this feedback is to promote the child’s confidence in meeting new challenges.

22. 4-H Cloverbud members do not participate in an ongoing, planned series of activities, whether it is a 4-H Shooting Sports program (e.g. archery, air gun, hunting, etc.), science project, an animal project (e.g. raising of cows, sheep) or any of the project areas of 4-H. The primary difference between a 4-H Cloverbuds activity and a 4-H project is that a Cloverbuds member engages in varied activities which focus on developing a specific skill or concept utilized in completing the activity rather than focusing on a long-term planned course of study in a specific project area.
BEST PRACTICES & PROCEDURES FOR WORKING WITH 4-H CLUBS

STARTING NEW CLUBS

Quality 4-H club experiences expose youth to eight critical elements. The eight critical elements can be condensed into four core components identified as BIG-M: Belonging, Independence, Generosity, and Mastery.

Belonging
- A Positive Relationship with a Caring Adult
- A Physically or Psychologically Safe Environment
- A Welcoming or Inclusive Environment
- A Structured Environment

Independence
- Opportunity to See Oneself as an Active Participant in the Future
- Opportunity for Self-determination

Generosity
- Opportunity to Value and Practice Service to Others

Mastery
- Opportunity to Achieve Competency or Mastery

Positive Youth Development resources can be found on the Portal: 4-H Contacts: Resource Library: Positive Youth Development/Big M.

Who Should Organize the New 4-H Club?

Expanding the 4-H club program and increasing the availability of group experiences for youth should be a priority for all Extension staff connected with the youth development program in a County/Unit. The process for organizing a new 4-H club involves a series of activities that can be initiated by an individual, a group, or Extension staff. Usually the 4-H program coordinator or 4-H Youth Development Educator coordinates the 4-H expansion process working together with one or more 4-H volunteers. The Extension staff should meet with the local Expansion & Review Committee to evaluate a community’s needs and priorities for a new 4-H club in a given community or environment. Refer to the Expansion and Review Fact Sheet series for step by step instructions for successfully expanding Illinois 4-H programs found on the Portal: 4-H Contacts: Resource Library: 4-H Program Expansion.

When the decision is made to organize a new 4-H club, an Extension staff member, mentor leader or an experienced 4-H volunteer leader may provide leadership for the new club organization process. Many 4-H leaders can be very helpful in starting new clubs when their own clubs, because of membership size, interest or leadership, cannot serve all the youth that want to belong. Many established 4-H clubs
sponsor new 4-H clubs, letting club members share their guidance and leadership with other young people.

**When Should a New 4-H Club Be Started?**

A new 4-H club may be started anytime. Multi-project clubs are typically organized in September or October. This allows time for necessary organizational meetings and for the creation of a yearly club program by a program planning committee. However, clubs in all settings can be started at any time interest is expressed by a group of young people or a skilled volunteer.

**How Is a New 4-H Club Organized?**

The following ten-step process for organizing a new 4-H club is offered to serve as a guide. While the order in which activities take place may vary depending on the starting point, each step is important to the new club’s success and should receive attention. The main idea is to have a well-organized approach, carefully devised plans and determination to put the plan into action.

**Here are ten basic steps for establishing a 4-H club:**

1. Identify the target area and population.
2. Build interest in 4-H.
3. Provide information about starting a 4-H club.
4. Identify interest in participating.
5. Identify members’ and leaders’ specific interests.
6. Enroll members and leaders.
7. Orient leaders.
8. Help the club organize its structure.
9. Meet as a club.
10. Complete a project and demonstrate mastery of the skills or knowledge.

A description for completing each of these steps is provided in the *Helping You Help Youth: Organizing A New 4-H Club* (L90501c) publication. A listing of resources to support starting and supporting new 4-H clubs is located in the Related Resources Section.

Refer to the following Illinois 4-H resources once an area/community and audience has been identified for targeted program expansion:

- *Staff Checklist for Starting a New 4-H Club*
- *Starting a New Club Checklist for Volunteers.*
CLUB OFFICERS AND COMMITTEES

A unique feature of many 4-H clubs is that members of 4-H clubs elect officers OR youth who serve in leadership roles, and hold business meetings. When clubs have officers, the typical 4-H club positions include; President, Vice President, Secretary, Treasurer, Reporter, and Recreation Chairperson. Additional officers who may be added at the discretion of the membership include Sentinel, Librarian, or Sergeant at Arms and others.

The President, Vice President, Secretary, and Treasurer, along with the organizational leader, make up the Executive Committee. The Executive Committee plans the club program for the year and acts on official business for the club when a vote of the membership is not necessary. The Executive Committee appoints appropriate sub-committees needed to carry out club business.

When clubs have youth serve in leadership roles, the youth may assume leadership responsibilities for different planned activities of the club program; or they may take on the leadership for specific components of the club meetings. The leadership responsibilities may be an ongoing responsibility, they may occur on a rotating basis, or in some instances they may be identified based on the specific interests or skills of the individual members.

THE YEARLY CLUB PROGRAM

Each 4-H club is encouraged to plan an annual program in advance. There is ample space in the Secretary's Record Book for recording each month’s program plan and minutes. A copy of the club program should be on file at the Unit office. The club should provide copies to each 4-H family.

The Executive Committee or a program committee usually plans programs. The entire club votes to accept the plan. 4-H members should be empowered to plan and carry out the programs for their club.

Clubs have the opportunity to be recognized for the 4-H Experiences that they provide their members, families, and communities, as well as apply to be honored for Excelling in Community Service, Project Learning, and/or Leadership. (See Recognition and Awards Section for more information.)

BEST PRACTICES & PROCEDURES FOR CLOVERBUD CLUBS

4-H Cloverbud Clubs are a separate experience for youth ages 5-7 by September 1 of the current year.

4-H CLOVERBUD PROGRAM FOUNDATIONS

The 10 foundations provide the basis for the program and how the activities are developed and conducted to promote healthy outcomes for 4-H Cloverbud members (Scheer, 1997).


2. Cooperative-Learning Centered: Activities and curriculum are done in small groups as opposed to doing activities alone.
3. **Noncompetitive**: Children are engaged in curriculum activities that are noncompetitive without setting up categories or classes that create inequities. Young children have a difficult time understanding winning and losing. Feeling and fact are often merged, and when children lose, they relate negative feelings to their self-worth and identity.

4. **County Junior Fairs Are Open to Participate for 4-H Cloverbuds, but for Display Only**. Children can display work completed in their 4-H Cloverbud clubs and/or participate in 4-H Cloverbud Show and Tell experience. It is important to make sure that it is noncompetitive and equal recognition is given to all participants. This does not mean that young children cannot be given advice or tips on how to improve their exhibit or work.

5. **Activities Are Safe for Children**: Special consideration must be given to ensure the safety of 4-H Cloverbud-aged children.

6. **Activities Are Age Appropriate**: The activity should be designed at their age level.

7. **4-H Cloverbud activities Are Different From the 4-H Program for Older Youth**:

<table>
<thead>
<tr>
<th></th>
<th>4-H Cloverbud Club</th>
<th>4-H Club for Older Youth</th>
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</thead>
<tbody>
<tr>
<td><strong>Type of Learning</strong></td>
<td>Activity Centered</td>
<td>Project Centered</td>
</tr>
<tr>
<td><strong>Type of Instruction</strong></td>
<td>Leader Directed</td>
<td>Self-Study, Individual and Leader-Directed</td>
</tr>
<tr>
<td><strong>Recognition</strong></td>
<td>Participation</td>
<td>Competition</td>
</tr>
<tr>
<td><strong>Learner Resource</strong></td>
<td>Activity Manual</td>
<td>Project Manual</td>
</tr>
</tbody>
</table>

8. **Curriculum is Success Oriented**: Allow children to gain confidence and promote self-esteem by mastering 4-H Cloverbud activities.

9. **Animals and Animal Subject Matter Should Contribute to 4-H Cloverbud Objectives and Foundations**: Any animal activity must meet the above foundations and 4-H Cloverbud objectives such as promoting self-understanding (self-esteem) and social-interaction skills.

10. **Activity is Fun, Positive, and Focuses on the Five General Life Skill Areas Through the Experiential Learning Cycle**
    https://ohio4h.org/sites/ohio4h/files/imce/Families/4H%20Cloverbud%20Program%20Foundations%202.20.15.pdf

**4-H CLOVERBUD CLUBS**

**Curriculum**

Illinois 4-H provides a variety of resources for Cloverbud projects. The Welcome to 4-H New 4-H Member Guide introduces Cloverbuds to introductory project learning activities that they can work on as a group. A complete list of the approved Cloverbud projects can be found in the latest issue of the Illinois 4-H Clover publication.
4-H Cloverbud Volunteers

Screened volunteers working with the Illinois 4-H Cloverbuds will be oriented and trained in the following:

- The policies of the Illinois 4-H Cloverbud program.
- Learning and developmental characteristics of this age youth.
- Use of 4-H Cloverbud curricula.
- The Illinois 4-H Volunteer Behavior Guidelines, with particular attention to a sensitivity of working with the younger age group.
- Planning/creating group learning experiences for 5- to 7-year-old youth.
- Volunteer development skills specific to their roles

4-H Cloverbud Volunteer Orientation

All new 4-H Cloverbud volunteers are encouraged to participate in the 4-H Cloverbud Orientation. Each county has a CD from Ohio State University to use in orientation. In addition, there is an Illinois 4-H Cloverbud Leader Guide available to order through 4-H Online and a Helping You Help Youth fact sheet titled – “Transition 4-H Cloverbuds to the 4-H Multi-project Club Program.” This is available in print or web-based versions.

4-H Cloverbud Recognition

Counties are expected to use age-appropriate, cooperation-based methods to give feedback and recognition, while minimizing failure in the activities of the 4-H Cloverbud curricula. The focus of this feedback is to promote the child’s confidence in meeting new challenges. Research with this age group indicates the best way to build confidence is to provide many activities that emphasize success, however small. Competition with self and others is inappropriate for the 4-H Cloverbud level, and therefore, Illinois 4-H Cloverbud members should not be eligible for any competitive events.

County fairs provide a wonderful opportunity to provide reinforcement to the success building for 4-H Cloverbuds. Planned 4-H exhibition experiences held during county fairs are open to participation by 4-H Cloverbuds as non-competitive exhibitors. Cloverbud group displays are encouraged. Agricultural Premium Funds are not available for this age group. Other age appropriate exhibit opportunities for 4-H Cloverbuds to share what they’ve learned might include events such as (but not limited to) a “parent night” event or a group display at the public library.

4-H Cloverbud Participation ribbons are available for order through the Illinois 4-H warehouse. You may order one ribbon per Cloverbud per year. Cloverbud certificates as well as graduation ceremonies, certificates, and diplomas are available on the Portal: 4-H Contacts: Resource Library: Cloverbud

WAYS YOUTH ACCESS 4-H CLOVERBUD CLUB

Illinois 4-H learning activities for youth ages 5 to 7 may be delivered in a variety of ways. While delivery modes may vary to accommodate situational needs and available resources, it is important that the learning opportunities are based on the needs, interests, and learning styles of this age group.
4-H delivery modes focus primarily on young people working in groups; however, when working with youth ages 5 to 7 years, it should be remembered that each child develops at his or her own pace. All youth may not be at the same stage of development. They may not all be developmentally ready to learn effectively in groups and may have little group loyalty.

4-H Cloverbud groups should have at least five members and one or more volunteer leaders. This applies to Cloverbud groups meeting in all of the setting options.

4-H Cloverbud Group Types Offered in Different Settings

1. 4-H Cloverbud Clubs: 4-H Cloverbud clubs are organized specifically for youth ages 5-7 years. All participants are of this age group. Due to the interests and abilities of children in this age group, it is suggested that they meet at least two times per month for one hour each. 4-H Cloverbud members should be engaged in activity focused experiences based on cooperative learning in a group setting. The group operates with a planned program throughout the year.

2. 4-H Club Aligned 4-H Cloverbud Clubs: 4-H Cloverbud Clubs may be connected to a club with older youth but must have a dedicated 4-H Cloverbud volunteer leader. If the 4-H Cloverbud program meets at the same time as the 4-H club, the 4-H Cloverbuds should meet in a separate room or area away from the older 4-H members. If desired, it is appropriate that Cloverbuds begin the meeting with the 4-H Club for roll call and the pledges; however, they should then transition into their own focused Cloverbud activities. They can also return and participate in the planned recreation if it is an age appropriate activity.

3. 4-H Cloverbud After School Clubs with Partner Sites: Programs offered to children outside of school hours, usually in a school or other community center and incorporating 4-H curricula into existing school age child care programs. Approved 4-H Cloverbud curricula must be used.

ADDITIONAL INFORMATION FOR ALL CLUBS

Organizing New Club Resources: A description of the steps to be completed when starting or supporting a new 4-H club is provided in the Helping You Help Youth: Organizing A New 4-H Club (L90501c) publication. Other resources that staff should refer to as they start and support new 4-H clubs and programs can be ordered through the 4-H Data Management System 4-H Online. The following list outlines many key resources to review and/or share with new volunteers:

“Discover” Clubs developed by Utah State University align very well with Illinois SPIN clubs. Some of the topics include:

- Crime and Science Clubs
- Fitness Clubs
- Forces of Nature Clubs
- Kitchen Science Clubs
- Paper Crafts Clubs
- Sewing Clubs
- Spa and Relaxation Clubs
- Theater Arts Clubs

The resources can be accessed online or have a PDF for printing. Each project has a manual with background info on PYD and outlines for 6 club meetings. The series is designed for a new SPIN club.
leader or a veteran leader that wants to start a new project area. It is taught in a Do-Reflect-Apply format and gives supply lists, prep work, etc. to make it as easy as possible to start a 4-H club.

Go to: www.discoverutah4h.org to download the free guides. A few demographic questions are requested to track use of the curriculum.

Cloverbud Lessons developed by North Dakota State University are in alignment with the Illinois 4-H Cloverbud Club focus. Some of the topics include:

- Caring for a Pet
- Green and Growing
- Exploring with Electricity
- Way Cool Science
- Friends and Me
- Rooted in Community
- Nature Explorers
- Insect Investigators
- Printing with Nature
- Building Works of Art
- Textile Creations
- Dairy Treats

The lesson plan resources can be accessed online and printed as a PDF using the following link: https://www.ndsu.edu/4h/member_information/cloverbuds/cloverbud_lessons/. Cloverbud leaders are encouraged to use the lesson plans if the topics align with club interests. For guidance in managing a Cloverbud Club, please refer to Illinois 4-H Cloverbud resources.

Resources to support the 4-H Cloverbud Program can be found on the State 4-H web site

- Illinois 4-H Cloverbud Leader Guide – (access on website or order through 4-H Online)
- Helping You Help Youth – Transitioning 4-H Cloverbuds to the 4-H Community Club Program – (access on website and print version)

Resources to support the 4-H Cloverbud Program can be found on the Portal: 4-H Contacts: Resource Library: Cloverbud.

- Illinois 4-H Cloverbud Leader Guide
- Helping You Help Youth – Transitioning 4-H Cloverbuds to the 4-H Community Club Program
- Illinois 4-H Cloverbud Program: A Guide for Staff
- Illinois 4-H Cloverbud Orientation & Training Lessons
- 4-H Cloverbud Clip Art

Factsheet - Kindergarten – 3rd Grade Programs at http://nifa.usda.gov/sites/default/files/resource/K-3rd%20Grade%20Programs%20in%204-H.pdf

OSU Extension 4-H Cloverbud Orientation CD: new to each office in 2012
CURRICULUM AND EVALUATION

4-H Curriculum is defined as the sum total of all intentional learning experiences. Curriculum includes:

- Outputs such as: meetings, events, workshops, trainings, field trips;
- Activities such as: club, school enrichments, afterschool, camps; and
- Inputs such as: print, web-based, and other technology based sources of educational information.

CURRICULUM PROGRAM REQUIREMENTS & GUIDING PRINCIPLES

4-H CURRICULUM GUIDING PRINCIPLES

1. Support and advance Mission Mandates through foundational, critical, and emerging issues.
2. Science, Engineering and Technology, Healthy Living, and Citizenship provide the content framework for 4-H curriculum.
3. Content is framed around the Essential Elements, inclusivity, and life skills.
4. The contextual framework for positive youth development programming includes Belonging, Mastery, Independence, and Generosity.
5. Inclusivity means curriculum is relevant and fair to multiple groups, builds and strengthens relationships and fosters respect across various differences.
6. Life skills are those skills one needs to be ready for life and career prepared with an emphasis on decision-making, responsibility, communication, and leadership.
7. Learning experiences are developmentally appropriate.
8. Positive youth development theory and research shapes intentional learning experiences relevant to age and is cognizant of physical, emotional, social, and mental development.
9. Content has a scope and sequence; has objective and standards; and is research-based.
10. Curriculum is based upon the experiential learning model with opportunities to experience/explore, share/process, generalize, and apply. Curriculum has a process based upon educational standards for learning design from start to finish. The focus on inquiry-based learning includes opportunities for experimentation, investigation, questioning, and argumentation.
11. High-quality with a comprehensive development process.
12. In order to be marketed nationally, 4-H curricula must pass a jury review process. All curricula used in Illinois 4-H Youth Development programs should meet or exceed the standards for passing national jury review. The State 4-H Office and State 4-H Curriculum Specialist share the responsibility for maintaining and enhancing the quality of 4-H curricula.
DEFINITIONS

Experiential Learning: The process of completing a learning activity, thinking about what was learned, and applying that to similar situations in the future. 4-H Youth Development has adopted a five-step model first developed by Pfeiffer and Jones (1975). Many of the learning activities in 4-H curricula are organized according to this model.

Learner Centered: The pace of the learning is controlled by the learner rather than forced by a teacher or leader. Interaction is multi-directional. The focus is on the learner’s construction of new knowledge from existing knowledge. Experiential learning is necessarily learner centered.

Learning Activities: 4-H curricula are often organized into discreet learning activities wherein the learner should acquire a specific chunk of knowledge or content skill, and also have opportunity to practice one or more life skills.

Learning Objectives: Clear statements of what the learner should know, or better yet, be able to do after completing a learning activity or unit of instruction. 4-H curricula often state both content objectives and life skill objectives.

Life Skills: The purpose of 4-H curricula is to teach youth life skills using content (projects) as a vehicle. Life skills are those broad developmental skills (sometimes called “affective” skills or “soft skills” in the corporate world). There are several life skill taxonomies. The most widely used in 4-H curricula is the Targeting Life Skills model from Iowa State University: http://www.extension.iastate.edu/4h/explore/lifeskills/

Program: A sustained experience characterized by a series of progressive learning activities that build upon previous knowledge toward the attainment of specified learning objectives. The term is often misused (e.g. “doing a program”) to denote a single, distinct learning activity or presentation that may or may not be a part of an overall, true learning “program.”
**Reputable, Unbiased Research**: Studies conducted using appropriate sampling, methodology, and data analysis techniques to address identified research problems. Publication of results in refereed journals and/or proceedings of refereed research conferences are the usual yardstick of quality research.

**Teacher Centered**: Learning activities controlled and directed by a teacher or leader. Interaction is unidirectional. Content is typically “delivered” to learners from teachers by various methods.

**COPYRIGHT APPROVAL**

All material put in a written otherwise tangible form (i.e. web site, music, video, etc.) is automatically copyrighted from the moment of creation. It is not necessary for a formal copyright statement to be included for the copyright to be enforceable.

Extension employees should assume that they need to receive permission to copy or reproduce any materials, including those written or created by Extension colleagues, unless it is absolutely clear that the intent is for broad distribution as in the case of news releases and articles.

A limited amount of material may be reproduced for a class on a one-time-basis provided that the inspiration for the use must come too close to the actual date of the program to permit solicitation of permission from the author/publisher. However, the material may be used only one time. Any subsequent use requires advance permission. It is extremely important that only a small amount of material can be used. This is considered a “Fair Use.”

**ORIGINAL WORK**

Since all University of Illinois Extension educators’ works are considered “works for hire” and are technically owned by the University, the Extension emblem along with the 4-H clover and its protective language should be included on any original work developed by Extension educators.

The material should also include the copyright status: “Copyright 20__ University of Illinois Board of Trustees.” A statement should also be included that indicates the material’s copyright requirements. The statement usually goes right after the copyright symbol and statement. If the material is freely available for distribution, the following statement should be included: “This publication may be reproduced in whole or in part provided that proper credit is given to University of Illinois Extension.” More restrictive language would require the user to contact the author for permission to reproduce the materials. In that case the following statements would be necessary: “for information on permission to copy or reproduce portions of this publication, please contact (insert contact information).”

**APPROVAL FOR USE**

Any curriculum included in the National 4-H Curriculum Collection has passed the national jury process and is approved for use in all 4-H Youth Development settings in Illinois. The National 4-H curriculum is available at [http://www.4-h.org/resource-library/curriculum/](http://www.4-h.org/resource-library/curriculum/). All projects that are listed in 4-H Online, described in the Illinois Clover and supported with publications available through the State 4-H Office, are referred to as state projects. State projects are also approved for use in all 4-H Youth Development settings in Illinois. Not all state projects are included in the National 4-H Curriculum Collection.
Situations often arise wherein Extension staff members desire to adapt or develop curricula to meet specific needs. Curricula that is intended for statewide use must be submitted for review and approval by the State 4-H Curriculum Specialist. The review and approval process offers the following advantages:

- It ensures that the materials conform to standards established for 4-H curriculum.
- It identifies and communicates to teachers, the links between 4-H projects and the Illinois Learning Standards.
- The jury review process for new 4-H curricula serves as a tool for marketing 4-H curriculum to various audiences.

**HOW DOES THE PROCESS WORK?**

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<thead>
<tr>
<th>Who does it?</th>
<th>What do they do?</th>
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</thead>
<tbody>
<tr>
<td>Anyone who develops or adapts materials for use in statewide 4-H programming</td>
<td>Submit program materials and application form to the State 4-H Curriculum Specialist.</td>
</tr>
<tr>
<td>State 4-H Curriculum Specialist</td>
<td>Select review teams; forward applications to appropriate youth development specialists and/or content specialists for review</td>
</tr>
<tr>
<td>Youth Development and Content Specialist Review Teams</td>
<td>Review and rate curriculum materials using the 4-H Curriculum Evaluation Rubric.</td>
</tr>
<tr>
<td>State 4-H Curriculum Specialist</td>
<td>Compile results; notify applicants of status; recommend action if necessary.</td>
</tr>
<tr>
<td>Applicant</td>
<td>Take necessary action to receive approval</td>
</tr>
</tbody>
</table>

**PROGRAM IMPACT EVALUATION**

All staff that design, deliver, and supervise 4-H programs and activities have responsibility for the ongoing monitoring and assessment of program quality and impact. Depending on the nature of the program, evaluation may mean complying with and implementing statewide assessment strategies or it may mean working with a resource person to design outcome assessments for specific local programs. In either case, program evaluation results should be used by staff and volunteers to assess program effectiveness and generate impact reports for internal and external stakeholders.

**PRE-PLANNING FOR PROGRAM EVALUATION**

Program evaluations should be designed well in advance of program implementation. In fact, program evaluation is a critical step in the program development process and should happen at the same time a program is being designed or when plans are being made for implementing an on-going program. It is also important to allocate adequate time during the program time for evaluation. Making evaluation activities part of the program creates optimal conditions for youth to complete evaluation questionnaires and/or for evaluators to observe the program. Finally, time should be set aside post-program for the review of evaluation results.
PROGRAM EVALUATION AND COMMON MEASURES

Common Measures are used to collect data across similar programs to measure overall impact. At the National Level, tools are available to measure Science, Healthy Living, Citizenship, Career and College Readiness, and Universal 4-H outcomes. Illinois 4-H has used national survey questions and outcomes to create Illinois 4-H Common Measures. Youth Development Educators can access IRB approved instruments and protocols on the Youth Development Portal. Statewide evaluation priorities are identified each year and related analytic survey results and stakeholder reports are available on the 4-H Contacts Portal. It is recommended that Units and Counties prepare stakeholder reports using State aggregated outcomes and Unit/County specific examples of programs and 4-H member stories.

PROGRAM EVALUATION AND RESEARCH

In many cases, program evaluations will be conducted for program monitoring and research purposes. If the program evaluation is carried out for research purposes and involves human subjects it must comply with all policies guiding the protection of human subjects. These policies are supervised by the University of Illinois at Urbana-Champaign Institutional Review Board (IRB). The University of Illinois at Urbana Champaign (UIUC) policy statement regarding research is available at www.irb.illinois.edu.

The distinction between program evaluation used for internal program monitoring and reporting purposes and research is contingent on a number of factors and is based on policy interpretations of officials at the IRB. It is recommended that staff first consult with designated Extension personnel to determine whether their evaluation meets the standards of research. If the designation is unclear after this initial consultation, then IRB personnel should be consulted.

REQUIRED HUMAN SUBJECTS/IRB TRAINING (as per e-update from Pennie Crinion May 8, 2013)

As stated at the UIUC IRB web site, “as of January 1, 2008 the University of Illinois requires that all faculty, staff, students and researchers listed on an IRB protocol application complete the required training.” In addition, University of Illinois Extension requires that all newly employed Extension staff complete and provide copies of certificates of completion of on-line training regarding requirements related to human subject’s research.

Specifically, Extension Administrators, County Directors, Extension Educators, Outreach Assistants, Program Coordinators, and Academic Hourly Staff need to complete the CITI Social Behavioral Core Training Modules. Completion of the CITI Internet Research-SBR training module is also required since information from individuals will at times be collected online. Since 4-H related evaluative research will involve children and youth under the age of 18 years, staff working with these youth need to complete a third CITI training module, Research with Children-SBR. Information on completing the training modules can be found at www.irb.illinois.edu.

(Directions for completing the training are located on the Extension Portal Intranet Tab, in the IRB section.)

Certificates of completion should be downloaded and printed for all modules. A copy should be retained in the employee’s file, with additional copies provided to the County Director, Regional Director, and the State 4-H Office. These certificates are only valid for three years. To renew certification, completion of
the training modules will need to be repeated and certificates printed and copies provided to the County Director, Regional Director, and State 4-H Office.

IRB APPLICATION FOR EXEMPTION

In some cases, the research being conducted by 4-H staff will qualify for an exemption from full IRB Board review. In this case, the IRB Application for Exemption form is completed and the research protocol is reviewed by IRB personnel. In order to receive the exempt status, the research must meet the standards of one or more categories of exemption listed on the IRB Application for Exemption form, which is available at the IRB web site: www.irb.illinois.edu.

Extension IRB Contact: The Director of Extension Program Planning and Assessment is the designated Extension IRB contact.

ADDITIONAL RESOURCES—CURRICULUM

Portal: 4-H Contacts: Resource Library: Curriculum Support: Submitting Curriculum for Approval
- Curriculum Rubric – Use this rubric to evaluate curriculum or 4-H projects for adoption statewide.
- Curriculum Approval Application – Use this form to submit a curriculum for consideration as a state 4-H curriculum or project.
- Illinois Learning Standards

Available from National 4-H Council Curriculum Development Resources
Curriculum Development Fact Sheets available at http://www.4-h.org/resource-library/curriculum/development/develop/

• Designing for Developmental Appropriateness
• Essential Elements of Positive Youth Development
• Experiential and Inquiry Based Learning
• Experiential Learning Principles
• Guiding Principles of 4-H Curriculum Development
• Fact Sheet on Inquiry-Based Learning
• Inclusive and Diverse Learning Experiences
• Integrating the Mission Mandates in Curriculum
• References and Copyright Issues
• Targeting Life Skills
• Understanding Learning Styles
• Using the 4-H Name and Emblem
• 4-H Curriculum Development: Using Intra-Campus Resources
• 4-H Curriculum Development: Using Inter-Campus Resources
• Using 4-H Curricula to Maximize Learning
ADDITIONAL RESOURCES—PROGRAM EVALUATION

- IRB at www.irb.illinois.edu
- Portal: Intranet (left column): IRB
- Portal: Youth Development: IRB
- Portal: 4-H Contacts: Evaluation

4-H Common Measures: http://4-h.org/professionals/common-measures/

University of Wisconsin Extension Program Development and Evaluation web site: http://www.uwex.edu/ces/pdande/index.html

The University of Wisconsin Extension Program Development and Evaluation web site is an on-line learning center rich with resources for building one’s knowledge of evaluation practice. Resources include:
- Planning a Program Evaluation booklet
- Steps in Program Evaluation model
- “Enhancing Program Performance with Logic Models” on-line course
- Evaluation Quick Tips
- Evaluation Instruments
- Evaluating 4-H Youth Development Programs: http://www.uwex.edu/ces/4h/evaluation
ENROLLMENT

According to federal guidelines, any youth that participates in a program, which is planned, organized, delivered, and evaluated by University of Illinois Extension, is referred to as a 4-H youth participant. Since 4-H is a public, not for profit, government supported, university-based program, University Extension staff are responsible for the evaluation and accountability of the entire Extension 4-H youth program. Therefore, all Extension staff that work with youth through Extension programming must report those youth through the established Extension 4-H youth enrollment and reporting system. The 4-H Online system facilitates this reporting in each University of Illinois Extension Office.

POLICIES

1. All 4-H Youth Development engaged youth are entered in 4-H Online as a member of a Club, an independent member, a program participant, or a camp attendee. (See Characteristic of Clubs below to determine if youth are members or participants.)

2. Youth reached through short-term, one-time programs or non-educational events are counted by staff in their monthly activity report, and NOT entered in 4-H Online.

3. Teens as Teachers or any other teen leadership group should be enrolled in 4-H Online as a SPIN club and all members should select at least one Leadership project.

4. All Cloverbud Clubs should be listed in 4-H Online as a separate club, even if they are associated with another 4-H Club for older youth. The name should include “Cloverbud,” such as 4-H Sparkles Cloverbuds (youth ages 5-7) and 4-H Sparkles (youth ages 8-18).

5. Illinois 4-H members may participate in 4-H under a shared membership arrangement with another county; however, approval must be granted by both counties prior to enrollment by completing the 4-H Shared Membership Agreement form. Members may not benefit economically from exhibiting the same project at multiple local or county 4-H exhibitions, fairs, or shows, including premiums, auctions, trophies, ribbons, and other awards. Members may apply for 4-H awards or recognition in only one county and not across state lines. 4-H program fee should be paid in the county of residence.

6. Staff, in conjunction with the 4-H Expansion and Review Committee, are required to monitor club membership by reviewing rosters to assess whether club demographics reflect the demographics of the local community (race, ethnicity, gender). (See Affirmative Action section for more information.)

7. Annually the State 4-H Office will use county club enrollment numbers to create an invoice of $7/member to be transferred to the State 4-H Office. These funds are used to support statewide elements of the 4-H Youth Development Program such as marketing, evaluation and recognition.

8. Annually, enrollment numbers from 4-H online are reported to NIFA as part of our Federal Fund requirements.
PROCEDURES FOR ENROLLMENT

The 4-H year is from September 1 to August 31. Members and leaders enroll in 4-H for one year. At the end of each year, they are encouraged to re-enroll for the next year. At the time of enrollment, all 4-H members must register for a minimum of one project or course of study. County staff should also enroll new and re-enroll continuing Administrative Groups each year.

ILLINOIS 4-H INDIVIDUAL CLUB MEMBER/VOLUNTEER ENROLLMENT

Both youth and adults are encouraged to complete their 4-H enrollment online at https://il.4honline.com. Paper forms will also be available as needed, which will then need to be entered into 4-H Online by Extension staff. Members and volunteers must be enrolled in 4-H Online to be covered under the American Income Life Insurance year-long policy. Therefore, enrollment is required for all members and volunteers of 4-H clubs, including Independent Members and their Mentors, Cloverbuds and Adults with Intellectual Disabilities program participants. A separate 4-H Event Registration Form will be used when detailed information about each person is needed for involvement in a University of Illinois Extension event such as a workshop, camp, conference, and other 4-H program.

PROGRAM ENROLLMENT

Information about participants in a 4-H program should be collected using the Program Enrollment Form and entered by staff into 4-H Online. The Program Enrollment Form asks for information about all participants, as well as how many of the participants are existing members of a 4-H Club. Information collected for all new participants should include race, ethnicity, type of residence, and grade in school. While participants are not required to provide their race, ethnicity and gender, Extension staff are required by law to ask for this information and to use appropriate means to gather this information where possible. See the Affirmative Action section for more information.

4-H ONLINE

The 4-H Online System is a web-based computer system used to enroll youth and volunteers in 4-H. Families have the ability to create a profile and enroll youth and adults as members or volunteers. They are able to select their clubs, projects, and project publications, as well as pay the $20 enrollment fee.

Project publications and resources are also requested through 4-H Online. The publications can be sent to the club leader or to the Extension office. The cost of publications and other 4-H materials is charged to the Unit office. Units may pass along the cost of publications to individuals or groups that requested the publications.

REPORTING YOUTH PARTICIPATION IN 4-H CLUBS AND 4-H/EXTENSION YOUTH PROGRAMS

The following information helps differentiate among the different 4-H and youth participation types and provides some guidance to categorize the ways we work with youth.
Methods of Delivering 4-H

4-H Club (Youth Development)

Focus – Youth Development

General Characteristics - Each characteristic represents a range of developmental stages. Each club may be at a different stage of development for each characteristic.

- A club has a minimum of 5 enrolled youth.
- A club has one or more identified adult volunteer leaders.
- A club has multiple, sustained activities as a group, meeting six or more separate times. Six hours in one setting does not qualify as a club.
- A club has structures to support youth leadership development.
  - Youth have a major role in planning and leading club activities.
  - Probably has elected youth officers or designated leadership roles.
- A club creates opportunities for members to experience belonging, independence, mastery and generosity (BIG-M) through activities such as community service, individual goal setting, life skills development and educational activities.
- A club helps 4-H members see they are a part of the program.
  - Pledges, flags, curriculum, awards, etc.
- A club may engage members in a wide variety of projects (multi-project clubs) or have a specific project focus such as shooting sports, robotics, or leadership (SPIN or special interest clubs).
- A club is a systematic part of the larger 4-H program.
  - Recognition, Fairs and Exhibitions, Achievement Days, newsletters, etc.
  - County, Regional, State, and National
- A club tends to encourage family involvement.
- Primary impact is measured by evidence of the essential elements of Positive Youth Development (BIG-M: Belonging, Independence, Generosity, Mastery). Additional impact is measured by demonstration of individual mastery and development of life skills.
4-H Extension Youth Program (Issue-Focused Youth Education)

**Focus** - Specific curriculum materials, content area, or activity. Stand-alone educational experience, not a part of on-going, complex 4-H program.

**General Characteristics** - (Most but possibly not all present. Generally, characteristics are set for the activity and not developing for each group.)

- In Programs, youth are identified as the group and not as individuals.
- Programs could be organized in collaboration with other partner organization.
- Programs are usually organized and lead by Extension staff, older youth, adult volunteer, or agency partner.
- Program content is focused on the issue area.
- Impact is measured by learning and skill outcomes.
- Staff are encouraged to invite youth to participate in broader 4-H opportunities.
- Hours of learning depends on learning objectives, awareness can be taught in an hour, skill development might take more than 6 hours. Programs are designed based on best practice research in experiential learning, scientific inquiry, multiple learning styles, and ages and stages of child development.
- Programs developed by content specialists.
- Limited or no focus on life skills development unless it is the primary focus of the activity.
- Limited or no focus on youth leadership development unless it is the primary focus of the activity. (team building/challenge)
  - Generally, no youth officers.
  - Youth may have some role in planning and leading activities.
- Limited or no citizenship/character/community service aspects unless it is the primary focus of the activity. (for example, a onetime stream clean-up)
- The activity and participants are generally not a part of the larger 4-H program.
- Limited efforts to involve family.
4-H Camps and Youth Conferences (Youth Development and Youth Education)

Focus - Youth development, custodial, and/or content-focused

General Characteristics - (most but possibly not all present)

- Generally identified youth
- Staff of adult leaders, often older youth, sometimes volunteers
- Awareness of being a 4-H member may be a part of the program.
  - Pledges, flags, curriculum, awards, etc.
- Variety of activity format within a fixed time-frame
  - Multiple content, short-term
  - Focused content, extended
- Generally strong educational program and life skills development
- Often strong youth leadership development
- Generally strong citizenship, character, and/or community service aspects
- Might be a part of the larger 4-H program.
  - Entry point into 4-H
  - Extended opportunity for club members and activity participants.
- Overnight camping includes being away from home at least one night (resident, primitive, or travel camping). Conference includes being away from home at least one night (retreat center, hotel, college campus)

Independent Member

This option is recommended for older teens; however, younger aged youth may participate in select, pre-approved situations. Independent membership is most appropriate for collegiate-age 4-H youth that are living away from home while pursuing advanced education. Other approved situations would include when youth may find that the service area for the nearest or most suitable 4-H club requires too much distance to travel. All 4-H individual members must have an adult mentor to give guidance to the member’s 4-H project work and should be enrolled in 4-H Online as a volunteer/leader. See Member and Volunteer Sections for more information.

Administrative Groups

Administrative Groups are volunteers, including youth that plan, implement, and evaluate 4-H programs, activities, and events. Administrative groups provide county level support to local 4-H programs. They consist of Extension Councils, advisory groups, planning committees, funding boards, Expansion and Review committees, volunteer mentors, management volunteers, and other Unit level planning groups. In addition, counties can use this group to manage internal data such as newsletter lists or other local
information such as judging teams since their members are already enrolled in another club, program, or activity. Note: All 4-H Federations should be listed as administrative groups.

**SETTINGS FOR 4-H CLUBS & 4-H/EXTENSION YOUTH PROGRAMS**

The following are explanations for terms used in the Data Management System. Settings or locations differ depending on the target audience to be reached. Each setting requires Extension to work with a different type of partner. Documenting our work in each type of setting is important for reporting purposes and future planning.

**Generally Out-of-School-Time (OST)**

*Community*

Parents/guardians usually make the decision to have their child participate. The club/program is delivered primarily through volunteers. A community based club or program can be organized within a town, neighborhood, or city block. Locations can vary from community buildings, to churches, a business location, libraries, or homes.

*Partner Site*

Learning experience is coordinated by partnerships of 4-H/Extension and organization administrators. An agency partner, rather than a parent, has made the decision to have young people participate in 4-H or an Extension program. Clubs or programs are typically embedded in organizations such as community centers, Y-programs, housing projects, Boys & Girls Clubs, schools, after-school programs, etc.

*Military Installation*

Clubs or programs generally organized within an Illinois military installation – Rock Island Arsenal, Scott Air Force Base, Great Lakes Naval Station – for the youth of military families; or sponsored by military family support organizations.

**Generally, In-School-Time**

*During School*

These clubs or programs are delivered primarily by school personnel or volunteers. A school based club or program is typically offered as an extra-curricular or elective option. Students self-select to participate.

**Other Terms**

*Integrated*

More than one race of 4-H-aged youth resides in the service area of the 4-H club or group. The service area may include a township, community, election precinct, ward, school district, city block, building complex, or other geographic area delineated by the Unit.
Non-Integrated

Only one race of 4-H aged youth resides in the area serviced by the 4-H club or group. The service area may include a township, community, election precinct, ward, school district, city block, building complex, or other geographic area delineated by the Unit.

GUIDELINES FOR SHARED MEMBERSHIP

Illinois 4-H members may participate in 4-H under a shared membership arrangement with another county; however, approval must be granted by both counties prior to enrollment by completing the 4-H Shared Membership Agreement form. Members may not benefit economically from exhibiting the same project at multiple local, county or state 4-H exhibitions, fairs, or shows, including premiums, auctions, trophies, ribbons, and other awards. **Members may apply for 4-H awards or recognition in only one county and not across state line. 4-H program fee should be paid in the county of residence.**

This policy is designed to meet the changing needs of today’s families, including youth who live with parents or guardians in dual or multiple legal residences due to divorce or separation. Shared membership is also an option when a project(s) or exhibitions are not offered in the county of residence. It is not an option just because a 4-H Show is deemed better in a neighboring county or the 4-H member has friends or relatives who are enrolled in another county. Shared membership will not be approved to accommodate family vacations or other summer activities that may interfere with the scheduled 4-H Show in their own county. The 4-H program and Extension staff must be flexible and ready to adapt to the ever-changing family situations to provide youth easy access to 4-H youth development programming. Youth seeking shared membership should meet with extension staff in both counties to secure a signed agreement PRIOR to enrolling in 4-H.

**Sample Dual County Membership Situation**

Jan and Tim Todd are 4-H members in Sumner County and attend school in that county. However, in the summer, they live with their father in Doud County. The youth wish to continue their 4-H participation during the summer months.

With approval of staff in both Extension units, the youth are enrolled in their home county and receive project manuals. Extension volunteers agree to help the youth with their project work.

State 4-H policies allow them to exhibit a project in only one county and not across state lines. It is agreed that Jan will exhibit her foods, clothing, and art projects at the Doud County 4-H show, yet she will participate in the Sumner County public speaking contest that is held in the spring. It is agreed that Tim will exhibit his rocketry project at the Sumner County 4-H Rocket Launch and he will exhibit his computer, small engines, art, foods, and dog training projects at the Doud County 4-H Show. The Extension staff agrees that Sumner County will claim both Jan and Tim in the county’s certification for member premium eligibility. Doud County Extension staff agrees to report all award ratings earned by both youth to the Sumner County Extension staff. Sumner County Extension pays all premiums earned by both youth and requests reimbursement for the premiums paid through the Illinois Department of Agriculture Bureau of County Fairs.
The agreement specifies that both Jan and Tim may attend 4-H camp, 4-H Illini Summer Academies, and participate in other summer 4-H activities with youth from the Doud County Extension Unit.

Following the completion of their 4-H records, Jan and Tim may apply for 4-H awards in Sumner County.

A written agreement outlines the needed action required by the youth, parents, Extension staff, 4-H club leaders, and Councils to eliminate any miscommunication and confirm expectations.

The Extension staff should be as flexible as possible and do what is necessary to help youth continue their participation in 4-H.

ADDITIONAL RESOURCES

Funding support for 4-H clubs and programs:

- Program fee assistance (see Handbook Section Affirmative Action/4-H Program Fee)
- IL 4-H Foundation Grants [http://4hfoundation.illinois.edu/grants](http://4hfoundation.illinois.edu/grants)
  - NEW: Illinois 4-H Club Growth & Innovation Grant Application ($1,000/county and metro area)
  - 4-H Teen Leadership Training Grant
  - 4-H Teen Teacher Recognition Grant
  - IL IFYE Assn Hugh Wetzel Travel Award
- Volunteer Training: Funds are available for county, unit, multi-unit and/or regional trainings. Complete and submit form found on Portal: 4-H Contacts/Volunteer Training / Volunteer Training Funding Support Request. Submit to Pat McGlaughlin (patm@illinois.edu)
- “Core expenses” related to the implementation of issue-focused, state-supported programs are reimbursable with state funds. Requires submission of “Letter of Intent” found on the Portal: 4-H Contacts within the folder for each program. These must be submitted to the identified contact person in the State 4-H Office.

On the Portal: 4-H Contacts: Resource Library: Enrollment

- 4-H Individual Member/Volunteer Enrollment Form
- 4-H Program Enrollment Form (a.k.a. Short Form)
- 4-H Shared Membership Agreement
FAIRS, EXHIBITIONS & PREMIUMS

Exhibit opportunities are an integral part of the total 4-H learning experience. All 4-H exhibit opportunities should be positive learning experiences for the members. As youth complete their projects, they MASTER SKILLS that lead to future career and life choices.

Mastery relates to "self-efficacy" ... believing in yourself and knowing you are capable of achieving goals and mastering tasks. We all need to feel and believe we are capable. Experiencing success at solving problems and meeting challenges develops self-confidence. 4-H encourages youth to take risks, seek out challenges and focus on self-improvement rather than comparing ourselves to others. 4-H clubs help youth achieve success by:

- Encouraging club members to set project goals.
- Providing opportunities for youth to demonstrate their knowledge and skills to others.
- Providing opportunities for feedback and public recognition.

POLICIES RELATED TO FAIRS, EXHIBITIONS, PREMIUMS

1. Conference judging is the preferred method of evaluation and requires 4-H members to be present to share in the evaluation of their project work.

2. Participation in 4-H exhibitions is optional on the part of the 4-H member but all clubs and programs are encouraged to offer opportunities for members to share what they are learning as part of a mastery experience.

3. A youth who enrolls in a 4-H club must attend at least one meeting to be called a 4-H member. Youth that do not comply are not eligible to take part in 4-H exhibitions, receive 4-H premiums, or other 4-H awards and recognitions that are available to 4-H members.

4. Fair and Show exhibit classes and procedures should be evaluated annually at the county level. A designated county committee should approve changes of classes, rules and/or procedures.

5. Counties may establish reasonable project enrollment deadlines for eligibility to exhibit at local 4-H shows. Such deadlines must be published.

6. Counties may establish attendance policies for eligibility to exhibit at the county level. Should attendance policies be established, counties are responsible for the fair and impartial administration of the policies. They must be equally administered for all 4-H clubs within the county.

7. 4-H clubs may not establish club meeting attendance policies for eligibility to exhibit at the county level or beyond.

8. The Agricultural Premium Fund is authorized under the Agricultural Fair Act and administered by the Illinois Department of Agriculture Bureau of County Fairs. State statutes govern state aid to agricultural and 4-H fairs and exhibitions. The Department of Agriculture Administrative Code provides rules and regulations governing procedures for participating in the Agriculture Premium
Fund. The Illinois Department of Agriculture Bureau of County Fairs has outlined the following rules that provide direction and procedures for the management of 4-H premium funds:

a. Counties must provide an exhibit opportunity for members who are eligible to receive 4-H premiums unless the individuals or groups within the club setting have waived this program option.

b. Exhibit opportunities may occur at any time throughout the year and are encouraged as culminating mastery events.

c. Participation in the Agriculture Premium Fund is optional. Individuals and clubs may choose not to receive premium payments as awards for individual achievements in 4-H project work. Notification of non-participation must be made in writing to the local University of Illinois Extension Office at the time of 4-H enrollment.

d. All 4-H exhibitions should be held in a location that can be accessed conveniently by the participants and their families and the public can observe the members’ achievements. Prior public notice of the event must be given.

9. The annual End-of-Year Agriculture Premium Fund (APF) report is due in the State 4-H Office by the annual date requested. All expenditures for judges’ fees and ribbons must be verified with receipts and other supporting documentation. Two copies of the computer-generated printout of Projected Premiums Due Exhibitor Report prepared by the 4-H Online fair program (signed by the County Director and staff member generating the document) must be submitted with the annual report. All reimbursement claims must be submitted on the special form provided by the Illinois Department of Agriculture.

10. The State 4-H Office, in conjunction with the University of Illinois Extension Unit staff, annually certifies to the Bureau of County Fairs the number of youth eligible to participate in the Agriculture Premium Fund in each county.

11. The certified number of 4-H youth that are eligible to receive 4-H premiums in each county includes: 1) Club: Setting: Partner Site; 2) Club: Setting: Community; 3) Club: Setting: Military Installation; 4) Club: Setting: During School; and 5) Independent Member. All eligible youth must be eight years of age and not yet nineteen years of age on or before September 1 of the 4-H year in which the 4-H enrollment figures were compiled.

12. Youth that are included in the premium-eligible certification must have access to viable exhibit opportunities related to their 4-H projects. The following criteria are to be met:

a. Participating 4-H members must be between the ages of 8 through 18 (as determined by member eligibility date) to be eligible to participate in the 4-H Agriculture Premium Fund.

b. The youth were enrolled in the project areas in which they are exhibiting at local 4-H shows and fairs unless the exhibit requirements state otherwise.

c. A public display/exhibition where prior public notice of the event was given is available to the youth.

d. At least one 4-H exhibit class was offered for every project in which the members were enrolled.
e. The members and leaders were informed of exhibit opportunities, classes, and exhibit requirements. Extension staff must document how this information was distributed.

f. The exhibit opportunity was provided reasonably close to the completion of the project work. Counties may offer more than one exhibit opportunity during a program year.

g. Approval for the exhibition and exhibit classes were secured from the State 4-H Office not less than three weeks prior to the event.

13. 4-H members or youth participating in groups within the club setting that do not meet the above criteria must be subtracted from the certification of county 4-H premium-eligible youth.

14. The names, addresses, and birth dates of all 4-H premium award winners are on file in the 4-H Online, in which they are maintained for three years.

15. Exhibit rules must adhere to all state 4-H policies and be in keeping with legislation and regulations governing 4-H exhibitions and premiums.

16. Cloverbuds and adults (over the age of 18) with intellectual disabilities are not eligible to receive premiums offered through the 4-H Agricultural Premium Fund. Counties may choose to provide exhibit opportunities for Cloverbuds and Adults with Intellectual Disabilities as a non-competitive, shared group experience.

17. Members, leaders, parents, and other volunteers must be informed of county exhibit opportunities, class offerings, rules, and procedures for exhibitions. This information must appear in print or be posted to the Extension Unit website.

18. Members that are included in the 4-H premium eligibility base must be on record by name, address, and birth date in the local Extension office. This record must be retained and maintained for a period of three years.

19. All youth that meet membership eligibility and participate in a 4-H exhibit opportunity are eligible to receive 4-H premiums. Limited funds may necessitate establishment of a maximum amount of funds or maximum number of exhibits eligible for premium payment that any one member may receive. If this is done, it must be nondiscriminatory and apply to all classes of projects.

20. Members may participate in 4-H exhibit opportunities offered by the county in which they are enrolled. Care must be taken in cases of members participating in 4-H programs in multiple counties. Members must secure approval by Extension staff in both counties prior to entering a 4-H exhibit at a county 4-H show outside the county in which the member lives. A member may receive 4-H premiums in only one county. The county that claims the member in its eligibility base for certification and requests 4-H premium reimbursement from the Department of Agriculture is the county that pays the member for all 4-H premiums earned. A member cannot benefit financially from exhibiting the same 4-H project in more than one county.

21. Premiums must be paid to an exhibitor of a 4-H project that has been exhibited in a bona fide 4-H exhibition unless the exhibit has been proved to be fraudulent or the project was removed by the exhibitor prior to the conclusion of the exhibition.

22. Distribution of the 4-H premium funds by a county office must be documented. A receipt signed by the 4-H exhibitor must be secured to acknowledge receipt of a cash premium. Staff should utilize features within 4-H Online to generate the Year-End Report for Bureau of County Fairs of Projected
Premiums Due Exhibitor which will serve in lieu of individual signed receipts from 4-H members who receive a payment by check.

23. 4-H premiums may be paid only to individual 4-H members. Premiums may not be paid to 4-H clubs, leaders, teachers, or administrators of Extension programs.

24. Should a 4-H exhibit be prepared by more than one 4-H youth, the rating received and corresponding premium earned shall be provided to each 4-H youth that took part in preparing the exhibit.

25. **NOTE: TAX IMPLICATIONS FOR AWARDS, GIFTS, PRIZES & 4-H PREMIUMS:** Program participants (including minors) may be required to provide their social security or individual tax identification number prior to receiving an award, gift, prize or 4-H premium to ensure proper IRS tax reporting by law. University policy requires information for all recipients that receive $100.00 or more over the course of a calendar year. Since multiple payments often occur to the same individual for amounts less than $100.00, but over the course of the year exceed $100.00 for the individual, Extension requires all payments be reported. This sensitive information is kept confidential and handled through social security protected software (PEAR). Specific requirements for when to collect SSN or ITIN from participants, as well as step by step instructions are posted on the Portal: 4-H Contacts: Resource Library: Fiscal: Procurement & Payables. Please contact the Extension Business Office if you have any questions.

26. The Youth Livestock Auction is a non-Extension sponsored event, with 4-H members participating by choice. (*See the complete list of related policies below which must be completely adhered to.*)

27. **LEASING OF LIVESTOCK FOR EXHIBITION:** Currently in Illinois 4-H, the leasing of animals for 4-H youth projects and exhibition is only approved for horses and dogs. This means the 4-H member must have ownership of all other species that they may be exhibiting in 4-H youth shows such as county fairs. Counties may however add a special lease class to a species in which only leased animals participate. This would be a local decision and those animals would not be eligible (if leased) for state fair. It is also suggested that grand overall champions that may enter in auction be selected only from the traditional owned classes. It is up to the local county to develop and monitor the lease forms they choose to use. Animal ownership means the name of the exhibitor is listed as owner on the pedigree or in the instance of a non-pedigreed animal that they have verification from the seller either verbal or a purchase receipt.

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**POLICIES RELATED TO YOUTH LIVESTOCK AUCTION POLICY**

**YOUTH LIVESTOCK AUCTION POLICY**

The Youth Livestock Auction is a non-Extension sponsored event, with 4-H members participating by choice. **The Youth Livestock Auction must have a separate bank account and Employer Identification Number (EIN) not associated with county Extension Office funds.** A 4-H Federation or Extension In & Out account is not an approved revenue stream for auction monies.

The livestock auction must be sponsored by an outside business, community organization, or other entity. 4-H volunteers can still help this sponsoring group with the planning, on-site implementation, and follow-up responsibilities related to the event. Examples of such a sponsoring organization include,
but are not limited to a separate 501(c)(3) County 4-H/Extension Foundation (not a UIF affiliate), Farm Bureau, fair association, commodity group, building association, local business, bank, or chamber of commerce.

An Authorization to Use the 4-H Name & Emblem for Youth Livestock Auctions form must be completed annually by the sponsoring organization and submitted to the County Director for approval in order to use the 4-H name and emblem in its activities and promotions throughout the year. This document also describes the major tasks agreed upon by the sponsoring organization (conduct the event using sound financial practices, issue the checks, acknowledge donors with receipts, and provide liability insurance for the event).

Extension staff will not be allowed to take an active role in the planning or coordination of the livestock auction, but may attend committee meetings in an advisory role. Staff may also attend the auction as a visitor to support the efforts of 4-H youth and adult volunteers during the event.

The Extension Office will continue to be the approved source of some pertinent information such as 4-H membership records, 4-H fair entries, and 4-H Show results once the Authorization to Use the 4-H Name & Emblem for Youth Livestock Auctions form has been signed.

Since this will be vital to the success of the sponsoring group or organization and its volunteers, Extension staff are authorized to:

- Verify 4-H youth membership and eligibility for exhibition
- Collect livestock sale cards for 4-H participants
- Assist volunteers in using office equipment for making copies
- Provide show weights
- Provide show results
- Provide assistance in developing livestock auction guidelines
- Attend Youth Livestock Auction for visibility

At the discretion of the County Director, the Extension Office may also demonstrate their support and appreciation of these community partnerships by including information about the youth livestock auction in their 4-H fair book, schedule of events, and correspondence as long as the sponsoring organization is clearly identified. Livestock auction checks issued by the sponsoring organization may not be held or distributed by the Extension offices. The sponsoring organization is responsible for making arrangements for distributing the payments after the fair.

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**ILLINOIS DEPARTMENT OF AGRICULTURE ADMINISTRATIVE CODE**

**Chapter I, Section. 260.300, Subchapter j: Fairs**
**Subpart C: Procedures for Participation in the 4-H Fund**
**Section 260.300: Appropriation and Eligibility**

a. University of Illinois Extension units shall be eligible to participate in appropriations made to the Department of Agriculture for premiums and judges’ fees paid at county 4-H shows or exhibitions approved by the State 4-H Office and based on the Accountability for Agricultural
Premiums report in the following order in accordance with the provisions of Section 14 of the Act:

1. cash premiums awarded; and
2. judges’ fees paid (not to exceed $800).

b. County 4-H shows or exhibitions must have separate and distinct classes from junior and open show classes.

c. All exhibit classes or types of projects must be approved by the University of Illinois Extension State 4-H Office within three weeks prior to the show or exhibition. (NOTE: All projects listed in the Illinois Clover that are intended for individual enrollment must have an exhibit opportunity offered at the county level and publicized in the 4-H Show/Fairbook.

d. All projects must be competitively judged and exhibited at a public display where reasonable prior public notice of the event has been given. If judged and exhibited at a county fair, the projects must be shown and judged separately from junior and open show classes.

e. The amount or method used to determine the amount of the 4-H premium must be publicly stated and notice sent to the University of Illinois Extension State 4-H Office in advance of the show or exhibition. Premium amounts must be on a graduated scale.

f. Only one show or exhibition of a class or type of project work will be eligible for awards as provided in Section 14 of the Agricultural Fair Act. Members may receive only one premium per class exhibited.

g. Only awards to eligible 4-H members during the current year are eligible for reimbursement.

h. Livestock and exhibits must be on the fairgrounds on the opening day of the 4-H show and remain until the close of the 4-H show, unless earlier dismissal is granted by the Bureau in accordance with Section 260.50(a).

Chapter I, Section 260.310, Subchapter j: Fairs
Section 260.310 Pro Rata Payment and Justification (Repealed)
(Source: Repealed at 26 Ill. Reg. 5122, effective April 1, 2002)

PROCEDURES

JUDGES’ PAYMENTS

All payments to judges must be processed using TEM. This policy allows University Payables to comply with federal tax law that requires us as a University to report to IRS total annual payments to individuals of $600 or more.

SUBMITTING 4-H EXHIBITION REQUESTS

1. Use the most up-to-date Exhibition Request Form which can be found on the Portal: 4-H Contacts: Resources: Agricultural Premium Fund.
2. The request is to be submitted to the State 4-H Office at least three (3) weeks in advance of the exhibition.

3. Submit a current year 4-H Fair Book or class description of the project/exhibit class(es) being held. If you post your show book to your unit web site be sure to note that location on the exhibition request form. Be sure to include the Illinois Department of Agriculture Disclaimer Statement.

4. If you are not sending your current Fair Book, you can fax your exhibition request forms to our office. You can also fax request forms for a specific project/exhibit (i.e. Public Speaking Contest, 4-H Foods Demonstration Contest, etc.) along with the description if the exhibition will be held before your Fair Book is printed or posted on the unit web site.

5. When you are requesting approval for your County Fair it is not necessary to submit an exhibition request for each show being held (i.e. Beef, Dairy, Sheep, Specific Show, General Project Show, Foods Show, etc.) You may file ONE exhibition request for XXXX County 4-H Fair with the following attachment:
   a. On a separate sheet please provide the "Show Schedule" that will include the exhibition name, date, location, and time for each specific show.

6. The exhibition request form must include how premiums you are offering will be calculated, either a) Graduated premiums, or b) calculated using the "X" Factor (preferred method). This information should also be included in your 4-H Fair Book.

7. Make sure the exhibition request form is signed by the County Director.

8. Counties need to offer exhibit opportunities for every project listed in the Illinois Clover that is intended for individual enrollment even if the project does not have a State Fair exhibit opportunity offered.

COMMONLY ASKED 4-H PREMIUM AND EXHIBITION QUESTIONS AND ANSWERS

What should we do if we paid 4-H premiums at a 4-H exhibition that was not open to the public?

According to the premium rules, 4-H projects must be judged and/or exhibited at a public display where reasonable prior public notice of the event has been given. Extension staff must arrange to hold 4-H exhibitions at which reimbursement for premiums awarded will be sought from the Illinois Department of Agriculture in publicly accessible arenas. Counties are advised that prior public notices of all 4-H exhibitions are required. Premiums paid at exhibitions that were not open to public viewing are not eligible for reimbursement from state funds.

I understand that we need approval from the State 4-H Office for all 4-H exhibitions. Is this true?

All exhibit classes or types of projects must be approved by the State 4-H Office not less than three weeks prior to the show or exhibition. Be sure to submit the dates, times, locations, projects to be exhibited, premium amounts and plans for public notice. A State 4-H Office approval request form is available to provide uniform structure to this process. This information will be placed the county’s 4-H
exhibition file in the State 4-H Office. A copy of the approval statement shall be submitted with the county’s annual 4-H premium report.

**Do we need to send you a copy of our 4-H fair book?**

No, provided that you have posted the current year version to your county website. If you do not post your fair book, then yes, the 4-H show/fair book must be included with the year end 4-H Premium Report, unless it was forwarded earlier. It is requested that draft copies of the county 4-H show/fair book be included with the 4-H exhibition request form. The pertinent information ... exhibition dates, times, locations, class numbers, titles and descriptions, premiums to be awarded, and plans for public notification.

**There is a report from the 4-H Fair Management Program that shows the x value for each rating in each class. Do we need to submit that?**

This information needs to be in your 4-H exhibition announcement. The 4-H premium rules require that the amount or method used to determine the amount of the 4-H premium must be publicly stated. The fair book, which is distributed to all 4-H members, would be an appropriate place to include this information. Department officials have expressed that 4-H premiums were established so that they could serve as incentives for youth to excel in 4-H project work and encourage participation in county fairs and 4-H exhibitions. For this to happen, 4-H youth need to be aware of the potential reward for participation in this 4-H activity.

**What about school or community-based special interest clubs where the youth are creating a project, exhibiting it, and we are paying those premiums . . . Does this need to be approved too?**

Youth enrolled in community based, school based, after-school, military, or special interest 4-H clubs (voluntary participation in sustained educational programs of six or more meetings with elected or appointed officers and five or more members) are eligible to receive premiums providing the members meet age qualifications and the club is provided a 4-H exhibit opportunity. Additionally, youth that are enrolled as individual members or groups within the club setting are eligible to receive premiums provided the members and their groups meet criteria. Youth participants in 4-H short-term programs are not eligible to receive premiums.

**How do we pay premiums to youth who participate in 4-H exhibitions throughout the year?**

Counties are not obligated to pay premiums to 4-H members until funds have been received from the Illinois General Assembly. The documentation showing the projected itemized premium due each exhibitor by 4-H club will be included with the year-end report.

**Do we have to pay a 4-H exhibitor?**

Premiums must be paid to an exhibitor of a 4-H project exhibit in a bona fide 4-H exhibition unless the exhibit has been proved to be fraudulent or the project was removed by the exhibitor prior to the conclusion of the exhibition.
Can we pay one 4-H premium check to the 4-H club that includes all of the premiums earned by the club and let the club treasurer write and distribute individual premiums to the members? If the club does not have a club treasurer, can we write a check to the leader and have him/her distribute the premium money earned by the member? Can we purchase something for the club like (i.e., a book, equipment, pizza party, etc.) that benefits all 4-Hers in lieu of individual premiums?

None of the above is permissible. Only awards to eligible individuals are eligible for reimbursement. Bureau of County Fairs officials have made it quite clear that 4-H premium payments may not be made to a group or anyone other than the individual members that earned them.

We held a one-day conference for all 8th graders and gave out T-shirts for a premium for some posters that the kids made. Can we get reimbursed for the cost of the shirts?

No. Members of short-term programs, which include participants at a one-day conference, are not eligible to participate in the 4-H premium program. Therefore, reimbursement from 4-H premium funds available through the Department of Agriculture is not appropriate for any program expenses for these 4-H groups including the cost of T-shirts or other prizes.

In the past, our county offered a "make-up" exhibit opportunity usually within a week of the 4-H show. The members come in to the Extension Office and meet with a judge for the project(s) that they had to miss. Premiums were always awarded to these youth. Do you see a conflict with these "make-up exhibits" and the new premium guidelines?

Sounds like you could be planning another 4-H exhibition if very many of the youth are unavailable to attend the first one. The new rules require that prior public notice be given for all 4-H exhibitions and that the events must be open to public inspection. I don't think that the situation that you described allows for or encourages this type of inspection. In addition, it might be difficult to have competent judges available for all projects that might be brought in.

We received the estimated amount that is available for 4-H premium reimbursement to our county. Does this include the $800 for judges’ fees or is the reimbursement for judges’ fees separate?

The $800 in judges’ fees is separate and in addition to the estimated maximum reimbursement your county can expect to be reimbursed for 4-H premiums awarded to youth.

How do we handle premiums earned by youth that participate in 4-H activities in two counties?

Care must be taken in cases of members participating in 4-H programs in multiple counties. A member may receive 4-H premiums in only one county. The county that claims the 4-H member in its eligibility base is the county that pays the 4-H member for all 4-H premiums earned. A member cannot benefit financially from exhibiting the same 4-H project in more than one county.

What do we do if we have to postpone, reschedule, or cancel a 4-H exhibition?

Notify all potential exhibitors and the State 4-H Office in writing of the change in schedule. If the event is to be rescheduled, provide prior public notice of the new date, time, and location. If the event must be
cancelled, arrange for alternate opportunities for youth to showcase their 4-H project proficiencies, i.e., at exhibitions in other counties through cooperative arrangements, added exhibit classes, or extended deadlines to accommodate the affected youth at scheduled 4-H exhibitions within the county, etc.

*We have accumulated a sizeable balance from uncashed premium checks. What can we do with those funds?*

According to Illinois Department of Agriculture, Bureau of County Fairs and Horseracing, counties can utilize those dollars to pay out to eligible current year 4-H exhibitors. However, these dollars must be added in after the current year projected itemized premiums due exhibitor report has been generated and printed. Counties are not to comingle funds from two separate fiscal years. Please contact the Extension Business Office, Associate Director of Budget and Finance, in Mumford Hall for assistance with this process.

**SUBMITTING 4-H PREMIUM REPORTS FOR 2017 FAIRS/EXHIBITIONS**

1. Do not make any changes to the number of eligible 4-H members or the estimated maximum premiums due to County/Unit without prior approval from the State 4-H Office.

2. Be sure that the University of Illinois Extension - County Director signs the report.

3. Counties should submit two (2) copies of the Report of Projected Premiums Due Exhibitor report. Be sure that the total of all premiums due is the same as the total that is indicated on the report. The Extension staff members who are responsible for preparing and submitting the information should sign the report. Please note that projected 4-H premium expenses that are greater than the estimated maximum reimbursement amount may be considered for reimbursement should pro rata funds be available. New procedures and reports will be provided as we move to 4-H Online.

4. Copies of receipts that have been signed by judges or copies of approved University vouchers should be submitted to substantiate the amount claimed for reimbursement. The sum of the receipts must be the same as the total that is designated on the 4-H report. Up to $800 for judges’ fees may be claimed for reimbursement. Additional judges’ expenses (in excess of $800) may be considered for reimbursement should pro rata funds be available. Expenses for judges’ meals, travel, or other consumables are not eligible for reimbursement.

5. Expenses for 4-H ribbons that were used in conjunction with a county 4-H show or exhibition may be considered for reimbursement should pro rata funds be available. If the county purchased a multi-year supply of ribbons, only the cost of the portion of ribbons distributed this year may be submitted.

6. The following should be included when submitting year end reports:
   a. One copy of the 4-H Premium Report.
   b. One copy of the approved 4-H exhibition forms that allowed the use of 4-H premiums in conjunction with specific county 4-H exhibitions.
c. Two signed copies of the Report of Projected Premiums Due Exhibitor by 4-H club. This report provides the itemized listing of premiums due each 4-H exhibitor that participated in at least one County 4-H Exhibition. In 2017, new procedures and reports will be provided as we move to 4-H Online.

d. Documentation to justify reimbursement claims for 4-H judges. Examples: 1) copy of processed University of Illinois TEM reports showing the judges name, date of service and area they judged; 3) copy of the University of Illinois Banner statement indicating the name of the Vendor (judge), amount paid, date, and noting the exhibit class on the form.

e. Receipts for ribbon expenses that were used in conjunction with this year’s county 4-H exhibition. Invoice (NOT packing slip) should show the ribbon type, number of ribbons of each type, and cost. The invoice should reflect the total bill. If ribbons are being used from a previous year’s invoice, then a copy of that invoice must be submitted. The number of ribbons used each year must be broken down on each invoice. Note: Only the costs of ribbons are eligible. Costs of Trophies, plaques, stickers, entry tags, etc. are not eligible for reimbursement. Discounts must be taken. Costs of shipping, handling, set-up fees and rush fees are not reimbursed.

7. DO NOT send the 4-H Premium Report directly to the Illinois Department of Agriculture Bureau of County Fairs in Springfield. There are certain procedures that must be followed in the State 4-H Office before each county report is submitted.

ADDITIONAL RESOURCES

On the Portal: **4-H Contacts: Resource Library: Fairs/Exhibitions: County 4-H/Premium (APF)**

* Agricultural Premium Information*
  - Approval for County 4-H Exhibition Request Form
  - Evaluating 4-H Show/Fair Books
  - Illinois Department of Agriculture Disclaimer Statement
4-H FISCAL MANAGEMENT

The Secretary of Agriculture of the United States Department of Agriculture holds the 4-H name and emblem in trust for the educational and character-building purposes of the 4-H program. The 4-H name and emblem can be used only as authorized by the statute and according to the authorization of the Secretary or designated representative. Illinois 4-H clubs and groups are authorized by their local University of Illinois Extension office to use the 4-H name and emblem. In requesting use of the 4-H name and emblem, the members and leaders of Illinois 4-H clubs and groups agree to conduct their business in accordance with federal, state, and local laws and University of Illinois Extension policies. This privilege brings a degree of accountability – to the USDA, the University of Illinois, and the local community served by the 4-H club or group.

4-H FISCAL MANAGEMENT POLICIES

FINANCIAL CONSIDERATIONS FOR ILLINOIS 4-H CLUBS

Federal, state, and county tax funds are the major source of support for all University of Illinois Extension programs, including 4-H. These funds are used to carry out Extension’s mission as an educational arm of the USDA and land grant universities. There are some educational efforts provided through 4-H that cannot be supported properly by tax funds alone. Private support monies are generated by local and state 4-H Foundations and other sources. All funds used in support of 4-H programming should be: 1) given and used for priority educational purposes; 2) accounted for efficiently and responsibly.

Illinois 4-H clubs are not recognized by IRS as a tax exempt entity. When a 4-H club receives a donation or grant that requires a 501(c)(3) status, an alternate revenue stream must be identified in order to issue the necessary tax receipting. The local Extension office is not allowed to accept these funds on behalf of the club and issue a check directly back to the club since the donation/grant is made to and acknowledged by UIF as a gift to the University of Illinois. Funds donated to a Unit or UIF for a 4-H club (or any other program) must remain in the University system.

“OWNERSHIP” OF 4-H CLUB FUNDS

Many 4-H clubs find it necessary to secure funds to support the activities of members and adult volunteers in their pursuit of educational and community service goals. It is required that funds raised/given in support of 4-H should be the matter of public trust. Further, it is important that funds raised in the name of 4-H belong to 4-H, and not an individual or group of individuals. They should be carefully managed in order to safeguard the positive image of the organization for future generations. It is imperative that the funds be used only for appropriate and authorized purposes. County Directors and academic professional staff that manage the Unit’s 4-H program are ultimately accountable for the stewardship of funds raised within the Unit.
Fundraising should not be a 4-H club’s major objective. Funds should be raised for specific purposes including community service projects and assisting youth that do not have resources to participate without financial help. Fund development must be directed so the contributions are to 4-H and 4-H controls the disbursement of the funds. Decisions regarding the use of 4-H club funds should be made through a majority vote of the members. These decisions should be duly recorded in the club minutes and placed in the secretary’s record book. Adult volunteers should not be permitted to unilaterally make decisions about the management and expenditure of club resources.

Local 4-H leaders are responsible for helping the treasurer “keep the books,” that is, the club’s receipt book (numbered and dated) for all cash receipts to the club, checkbook and check register, checks, and bank statements. Conflicts may arise if money is not handled carefully and accurately. Adult volunteer leaders can protect the treasurer and the 4-H club from conflict by encouraging responsible and accurate handling of the club finances. The adult leaders should 1) support and advise the 4-H club treasurer, and 2) be informed on financial issues that affect the 4-H club.

**INDICATION OF FINANCIAL ACTIVITY STATEMENT**

4-H clubs that neither hold assets, nor plan to conduct fund-raising activities must complete the Indication of Financial Activity Statement at the beginning of the new program year and submit it to the local Extension office certifying this status. This is an annual requirement for all 4-H Clubs without an EIN. The Indication of Financial Activity Statement is referenced in the Additional Resources at the end of this section of the 4-H Management Handbook.

**CLUB CHECKING ACCOUNTS**

All 4-H clubs that collect money or raise funds to maintain the clubs should establish a checking account at a public financial institution. No certificate of deposits or other long term investments are allowed since 4-H clubs should focus on educational activities not fundraising and investments. An exception is made for 4-H clubs that raise or hold less than twenty dollars ($20) in the 4-H club treasury. Money not placed in an account should be held in a secure location and detailed records of fund use should be maintained. The club treasurer is required to maintain adequate and accurate records of the club’s funds and be accountable for those monies to the members, leaders, and the public. All 4-H clubs that handle funds must submit a completed Illinois 4-H Treasurer’s Book and the two page Illinois 4-H Club Annual Financial Statement to the University of Illinois Extension office at the close of the 4-H year.

Clubs that maintain club funds are required to select a treasurer from the membership. The treasurer may be a signatory on the club’s fiscal account (depending on age). A minimum of two (2) elected or designated adults also will be signatories on the account. The club may determine that it is necessary to designate other appropriate individuals as additional signatories on the account. Two signatures are required on all checks, preferably that of the treasurer and that of one adult not related to the treasurer. Some banks have implemented new policies that do not allow youth less than 18 years to sign checks. In this case, the club should still elect a treasurer, who will fulfill the remaining tasks, including, but not limited to: prepare the financial reports (monthly and annual), write the checks, and balance the bank statements. It is not recommended that a parent and child from the same family be co-signers. Authorized signatures will need to be updated each time a new treasurer is elected or when leadership changes in the club.
In addition to the club Employer Identification Number (EIN), the name of the public financial institution holding 4-H funds and the account number(s) of all 4-H club fiscal accounts must be recorded in the Illinois 4-H Treasurer’s Record Book. Club monies should not be commingled in personal financial accounts.

**DEBIT AND CREDIT CARDS**

Illinois 4-H clubs are not authorized to obtain or use ATM, debit, or credit cards in the name of the University of Illinois or 4-H.

**MAXIMUM 4-H CLUB TREASURY BALANCE**

A 4-H club is required to manage their treasury responsibly. All 4-H club funds must be used to support the 4-H program and educational activities of its members. The 4-H club is not allowed to accumulate excessively large fund balances unless there is a specific project or activity that has been identified by the 4-H club.

The maximum 4-H club balance must not exceed twice the current year of club expenses recorded in the 4-H Club Annual Financial Statement. When the total club treasury balance exceeds this amount, the 4-H club must prepare and submit a long term spending plan to the County Director for approval. A template of this spending plan is referenced in the Related Resources at the end of this section of the 4-H Management Handbook.

**EMPLOYER IDENTIFICATION NUMBER (EIN) FOR 4-H CLUBS**

The Employer Identification Number (EIN) is an important term for staff working with 4-H. Each 4-H club with fiscal activity/has a club treasury (checking or savings account) at a financial institution must have an EIN in order to open the account. This number is permanently linked to the club and its official name. Once IRS issues this number, the official club name cannot be changed, so careful thought should be given during the original application process. The official club name should be used on all bank account(s) and tax filing documents.

The official club name and EIN must be linked to the group exemption number (GEN: 5941) assigned by IRS to the Illinois 4-H Central Organization for federal tax exempt status.

The EIN application process for new 4-H clubs is completed online by an Extension staff person on behalf of the 4-H club. Instructions for securing an Employer Identification Number (EIN) for new 4-H clubs is posted on the Portal and referenced in the Related Resources at the end of this section of the 4-H Management Handbook. It is important to stress that adult volunteers and bankers should not apply for an EIN since they would not be able to provide the appropriate GEN identification information needed by IRS. Leaders should not use their personal Social Security number on any fiscal accounts or documentation for the 4-H club.

There are three forms required from clubs that obtain an EIN:

1. Annual Financial Statement
2. Articles of Organization
3. Illinois 4-H Group Tax Exempt Authorization

These forms are all posted on the Statewide Extension Portal: **4-H Contacts: Resource Library: Fiscal Resources**. When entering a new 4-H Club with an EIN into 4-H Online, there is a new tracking receipt for all subordinate fiscal forms. 4-H staff should indicate in the checkboxes when the completed form is received from the 4-H club.

**ILLINOIS SALES TAX FOR 4-H CLUBS**

4-H clubs use their own separate EIN for fiscal reporting purposes and are not a part of the University fiscal management system. Therefore, 4-H clubs are not eligible to use the University’s sales tax exemption certificate issued by Illinois Department of Revenue. 4-H clubs will now be responsible for paying all Illinois sales tax on items purchased. Volunteers who purchase products and request reimbursement from the Extension office will only be compensated for the cost of the item; not any sales tax incurred. (See exception for ammunition purchases made by a volunteer in the Shooting Sports section of the 4-H Management Handbook.)

**BUDGETING**

It is recommended that 4-H clubs prepare a budget for the year. A budget is a written plan for fund development and expenditure of money for a set period of time, usually one year. The budget should include a “rainy day” fund to replace broken, lost, or consumed items as needed. If a club has a large inventory or expensive equipment, members may approve the purchase of an additional insurance policy to cover these expenses. When a budget is established the members of the club must approve it. It is not necessary to seek additional approval for payment of individual items already listed in the budget. If a club does not have a budget or items arise that are not part of the budget, each item needs to be presented to the members for approval before payment. Approval of these payments must be included in the monthly Secretary’s minutes for verification. This accomplishes two things: 1) all expenditures of the club funds are made with the full approval of the club, and 2) club members learn how money flows into and out of an organization. An Introduction to 4-H Club Finances (fact sheet) and 4-H Club Annual Budget Worksheet are referenced in the Related Resources at the end of this section of the 4-H Management Handbook.

**HANDLING CASH**

All 4-H club financial transactions should take place by check rather than cash to ensure accountability. The 4-H leaders should encourage the treasurer to deposit funds promptly as per University policy which requires deposits when cash and/or checks on hand reach $200, or at least once per week. Two people should be involved in making deposits – one to prepare the deposit and one to make the actual deposit. All cash received should be acknowledged with a printed receipt (numbered and dated). The receipt should include the source of the funds (such as a car wash, fruit sales, etc.), the date, and if possible, the name of the person making the payments. These receipts should be kept with the appropriate deposit
slip to serve as back-up documentation for all bank deposits made. The receipts should also become a permanent part of the treasurer’s records.

NOTE: The printed receipts are issued to acknowledge 4-H club income. Receipts for these funds are NOT recognized as tax deductible for the donor.

**TAX IMPLICATIONS FOR AWARDS, GIFTS, PRIZES & 4-H PREMIUMS:** Program participants (including minors) may be required to provide their social security or individual tax identification number prior to receiving an award, gift, prize or 4-H premium to ensure proper IRS tax reporting by law. University policy requires information for all recipients that receive $100.00 or more over the course of a calendar year. Since multiple payments often occur to the same individual for amounts less than $100.00, but over the course of the year exceed $100.00 for the individual, Extension requires all payment be reported. This sensitive information is kept confidential and handled through social security protected software (PEAR). Specific requirements for when to collect SSN or ITIN from participants, as well as step by step instructions are posted on the Extension Statewide Portal: [4-H Contacts: Resource Library: Fiscal: Procurement & Payables](#). Please contact the Extension Business Office if you have any questions.

**NON-CASH DONATIONS**

Non-cash donations to clubs (consumable donations of supplies or miscellaneous items) should be acknowledged in writing to the donor. Non-consumable donations such as equipment or animals should be accepted only if the club is prepared to accept the responsibilities of ownership including care, maintenance, and insurance. Written acknowledgment should be sent to the donor and a copy must be kept in the treasurer’s records.

The Internal Revenue Service requires a specified set of written documents to be completed by the donor if a non-cash gift is valued at $500 or more. Refer to the IRS website link included in the Related Resources at the end of this section for additional information. Valuation of a non-cash donation is the responsibility of the donor, in consultation with his/her tax advisor and individuals qualified to appraise items of this type. It is not appropriate for a 4-H club, staff member, or volunteers to place a value on items donated. Donors cannot specify the individual recipient of cash or non-cash donations.

Clubs should not feel compelled to accept non-cash gifts. The County Director and Regional Director should be contacted whenever there is a question about the appropriate action with respect to accepting and managing any donation.

**4-H CLUB FUNDRAISING GUIDELINES**

4-H clubs should plan fundraisers only when additional funds are needed to meet the needs of their budget and goals for the coming year. Clubs should not plan and conduct fundraisers every year just because they always have done so. The maximum number of tax exempt fundraisers allowable by Illinois Department of Revenue for 4-H clubs and other charitable organizations is two per year. See [http://www.revenue.state.il.us/legalinformation/regs/part130/130-2005.pdf](http://www.revenue.state.il.us/legalinformation/regs/part130/130-2005.pdf).
Whether selling a product, soliciting donations, or requesting in-kind support, it is the goal of 4-H to project an image of a high quality, educational organization. Fund-raising projects that contain poor quality products or services, that violate general community standards, or that are inconsistent with a youth-oriented educational program, should be avoided. Any individual or group soliciting funds, awards, merchandise, or selling materials or services in the name of 4-H shall do so only with the full knowledge and consent of the appropriate University of Illinois Extension 4-H staff before initiating any fund raising activities. This will ensure that the club is operating within the policies and guidelines relating to the use of the 4-H name and emblem and fiscal policies of University of Illinois Extension. All money raised using the 4-H name and emblem must be used for 4-H educational programs and activities. Planned fundraisers that are expected to generate more than $1,000 require the additional review of the Unit County Director. County Director approval is also required for all livestock and horse show fundraisers. The 4-H Fundraising Approval Form is listed in the Related Resources at the end of this section.

In some cases, such as a horse or animal show, a club may wish to raise money through a competition event that charges an entry fee. It is important that all risk management policies are followed in these cases. Competition activities represent a higher risk activity and the 4-H American Income Life policy only covers such activity for youth ages 8-18. Adult competitors are not covered by 4-H insurance and should not be allowed to participate. (See 4-H Animal Shows & Fundraisers listed in the Related Resources at the end of this section of the 4-H Management Handbook)

Some examples of appropriate fund raising:

- Car washes
- Product sales (candy, nuts, fruits, flowers, gift items, bird houses, pizzas, etc.)
- Carnival or fair booth
- Donations for a specific activity (donations made to a 4-H club are not recognized by IRS as a tax deductible expense)
- Special grants

4-H clubs must follow all local, state, and federal laws in regard to health, licensing, labeling, labor, and taxes when conducting local fundraisers.

Clubs which are currently operating with more than two years funds should not conduct additional fundraisers until their funds are depleted below a two-year reserve.

RAFFLES, GAMING, AND 4-H

Raffles cannot be conducted by University of Illinois Extension. This policy applies to all Extension Units, 4-H Federations, and other Extension offices. 4-H clubs are also included in this policy. This does not apply to 501(c)(3) foundations and other independent groups that support Extension through their fund raising activities. These groups are solely responsible for determining their involvement in raffles and meeting the requirements of the Raffles Act.

The option does exist for Extension Units to work with independent groups that conduct raffles. However, the requirements associated with raffles are the responsibility of the independent group and not Extension.
According to Illinois state statutes, a person under the age of 18 years may participate in the conducting of raffles only with the permission of a parent or guardian. To protect our youth and ensure compliance of this statute, 4-H members are not allowed to purchase or sell raffle tickets for any organization sponsoring a raffle.

Refer to the Raffles, Lotteries, Gaming and 4-H Fact Sheet included in the Related Resources at the end of this section of the 4-H Management Handbook.

CHARITABLE ACTIVITIES

Through a majority vote of the membership, 4-H clubs may provide financial donations to an organization or charity from monies generated by club efforts. Illinois 4-H clubs must secure approval from the County Director or his/her designee prior to making a contribution of $100 or more to any organization or charity.

Clubs that raise money on behalf of another charity must inform the public of that charity’s identity and that the monies are not being raised for 4-H. The preferred method of payment is for checks to be made payable to the designated charity. However, if checks are received in the name of the 4-H club on behalf of the charity, these funds can be deposited into the club account using a separate deposit slip. A single check should be issued to the charitable cause/organization in the exact amount reflected on the deposit slip. 4-H clubs are allowed to participate in fundraising intended to benefit a non-4-H collaborative organization in which the 4-H club participates. These fundraising efforts are restricted to the limits above unless fundraising is performed by individual 4-H club members who are not displaying the 4-H logo and where the fundraising directly benefits the collaborative organization.

FISCAL REVIEW

Adult 4-H leaders need to work closely with the club treasurer to complete the monthly treasurer’s reports and the Illinois 4-H Treasurer’s Record Book (revised 2012; available only in electronic format). The treasurer’s book summarizes the club’s financial activities for the year.

Each 4-H club that maintains a treasury or holds financial assets must submit the two page Illinois 4-H Club Annual Financial Statement form along with the Illinois 4-H Treasurer’s Record Book to the Extension office at the end of the 4-H year. A fiscal review committee should be appointed annually to review the financial records of the club. The fiscal review committee should consist of three individuals who are not involved in the expenditure of funds. The suggested make-up of the fiscal review committee is a parent, leader, and member of the club. The individuals on the fiscal review committee shall not be signatories on the bank account, nor shall they be related to those with signature authority. If there are not three individuals that fit these criteria, the club should work out an alternative arrangement with the local Extension office to have the club’s financial records reviewed.

The fiscal review committee examines and verifies the account of the 4-H club at the end of the year or when a new treasurer takes office. When the facts have been verified, the members of the fiscal review committee should sign the two page Illinois 4-H Club Annual Financial Statement form. A fiscal review prevents misunderstandings, and protects the outgoing and incoming treasurer of the 4-H club.
In performing the fiscal review, the following information should be examined – bank statements, cancelled checks, copies of bills paid, deposit slips, receipts for cash received by the club. The following steps should be followed:

- Ensure the bank statements for the club account are included with the Illinois 4-H Treasurer’s Record Book, so that they can be reviewed during the fiscal review.

- Ensure new signature cards are completed annually. The club minutes should reflect who has authority to sign checks. The club Secretary’s Record Book must be submitted along with the Illinois 4-H Treasurer’s Record Book for annual fiscal review. Ensure that a copy of the signatory card is included with the Illinois 4-H Treasurer’s Record Book information.

- Ensure all income is deposited into the account.

- Ensure all expenses are paid by check.

- Ensure that all receipts for the past year are in chronological date order in the receipt record, or are attached to an event financial sheet.

- Ensure the vendor and the amount of the check match the invoice.

- Ensure all expenses are reviewed and approved by the appropriate authorizing person (noted in club minutes and approved by the leader).

- Ensure checks have proper signatures and that signatures have been registered with the bank. Two signatures are required on all checks. Checks should not be pre-signed.

- Ensure that all bank statements have been reconciled. They should be initialed and dated by the person who reconciled the bank statement.

- Ensure the end of month book balances agree with the balances on the bank statement reconciliation.

- Review the two page Illinois 4-H Club Annual Financial Statement form along with the Illinois 4-H Treasurer’s Record Book.

- Check the following in the financial statement:
  1. Check income and expense balance figures
  2. Ensure 4-H club checking/savings account(s) numbers and EIN are included
  3. Check Treasurer’s signature line for signature
  4. Check last page of the Illinois 4-H Treasurer’s Record Book to be sure club inventory was completed.

- Ensure the figures appearing on the record of club finances agree with the financial statement.

- After all steps have been completed and when the fiscal review committee verifies the facts, they may sign the two page Illinois 4-H Club Annual Financial Statement form and forward along with the Treasurer’s Record Book to the appropriate club leader.

- Review reconciled bank statements. These should also be included with the 4-H Club Annual Financial Statement form.
Photocopies of each club’s fiscal review report or Illinois 4-H Treasurer’s Record Book shall be maintained in the University of Illinois Extension Unit office for a period of five years plus the current fiscal year. The treasurer’s original record book may be returned to the club.

Receipt of the Illinois 4-H Treasurer’s Record Book and confirmation of the fiscal review shall be required for re-enrollment and re-authorization of the club’s use of the 4-H name and emblem for the following year. Clubs will not be re-enrolled until this requirement is met.

LIQUIDATION OF LOCAL 4-H CLUB ASSETS

When 4-H clubs vote to disband or cease operations under the 4-H name and emblem, the club needs to provide for the liquidation of club assets. This provision may be made through a dissolution statement as described in the club’s Constitution and Bylaws. Funds raised under the 4-H name and emblem belong to 4-H. Upon dissolution of the 4-H club, any assets shall be permanently distributed to the local Extension Unit, County Extension Office, County 4-H/Extension Foundation, or another recognized 4-H club with the approval of the County Extension Director. Funds shall be used for other 4-H or youth development purposes at the recommendation of the local Extension staff. Rules governing the University’s relationship with independent organizations may be found in the document titled University Guidelines 1982 As Amended 1997 adopted from the Legislative Audit Commission http://ilga.gov/commission/lac/UniversityGuidelines.pdf

Other physical assets such as furniture, fixtures, scales, and equipment as outlined in club section of the Illinois 4-H Management Handbook purchased with University of Illinois funds or with funds raised under the 4-H name and emblem must be turned in at the local University of Illinois Extension Unit office.

A 4-H Club Constitution and Bylaws including a dissolution statement and a sample letter of discovery of club assets are referenced in the Related Resources at the end of this section of the 4-H Management Handbook.

ANNUAL FISCAL REQUIREMENTS AS A SUBORDINATE:
FEDERAL INCOME TAX EXEMPTION FOR 4-H CLUBS

Previously, 4-H clubs were eligible for federal income tax exemption under a group exemption administered by USDA/NIFA. This group exemption has now been transferred to the general supervision and oversight of the new 4-H Central Organization. The Champaign County Extension Education Foundation has agreed to serve in this role for all 4-H clubs in Illinois who have an Employer Identification Number (EIN) and a club treasury.

Existing 4-H clubs are required to submit the two page 4-H Club Annual Financial Statement and fiscal review to the Extension office at the end of the 4-H year to indicate their continued active status. These financial statements are uploaded to the county’s 4-H Document Repository located on the Portal for secure storage and management. In addition, Extension staff complete an annual 990-N tax filing on behalf of each 4-H club with an EIN. The tax filing year for all 4-H clubs is the same as the 4-H program year. Annual 990-N tax filings are completed in January. Specific instructions regarding this filing process will be sent to all 4-H Contacts at the appropriate time.
In order for a new 4-H club with an EIN to become a subordinate, the club must approve and submit three documents (Group Tax Exemption Authorization, Articles of Organization 4-H Club Annual Financial Statement) to the local Extension office. These will be uploaded to the 4-H Document Repository by county staff. These new clubs will be included in the next IRS report from Illinois and connected to the group exempt status.

COUNTY FUNDRAISING GUIDELINES

Education and character-building are the basic premises of the 4-H Youth Development program. Federal, state, and county tax funds are the major source of support for all Extension programs, including 4-H. However, there are some educational efforts provided through 4-H that cannot be fully supported by tax dollars alone and local and statewide fundraising by 4-H clubs has always been an integral part of conducting 4-H programs. 4-H programs should provide opportunities for the many private groups interested in youth to help advance the 4-H program, to become “friends of 4-H” with contributions of time, money, and facilities. New or broader program opportunities that may not have been anticipated within the normal funding processes for 4-H, can be encouraged by private support for 4-H. In all, private funds should not have the effect of replacing the main source of support for Extension programs from tax dollars. Rather, private support raised through 4-H fundraising is frequently good evidence that citizens believe in the educational and character-building foundation of 4-H and are willing to invest in the future of the 4-H members.

National Institute of Food and Agriculture (NIFA): Youth Development & 4-H has fact sheets related to fundraising on their website at:

- 4-H Contests and Awards,
- Fundraising Private Support for 4-H,
- Livestock Sales and Winnings IRS FAQ,
- Livestock Sales Auctions and Similar Events,
- Raffles and Lotteries Gaming
- Sponsorships Promotions

OWNERSHIP AND INVENTORY OF ITEMS PURCHASED WITH UNIVERSITY OR 4-H FUNDS

All items/equipment for 4-H programs that were purchased with (grant or other) funds through the University belong to the Illinois 4-H program and should be included in the inventory list maintained by the local Extension office. Items valued at $500 or more must have a P-Tag (Permanent Tag/Inventory Label) with a property control number and “University of Illinois” and “State of Illinois” for identification purposes.

Items funded and owned by the University and the Illinois 4-H program that are less than $500 should bear a state titled identification tag (no inventory number issued) with the “University of Illinois” and “State of Illinois” for best practices in the oversight of these items.

It is important that the University’s Off Campus Equipment Loan form is completed for all equipment loaned to 4-H clubs or other organizations on an annual basis and signed by the County Director (as fiscal agent for the Unit) or the staff person s/he designates to fulfill this responsibility. These equipment
loan forms should be kept on file in a central location for easy access in case of an audit. Work with your County Director to develop a plan for managing this process and where the file will be maintained in the county/Unit.

The OBFS website contains more information about property tags for University equipment and inventory responsibilities along with the University’s Off Campus Equipment Loan form. The links are included in the Related Resources at the end of this section of the 4-H Management Handbook.

AGREEMENTS AND CONTRACTS

Employees and volunteers of the University of Illinois are not to sign any agreements or contracts. Contracts are to be sent to the Business Office for review and submission to the iCS System.

FISCAL CONSIDERATIONS FOR 4-H FEDERATIONS

As a part of University of Illinois Extension, 4-H Federations must follow University fiscal guidelines, especially with regard to managing its University authorized bank account and transactions. NOTE: New bank account audit procedures for 4-H Federations have been implemented. The link to this checklist is referenced in the Related Resources at the end of this section of the 4-H Management Handbook.

It is permissible for the 4-H Federation to maintain its own University authorized bank account, subject to the oversight of the Unit Extension Council, State 4-H Office, University of Illinois Extension academic professional, the Office of Administration and Finance. The name of the account must be identified as University of Illinois. The name of the 4-H Federation may appear on the second line. The University’s FEIN number (37-6000511) must be used to identify the account. An example of the naming convention follows:

University of Illinois FEIN 37-6000511
______________ County 4-H Federation
Unit Office Address
City, State, Zip Code
Unit Office Phone Number

4-H Federation bank accounts are University bank accounts with the stewardship and accountability for their use resting with the designated academic professional for the Unit in which the 4-H Federation functions. A Unit academic professional or civil service staff member designated by the County Director must be a signatory to the 4-H Federation account. Two people must sign checks. The Council may authorize persons in addition to the Unit academic professional to sign checks. The authorization must be renewed annually and recorded in the Council minutes.

4-H Federation is required to follow all University cash handling policies and complete a Sales Report Form for each shift during all fundraising events sponsored by the group. Sales tax must be collected and submitted to campus monthly using the Report of Sales spreadsheet for all fundraising efforts sponsored by a 4-H Federation. This provides a better paper trail for fiscal activity when cash is being handled. The Sales Report Forms and deposit slips will be reviewed and cross-checked during the annual
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4-H Federation audit at the end of each program year. This protects all youth and adults who were responsible for cash receipts during a fundraising event. Full instructions and forms can be found on the Extension Portal in the Fiscal section.

4-H Federation is not allowed to make donations from their treasury to another charitable organization (including their county 4-H/Extension Foundation). However, the group can sign an annual agreement to donate a portion of their funds to the Unit budget in support of 4-H.

Suggested donations are not allowed in lieu of set prices for fundraisers where tangible items are being sold. The Federation must price the items accordingly and submit the sales tax as required.

- Like In/Out accounts, Federation checks require 2 signatories. One of these signatories is to be a University of Illinois Extension employee, preferably a County Director or Educator.
- No checks can be written to individuals from Federation accounts except for reimbursements to non-employees or payments to a vendor (although in many cases, these will need a Purchase Order). Any other payments to individuals need to be written from the In/Out account. The Federation can then write a check to the Trust Fund to reimburse the In/Out account.
- Federation checking accounts should maintain balances as outlined in the 4-H Management Handbook. When excessive funds accumulate, a spending plan needs to be submitted to the County Director within a month of notification from the State 4-H Office or the Extension Business Office.

University purchasing guidelines should always be followed, including having a Purchase Order created for services. The Federation can write a check to replenish the Trust fund for these transactions.

4-H Federation is not allowed to accumulate an excessively large treasury balance unless there is a specific project or activity that has been identified by the group. The maximum 4-H Federation balance must not exceed twice the current year of expenses recorded in the Annual Financial Statement. When the total treasury balance exceeds this amount, the group must prepare and submit a Long Term Spending Plan to the County Director for approval.

As part of the University fiscal management system, 4-H Federation is not required to pay Illinois sales tax on purchases made by the group. However, sales tax must be collected and submitted to campus monthly using the Report of Sales spreadsheet for all fundraising efforts sponsored by a 4-H Federation.

Liquidation of 4-H Federation Assets

When a 4-H Federation disbands or ceases operations under the 4-H name and emblem, they need to make provisions for the liquidation of Federation assets. Funds in the Federation bank account or treasury are University of Illinois funds and belong to the local University of Illinois Extension Unit. These funds may neither be distributed nor retained by the defunct organization or a successor organization that may be independent of the University. Rules governing the University’s relationship with independent organizations may be found in the document titled University Guidelines 1982 As Amended 1997 adopted from the Legislative Audit Commission http://ilga.gov/commission/lac/UniversityGuidelines.pdf

The recommended procedure for liquidating Federation funds is to provide them to the local Extension Unit with an annual agreement form. The funds can then be matched and continue to provide University of Illinois Extension 4-H programming in the Unit in which they were raised. Under no circumstances
may the funds be diverted to other organizations or uses in violation of University policy federal or state law.

Other physical assets such as furniture, fixtures, scales, and equipment as outlined in 4-H Policies Section 15(l) of the Illinois 4-H Management Handbook purchased with University of Illinois funds or with funds raised under the 4-H name and emblem must be turned in at the local University of Illinois Extension Unit office.

COUNTY 4-H AND/OR EXTENSION FOUNDATIONS

4-H and/or Extension Foundations exist as not-for-profit charitable organizations. As incorporated entities, they are subject to federal and state laws applicable to not-for-profit organizations.

All county 4-H and/or Extension Foundations must designate one of the following affiliation options that best meets the mission and activities of their organization:

1. remain or become a separate 501(c)(3) county 4-H and/or Extension Foundation
2. affiliate with the Illinois 4-H Foundation / University of Illinois Foundation who will provide tax exempt status for the county Foundation and also serve as steward for their funds

Option 1: County Foundations who elect this option must sign a Memorandum of Agreement (MOA) that authorizes the use of the 4-H name and emblem as well as outlining the roles, relationships, and obligations between the Foundation and University of Illinois Board of Trustees, on behalf of University of Illinois Extension. The county Foundation must also provide necessary federal and state documentation annually to verify they are in full compliance as a 501(c)(3) organization. In subsequent years, the MOA will automatically renew unless revisions are mutually agreed upon by all parties involved. These requirements have been implemented by University of Illinois Extension in response to recent changes in IRS regulations and to protect the county Foundation and its generous donors.

Option 2: Some County Foundations determine the services and stewardship of this option are a good choice. These organizations must also sign a Memorandum of Agreement (MOA) with similar verbiage to option 1. This MOA also provides authorization to use the 4-H name and emblem and defines the working relationship and services between the county Foundation, University of Illinois Extension, and Illinois 4-H Foundation / University of Illinois Foundation.
**ADDITIONAL RESOURCES**

**Available on the Portal at 4-H Contacts: Fiscal Resources**

**Use of the 4-H Name and Emblem**
- Authorization to Use the 4-H Name and Emblem County/Unit Form
- Authorization to Use the 4-H Name and Emblem for Youth Livestock Auctions Form

**Club Fiscal Management**
- Online Instructions for EIN Application for 4-H Clubs (GEN 5941)
- 4-H Basic Definitions of Fiscal Terminology fact sheet
- 4-H Club Annual Budget Worksheet
- 4-H Club Long Term Spending Plan
- 4-H Fundraising Approval Form
- An Introduction to 4-H Club Finances (fact sheet)
- Indication of Financial Activity
- 4-H Animal Shows & Fundraisers
- Sample Letter of Discovery of Club Assets

**Federal Group Tax Exemption**
- Illinois 4-H Group Tax Exemption Authorization
- Illinois 4-H Club Articles of Organization
- Illinois 4-H Club Annual Financial Statement
- Directions for Staff to Upload Documents to the Repository

**4-H Federation**
- Link to 4-H Federation Audit Procedures
- 4-H Federation Fundraiser Cash Handling & Reporting FAQ fact sheet
- Link to Cash Handling Policy & Sales Record Form for 4-H Federation Fundraisers
- 4-H Federation Fundraiser – Sample Sales Record Form

**Funding Opportunities**
- Receiving Donations for 4-H Clubs and County 4-H Programs
- Link to Charitable Non-gift Contributions over $500: IRS Form 8283 and instructions

**Raffles**
- Illinois 4-H/Extension Raffle Policy
- Link to Illinois State Statutes for Raffles Act (230 ILC 15/)
- Link to 4-H National Headquarters Facts Sheet on Raffles, Lotteries, Gaming and 4-H

**Youth Livestock Auctions**
- Illinois Youth Livestock Policy fact sheet
- Links to 4-H National Headquarters regarding livestock sales fact sheets
• Appropriate Use of the 4-H Name and Emblem in Regards to Livestock Sales, Auctions, and Similar Events
• Authorization to Use the 4-H Name and Emblem for Youth Livestock Auctions Form

OBFS Website

General information about managing University equipment and inventory:
https://www.obfs.uillinois.edu/equipment-management/

Property tags and Reference Numbers:
https://www.obfs.uillinois.edu/equipment-management/tags-numbers-labels/

Off Campus Equipment Loan Form:
https://www.obfs.uillinois.edu/forms/equipment-management-surplus/

University Guidelines 1982 Document:
Information Management

Keeping accurate and updated records is vital to a successful 4-H Program. This includes record retention as well as properly maintaining filing systems. It is important to remember that policies and guidelines for these areas are set forth by the University of Illinois. For reference to these guidelines please review the Campus Administration Manual or CAM located at the following: http://cam.illinois.edu/

POLICIES ON 4-H RECORD RETENTION & FILING SYSTEMS

4-H MAILING LISTS

State and local 4-H Foundations do not have the authority to use mailing lists of Extension cooperators on behalf of fundraising interests except in cases where members consent to sharing of information and the foundation’s intended use of mailing address information is pre-approved by the State 4-H Director.

Mailing lists are for the sole use of Extension personnel and shall not be furnished directly or indirectly to any other person, firm, association, or federal government agency. These mailing lists are compiled for official use only and are confidential. Extension mailing lists are not federal records and are not subject to the provisions of the Federal Freedom of Information Act.

RECORD RETENTION GUIDELINES

Record retention guidelines for Extension can be accessed on the Intranet: Policies and Manuals: Policies: Record Retention Guidelines for Extension Offices. For the 4-H program, the following list represents the main types of records created or received by 4-H programs across the state of Illinois.

County Records: Volunteer Files

Volunteer files per active and inactive volunteer include documents such as screening process files, applications, and demographic information.

Screening process files include: letters of reference, applications, verification of clearance from DCFS, Illinois State Police, and National Sex Offender databases, verification of Driver’s License and insurance cards. Volunteers are re-screened every five years.

Retention: Retain Inactive Volunteer Files for three fiscal years past the year in which the volunteer became inactive. Exception: For active volunteers or cases where a volunteer has filed a grievance or was terminated, retain the file indefinitely.

County Records: 4-H Individual Youth Enrollment Forms

Retention: For years prior to 2017-18, retain hard copies of 4-H Individual Youth Enrollment Forms for three years past the current year’s enrollment form in case the photo of a youth appears in print and
the photo release verification is needed. Moving forward, all enrollment will be collected digitally and stored automatically.

**County Records: Activity Program Files**

Activity program files per activity include rosters of participants and summary reports of the program activities.

*Retention:* Retain Activity Program Files for ten fiscal years past the year in which the activity or program took place.

**County Records: Activity Registration Files**

Activity registration files per enrollee in each activity include applications, registration forms, health forms, accident report forms, and assumption of risk forms. These files are managed by the 4-H Events Online Registration System (See University of Illinois College of ACES, Extension Web Development Unit.)

*Retention:* Retain Activity Registration Files for three fiscal years past the year in which the activity took place.

**County Records: 4-H Expansion and Review Committee Files**

Committee members should be enrolled in 4-H Online annually and will be a part of the enrollment data.

*Retention:* Agendas and minutes should be kept on file for the current year plus one year. They should be kept at the county/Unit level, Regional Office, and in the State 4-H Office.

**County Records: Incident/Accident Report Files**

Incident/Accident Report files per enrollee include any accident report forms, registration information, assumption of risk forms, or other documentation related to an incident or potential incident/accident involving risk to health or safety of the individual.

*Retention:* Retain Incident Report Files for youth four years past the year in which the enrollee turns eighteen years old. Incident Report Files for adults need to be kept for 2 years from the date of the injury.

**County Records: 4-H Agricultural Premium Files**

Agricultural Premium files per competition include reports from the “Fair Program” within the 4-H Online system indicating winners of 4-H County, Exhibit, and Show competitions.

*Retention:* Retain 4-H Agricultural Premium Fund reports for three fiscal years past the year in which the current report is filed.
County Records: 4-H Club 990-N Tax Returns
Extension staff file a 990-N tax return annually on behalf of all 4-H clubs with an Employer Identification Number (EIN). Once this has been processed and accepted by IRS, a confirmation email will be sent to the designated contact person. An error (email) message will be sent if IRS encounters a tax filing situation that requires further clarification.
Retention: Retain 4-H club 990-N tax filing confirmation emails/error messages for three years past the current year’s tax return processing.

4-H Club Records: Club Governance Files
Club governance files include any organization charts, by-laws, policies, procedures and club officer record books. Copies of the 4-H Secretary Book should be turned into the Extension office each year along with the 4-H Treasurer Book. The Secretary Book will help to confirm that the club members were involved in the decision-making process of how to raise and spend money and that either a budget was created and approved or individual motions were made and approved at the club meetings.
Retention: 4-H clubs should keep the originals of organizational charts, by-laws, policies and procedures indefinitely. Counties/Unit may request copies of these documents as needed.
Retain copies of the 4-H Secretary Book for five fiscal years plus the current fiscal year. As outlined in the fiscal review checklist (refer to the 4-H Fiscal Management section of the 4-H Management Handbook), the 4-H Secretary Book must be submitted along with the 4-H Treasurer Book for the fiscal review.

4-H Club Records: Club Fiscal Records Files
Club fiscal record files per club include books kept by the treasurer including treasurer’s books, checks, deposits, bank statements and transaction records, and the annual fiscal review.
Retention: Retain Fiscal Records Files for five fiscal years plus the current fiscal year.
A copy of the 4-H Club Annual Financial Statement will be scanned and stored digitally in the 4-H Document Repository through the University. The State 4-H Office will provide oversight for the maintenance of the repository.

BEST PRACTICES & PROCEDURES

ILLINOIS 4-H FILING SYSTEM
The 4-H filing system can be a useful organizational tool to help the Extension 4-H Youth Development staff manage the 4-H program. There are two important components of the filing system. One is that it be flexible enough to meet the needs of the individual user within the framework of how the office operates. It should be arranged logically to reflect the way in which the Extension staff member thinks, plans programs, and sorts and retrieves information. For example, “superintendent training” may be a part of the “county fair” files or the “leadership” files, wherever it more logically fits for the user.
The arrangement needs to be compiled into a filing system index so that the user, co-workers, support staff or new personnel may find it easy to access information. This index should be printed and be handy to the filing cabinet – taped on top, put in the front of the top drawer, in the first file folder, posted on the wall, etc. The 4-H program staff and the 4-H support staff may each want a desk copy. It should be saved electronically to update it quickly and easily. This same system could be an option for electronic files as well.

**Sample 4-H Program File:**

**Administrative**
- Extension Council
- Extension Committees
- Extension Policies
- Personnel Policies
- Personnel Ethics Training
- 4-H Management Handbook
- Fiscal Policies
- Office Management
- Computer Information
- Staff Meeting Agendas and Minutes
- Personnel – Performance Appraisal and Promotion
- Affirmative Action
- Professional Development
- Supplies and Equipment

**Associations, Agencies, and Organizations**
- Extension Organizations and Professional Associations
- Local Cooperating Organizations
- State Organizations

**Awards & Recognition**
- 4-H LCP Award Application
- Experience Award Application
- Excel Award Application
- Awards Program Guide for Units
- Scholarships (Legacy of Leadership, Livestock, Local)
- State 4-H Key Award Application

**Clientele**
- Cloverbuds (5-7 year olds)
- Pre-teens (8-11 year olds)
- Teens (12-18 year olds)
- Military Youth
- Metro Youth
- Youth with Special Needs
Cloverbud

- Curriculum
- Volunteer Resources (Cloverbud)
- Illinois 4-H Cloverbud Staff Guide
- Illinois 4-H Cloverbud Leader’s Guide
- Helping You Help Youth – Transitioning Cloverbuds
- Cloverbud Participation Ribbons
- Cloverbud Promotional Materials
- Cloverbud Role Descriptions
- Cloverbud Leadership Development Inventory

Club Resources

- Helping You Help Officers and Committees
- Illinois 4-H Clover
- Secretary’s Record Book
- Treasurer’s Record Book
- File for each individual club

Communications

- Club / County Newsletters
- State 4-H Office
- Illinois 4-H Foundation
- National 4-H Council

Correspondence

- Alphabetical
- Monthly
- Regional
- State
- National
- Personal

Curriculum

- Animal Science
  - Beef
  - Cat
  - Dairy
  - Dog
  - Goat
  - Horse
  - Poultry
  - Rabbit
  - Sheep
  - Small Pets
  - Swine
• Veterinary Science
• Community Involvement and Global Awareness
  • Citizenship
  • Intercultural
  • Service Learning
• Engineering and Technology
  • Aerospace
  • Bicycle
  • Computer Science
  • Electricity
  • Geospatial
  • Robotics
  • Small Engines
  • Tractor
  • Welding
  • Woodworking
• Environmental & Natural Resources
  • Camping and Outdoor Living
  • Entomology
  • Forestry
  • Geology
  • Natural Resources
  • Shooting Sports
  • Sports fishing
  • Wildlife
• Food, Nutrition, Health
  • Foods
  • Health
• Home & Family
  • Clothing and Textiles
  • Entrepreneurship
  • Financial Champions
  • Interior Design
• Personal Development
  • Communications
  • Journalism
  • Leadership
  • Photography
  • Public Presentations
  • Theater Arts
  • Video/Filmmaking
  • Visual Arts
• Plants & Soils
  • Crops
  • Floriculture
  • Horticulture
  • Plant & Soil Science
Enrollment and Publications

- Illinois 4-H Clover
- Illinois 4-H Youth Individual Enrollment Form
- Illinois 4-H Adult Individual Enrollment Form
- Program Enrollment Form

Expansion and Review

- Expansion and Review Committee
- Market Analysis and Enrollment Trends
- Annual 4-H Enrollment Reports
- Monthly 4-H Enrollment Reports
- Profile of Non Re-enrolled Members
- Census Data
- Other Statistics

Fiscal Management

- Fiscal Policies
- County Budget
- County 4-H Foundation
- Grant Information – Club, County, and State
- Ag Premium Fund
- State Request for County 4-H Exhibition Approval
- 4-H Club Annual Financial Statements
- 4-H Club Employee Identification Numbers (EIN)

Leader Resources

- 4-H Parent Handbook
- Getting Started as a Project Leader
- Helping You Help Youth Fact Sheet series

Leadership

- 4-H Foundation
- 4-H Committees
- Management Volunteers
- Alumni
- Club Leaders
- Club Officers
- Federation
- Ambassadors
- Junior Leaders/Youth Leaders
- County Fair Board
- Youth Leadership Opportunities (Illini Summer Academies Planning Committee, Youth Leadership Team, State Fair Advisory Committee, etc.)
Member Resources

- Welcome to 4-H
- 4-H Buddy
- New Kids of the Clover series
- Planning for My Project Work (ages 8-11)
- Illinois Project Plan (ages 12-14)
- Illinois Advanced Project Plan (ages 15-18)
- 4-H Mentor – A Guiding Hand (ages 15-18)
- My 4-H Activities (all ages)

Organization and Enrollment

- Multi-Project Clubs
- SPIN Clubs
- Cloverbud Clubs
- Independent
- Military Clubs - Installation-based
- Military Clubs – Geographically Dispersed
- Enrollment Procedures and Instructions
- Enrollment Reports
- Mailing Lists

Positive Youth Development

- BIG-M

Program Development

- Plan of Work
- Impact Evaluation
- IRB Certification and Information
- Progress Reports

Programs, Events, and Activities

- Achievement Program
- Camp – Day or Residential
- Citizenship Washington Focus
- Civic Engagement/Community Service
- Dog Obedience Training
- Fair
- Family Camp
- Judging Contests
- Junior Leadership Conference
- Illini Summer Academies
- Illinois State 4-H Youth Leadership Team
- Legislative Connection
- National 4-H Conference
- National 4-H Congress
• National 4-H Engineering Challenge
• National 4-H Week
• National Youth Science Day
• Officer Training
• Project Workshops
• Public Presentations Contest
• Quality Assurance & Ethics Certification
• Recognition Banquet
• Regional Leadership Conferences
• Road Trip
• Robotics Competition
• Service Learning
• Speaking for Illinois 4-H (SFI4-H)
• State Fair
• State Shooting Sports Shoots
• Superior Young Producer Contests
• Teen Leadership Conference
• Window Display
• Youth Livestock Conference

**Risk Management Resources**

• 4-H Assumption of Risk and Release From Liability Form
• Child Safety Information
• Equine Forms
• Insurance Forms
• Medical Forms
• Other Forms and Information
• Overnight Housing Policies
• Photo/Video/Audio Release Form

**Volunteerism**

• Club Volunteers
• County Volunteers
• Volunteer Role Descriptions
• Volunteer Screening/Placement
• Volunteer Orientation
• Volunteer Training
• Volunteer Recognition
  • Salute to Excellence
  • Illinois Governor’s Volunteer Awards
• Volunteer Feedback
• Volunteer Impact
• North Central Region Volunteer Forum (e-forum)
4-H LEADERSHIP GROUPS

The University of Illinois Extension’s greatest strength is volunteers, including 4-H volunteers that serve on County/Unit level administrative groups. These volunteer leadership groups advise, develop, promote, and strengthen local 4-H programs. Members of local 4-H advisory groups reflect the diversity of the local constituent interests, and as such, they bring a variety of views and backgrounds to local decision-making. However, they all share a commitment to the vision and educational mission of the University of Illinois Extension 4-H Youth Development Program. This section of the 4-H Management Handbook includes information on not only adult volunteer leadership groups, but various youth and youth/adult partnership groups.

BEST PRACTICES AND PROGRAM REQUIREMENTS

4-H YOUTH DEVELOPMENT ADVISORY GROUP

The Illinois 4-H program provides high quality positive youth development experiences when Extension volunteers assist staff as they assess local program needs and provide programmatic guidance. Extension Units are encouraged to create a 4-H Youth Development Advisory Group to assist with the process. The name of the advisory group/council/committee is not important. What is important is the following roles performed by the Extension volunteers.

The purpose of a 4-H Youth Development Advisory Group is to assist University of Illinois Extension in determining the direction of local 4-H youth programs. Program development follows a careful analysis of the local situation, recognition of problems and opportunities, and creation of appropriate strategic actions to positively position the program for the future. Typically, 4-H Youth Development Advisory Groups carry out the following functions:

- Provide leadership for the development of a local long-range plan for 4-H and the identification of strategic steps for immediate action. The 4-H Youth Development Advisory Group serves as the conscience for local strategic action plans and makes sure that all 4-H planning groups remain focused on the program goals.
- Develop a local volunteer leadership structure that capitalizes on the talents and interests of local 4-H volunteers and allows for maximum local citizen involvement in the program. Assist in designing methods to recruit, train, and recognize adult volunteers as appropriate.
- Encourage and facilitate youth involvement as equal partners in all aspects of local 4-H program decision-making. Youth provide a unique perspective in viewing programming that affects them and by involving them, their leadership skills and youth voice develop by the experience.
- Explore opportunities for partnerships and collaboration between University of Illinois Extension and other youth-serving agencies to maximize available local resources.
- Establish appropriate local 4-H policies that result in optimum 4-H participation by all interested local youth.
- Assist in continuous review of local 4-H projects and programming efforts and make recommendations for future growth and development.
• Serve as a link with the Extension Unit Council, State Extension Advisory Council, and other appropriate 4-H constituent groups.

Size and Representation

Structure of the advisory group may vary between county and/or unit 4-H programs. Listed below are recommended organization criteria that can fit a variety of situations.

• The most effective size is 15 to 25 people that will represent a balance of populations according to geographical areas, genders, youth, and adults, racial/ethnic cultures, and persons with disabilities. Youth representation should make up one-third of the committee membership, or enough representation to feel free to speak and be heard.

• Council/committee member qualifications that should be considered at the time of selection include the following: a) the member should be recognized for having knowledge in the program areas in which the advisory group plans to devote its attention, and b) the member should have an interest and belief in seeing the 4-H program grow and develop.

Method of Selection

Advisory members should be selected or appointed by the people they represent. In certain situations, it may be appropriate for University of Illinois Extension staff members to appoint individuals to the advisory group. Prospective committee members shall indicate their willingness to serve before their names are placed in nomination or they are appointed. Personal contacts need to be made with the prospective advisory members to help them understand the opportunities, obligations, and satisfactions involved in their responsibility.

Terms of Office

To be most effective in providing guidance and direction to the program, adult and youth members of the advisory group should serve three-year terms. The members’ terms should be staggered and a rotation plan should be established to provide continuity to the group’s work as member’s terms expire. At least one year should lapse before a member may serve again on the advisory group.

4-H SUB-COMMITTEES

University of Illinois Extension staff, in consultation with the Extension Unit Council and 4-H Youth Development Advisory Group should determine the sub-committee structure required to address county 4-H program needs. Consideration should be given to the size and scope of each 4-H access system offered in the county/unit, the number and diversity of collaborative community program efforts, volunteer leader recruitment and support needs, marketing and promotion plans, resource development needs, etc. As a group, sub-committee members should represent all 4-H constituent groups, e.g., current youth members and potential participants (age, gender, residence, racial/ethnic, etc.), volunteer leaders, local business and civic groups, educators and school administrators, parents, alumni, etc. Types of sub-committees might include:
Standing and Ad Hoc Sub-Committees: Membership from within the Extension 4-H Council/committee, with specific designated purposes. Examples: budget and fund development, recognition and awards, promotion and publicity, internal program review, etc.

Special Clientele Development Sub-Committees: Membership from outside the 4-H Youth Development program that explores possibilities, develops and implements 4-H programs with a wide segment of un-reached youth clientele.

Project and Program Development Sub Committees: Membership from outside the 4-H Youth Development program that addresses program needs based on community issues. These sub-committees might evolve into collaborations with other community agencies or groups.

4-H EXPANSION AND REVIEW COMMITTEE

The University of Illinois Extension Affirmative Action plan requires the establishment of a special county/unit committee for 4-H Expansion and Review. Extension Administrative policy requires that local 4-H Expansion and Review Committees must be a separately organized and functioning group with committee members being enrolled in 4-H Online annually to be a part of the enrollment data. As such, another 4-H volunteer leadership group in the county/unit may not automatically assume the role of the 4-H Expansion and Review Committee. (See Illinois 4-H Affirmative Action section for more information.)

ILLINOIS 4-H YOUTH LEADERSHIP: TEENS AS LEADERS

Illinois 4-H members have a plethora of opportunities in which to grow and demonstrate their leadership skills. We encourage unit staff to continuously work with their volunteer leaders to allow members to exercise their leadership abilities within the local 4-H club. As members grow older and more experienced, county, unit, state and national opportunities offer great prospects for becoming involved in a variety of ways. Six leadership roles have been identified as our primary focus for Illinois 4-H teens to develop and nurture their leadership skills in their own preferred manner.

<table>
<thead>
<tr>
<th>LEADERSHIP ROLES</th>
<th>MEMBER RESPONSIBILITIES</th>
<th>SAMPLE OPPORTUNITIES on Different Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>Work to improve 4-H by working with staff and volunteers to carry out shows, events, camps, contests and service opportunities. Have a voice in what happens in the 4-H program.</td>
<td>4-H Federations, Junior Leaders, County/Unit Planning Committees, Illini Summer Academies Planning Committee, Illinois State 4-H Youth Leadership Team, National 4-H Congress Design Team, National 4-H Conference Leadership Team</td>
</tr>
<tr>
<td>Promoting</td>
<td>Promote the 4-H program and encourage others to become involved. Give presentations, talk to non-members about joining, or share a story with a donor. Tell your 4-H story to elected officials. Present a positive image of 4-H.</td>
<td>4-H Ambassadors, Junior Leaders, 4-H Science Ambassadors, Speaking for Illinois 4-H, Illinois State 4-H Youth Leadership Team, Illinois shooting Sports Ambassadors</td>
</tr>
</tbody>
</table>
### Teaching
Plan and lead a progression of educational experiences for other youth. Improve my skills in listening, decision-making, and communications.

| 4-H Teen Teachers, Workshop Leaders, Junior Leaders, Illinois State 4-H Youth Leadership Team |

### Mentoring
Teach important life skills to younger members. Provide opportunities for others to try new things and have fun. Serve as a positive role model. Build leadership and responsibility as member helps others.

| Camp Counselors, Tech Wizard Mentors, Cloverbud Leaders, 4-H Buddies, Junior Leaders, Illinois State 4-H Youth Leadership Team |

### Advocating
Have a voice in making positive change in my community. Engage with community leaders and local government to improve my community. Gain skills in research, analytics, critical thinking, communication and teamwork.

| Change Advocates, Hunger Advocates, Citizen Scientists, Illinois National 4-H Conference delegates |

### Advising
Work with other youth and adults are partners, serving as a voice for youth to make informed decisions and recommendations. May serve on a committee or council which help guide the local or state 4-H program.

| County/Unit Committees, Extension Council, Statewide Committees, National GIS Leadership Team, Illinois State 4-H Youth Leadership Team |

On the next few pages, Illinois 4-H Guidelines are provided as they relate to some of the opportunities available on the local club, county and unit functions. With each opportunity, the following are noted:

- **Best Practices** – Basic information related to each of these opportunities including primary functions, suggested ages, notations for adult support, etc.
- **Alternatives or Non-Negotiable** – Details that county and unit staff could or need to consider when establishing or working with a particular group. Non-Negotiable (N-N) notations are specific rules or policies that are driven by University and/or Extension rules that must be followed.
- **Justification** – Notes regarding why specific items are noted as Best Practices, Alternatives, or Non-Negotiable.

### County/Unit 4-H Federation
This group works with local Extension staff to carry out shows, camps, contests, service opportunities, and events. Youth can have a voice in what happens in their county or unit 4-H program. Since Federations are a county-sponsored group, fiscal procedures are governed by University policies. (**NEW 4-H Federation tip sheets are available for local Extension staff guidance during Fall 2017.**)

<table>
<thead>
<tr>
<th>Best Practices</th>
<th>Alternatives or Non-Negotiable</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary functions should be event planning, educational programming, and/or</td>
<td></td>
<td>Federation should not exist for the sole purpose of social gathering; however social</td>
</tr>
<tr>
<td>Representing clubs as liaisons, with a social component.</td>
<td>Interaction is necessary when working with youth. Educational programming and event planning provide another opportunity for youth to learn.</td>
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<tr>
<td>---------------------------------------------------------</td>
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</tr>
<tr>
<td>Federation members may not be younger than 8th grade. (N-N)</td>
<td>Desire for independence from parents. Want to be a part of something important that allows them to develop responsibility. Move from concrete to more abstract thinking. Younger age youth are not cognitively developed enough for this type of activity on a county level.</td>
<td></td>
</tr>
<tr>
<td>Fund-raising should not be a primary function of the Federation. (N-N)</td>
<td>Rules are set by University fiscal policy. Youth can gain fiscal responsibility by determining financial need, budgeting, and raising funds for programming.</td>
<td></td>
</tr>
<tr>
<td>Federations exist to increase the involvement of youth in county/unit programming efforts and developing camaraderie beyond the club program.</td>
<td>Involving youth in planning programs is a basic component of youth voice. Life skills are learned as youth participate as individuals and in groups in working towards a common goal. Youth are exposed to new ideas as they work with other youth from across the county/unit.</td>
<td></td>
</tr>
<tr>
<td>A Constitution and By-Laws must be established and approved by members to assist in group governance. (N-N)</td>
<td>Leadership skills are developed as youth participate as officers or on committees - organization, parliamentary procedure, public speaking, and decision-making skills, among others.</td>
<td></td>
</tr>
<tr>
<td>County Director and Youth Development Educator have responsibility for oversight of Federation fiscal, policies and procedures. (N-N)</td>
<td>University policy indicates the County Director is in charge of fiscal matters within the Unit. YDE should be involved based upon their experience &amp; knowledge in the youth development field.</td>
<td></td>
</tr>
<tr>
<td>Adult Roles – The adult(s) working with the Federation should be knowledgeable about Youth and Adult Partnerships and encourage youth voice and leadership in all activities. Role descriptions should be written and available.</td>
<td>Adult volunteers must be screened. (N-N) Training must be provided in Youth and Adult Partnerships and University fiscal policies. (N-N) University and Extension policies indicate that all adults who work with minor-age youth be screened through University procedures. Adults who work with teens should encourage youth voice and work in partnership with the teens, promoting growth in leadership skills, while...</td>
<td></td>
</tr>
</tbody>
</table>
**Membership Selection Process**

Could be determined by county leadership. Some are selected as club representatives; others may be open to all youth in county (age-eligible).

Want involvement and county leadership opportunities to be open to as many interested youth as possible.

---

### 4-H Ambassadors

4-H Ambassadors promote the 4-H program. They may recruit new members by providing basic 4-H information or encourage involvement by demonstrating various skills or educational programming that 4-H can provide (i.e. Science Ambassadors)

<table>
<thead>
<tr>
<th>Best Practices</th>
<th>Alternatives or Non-Negotiable</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members should be in 4-H for at least one year prior to serving as an Ambassador</td>
<td>Membership is based on enrolled years in 4-H, not by age. Ambassadors should be in at least their 2nd year of membership. <em>(N-N)</em></td>
<td>They need at least a year experience in the 4-H program in order to adequately represent the 4-H program.</td>
</tr>
</tbody>
</table>
| Primary functions should be:  
  • Marketing  
  • Legislative networking/education  
  • Subject-matter education |  | Ambassadors should serve as a youth voice for 4-H and work in promoting the program. |
| Officers are not elected and a treasury is not needed within an Ambassador program |  | Officer roles are not required. Financial support should come from the Extension Unit. |
| Fundraising is not connected to work within the Ambassador program |  | Ambassadors are engaged in 4-H expansion and increased awareness and not connected to fundraising. Funds to support the Ambassador program should be provided by the Extension Unit. |
| Ambassadors exist to expand 4-H outreach, share 4-H stories with key stakeholder groups, and increase subject-matter awareness. |  | Promoting and marketing the 4-H program is a basic component of this program. Educating local groups and clientele is a role of this program. Youth increased their public speaking skills and self-confidence within the Ambassador program. |
Role descriptions for 4-H Ambassadors should be created and shared with youth.

**Adult Roles** – The adult(s) working with youth Ambassadors should be knowledgeable about University of Illinois Extension and the 4-H program. Role descriptions should be written and available. Volunteers or Extension staff could serve in this capacity.

**Adult volunteers must be screened. (N-N)**
Training must be provided in Ages & Stages. *(N-N)*

University and Extension policies indicate that all adults who work with minor-age youth be screened through University procedures. Adults who work with youth in this capacity should understand what motivates and how to work with youth of all ages in the 4-H program. They should be able to answer questions about Extension or 4-H programming.

**Membership Selection Process** – Could be determined by county leadership. Members could be required to submit applications or openly recruited, depending upon the nature of county/unit need.

Want involvement to be open to as many interested youth as possible.

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### 4-H Teen Teachers

Teachers plan and lead a progression of educational experiences for other youth. The 4-H Teen Teachers program has specific requirements that need to be met. The table below includes information specific to the Teen Teachers program.

<table>
<thead>
<tr>
<th>Best Practices</th>
<th>Alternatives or Non-Negotiable</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit teens with passion/interest in specific subject area</td>
<td>Some youth are drawn to this leadership opportunity because of an interest in teaching and/or making a difference in their community – that “spark” may be a hook to build upon as they develop content area mastery and teaching skills in preparation to teach others.</td>
<td>This leadership model creates an age-appropriate way for older youth to extend their mastery experience. Provides a foundation on which to build – honors the experience and knowledge that youth already bring and supplements that with training around teaching, group management, program planning, etc. Teens have the necessary knowledge to facilitate an educational program for others.</td>
</tr>
<tr>
<td>Create cohort experience for teens to learn and practice teaching with other peers. Enroll teens as a 4-H Teen Teacher SPIN - Special Interest – Club</td>
<td>Sometimes there are teaching opportunities for which you might recruit and/or identify a single teen and work to support them in planning and delivering a program.</td>
<td>Provides opportunity for teens to learn from and with peers. Club/Positive Youth Development (PYD) context provides support for development of BIGM (Belonging, Independence, Generosity, Mastery)</td>
</tr>
<tr>
<td>The tradeoff is that the teen doesn’t have an opportunity to learn from other examples or have that PYD context with peers. Also, adult mentors have to work harder to support individual Teen Teachers working on different programs.</td>
<td>Extends the reach of an adult mentor to support more teen teachers (vs. individually supporting multiple teens)</td>
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<tr>
<td>Engage teens with a mentor/caring adult who is available to regularly provide coaching and feedback on teaching</td>
<td><strong>Adult volunteers must be screened. (N-N)</strong>&lt;br&gt;Training must be provided in Youth and Adult Partnerships and Ages &amp; Stages. <em>(N-N)</em></td>
<td></td>
</tr>
<tr>
<td>University and Extension policies indicate that all adults who work with minor-age youth be screened through University procedures. Adults who work with teens should encourage youth voice and work in partnership with the teens, promoting growth in leadership skills, while demonstrating good judgment related to risk management and fiscal issues. Adults who work with youth in this capacity should understand what motivates and how to work with youth of all ages in the 4-H program.</td>
<td></td>
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</tr>
<tr>
<td>Teens are actively engaged in selecting activities and planning the programs they teach</td>
<td><strong>This is the basis of the Teens as Teachers program. Teens must be involved in the selection of activities, and planning of the programs they will be teaching. (Even though some programs have pre-determined lessons, Teen Teachers must still select individual experiences for their audience.) (N-N)</strong></td>
<td></td>
</tr>
<tr>
<td>Is an essential element of the experiential learning model&lt;br&gt;Creates age-appropriate opportunities for development of mastery and independence</td>
<td></td>
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</tr>
<tr>
<td>Teens prepare and implement a progressive educational experience of at least six sessions for younger youth, unless program is otherwise approved by the Illinois State 4-H Office.</td>
<td><strong>Must be a minimum of six sequential sessions to meet the Teens as Teachers requirement. (N-N)</strong></td>
<td></td>
</tr>
<tr>
<td>Requires teens to plan a program for which they can expect to see educational/learning change in the youth they teach&lt;br&gt;Provides an opportunity for teens to learn from their experiences and adapt/adjust as needed (learn from experience)&lt;br&gt;Mediates the “high stakes” of teaching by providing opportunities to fix “mistakes” or correct course in subsequent sessions</td>
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<tr>
<td>Teens are paired to co-teach a program.</td>
<td>There should always be an adult mentor (4-H or community)</td>
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<tr>
<td>Provides opportunity to both lead activity and learn from observing</td>
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</tr>
<tr>
<td>Description</td>
<td>Activity</td>
<td>Notes</td>
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<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Teens are prompted and supported in doing regular reflection on their teaching experience</td>
<td>Each time teens teach, the adult support should provide reflection time to enhance the educational experience. This is done to incorporate the Experiential Learning Model. (N-N)</td>
<td>Represents an essential component of experiential learning (REFLECT)</td>
</tr>
<tr>
<td>Role descriptions for 4-H Teen Teachers should be created and shared with youth. (A template is available to be personalized to local needs)</td>
<td>Clear role descriptions and expectations should be shared with Teen Teachers.</td>
<td></td>
</tr>
<tr>
<td>Teens are intentionally trained and supported in their role.</td>
<td>Teens must receive training in order to effectively complete their role.</td>
<td>Teen Teachers need to be provided training in various aspects of the program and how to effectively teach others.</td>
</tr>
<tr>
<td></td>
<td>- What is 4-H? (N-N)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Experiential Learning (N-N)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ages &amp; Stages (N-N)</td>
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<td></td>
<td>- Subject matter / content training (as appropriate)</td>
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<td>- Group Management Skills</td>
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<td></td>
<td>- Planning with a Purpose</td>
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<td></td>
<td>- The Role of Questions in Supporting Learning</td>
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<td></td>
<td>- Connecting Learning – Making it Stick</td>
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<tr>
<td></td>
<td>- How to Spark Interest</td>
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</tbody>
</table>
**Mentors** (*Camp Counselors, Cloverbud Leaders, Tech Wizard Mentors, etc.*)

Teen mentors teach important life skills, provide opportunities for others to try new things and have fun. They serve as positive role models while increasing their own skills in leadership and responsibility.

<table>
<thead>
<tr>
<th>Best Practices</th>
<th>Alternatives or Non-Negotiable</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teens in this capacity mentor others and provide them with a safe, educational and fun environment.</td>
<td></td>
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</tr>
<tr>
<td>Age of mentors can be determined by county leadership, depending upon the specific program. Minimum should be age 12 for non-overnight activities. Day Camp counselors could be younger than what would be required for overnight camp counselors. Tech Wizard mentors would be determined by mastery level, but should be at least 3 years older than the youth they are mentoring.</td>
<td>Teen mentors may not be younger than 12 years of age. <em>(N-N)</em></td>
<td>Responsibility levels will vary depending upon program. Overnight programs require older, more mature teens for counseling/mentoring position. Younger ages are not cognitively developed enough for this type of activity on a county level.</td>
</tr>
<tr>
<td>Training should be provided in Ages &amp; Stages, Risk Management, Experiential Learning Model, Curriculum, applicable Policies – depending upon the type of mentoring activity.</td>
<td>Training must be provided in Ages &amp; Stages and appropriate 4-H policies, depending upon the mentoring position. <em>(N-N)</em> If the mentor is a leader of a Cloverbud group that has an EIN and checking account, training must be provided in University fiscal policies. <em>(N-N)</em></td>
<td>Adults or older teens who work with youth in this capacity should understand what motivates and how to work with youth of all ages in the 4-H program. University of Illinois, Extension, and 4-H policies must be followed, no matter the age of the mentor.</td>
</tr>
<tr>
<td>Teens involved in mentoring positions should be required to complete Extension/University screening procedures when working with younger youth or peers.</td>
<td>Volunteers who work with minors must be screened. <em>(N-N)</em></td>
<td>University and Extension policies indicate that all adults who work with minor-age youth be screened through University procedures. While information on teen applicants may be slim, the procedures should still be followed.</td>
</tr>
<tr>
<td>Role descriptions for teen mentors should be created and shared with youth.</td>
<td></td>
<td>Clear role descriptions and expectations should be shared with teen mentors.</td>
</tr>
</tbody>
</table>

**Adult Roles** – The adult(s) working with teen mentors should be knowledgeable about Youth and Adult Partnerships and encourage youth voice and leadership in all activities.

<p>| | | |</p>
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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>Adult volunteers must be screened. <em>(N-N)</em></td>
<td>University and Extension policies indicate that all adults or youth who work with minor-age youth be screened through University procedures. Adults who work with teens should encourage youth voice and work in partnership with the teens.</td>
</tr>
<tr>
<td></td>
<td>Training must be provided in Youth and Adult Partnerships. <em>(N-N)</em></td>
<td></td>
</tr>
</tbody>
</table>
promoting growth in leadership skills, while demonstrating good judgment related to risk management.

**Membership Selection Process** –
Could be determined by county leadership depending upon the program. Members could be required to submit applications or openly recruited, depending upon the nature of county/unit need.

Want involvement to be open to as many interested youth as possible

---

**Advocates**

Teens engage with local leaders and government officials to improve their community. Change Advocates have an active voice in identifying local needs, are trained be critical thinkers, contribute to solutions and communicate positive impacts.

<table>
<thead>
<tr>
<th>Best Practices</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Must be a 4-H member, age 12 or above.</td>
<td></td>
<td>Youth participants can become an advocate for an issue as they are learning the skills needed to be an effective advocate. Youth may be interested in this leadership opportunity because of an interest in making a positive difference in their community.</td>
</tr>
</tbody>
</table>

Teens will be actively engaged in:
- Working with a mentor/caring adult who is available to provide coaching and feedback on progress
- Cohort experience for teens to work together
- Conducting community needs assessment
- Identification of a specific community issue
- Development of a plan to address the issue
- Sharing plan with community leaders/partners
- Securing funds needed to address issue
- Solving or addressing identified issues

**Adult volunteers must be screened. (N-N)**
Training must be provided in Youth & Adult Partnerships; Needs Assessment; Action Plan Development; clarification of advocate role and how to interact with community leaders. *(N-N)*

Advocates serve as a youth voice for building community connections and addressing community issues

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### Sharing success; recognition; and celebration

Securing funds may be associated with this program. This could be in the form of funds provided by local organizations and/or governmental groups; grant generated funds; etc.

<table>
<thead>
<tr>
<th>If funding is secured:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• University of Illinois Extension fiscal policies must be followed</td>
</tr>
<tr>
<td>• A fiscal plan for managing the funds must be developed and shared with Extension staff (N-N)</td>
</tr>
</tbody>
</table>

| There may be expenses associated with addressing issue. How those funds are handled will depend on the issue, potential partners, and the funding source. |

<table>
<thead>
<tr>
<th>Episodic or ongoing leadership roles may exist</th>
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</thead>
<tbody>
<tr>
<td>Will be determined by group/program need</td>
</tr>
</tbody>
</table>

Advocates exist to positively impact local communities

<table>
<thead>
<tr>
<th>Advocates positively impact local communities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify and share community issues Educate local groups and clientele on local issues Youth increased community connectedness and individual self-confidence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role descriptions for 4-H Advocates should be created and shared with youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear role descriptions and expectations should be shared with youth advocates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teens are supported in doing regular reflection on their community action project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult volunteers should facilitate reflection time to enhance the learning experience and incorporate the Experiential Learning Model. (N-N)</td>
</tr>
</tbody>
</table>

| Represents an essential component of experiential learning (REFLECT) |

### County/Unit Level Advisory Groups

Teens need to have a voice in programming that affects them. They may serve alongside and in partnership with adults on county planning committees and unit Extension Councils.

<table>
<thead>
<tr>
<th>Best Practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teens should be involved in serving on advisory groups on the county and unit level, including 4-H planning groups, Expansion &amp; Review Committee, and Extension Councils.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternatives or Non-Negotiable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Having youth voice is important when discussions are targeting youth issues and programming. Youth have a unique perspective from adults and can also benefit from the adult perspective as well.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Justification</th>
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</thead>
<tbody>
<tr>
<td>Both youth and adults need to be able to understand and trust the other partner. With YAP training, both learn that working together can build more trust and provide more effective programming.</td>
</tr>
</tbody>
</table>

| Both youth and adults involved in partnership on committees/councils should receive training in Youth and Adult Partnerships. |

<table>
<thead>
<tr>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both youth and adults need to be able to understand and trust the other partner. With YAP training, both learn that working together can build more trust and provide more effective programming.</td>
</tr>
</tbody>
</table>
Numbers of youth involved on planning committees/councils should be no less than 1/3 of the total group. A minimum of two youth should be invited to participate on each committee to help youth feel more comfortable in sharing thoughts and ideas. Youth need to feel comfortable expressing their thoughts to adults. If drastically outnumbered, youth may feel that they are just being involved as a token vs. an active partner in the decision-making process and may not speak up as freely.

If there is any chance where the adults would be alone with one of the teens, then University and Extension screening is required for those adults. Adult volunteers must be screened. (N-N) Training should be provided in Ages & Stages. (N-N)

University and Extension policies indicate that all adults who work with minor-age youth be screened through University procedures.

Role descriptions for all committees or groups should be created and shared with youth and adults. Clear role descriptions and expectations should be shared with teen and adult members of groups.

### ADDITIONAL RESOURCES

Available from the Portal:

**Expansion & Review Materials:**
- Expansion & Review Additional Information
- Expansion & Review Fact Sheets (8)
- Staff E&R Webinars

**Speaking for Illinois 4-H:**
- Speaking for Illinois 4-H Fact Sheet
- Speaking for Illinois 4-H Media Release
- Speaking for Illinois 4-H Application
- Speaking for Illinois 4-H Promotional Brochure
- Speaking for Illinois 4-H STAFF Fact Sheet

**Teen Advisers:**
- Teens Leaders: ADVISING Role Description & Suggested Training Outline

**Teen Advocates:**
- Teen Leaders: ADVOCATING Role Description & Suggested Training Outline

**Teen Leaders:**
- Information & Youth Opportunities:
  - Illini Summer Academies Planning Committee Application
  - Illinois Farm Bureau Youth Education Committee Application
- 4-H Teen Leadership Logic Model
• Illinois 4-H Youth Leaders: Finding the Role That’s Best for You
• Teens as Leaders – All six teen leadership role descriptions and training outlines

Teen Mentors:
• Teen Leaders: MENTORS Role Description & Suggested Training Outline
• Various Training Resources and Activities
• Teen Mentors: Elements of Effective Mentoring
• 4-H National Mentoring Program

Teens Planners:
• Teen Leaders: PLANNERS Role Description & Suggested Training Outline
• (Coming Fall 2017) – 4-H Federation Tip Sheets and 4-H Federation Constitution Template

Teen Promoters:
• Teen Leaders: PROMOTING Role Description & Suggested Training Outline

Teen Teachers:
• 4-H Teen Teacher Recognition Grant
• 4-H Teen Teacher Survey
• Various Training Resources, Activities, Videos, etc.
• Teen Leaders: TEACHING Role Description & Suggested Training Outline
• Illinois 4-H Teen Teachers Website: http://web.extension.illinois.edu/4hteenteachers/

Youth & Adult Partnerships:
• Youth Adult Partnership Lesson (various items)
• List of Resources/Webites – NAE4-HA Youth in Governance Task Force
• Illini Summer Academies Planning Committee
• Illinois Farm Bureau Youth Education Committee
• 4-H Livestock Ambassador Team

Grants & Scholarships: http://4hfoundation.illinois.edu/grants
• 4-H Teen Leadership Training Grant
• 4-H Teen Teacher Recognition Grant Application

Illinois State 4-H Youth Leadership Team: https://4hextension.illinois.edu/programs/leadership/illinois-state-4-h-youth-leadership-team
• Requirements, Eligibility, Benefits, and Application
Members

Any youth, regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation, or disability may enroll as a 4-H member. Youth who are 5 through 7 years of age (on or before September 1 of the start of the 4-H year) may enroll as a 4-H Cloverbud. Youth who are 8 years of age and have not reached their 19th birthday (on or before September 1 of the start of the 4-H year) may enroll in 4-H clubs or participate as an independent member. All 4-H club members pay an annual 4-H Program Fee. Financial assistance is available for families who may not be able to afford this fee.

POLICIES FOR MEMBERS

MEMBER POLICY INFORMATION

1. All youth that participate in a club, program, camp or event that is planned, organized, delivered, and evaluated by University of Illinois Extension are referred to as 4-H members or 4-H youth participants.

2. All persons, regardless of race, ethnicity, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation, or disability may participate in 4-H programs. Youth who are five years of age and have not yet reached their nineteenth birthday on or before September 1 of the current year may enroll in 4-H clubs.

3. A youth may enroll in 4-H clubs, 4-H/Extension programs, or as an individual member at any time during the 4-H year.

4. Independent members must have a screened and enrolled Adult Mentor.

5. A youth may enroll and/or participate in multiple 4-H clubs and programs within a county.

6. After a member’s initial enrollment in 4-H, he/she must re-enroll in the club on an annual basis to retain active 4-H member status.

7. A youth who enrolls in a 4-H club must attend at least one meeting of that club to be called a 4-H member. Youth that do not comply are not eligible to take part in 4-H exhibitions, receive 4-H premiums, or other 4-H awards and recognitions that are available to 4-H members.

8. Members may transfer their 4-H enrollments to other 4-H clubs within or outside the county at any time with permission of the Extension staff. Additionally, youth may transfer their enrollments from other states to Illinois 4-H. In cases of membership transfer, the original enrollment date will be used as a basis for determining eligibility for participation in 4-H programs and events.
9. It is preferred that youth enroll in 4-H in their county of residence. If youth wish to enroll in a 4-H club in another county, they must have prior approval from the University of Illinois Extension staff in the county that sponsors the 4-H club.

10. Tenure of membership refers to the cumulative number of "4-H years" in which the member is enrolled regardless of the location of that membership. Youth are recognized for their cumulative years of 4-H membership, starting when they turn 8, regardless of the intensity or duration of their 4-H participation. Years of 4-H participation in another state, county, or club will be recognized for membership tenure in cases of membership transfers. Years as a Cloverbud do not count toward "4-H years."

11. 4-H membership may not be terminated during the 4-H year without that member's knowledge. Termination of membership may not be based on attendance.

12. Counties are under no obligation to accept 4-H members from any county that chooses not to fund its own University of Illinois Extension programs through the agreement process with University of Illinois Extension.

13. A $20/year 4-H program fee applies to participants who are part of a sustained 4-H experience. This includes youth enrolled in multi-project 4-H clubs, special interest 4-H clubs, as well as 4-H Cloverbud and 4-H adults with intellectual disabilities clubs.

14. Clubs in which the youth have no control over whether 4-H is involved, and therefore would not be able to opt out of the enrollment, are not expected to pay the $20 program fee. The benefits of 4-H membership in these “no opt out” cases are limited to the club-level. Because youth are not choosing to participate in 4-H and do not pay the program fee, they are not eligible for wider 4-H opportunities such as county/state awards or recognition programs, county/state/national events, 4-H camp scholarships, etc. Staff are encouraged to help youth participating in a “no opt out” club be aware of wider 4-H opportunities and invite them to “opt in.” Once a youth decides to opt in, a program fee would apply.

15. No child will be denied the opportunity to participate in 4-H due to the inability to pay. Local Extension offices can determine the processes for determining ability to pay. 4-H program fee applies to the member not their memberships. Youth with membership in more than one 4-H club pays the 4-H program fee only once per year. The county of residence should collect the fee and is the county that should pay the member for all 4-H premiums earned. It is up to each county to determine their payment deadline and to communicate that deadline clearly.

16. All 4-H youth who meet applicable qualifications may participate in age-appropriate state 4-H activities and events, including Citizenship Washington Focus, Illini Summer Academy and other programs regardless of the intensity of their local club/program or county 4-H participation.

17. All members are entitled to all the benefits of 4-H membership, including participation in 4-H events, 4-H award opportunities, and 4-H exhibit opportunities, provided they meet the specific requirements of the events or programs. This does not apply to “no opt out” club members.
18. Illinois 4-H members may participate in 4-H under a shared membership arrangement with another county; however, approval must be granted by both counties prior to enrollment by completing the 4-H Shared Membership Agreement form. Members may not benefit economically from exhibiting the same project at multiple local, county or state 4-H exhibitions, fairs, or shows, including premiums, auctions, trophies, ribbons, and other awards. Members may apply for 4-H awards or recognition in only one county. 4-H program fee should be paid in the county of residence.

a. This policy is designed to meet the changing needs of today’s families including youth who live with parents or guardians in dual or multiple legal residences due to divorce or separation.

b. Shared membership is also an option when a project(s) or exhibitions are not offered in the county of residence.

c. It is not an option just because a 4-H Show is deemed better in a neighboring county or the 4-H member has friends or relatives who are enrolled in another county.

d. Shared membership will not be approved to accommodate family vacations or other summer activities that may interfere with the scheduled 4-H Show in their own county.

e. The 4-H program and Extension staff must be flexible and ready to adapt to the ever-changing family situations to provide youth easy access to 4-H youth development programming. Youth seeking shared membership should meet with extension staff in both counties to secure a signed agreement PRIOR to enrolling in 4-H. See MORE on shared membership in the ENROLLMENT section of this handbook.

**MEMBER BEHAVIOR GUIDELINES**

All participants of the Illinois 4-H Youth Development program, which is the youth component of programs planned, conducted, and supervised by University of Illinois Extension, are responsible for their conduct to University of Illinois Extension personnel and/or volunteers of the 4-H Youth Development program.

4-H members’ behavior is expected to demonstrate the character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship. Specifically, 4-H members are expected to maintain the following standards:

1. Be courteous and respect others.
2. Obey all rules of the locality, state, and nation, and University of Illinois and Extension policies and guidelines as well as 4-H Program Guidelines and those of the local club.
3. Treat all people fairly and animals humanely.
4. Respect the property of others.
5. Respect the authority of adult or youth volunteers, paid Extension staff, and others in leadership roles.
6. Use appropriate language and wear acceptable clothing at 4-H activities and events.
7. Show kindness to others and give assistance when needed.
8. Be honest and honor commitments.
10. Accept responsibility for personal choices.
The Illinois 4-H Member Behavior Guidelines are to be followed at 4-H club meetings, activities, programs and events. Extension staff and 4-H volunteers should include 4-H members in developing and adopting behavior guidelines. Behavior guidelines written to govern 4-H youth must be consistent with the Illinois 4-H Member Behavior Guidelines. Should additional behavior guidelines be developed, Extension Unit staff must review and approve them prior to use.

When the safety of others is impacted, the misconduct of a youth outside of 4-H meetings and other Extension sponsored learning opportunities must be reviewed. 4-H enrollment and participation may be in jeopardy. In consultation with the 4-H member, their parent/guardian and local and state 4-H staff, several options can be explored including independent membership, parent or guardian supervision, limited participation, or suspension of membership for a specified period of time.

YOUTH CODE OF CONDUCT AT 4-H ACTIVITIES AND EVENTS

The Illinois 4-H Youth Code of Conduct has been established to provide a safe environment for 4-H members and guests at various 4-H programs, events and activities on the local, regional, state, and national level. The Code of Conduct has been approved by University of Illinois Office of Legal Counsel and outlines established disciplinary actions that are to be followed by the Extension staff and/or volunteers who are in charge of the event or activity. Should additional guidelines be developed for a specific event or activity, those guidelines must be reviewed and approved by Extension staff.

Youth, their parent(s) and/or guardian(s), and adults who will be participating in programs, events or activities should be provided with a copy of the Code of Conduct in advance of the event and sign a release acknowledging that they have read the Code and understand the disciplinary actions that will occur should the child’s conduct be inappropriate.

The following conduct will not be allowed by any youth participating in 4-H programs, activities or events and is subject to disciplinary action:

Category 1

a) Possession, use, or distribution of alcohol and other drugs*, including tobacco products.
b) Theft or destruction of public or private property.
c) Involvement in sexual misconduct or harassment.
d) Possession or use of dangerous weapons or materials (including fireworks).
e) Fighting or other acts of violence, actual or implied, that endanger the safety of the participant or others.

Category 2

a) Willfully breaking curfew.
b) Unauthorized use of vehicles.
c) Leaving the site of the event.
d) Participation in gambling.
e) Absence from the planned program.
f) Intentionally interfering with or disrupting the event.
g) Use of profane or abusive language.
h) Disregard for public or personal property.
i) Public displays of affection or inappropriate actions.

j) Failure to comply with direction of Extension personnel, including designated adults acting within their duties and guidelines.

*Prescription drugs must be listed on an Emergency Medical Information form.

Consequences:

The University of Illinois Extension reserves the right to restrict participation in future activities for those individuals who have been removed from an activity for any behavior outlined in Category 1 or Category 2.

In all cases, the participant will be responsible for restitution of any damages incurred by his/her actions.

Category 1:

1. When notified of any of the actions listed under Category 1, the adult in charge, will ascertain the relevant facts and, with concurrence from the U of I Extension staff, will notify the affected participant of the action and any supporting evidence. The participant will be allowed an opportunity to answer the allegations and, if necessary, law enforcement officials will be notified. While facts are being verified, the participant will be removed from the 4-H activity/event and be under direct supervision of an adult chaperone.

2. The parent or guardian will be notified of the behavior and must make arrangements for removal of the participant from the activity, at the parent’s or guardian’s expense.

3. Documentation must be completed on an “Incident Report Form.”

Category 2:

1. When notified of any of the actions listed under Category 2, the adult in charge will ascertain the relevant facts and, with concurrence from the U of I Extension staff, will notify the participant of the action and any supporting evidence. The participant will be allowed an opportunity to answer the allegations and, if necessary, law enforcement officials will be notified. While facts are being verified, the participant will be removed from the 4-H activity/event and be under direct supervision of an adult chaperone.

2. The parent or guardian of the participants who violate curfew, use vehicles without authorization, or leave the site of the event (as outlined in Category 2, letters a, b, c) will be notified of the actions by the participant. The parent or guardian must immediately remove the participant from the activity, at the parent’s or guardian’s expense. Participants who exhibit conduct as described in Category 2, letters d-j, will receive a verbal and written warning (initialed by the adult and the participant). Upon receiving a second warning, the parent or guardian will be notified of the behavior and must make arrangements for removal of the participant from the activity, at the parent’s or guardian’s expense.

Except in an emergency situation, a 4-H volunteer is expected to consult with the Extension Unit staff before responding to or taking action for misconduct that may result in removal from a specific activity.
Whenever the health or safety of others is jeopardized by the actions of a 4-H participant, the volunteer should take the necessary actions to safeguard the wellbeing of the participants and/or volunteers. This may include immediately adjourning the meeting or activity and contacting appropriate law enforcement authorities. In cases of minor misconduct, the 4-H volunteer will warn the offender and/or provide the examples of misconduct along with a warning that continued misbehavior will result in specific consequences. Any emergency action taken by a 4-H volunteer should be reported immediately to the Extension Unit staff. An incident/accident report should be filed with the County Director.

Under defined circumstances; Extension employees or designees may conduct a search and seizure of an illegal item or an item in violation of 4-H policy, providing the search is based on “reasonable” suspicion. A law enforcement official must be called whenever it is believed that a complaint or situation represents a serious or imminent risk of harm. Program participants must be informed in advance that such searches may be conducted. The participants and the participant’s parent/guardian must have provided consent. Any inspections will be conducted in a reasonable manner and limited in scope to only such areas or items as deemed necessary based upon the information leading to the inspection. Under no circumstances should search of pockets or searches requiring removing clothes or touching of the member’s body be conducted.

4-H PROJECTS AND ACTIVITIES

1. All 4-H members must be enrolled in a minimum of one project or approved course of study. The State 4-H Office, Unit Extension staff and local advisory groups define and approve the 4-H projects and activities offered in each county. Project support materials are available on national, state, regional, and local levels.

2. Youth may add or delete project enrollments at any time during the 4-H year.

3. Extension Units cannot add or delete a project enrollment from a member’s record during the 4-H year without the member’s authorization.

4. Youth ages 5-7 years must be enrolled in projects recommended for this age group. A list of the approved projects is included in the Cloverbud section of the Illinois Clover. Livestock projects are not approved for risk management, competition, and age-appropriateness reasons. Refer to 4-H National Headquarters Fact Sheet: Kindergarten-3rd Grade Programs in 4-H https://nifa.usda.gov/sites/default/files/resource/K-3rd%20Grade%20Programs%20in%204-H.pdf

5. Extension Units may establish project enrollment deadlines relative to participation in specific 4-H exhibitions, activities, or events.

6. Weapons and ammunitions are prohibited at 4-H meetings, activities, and events unless the youth is participating in an approved Illinois 4-H Shooting Sports program administered by a certified 4-H Shooting Sports instructor.

7. All-terrain vehicle (ATV) riding projects and events are not approved as club, county, or state 4-H projects. All ATV safety education conducted with youth in programs sponsored by University of Illinois Extension should be limited to printed materials, news releases, video presentations, other visual aids or simulations, and must not include the actual operation of an ATV.
COUNTY/UNIT TEAM MEMBERSHIP

4-H members must participate on county teams in the county in which they hold 4-H membership. Only when their county does not offer a particular program can they participate in an adjacent county in their Unit. Notify the State Educator responsible for that particular program area (i.e. Animal Science, Robotics, Shooting Sports) to obtain permission. A shared membership form is not required.

INDEPENDENT MEMBERS

This option is recommended for older teens; however, younger aged youth may participate in select, pre-approved situations. Independent membership is most appropriate for collegiate-age 4-H youth that are living away from home while pursuing advanced education. Other approved situations would include when youth may find that the service area for the nearest or most suitable 4-H club requires too much distance to travel. All 4-H individual members must have an adult mentor to give guidance to the member’s 4-H project work and should be enrolled in 4-H Online as a volunteer/leader. The 4-H member and adult mentor should work together to complete an Independent Member Action Plan (Portal: 4-H Contacts: Forms) that should be submitted to the Extension Office in the county where the member is enrolled. Each adult mentor should be provided with a copy of The 4-H Mentor: A Guiding Hand (Portal: 4-H Contacts:) to guide them in their role as a mentor.
4-H Name and Clover Emblem

4-H Name and Emblem Regulations are protected under federal statute Title 18, U.S. Code 707. This provides the 4-H Name and Emblem with the level of protection afforded other federal marks, such as the Seal of the President of the United States. Thus the 4-H Name and Emblem policies are federal policies and Illinois adheres to those policies.

On May 17, 1985, the U.S. Secretary of Agriculture approved newly revised regulations governing use and authorization of the Name and Emblem of 4-H Club work, as published in the Federal Register on August 2, 1985. In addition, an amendment to these regulations was published in the Federal Register on March 17, 1987. The amendment clarified definitions and further defined and expanded the use of the 4-H name and emblem in 4-H fundraising activities. These regulations serve as the U.S. Department of Agriculture’s policy statement on the use of the 4-H name and emblem.

POLICIES FOR USE OF THE 4-H NAME AND EMBLEM

1. The 4-H name and emblem are held in trust by the Secretary of Agriculture of the United States Department of Agriculture for the educational and character-building purposes of the 4-H program. The 4-H name and emblem can be used only as authorized by the statute and according to the authorization of the Secretary or designated representative.

2. The 4-H name and emblem may be used by authorized representatives of the United States Department of Agriculture, Extension staff, land-grant institutions, and the National 4-H Council, according to the regulations, for serving the educational needs and interests of 4-H youth.

3. The County Director may authorize local vendors, organizations, or others who apply to use the 4-H name and emblem within the geographic boundaries of the Extension Unit. If vendors, organizations, or others want to use the 4-H name or emblem for multi-unit, regional or state-wide purposes, they must contact the State 4-H Office and complete the state-wide authorization form.

4. The 4-H name and emblem shall not be used or imply endorsement of commercial firms, products, or services.

5. Any use of the 4-H name and emblem is forbidden if it exploits 4-H programs, volunteer leaders, 4-H youth participants, the United States Department of Agriculture, Extension, or the land-grant institutions, or their employees.

6. University of Illinois Extension employees, 4-H program participants, and volunteer leaders are responsible for protecting and promoting use of the 4-H name and emblem.

7. The acceptance of a 4-H Club’s annual enrollment forms by Extension staff, grants a 4-H Club authorization to use the 4-H name and emblem for the conduct of 4-H Youth Development programs and to be included under the Federal Tax Exemption Status.
8. Extension Units will secure Memorandum of Agreements (MOA) with 4-H affiliated organizations to authorize the use of the name and emblem. The agreement will be signed between the affiliate and the University of Illinois Board of Trustees. The agreement will have an annual renewal clause, but appropriate fiscal and legal documents will need to be provided to the County Director each year. Copies will be kept at the local Extension office and with the affiliate.

9. All Extension staff, volunteers, and 4-H members must be informed of and act upon their obligations to report alleged misuses of the 4-H name and emblem, including misuse of funds.

10. When non-Extension private companies hold fundraisers to support 4-H educational programs in a county or state, additional rules apply beyond the Memorandum of Agreement.

   a. The 4-H Name and emblem must be clear, distinct and set apart from any commercial product message.

   b. The 4-H Name and Emblem cannot be integrated into or joined with other company logos/images to create a larger design.

   c. The product or service cannot include testimonials from 4-H staff, members or volunteers.

   d. The following statement must be used on any promotion done for the fundraiser: “No endorsement of the product or service by 4-H is implied or intended. Profit from this fundraiser will be used to support 4-H educational programs.”

11. Accompanying the authorization to grant permission to use the 4-H name and emblem includes the responsibility to ensure that the regulations are followed. Procedures for reporting violations are as follows:

   a. Any alleged violation should be identified in writing accompanied by adequate documentation to the appropriate individual at the county, state, or national level at which the violation occurred:

      • Administrator, Extension Service, or Deputy Administrator, 4-H Youth Programs, if the violation is nationwide or involves more than one state.

      • Director of Extension or State 4-H Office if the violation is statewide or involves more than one county/unit.

      • County Extension staff if the violation occurs within a specific county/unit.

   b. If, after reviewing the facts of the alleged violation, it appears that there is cause, a written notification stating the reasons for the appearance of violation and a request to desist should be submitted to the person or firm in question.

   c. If such notification does not result in satisfactory action on the part of the person or firm in question, the matter should then be turned over to legal counsel of the Office of the General Counsel, USDA (in the case of violations at the national level) or to the land-grant university attorney (in cases of offenses at the state or county level).
12. Alleged activities that involve the unauthorized use of the 4-H name and emblem can be prosecuted under Public Law 772, Title 18, U.S.C. 707. Local, State and Federal criminal statutes can be used to prosecute. This applies to salaried staff and volunteers, in addition to those not directly authorized to be part of the 4-H program.

POLICIES FOR GRAPHIC IMAGES

1. The name 4-H must be the number 4, followed by a hyphen, then a capital H. It may never appear without the hyphen (4H) except when used in a url or #hashtag.

2. Try not to split 4-H when used at the end of a sentence.

3. Do not use the 4-H Emblem to replace the word 4-H in a title.

4. Other groups can only use the Clover if they’ve completed the “Use of the Name and Emblem” request and it’s been approved.

5. The appearance of the Clover in print or online must follow these rules:
   a. The clover leaves must be either Black, White, Green, or Metallic Gold. On a t-shirt or material, the LEAVES must be these colors and cannot be the color of the shirt unless the shirt is black, white, green or metallic gold. (for example, if a club wants a bright orange shirt, the design must be that the Clover leaves are printed in black, white, green or metallic gold and NOT an outline allowing the orange to show through.
   b. The exact PMS color is Green 347, or CMYK cyan 100%, magenta 0%, yellow 90%, and black 0%.
   c. The H’s on a green clover must be white, black, metallic gold or reversed out to the color of the paper or material on which it is printed. The H’s on a Black Clover must be white or reversed out to the color of the paper or material on which it is printed. The H’s on a White Clover must be black, green or reversed out to the color of the paper or material on which it is printed. The H’s on the Metallic gold clover must be white, black or reversed out to the color of the paper or material on which it is printed.
   d. The federal mark 18 USC 707 notation MUST ALWAYS appear under the side of the bottom right leaf, except when the clover is used on jewelry.
   e. The stem of the clover must always point to the right. Do not flip the image to create a bookend effect.
   f. The Emblem must appear in its entirety as a whole, complete image and never a partial image. Do not remove the leaves.
   g. Do not place any text or graphics on top of the Clover Emblem. The Clover can be used in conjunction with a design, but must always appear prominent and in its entirety.
   h. The Emblem cannot be faded or ghosted but must appear as a full green, black, white or metallic gold.
i. **The Emblem must appear upright and can’t be tilted, rotated or turned on its side**, except when used on cloth or when animated in a presentation.

j. **The Emblem must remain proportional to its original shape** and cannot be distorted or stretched.

k. **The Emblem may be outlined or shadowed** to help define the image or show depth.

6. **Clubs are granted automatic authority to use the Clover Emblem** once they are created and chartered. Extension offices are also automatically approved. Print companies which have been hired by clubs or offices do not need additional permission to produce the item requested by the clubs or office. This does not grant companies permission to use the design for themselves with other clients.

7. **Club leaders must receive an approval of their printed designs** for t-shirts, etc. from the local Extension office prior to production to ensure their design meets all the regulations.

**APPROVED 4-H CLOVER LOGOS**

You may use either 4-H Clover design (with the 18 USC 707 slanted or straight under the bottom right leaf).

![Approved 4-H Clover Logos](image)

**APPROVED EXTENSION & 4-H CLOVER LOGOS**

New I-block Extension logos will be available on the intranet sometime in October 2017. Please look for information in the near future regarding the new logo and text via e-mail and other communications. New logos will be available for download through the Extension Portal: **Intranet: Marketing**

An approved Extension logo must appear on all printed materials or material posted online which may be printed by clients. Using the 4-H Clover alone on promotional material **DOES NOT QUALIFY** for meeting this obligation. You may use a 4-H Clover in your promotions, but you must also use the Extension logo to be in compliance.

You may use the Extension logo with or without the 4-H Emblem.
REQUIRED LANGUAGE

The following statements are required on all flyers and forms distributed to the public.
University of Illinois | U.S. Department of Agriculture | Local Extension Councils Cooperating
University of Illinois Extension provides equal opportunities in programs and employment.

If the print piece is promoting a physical meeting, you must include the accommodation statement:
If you need reasonable accommodations to participate, please contact the registration office.

MARKETING REQUIREMENTS FOR 4-H CLUBS

As representatives of 4-H and University of Illinois Extension, 4-H clubs have the right to use the 4-H name and Clover emblem in all their marketing and promotion efforts. There are guidelines which go along with that special access to the Clover and Extension brand. Please go through this checklist each time you prepare a printed poster, flyer, or marketing piece to ensure you are in compliance with state and national requirements.

CLOVER USE

- The Clover leaves & stem are either green, black, white, or metallic gold. The H’s should be either black, white, or green (unless printed on t-shirt; then the H’s may be the color of the shirt). The green is Pantone PMS 347.
- The Clover appears as a solid color, not faded/shaded.
- The Clover appears proportional and has not been stretched or distorted.
- The Clover is upright with the stem ALWAYS pointed to the right.
- The Clover appears in its entirety. No words/images obstruct or cover any portion of the Clover.
- The Clover appears with the 18 US. 707 notation below the right leaf. It may appear in the slanted or the straight line form.

4-H NAME USE

- “4-H” includes the hyphen.
- “4-H” has not been split over two lines.

REQUIRED INFORMATION ON ALL PRINTED PIECES

- The Extension logo (either black or full color) appears on the print piece
- A high quality image was used so the Clover and Extension logos appear clear and focused. Do not copy the logos from the web or another document. 4-H Extension staff can provide you with an appropriate logo image to use.
- The following two statements appear near the bottom of the print piece. University of Illinois | U.S. Department of Agriculture | Local Extension Councils Cooperating University of Illinois Extension provides equal opportunities in programs and employment.
• If the print piece is promoting a physical meeting, the accommodation statement is included. *If you need reasonable accommodations to participate, please contact the registration office.*

**APPAREL/AWARD ITEMS**

Any local apparel (t-shirt, etc.) design must be approved by the State 4-H or Extension marketing staff prior to production. If you have questions, email Illinois 4-H Communication Director Judy Mae Bingman @ jmbingma@illinois.edu.

**ADDITIONAL RESOURCES**

Information related to the use of the 4-H Name and Emblem may be found on the National Institute of Food and Agriculture (NIFA): Youth Development & 4-H web site at:

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

The following downloads are available to Extension staff. The web site will have the most recent information with the date of issue included on the files. Please use this list to gather the information you need related to the 4-H Name and Emblem.

- Using the 4-H Name and Emblem
- Application for Authorization to Use the 4-H Name and Emblem
- Authorized Users of the 4-H Name and Emblem
- Training Resource for 4-H Professionals
- Name and Emblem User Guide for Non-Extension Entities
- 4-H Name and Emblem Guide for 4-H Professionals
- 4-H Charter Fact Sheet

The following resources are available on the Portal: **4-H Contacts: Resource Library: Fiscal: Use of the 4-H Name and Emblem**

- Authorization to Use the 4-H Name and Emblem County/Unit Form
- Authorization to Use the 4-H Name and Emblem for Youth Livestock Auctions Form
- 4-H Name & Emblem Use Training for Volunteers & Staff PPT (use to help train club volunteers on the proper use of the 4-H clover)

The following link http://campus.extension.org/ provides a quick training for staff on the use of the 4-H Name & clover. The training only takes 10 minutes.

**Send inquiries** to 4HNE@nifa.usda.gov
RECOGNITION AND AWARDS

Recognition and awards have been an important part of 4-H. From the earliest days of 4-H, we have known that the wise use of recognition helps motivate youth. Recognition encourages young people and increases their interest in the opportunities that are available to them. Volunteers and professionals have used recognition as one way to help young people become more capable and competent young adults.

Following the philosophy that all 4-H members and 4-H clubs deserve to be recognized for their level of involvement in 4-H, the Illinois 4-H program focuses on three areas of recognition: ENGAGE, EXPERIENCE, AND EXCEL. The Illinois 4-H Recognition Program is totally supported by the Illinois 4-H Foundation, Inc. and its Project Partners and donors.

POLICIES

1. Any 4-H member may compete in county and state 4-H award programs providing they meet the eligibility requirements. This includes all 4-H youth enrolled in 4-H Online.

2. Units may determine selection criteria, policies, and procedures for local awards as long as those procedures and policies do not violate state 4-H policies.

3. To eliminate any potential conflict of interest or appearance of impropriety, all Unit 4-H Award Selection Committees should consist of individuals who have no personal ties to any of the award applicants. “Personal ties” are defined as an immediate family member as determined by blood, marriage, or step-relationship (stepparent, guardian, sibling, aunt/uncle, grandparent, etc.) A leader of the award candidate’s 4-H club or an independent study mentor would also be defined as a personal tie.

4. Candidates for state award consideration must be at least fifteen years old at the time of their enrollment (September 1) to apply. Youth who are 19 and have aged out of 4-H are eligible to apply, but are limited as to final state award options due to age restrictions for national 4-H events.

5. Candidates must have completed a minimum of one year in the 4-H program, including the current 4-H year.

6. Candidates for state awards must be currently enrolled in 4-H at the time an application is submitted for state recognition in January. (An exception is granted to those 4-H members who aged out of 4-H the previous September.)

7. A 4-H member may attend National 4-H Congress only once

8. As a means of ensuring individual rights to participate and/or resolve irregularities in the selection process, the Assistant Dean and Director of 4-H and his/her designee reserve the right to submit a candidate’s award application directly to the State 4-H Award Selection Committee in an “at-large” category.
9. To eliminate any potential conflicts of interest or appearance of impropriety, members of the State 4-H Award Selection Committee must not have any personal ties to any of the award applicants. “Personal ties” are defined as immediate family members as determined by blood, marriage, or step-relationship (step-parent, guardian, sibling, aunt/uncle, grandparent, etc.). A leader of the award candidate’s 4-H club or independent study mentor would also be defined as a personal tie.

10. 4-H clubs wishing to be considered for state award consideration must be registered with their local Extension office and members enrolled by August 1 of the year they are submitting an application.

11. As a means of ensuring individual rights to participate and/or resolve irregularities in the selection process, the Assistant Dean and Director of 4-H and his/her designee reserve the right to submit a 4-H Club award application directly to the State 4-H Award Selection Committee in an “at-large” category.

12. To eliminate any potential conflicts of interest or appearance of impropriety, members of the State 4-H Club Award Selection Committee must not have any personal ties to any of the award applicants. Personal ties in the Club Award area are defined as immediate family members as determined by blood, marriage, or step-relationship (step-parent, guardian, sibling, aunt/uncle, grand-parent, etc.) to any member or leader of the club. An Extension staff member from the club’s Extension Unit would also be defined as a personal tie.

PROCEDURES FOR RECOGNITION & AWARDS

INDIVIDUAL MEMBER RECOGNITION

Engage: ENGAGE will highlight the recognition and inclusion of all members into the 4-H community. Primarily based on the local level, local Extension offices will create their own plans for welcoming new members and honoring all of those youth who become engaged in the 4-H program. Means of recognition may include t-shirts, folders, social media shout-outs, newsletter articles, etc. The State 4-H Office will continue to offer 4-H Membership cards.

Experience: The Illinois 4-H program offers a huge number of EXPERIENCES for its members. This area offers recognition for members who are involved in a diverse spectrum of 4-H experiences (club, county, multi-county, state, national, and international levels.) 4-H members will be able to submit the new Illinois 4-H Experience Form, noting all the things they have experienced over the year, and be recognized for one of five levels of involvement in four different dimensions: Participation, Community Service, Leadership, and Project Learning.

APPLICATION PROCESS FOR EXPERIENCE LEVEL

- 4-H members of any age may complete the My Illinois 4-H Experiences form and submit to their local Extension office for review.
- There are FOUR DIMENSIONS of 4-H experiences in which the member may choose to become involved over the 4-H year: Participation, Community Service, Leadership, and
Project Learning. The following requirements must be met for recognition in the Experience area:

- **Bronze Clover** – Complete one Experience in each of the four dimensions
- **Silver Clover** – Complete two Experiences in each of the four dimensions
- **Gold Clover** – Complete four Experiences in each of the four dimensions with at least two experiences beyond the county level.
- **Diamond Clover** – Complete six or more experiences in ONE dimension, with at least four experiences beyond the county level. *(Not available in the Participation dimension)*
- **Emerald Clover** – Complete eight or more experiences in ONE dimension, with at least four experiences beyond the county level and at least two at the state or national level. *(Not available in the Participation dimension)*

- Bronze, Silver, and Gold Clover recognition will be reviewed and awarded on the local level (starting the fall of 2017).
- Forms for Diamond and Emerald Clover recognition may be submitted by 4-H members to their local Extension offices in the fall. **Forms for Diamond and Emerald Clover applicants must be submitted electronically to the State 4-H Office by the local Extension office no later than 5 p.m. on January 5, 2018.**
- Recognition for a specific level may be repeated, but each activity/event can only be used once within a level or in a single dimension.

**PRIZES, RECOGNITION ITEMS FOR THE EXPERIENCE LEVEL**

Depending upon the number and level of experiences in the various dimension, members can be recognized with a Bronze, Silver, Gold, Diamond, or Emerald Clover Award. (See Program Requirements for more information on eligibility.) The Bronze, Silver, and Gold Clover awardees will be recognized on the county level. Recognition for these award levels will consist of special Illinois 4-H medallions. Diamond and Emerald Clover awardees will be invited to the Celebrating Excellence – Illinois 4-H Recognition Reception held in the fall to receive their award. In addition to the Recognition reception, recognition items for Diamond and Emerald Clover award recipients will include an acrylic plaque and an e-card.

**Excel:** 4-H Members and Clubs that **EXCEL** in their work can compete for state honors in specific award areas. Be sure to review individual award information below for eligibility information and other requirements for the specific programs.

**EXCEL REQUIREMENTS**

- Applicants must have completed a minimum of one year in the 4-H program, including the current 4-H year.
- Applicants must be currently enrolled in 4-H at the time an application is submitted for state recognition in January. (An exception is granted to those 4-H members who aged out of 4-H the previous September.)
• Each specific award has different criteria and program requirements. Applicants are responsible for reading this information and asking questions as needed to understand the differences.
• Candidates for any State 4-H Award must adhere to instructions provided in each of the applications, including limitations on pages, size of type, etc. All applications must be completed electronically – no handwritten applications will be accepted.

On the state level, four special award opportunities are available:

Illinois State 4-H Award

Award areas include: Communications, Community Service, Leadership, Personal Growth, and Project Mastery. Members may apply in any or all of the award areas. Application consists of three sections of listed information and two essay questions. Essay questions must be answered for each of the different award areas in which the member applies. State 4-H Award Winners will be invited to the Celebrating Excellence – Illinois 4-H Recognition Reception. They will also have a choice between options for their award: Trip to National 4-H Congress (value approximately $1,300); College Scholarship of $1,000; or up to $1,000 towards a national 4-H event/conference that the member may qualify to attend. (Applicants who aged out in September are limited to the educational scholarship option due to age restrictions of national 4-H events.)

APPLICATION REQUIREMENTS FOR ILLINOIS STATE 4-H AWARD

• Applicants must be at least 15 years old as of September 1 of the 4-H year in which they are applying on the state level. (September 1 prior to the January date the application is submitted)
• Applicants may apply in one or multiple areas. The same main application (Sections I, II, and III) is submitted, no matter how many areas they submit in. The two essays must be written in EACH of the award awards in which the applicant wishes to submit.
• Applicants may only submit in ONE Project Mastery area.
• Applications must be submitted via the local Extension office, which may establish its own deadline. On the state level, applications must be submitted electronically to the State 4-H Office by 5 p.m. on January 5, 2018.
• A 4-H member may only receive this award once in their 4-H career.
• There is no limit to the number of applications a county may submit in any of the five award areas.

Illinois State 4-H Key Award

The 4-H Key Award focus is on Leadership, Community Service, and Mentoring. Application consists of checklists, four essay questions, and reference evaluations. State 4-H Key Award Winners will be invited to the Celebrating Excellence – Illinois 4-H Recognition Reception to receive their engraved award.
APPLICATION REQUIREMENTS FOR ILLINOIS STATE 4-H KEY AWARD

- Applicants must be 16-19 years of age as of September 1 of the 4-H year in which they are applying on the state level. (September 1 prior to the January date the application is submitted.)
- Applications must be submitted via the local Extension office, which may establish its own deadline. Only three applications per county may be submitted to state. On the state level, applications must be submitted by the local Extension office to the State 4-H Office, postmarked by January 5, 2018.
- A 4-H member may only receive this award once in their 4-H career.

Illinois 4-H LCP Award

The 4-H LCP Award focus is on Leadership, Citizenship, and Professionalism. The application consists of checklists, one essay question, and reference evaluations. The Illinois 4-H LCP Award program is sponsored by the Illinois Farm Bureau and Affiliate Companies. State 4-H LCP Award Winners will receive an invitation to the Premier 20 Young Leaders Conference in Bloomington in April. Winners will also be invited to the Celebrating Excellence – Illinois 4-H Recognition Reception to receive an award plaque.

APPLICATION REQUIREMENTS FOR ILLINOIS STATE 4-H LCP AWARD

- Applications must be 17-19 years of age by December 1 of the 4-H year in which they are applying. (December 1 prior to the January date the application is submitted)
- Application must be submitted via the local Extension office, which may establish its own deadline. Only two applications per county may be submitted to state. On the state level, applications must be submitted by the local Extension office to the State 4-H Office, postmarked by January 5, 2018.
- A 4-H member may only receive this award once in their 4-H career.

Illinois 4-H Veterinary Science Award

The Illinois State Veterinary Medical Association (ISVMA) provides a $200 cash award each year to an outstanding member enrolled in the 4-H Veterinary Science project.

APPLICATION REQUIREMENTS FOR ILLINOIS 4-H VETERINARY SCIENCE AWARD

- Members must have been enrolled in the Veterinary Science project for a minimum of three years to apply for this award.
- Applications must be submitted via the local Extension office, which may establish its own deadline. On the state level, applications must be submitted electronically by the local Extension office to the State 4-H Office by 5:00 p.m. on January 5, 2018.
- A 4-H member may only receive this award once in their 4-H career.
**EXCEL on the County Level**

The following programs offer other opportunities for members to be recognized on the local level in the Excel area:

**County 4-H Awards**

- Award areas include: *Communications, Community Service, Leadership, Personal Growth,* and *Project Mastery*. Members may apply in any or all of the award areas.
- The application consists of three sections of listed information and two essay questions. Essay questions must be answered for each of the different award areas in which the member applies.
- Counties can hold their own award selection process, following the policies that are set for that process. County award winners in these five areas will receive an award medallion specific for that category. County award winners may only receive the local award medallion once.

**Electricity Achievement Award**

- The Energy Education Council will provide one plaque to each county recognizing one 4-H member's outstanding achievements in electricity.
- Selection criteria includes the following: 1) Member should have constructed and displayed an electrical exhibit; 2) 4-H member electric project records may be reviewed; and 3) Member award is to be presented at an Extension Unit recognition program.
- 4-H members can receive this award only once.
- Some Extension Units may require special applications be submitted for this recognition. Counties request the plaque for this award on a special form provided by the State 4-H Office. Counties should submit their request to the State 4-H Office by September 15 of each year.

**Holstein-Friesian Association Award**

- The Illinois Holstein-Friesian Association provides certificates and medals to members for their participation in the 4-H program.
- Members must be enrolled in the Dairy project and exhibit Holstein dairy animals at the county 4-H show.
- Some Extension Units may require an application be submitted for this recognition. Counties request the certificates and pins for this award on a special form provided by the State 4-H Office. Counties should submit their request to the State 4-H Office by September 15 of each year.
4-H SCHOLARSHIP PROGRAMS

The Illinois 4-H Program provides several different ways for members to apply for educational scholarships. All of the following scholarship programs are available on a competitive basis:

**Illinois 4-H Legacy of Leadership Scholarship**

This merit-based scholarship is awarded to eight Illinois 4-H members annually. Application is available electronically via the 4-H Contacts Portal and the Illinois 4-H website. Scholarships are $1,000 and can be used to pay for any college-related costs (tuition, books, housing, special fees, etc.). Scholarships are paid directly to the educational institution of the member’s choice.

- Members must be seniors in high school or freshman in college, be currently enrolled in the Illinois 4-H program, and must have been a 4-H member for a minimum of 5 years.
- Applications must be submitted to the State 4-H Office postmarked by March 1. Winners are announced by July.

**Illinois 4-H Livestock Scholarship**

This merit-based scholarship is awarded to one Illinois 4-H member annually. The application is available electronically via the 4-H Contacts Portal and the Illinois 4-H website. The scholarship is for $1,000 and is paid directly to the college of the winner’s choice.

- Members must be seniors in high school or freshman in college, be currently enrolled in the Illinois 4-H program, must have been a 4-H member for a minimum of 5 years; must have participated in Illinois 4-H livestock projects and must be seeking a degree in a livestock-related field (specific requirements are noted on the application).
- Applications must be submitted to the State 4-H Office postmarked by March 1. Winners are announced in July.

**Illinois 4-H Youth Leadership Team Scholarship**

This new scholarship program is open to any current or past Illinois 4-H Youth Leadership Team member who has completed a minimum of one, 2-year term on the Team. The application is available electronically via the Illinois 4-H website. At the present time, the scholarship amount will vary depending upon specific donations to this program. Scholarships will be paid directly to the school of the winner’s choice.

- Applicants must be a current or past Illinois 4-H Youth Leadership Team member who has completed a minimum of one, 2-year term on the Team. Scholarships may be used for advanced educational opportunities – college, technical school, graduate school, or community college.
- Applications must be submitted to the State 4-H Office postmarked by March 1. The winner will be announced in July.
State Fair Jr. Horse Show Scholarship Program

This scholarship is sponsored by the volunteers and supporters of the Illinois State Fair Jr. Horse Show. Funds are raised from the sale of t-shirts at each year’s show. The amount and number of scholarships will vary from year to year depending upon income for t-shirt sales and the number of applicants.

- The scholarship opportunity is open to currently enrolled 4-H and FFA members. Members must be seniors in high school or freshman in college, be currently enrolled in the Illinois 4-H or FFA program, and must have exhibited at the State Fair Jr. Horse Show within the past three years.
- Applications are available electronically and must be submitted to the State 4-H Office postmarked by September 15.

Superior Young Producer Scholarship Program

While not sponsored by the Illinois 4-H program, this scholarship program is open to 4-H members who are enrolled in beef, sheep, swine, dairy, or horses. The program is sponsored by the Illinois State Fair. Three $1,000 scholarships are awarded in horses and three $1000 scholarships will be provided in dairy. A total of nine $1000 scholarships will be provided in a combined contest for beef, sheep and swine contestants. Contests are held during the Illinois State Fair show for each species.

- Members must compete in 3 to 4 individual segments that vary according to species: management test, skill-a-thon, judging contest, and/or meat identification or testing.
- Contestants must be 14 years of age or older (on January 1, 2017) who are current Illinois 4-H members enrolled in that project.
- Participants do not have to be exhibiting animals at the Illinois State Fair in order to participate in the SYPA contest.

4-H CLUB RECOGNITION

The Illinois 4-H Recognition Program also provides 4-H staff ways to recognize 4-H clubs within the Engage, Experience, and Excel areas. Any 4-H club officially enrolled in the 4-H program during the current year may be recognized for their involvement and experiences.

Engage: Like their recognition of 4-H members, local Extension programs are responsible for highlighting the recognition and inclusion of all clubs in the 4-H community. They can create their own plans for welcoming new clubs and leaders and honoring all 4-H clubs who participate during the year. The State 4-H Office will still provide Club Charters and 4-H Flag Sets for new 4-H clubs.

Experience: Clubs will have the opportunity to tell of their 4-H Experiences statewide via our Online Club Story Report and social media shout-outs. On a monthly basis, clubs may submit their stories. Some stories may be selected for highlights on the Illinois 4-H Facebook page. Special drawings may provide clubs who submit stories with other recognition via the State 4-H Office.

Excel: Just as individual 4-H members may share their success via the Excel area of the Illinois 4-H Recognition Program, 4-H Clubs may also submit an Illinois Award Application in the award areas of
Community Service, Project Learning, and/or Leadership. State Award 4-H Clubs will receive a cash award of $75.

- 4-H clubs wishing to be considered for state awards must be enrolled with their local Extension office by August 1 of the calendar year in which they are submitting an application.
- The Illinois 4-H Club Award Application must be completed by a volunteer leader and at least one youth leader and submitted to their local Extension office for review.
- The application must be reviewed and verified by an Extension staff member (salaried or designated volunteer) in the unit making the nomination and submitted by the Extension staff for nomination to the State 4-H Office. The signatures on the application indicate verification that the club is an enrolled/registered club in 4-H Online and the application contains truthful information regarding the club’s experiences.
- The Illinois 4-H Club Award Application must be submitted via the local Extension office, which may establish its own deadline. On the state level, applications will be due by September 15 each year (starting in September, 2017).
- Clubs that apply for State 4-H Awards MUST have their own EIN and club treasury as per University and IRS requirements. Cash Awards will not be awarded to local Extension offices for use by the clubs.
- Candidates for State 4-H Club Awards must adhere to instructions provided in the application, including maximum number of pages, size of type, etc. Applications are to be stapled, with the cover sheet of the application on top. Applications are NOT to be submitted in any type of folder, binder, plastic cover, etc.
- Clubs may apply in one or multiple areas. The same main application is submitted, no matter how many areas they submit in. The program description details must be written for EACH of the award awards in which the 4-H club wishes to submit.
- A 4-H club may be recognized as a State 4-H Award Winner in multiple categories. However, only one cash award will be presented to a club each year.

ADDITIONAL RESOURCES

Located on the Portal: 4-H Contacts: Resource Library: Awards Scholarships & Recognition

Award Application Samples

- Examples of various Impact and Mastery Essays
- Examples of Multiple Category Applications

Award Winners

- State 4-H Winner Lists
- Press Releases for various State Awards

Awards Program & Applications

- Award Transmittal Forms for County Award Requests (September)
• Award Transmittal Form for State 4-H Award Selection (January)
• 4-H LCP Award Application
• State 4-H Key Award Application
• Illinois 4-H Award Application
• Illinois 4-H Club Award Application
• Illinois 4-H Veterinary Science Award Application
• Training Items (PowerPoints, Frequently Asked Questions, etc.)
• Interviewing Tips & Techniques
• My Illinois 4-H Experiences Application
• National 4-H Council Youth in Action Award Guidelines
• National 4-H Council Youth in Action Award

Certificates
• Jr. Leadership Recognition Certificate
• Certificate of Merit
• Certificate of Achievement
• In Recognition of… Certificate
• Friend of 4-H Certificate

Scholarship Applications
• Illinois 4-H Legacy of Leadership Scholarship Application
• Illinois 4-H Livestock Scholarship Application
• Illinois State 4-H Youth Leadership Team Scholarship Application
• State Fair Jr. Horse Show Scholarship Application
RISK MANAGEMENT

All volunteers and youth taking part in 4-H activities should be properly enrolled as 4-H leaders or members within their local Extension Unit. Having enrollments and program plans on file is valuable documentation in case of a claim.

The University of Illinois purchases liability coverage for enrolled adult volunteers who are conducting planned activities under authorization of the Extension Council. For the purpose of this document Extension Council members who work with and make 4-H programming decisions are also covered by the policies outlined below. For ease of reading the terms “4-H adult volunteers” is used exclusively in this document and refers to both 4-H adult volunteers and Extension Council members involved in 4-H programming decisions.

POLICIES TO MANAGE RISK

SUMMARY OF INSURANCE COVERAGE

Comprehensive General Liability - $1,000,000 per occurrence

University of Illinois 4-H adult volunteers are insured by a liability policy the University purchases that covers damages up to the policy limit that the insured person becomes legally obligated to pay. The insurance company is not obligated to pay unless the 4-H adult volunteer is held liable for harming another person or person’s property. The policy covers the 4-H adult volunteer for scheduled and supervised activities. Coverage is also included for premises and property damage liability; coverage for bodily injury; and products coverage (i.e., coverage in the event of food borne illness.)

Within the liability policy is a separate limit for medical expenses that may pay up to $5,000 per person for medical expenses incurred through participation in a 4-H activity. Our commercial insurance carrier makes the determination if a payment will be made under this coverage section.

Automobile Liability Insurance - $1,000,000

4-H adult volunteers are considered additional insured’s for Hired and Non-Owned auto liability when participating in scheduled and supervised 4-H activities. This insurance is excess over other collectible personal auto liability insurance. 4-H adult volunteers are expected to comply with state laws and maintain liability limits that meet or exceed the Illinois Financial Responsibility limits for owners/operators.

This insurance is liability only coverage. It does not provide coverage for physical damage to the 4-H adult volunteer’s vehicle. To illustrate: A 4-H adult volunteer is driving his/her car on 4-H business. S/he negligently rear-ends a farmer on a tractor and causes bodily injury to the farmer, property damage to the tractor, and damage to his/her car. The farmer makes a claim against the 4-H adult volunteer’s personal auto policy for damages. Assume their policy limits are the minimum required by the State -
$15,000 for damage to the property of others and $20,000 for the injury to or death of one person. The farmer's medical bills exceed $20,000 and the tractor requires more than $15,000 in repairs.

Since the 4-H adult volunteer’s personal auto liability limits are exhausted, the UI’s auto liability insurance would then respond for the additional damages because the 4-H adult volunteer was found to be “at fault”. As far as the 4-H adult volunteer’s own automobile, their personal auto policy would pay subject to their collision deductible. There would be no reimbursement from the UI policy for any of the damages related to the 4-H adult volunteer’s vehicle.

**Miscellaneous Property - $100,000 with $250 deductible**

On those occasions when equipment such as tractors or farm implements are loaned to the 4-H for the purpose of conducting educational programs, there is coverage available for the direct loss of the equipment. The policy limit is $100,000 and the per occurrence deductible is $250. If you are planning on taking possession of equipment with a higher value than this, please call University Office of Risk Management at 217/333-3113 to arrange for coverage in excess of the $100,000 for the required time period.

**Horse Show Liability**

4-H clubs that have horse shows, including “gaming and jumping” present an additional level of risk, requiring an additional insurance charge of $42 per day per event. An online application form must be completed prior to the day the coverage is needed. The “Gaming and Jumping” Events Application form can be accessed through the Portal: 4-H Contacts: Resource Library: Risk Management: General Risk Management Resources. Please note that you need an Enterprise Application Login to access this application.

The coverage for “jumping/gaming” classes is liability coverage. The "insureds" are the 4-H adult volunteers. The insurance protects these individuals from claims brought against them because of their activities on Extension’s behalf. As an example, assume a spectator is injured at a 4-H jumping event. Assume their injury is not the result of a condition of the premises but rather the result of a 4-H leader’s negligence. This policy may respond once the insurance carrier does a thorough claims investigation. This fact should be made clear to owners of arenas where 4-H horse shows are held. Owners of such facilities should have premises liability insurance to protect them from a claim a spectator may have that is caused by the condition of the premises.

*When property owners request evidence of liability insurance*, certificates of insurance will be issued, upon request, for 4-H horse shows that contain "gaming and jumping" classes. For example, a fairground owner asks to be listed as an additional insured on our policy in respect to the horse "gaming or jumping" event(s). The certificate will clearly state (or an addendum will be attached) that the fairground is an additional insured on our policy, but only for the liability that incurs as a result of our activities. Our policy will not accept any liability that justifiably belongs with the horse show facility owners. In order for another person to be listed as an additional insured, there must be a written agreement or contract in place. This contract must be between the Board of Trustees of the University of Illinois and the other entity, and approved by the Extension Business Office which must be fully
executed by both parties. For additional information see Section L in this Risk Management and Insurance section of the 4-H Management Handbook.

Our liability policy, including the coverage for "gaming and jumping" classes, does not contain primary accident insurance protection for the 4-H participants. The State 4-H Office purchases a statewide accident insurance policy through American Income Life Insurance which will cover all enrolled 4-H members, Cloverbuds, Extension Volunteers, and Adults with Intellectual Disabilities who pay the program fee. Competitors over the age of 18 are not allowed to participate in 4-H events and are not covered by accident insurance through 4-H. For more information, see “Animal Shows & Fundraisers” in the reference section.

Equine Activity Liability Act

In 1995 the Illinois General Assembly passed the Equine Activity Liability Act to provide protection to individuals and organizations that sponsor equine activities. This act stipulates that an equine sponsor or professional, or any other person, is immune from liability for the death or injury of a participant, which resulted from the inherent risks of equine activities. However, there are exceptions to this rule – a person will be held liable for injuries of an equine activity participant if he or she displays a willful and wanton or intentional disregard for the safety of the participant and if he or she fails to make reasonable and prudent efforts in ensuring the safety of the participant. In addition, a person will also be held liable for the injury of an equine activity participant if he or she is injured on the land or at a facility due to a dangerous latent condition, which was known to the equine sponsor, professional or other person.

The law requires that a specific warning be posted on the premises of the equine activity in a clearly visible location in one inch black letters worded as follows:

Warning

Under the Equine Activity Liability Act, each participant who engages in an Equine activity expressly assumes the risks of engaging in and legal responsibility for injury, loss or damage to person or property resulting from the risk of equine activities.

Equine Headgear

All 4-H members are required to wear a properly fitted ASTM or SEI standard F1163 (or above) certified equestrian helmet whenever mounted or driving at all 4-H horse and pony events, shows, activities, or practices. Original tags must be present in all approved helmets. The 4-H member is responsible to see that this specified headgear is properly fitted with the approved harness fastened snugly in place whenever mounted. Helmet policies apply to all county, area, and state 4-H horse and pony events, shows, and activities. Protective helmets are recommended for all riders and drivers at all times. It is recommended that all adults working with 4-H members model the desired youth behavior by also wearing protective helmets whenever mounted or driving.
Accident Insurance

The State 4-H Office pays for year round accident insurance coverage for all enrolled 4-H members, Cloverbuds, and Adults with Intellectual Disabilities who pay the 4-H program fee. The policy year is from September 1 through August 31 with an annual renewal.

Accident Insurance is also taken out for all Extension volunteers. All units will report the number of volunteers, without duplicates, to the Assistant Director of Field Operations by July 1. This policy will be paid with central funds and the policy year will follow September 1 through August 31 with an annual renewal.

Liability coverage is not meant to substitute for accident insurance. This coverage is designed to cover accidents and illness that may arise out of adult-supervised and Extension-sponsored activities. The coverage will pay without regard to fault up to the maximum benefits allowed by the policy.

Currently, one company underwrites special activities coverage for accident or illness:

American Income Life Insurance, Special Risks Division
PO Box 50158
Indianapolis, IN 46250
1-800-849-4820
http://www.americanincomelife.com

Special Activities (one-day and multi-day) Insurance Policies

Counties and clubs should continue to determine when it is appropriate to utilize the special activities accident insurance coverage through American Income Life when non-enrolled parents, siblings, and other non-4-H youth may be present at Extension sponsored events. Policies are available for one-day events as well as multi-day activities as long as the purpose is similar in nature. Each multi-day series of events is subject to the minimum premium per month.

To purchase daily or multi-day event coverage, an application must be completed, providing the date(s) and estimated number of participants, and sent prior to the event. Payment must be made directly to the company immediately after the event.

Note – Some daily & multi-day event policies do provide coverage for illness and not just accidents. Consider the options carefully before making a final selection of the policy that best fits the needs of the event or activity. Premiums must be paid in a timely manner. Payments for under $499 may be paid by check after the fact. The Unit may then complete a TEM expense report to be reimbursed. The following should be noted when securing special activities insurance coverage from American Income Life Insurance:

1. Mail payment or complete internal check request immediately after the insured activity is over. If you have listed multiple dates on one form, mail payment after the last activity listed
2. Do not wait to receive a past due notice before paying the premium
3. Review your insurance file regularly for unpaid coverage requests.

Claims must also be submitted to the company. Copies of the current application forms are available from American Income Life on their website (http://www.americanincomelife.com) by clicking on the section 4-H and Cooperative Extension Groups. Special Activities policies are available by the day, multi-
day, or for all 4-H activities in a year. See the web page for a table of benefits for the year-round and the special activities coverage. Aviation accidents and injuries sustained while downhill skiing, tobogganing, bobsledding, or snow tubing are not covered on the yearlong policy. Aviation accidents are also not covered under the Special Activities coverage. Horse or winter sports injuries will be covered only at the Special Activities Plan 1 level. Cross-country skiing, ice-skating, snow-shoeing, dog sledding, and winter camping can be covered under the Special Activities policy.

Competitors over the age of 18 are not allowed to participate in 4-H events and are not covered by accident insurance through 4-H. For more information, see “Animal Shows & Fundraisers” in the reference section.

REQUIRED FORMS

4-H Assumption of Risk and Release From Liability Form

The 4-H Assumption of Risk and Release from Liability Form must be completed by parent/guardian of youth participating in any 4-H activity. The form is posted on the Portal: 4-H Contacts: Resource Library: Risk Management.

- This form must be used for the 2017-2018 year and must include a wet signature of the youth and parent/guardians.
- We will continue to also include the risk acknowledgment button on 4-H online.
- This form covers ALL levels of risk and covers all 4-H activities for the full year, including horse events and shooting sports. Event-specific forms are not needed.
- Continue to use the old version of the Adult assumption of risk @ https://my.extension.illinois.edu/documents/579142705145014/agreement-to-assume-risk-and-release-from-liability---adult.docx until a revised adult version is prepared.
- A Spanish version of the form is now available.

Staff and volunteers are encouraged to create and utilize risk management plans for these activities and to include items such as behavior guidelines, code of conduct, health forms, insurance coverage, etc. Risk management materials are posted on the Portal: 4-H Contacts: Risk Management: Risk Management Sample Plans. Training for staff and volunteers is also available through 4-H Youth Development Educators and state staff. Contact the Assistant Director, Extension Field Operations in Mumford Hall if you need additional guidance.

Photo, Video, and Audio Release

It is important that we obtain prior permission from all youth and adults in the 4-H youth development program before using images or recordings of them. The enrollment process through 4-H Online will ask all members and volunteers to indicate whether they consent to release of their personal images and recordings. Consent to release will be requested annually as part of the new year enrollment process.
Medical Information Forms
Youth and adult medical information forms are available on the Illinois 4-H web site. These should be completed as close to the event or activity as possible. The forms should be used for overnight trips as well as activities conducted away from the local county (where parents may not be easily accessible.) This information is to be kept confidential but should be reviewed prior to the event.

Incident/Accident Report Form
The incident/accident form should be completed and turned into the Extension office each time there is an incident/accident that caused harm or injury to a youth, volunteer, or staff member. Extension staff should send a copy of the form to their County Director, Regional Director, State Program Leader, and Assistant Director, Extension Field Operations in Mumford Hall. If the incident is serious, a copy of the report will be sent to the University Office of Risk Management on campus by state staff. A copy of the Incident/Accident Report Form is included on the 4-H web site at 4-H.illinois.edu.

ADDITIONAL RISK CONSIDERATIONS

Club Insurance Considerations
Clubs with capital equipment should give careful consideration to protect these assets with some type of insurance policy at the club’s expense. Consult with a local insurance agent for guidance based on specific needs and activities. In addition, clubs with equipment such as tools and cargo trailers should also determine if liability insurance is necessary for these assets. In the case of trailers, these may be covered by the driver’s liability insurance. Volunteers who will be driving trailers should check with their personal insurance carrier to verify coverage.

Clubs whose activities include meetings or events in which non 4-H youth are invited to participate and possibly join the club should purchase accident/medical insurance for these youth. Insurance for non 4-H youth can be purchased online through a Special Activities policy with American Income Life Insurance. When completing the form, a club can list multiple events or meetings in a single month with estimates of the number of non 4-H participants who may attend. At the end of the month, the leader should total the number of non-4-H youth participants for each event to calculate the amount due. The premium is subject to an $8 minimum per month.

Event Records Retention
Once an event is over, the registration packets for each participant should be maintained for three years past the year in which the activity took place. If there is an accident/incident the registration and 4-H Assumption of Risk and Release From Liability Forms should be kept in a file for four years past the year in which the youth turns 18. These forms should also be copied and attached to the accident report form.
Contract Routing when Leasing/Using the Premises of Others

When you intend to use, lease, or rent premises of others, you need to plan ahead. Payment cannot be made to a vendor or lessor without an approved contract being in place prior to the service being provided. Contracts need to be sent to the Extension Business Office at least 24 days prior to the event. The Extension Business Office will work with the appropriate University offices for review, approval, and signature of the contract. Certificates of Insurance (see below) should not be requested until a fully executed contract has been completed.

Certificates of Insurance

Some individuals or organizations that lease their facilities may require a certificate of liability insurance. Certificates of insurance are requested through the University Office of Risk Management. The Certificate of Insurance form can be accessed through the Portal: 4-H Contacts: Resource Library: Risk Management: General Risk Management Resources: Certificate of Insurance Request Form. Please note that you need an Enterprise Application Login to access this information. Certificates will be e-mailed to the county to forward to the appropriate individual or group. Please allow seven (7) business days for processing.

There is no additional charge for the individual certificates of insurance; however, if an endorsement to the policy is required because of unusual or high-risk activity, an additional charge may be made. In order to be listed as an additional insured, there must be a written agreement or contract that is fully executed by both parties. This contract must be between the Board of Trustees of the University of Illinois and the other entity, and approved by the Extension Business Office before you request a certificate of insurance adding another entity to our insurance program as an “additional insured”.

AGREEMENTS AND CONTRACTS

Employees of the University of Illinois are not to sign any agreements or contracts. Contracts are to be sent to the Business Office for review and submission to the iCS System.

Personal and Rental Vehicles

4-H adult volunteers who may be using their personal vehicles on official 4-H business must maintain at least the minimum personal auto liability insurance required by the Illinois Financial Responsibility Law. The minimum liability limits required for any one accident are:

- $25,000 - Injury to or death of one person
- $50,000 - Injury to or death of more than one person
- $20,000 - Damage to the property of others

It is strongly recommended that volunteers check with their insurance agents/companies regarding their personal auto coverage prior to transporting people or materials in an official capacity. Their insurance agent should be able to provide volunteers a Certificate of Insurance showing the effective dates of coverage and limits. Annually, volunteers will be asked to show a valid driver’s license to prove that their license has not lapsed or been suspended, and a copy of their insurance card.
4-H adult volunteers may operate rental vehicles for official 4-H business. In the event of an accident, the rental car agency’s insurance is primary, followed by the driver’s personal auto liability, followed by the excess hired and non-owned auto liability coverage provided through the insurance carrier. Please note that there is no reimbursement for damage waiver insurance on rental vehicles for any staff or volunteers.

According to Accounts Payable, volunteers can be reimbursed for rental insurance since they are not covered by the State’s plan. The Unit should note on the reimbursement vouchers that the person requesting reimbursement is a volunteer, not a University employee. Attach a copy of this paragraph to the voucher to document approval for these individuals to purchase the extra insurance (for audit purposes.)

Additional Rental Vehicle Information

Per University of Illinois Extension policy, the following applies to renting vans:

- 9 passenger vans may be rented for transporting children
- 12 passenger vans may be rented for transporting adults
- 15 passenger vehicles can only be rented through carpool due to roll over statistics, etc.

VALID DRIVER’S LICENSE AND PROOF OF AUTO LIABILITY INSURANCE

Extension expects youth and their families to arrange personal transportation to attend Extension-sponsored events and activities unless the Unit has secured/provided University approved transportation. Extension does not/should not arrange for carpooling on a regular basis.

Verification of a valid driver’s license and current liability insurance is required for any adult volunteer authorized to drive for University of Illinois Extension 4-H youth programs. **Note: Volunteers that might drive as part of their Extension volunteer role should be at least 21 years of age.**

The card must indicate that the individual has current liability insurance at or above the state-required minimum ($20,000 for injury to or death of one person; $40,000 for injury or death of more than one person; and $15,000 for damage to the property of others). Valid driver’s license and proof of auto liability insurance should be checked annually. If a 4-H leader or other person who may drive youth as part of his or her responsibilities refuses to provide a license and insurance card for verification the volunteer should be informed that he or she is not authorized to drive as part of the volunteer role. Make notation and date for volunteer’s file.

Extension’s primary role is not that of providing or arranging for the transportation of youth. Having said that, there are times and places where Extension may need to assist with transportation of youth. The best option is to utilize public transportation – bus, train, plane, etc. where the risk and responsibility can be shared with another professional entity. Budgets or registration fees for such events and activities will need to take these costs into consideration. Counties may be able to coordinate with neighboring counties to share transportation to regional and state events.
Public transportation may not always be possible either. However, when Extension staff and/or volunteers agree to transport youth in private or hired vehicles, their own risks and responsibilities increase. University of Illinois Extension does have an automobile liability insurance policy for 4-H volunteers participating in scheduled and supervised University of Illinois Extension activities. This insurance is EXCESS over other collectible personal auto liability insurance the person has. This insurance is liability coverage and does not provide coverage for physical damage to the volunteer’s vehicle. Persons would need to have collision/damage coverage on their own vehicle.

The automobile liability insurance coverage purchased for 4-H volunteers through the University’s Office of Risk Management does not include medical payments coverage. Medical payments coverage on auto policies typically provides some minimal level of payment of medical bills when a passenger is hurt in a motor vehicle accident. Persons should consult with their own auto insurance agent to determine the level of medical payments coverage their own policy provides. (Special Activities or Year Long Medical/Accident Policies such as those provided by American Income Life is recommended for all 4-H activities and events so that there is some provision for medical coverage.) This would be especially true if a person is not sure of the limits their own policy provides for this coverage or that of a rental vehicle. For more information related to the use of personal and rental motor vehicles by volunteers, refer to the Risk Management Section of this manual.

**State Owned Vehicles**

Only University employees can drive state-owned vehicles.

**Bus Coverage:**

University guidelines for Making Charter Bus Arrangements can be found on the OBFS Purchasing website: [https://www.obfs.uillinois.edu/purchases/purchases-types/transportation/charter-bus/](https://www.obfs.uillinois.edu/purchases/purchases-types/transportation/charter-bus/)

If a University approved vendor is within 50 miles of your location, they must be used. If arrangements are determined necessary with a vendor that is currently not a University approved vendor, the Unit should obtain the same information as described for a contract vendor and follow the process for obtaining a purchase order. The following is needed:

1. Determine there are no approved vendors within a 50-mile radius of the Unit's location.
2. If there are no approved vendors within a 50-mile radius, obtain quotes from three vendors within your area. If three vendors are not available obtain quotes from the available vendors, and at a minimum, a quote from the desired vendor.
3. To be a valid quote, each vendor must meet the University’s minimum acceptable insurance limits as described on the OBFS Purchasing website listed above.
4. Well in advance, submit a requisition for a purchase order and include a written statement requesting an exception to use a non-contract vendor. The statement should include the need for utilizing the desired vendor with focusing on the benefit to the University (Extension); why a current approved vendor cannot be used; and the efforts taken to identify other vendors within
the area. A copy of the alternate vendor’s insurance policy should accompany this request for exception to prove that minimum insurance levels have been met.

5. The purchase order should be requested well in advance of the need for services. State law requires a Purchase Order to be approved prior the service being provided.

6. Local 4-H clubs must follow the same guidelines.

If a vehicle is not available from a University-approved vendor due to lack of planning on the Unit’s part, it does not constitute an exception to the minimum insurance requirements listed in the Making Charter Bus Arrangements guidelines.

**Modifications to Indemnification Language**

University Legal Counsel may make modifications to the indemnification language as they deem fit following a process of risk identification and evaluation.

**FAA Guidelines for Unmanned Aerial Vehicle (UAV)**

Please contact IL STEM Specialist Keith Jacobs (kjaco4@illinois.edu) BEFORE using drones or UAS technology as a part of your programming.

**FAA Safety Guidelines**

- Fly at or below 400 feet
- Be aware of airspace requirements and restrictions
- Stay away from surrounding obstacles
- Keep your UAS within sight
- Never fly near other aircraft, especially near airports
- Never fly over groups of people
- Never fly over stadiums or sports events
- Never fly near emergency response efforts such as fires
- Never fly under the influence of drugs or alcohol

Please also see the following link for more information regarding FAA regulations: [https://www.faa.gov/uas/resources/uas_regulations_policy/media/interpretation-educational-use-of-uas.pdf](https://www.faa.gov/uas/resources/uas_regulations_policy/media/interpretation-educational-use-of-uas.pdf)

**Liability Insurance Coverage for Separate 501(c)(3) 4-H/Extension Foundations**

4-H/Extension Foundations who have elected to be a separate 501(c)(3) organization need to consider how to address liability issues. The University of Illinois program of insurance does not extend to cover separate 501(c)(3) 4-H and/or Extension Foundations, its directors, officers, or volunteer members.

What does this mean?
EXAMPLE – the 501(c)(3) Foundation sponsors a food stand at a Farmer’s Market to earn money for a scholarship program. The Foundation’s board authorizes the volunteer president to use Foundation money to buy a tent. The day of the farmer’s market the volunteer president sets up the tent along with the Foundation’s volunteer secretary and treasurer. Staffing the tent are 4-H members and screened 4-H volunteers. Two things happen – 1) food that a 4-H member brought causes 3 people to contract salmonella and 2) the tent pole falls over onto an elderly passerby, causing him to break his leg. Who is liable for what?

1. The University’s Commercial Insurance would cover the 4-H member (including 4-H leaders and screened volunteers in 4-H Online) should the ill patrons make a claim or suit against them for their food-poisoning. If the ill people also sued the 501(c)(3) Foundation, the University would decline to provide defense or pay any damages. 4-H members, leaders, and screened volunteers must be included in 4-H Online.

2. There is no coverage for the separate 501(c)(3) Foundation so if the elderly person sued the Foundation and/or its volunteer members and/or board, the University would decline to provide defense or pay for damages sustained by the injured person. If the injured person also sued the 4-H members staffing the tent, the University would provide defense to the 4-H members.

The University of Illinois Risk Management Office suggests each separate 501(c)(3) 4-H/Extension Foundation give consideration to purchasing liability insurance coverage to protect its officers, members, and the Foundation as an organization.

Foundations can contact one or more local insurance agent(s) to request quote(s). An insurance agent can assist with evaluating insurance needs. Prior to contacting the insurance agent, the board should collect information that will help the agent provide the board with a quote:

**Property Insurance** (If applicable) Does the foundation own a building?
- If so, what are the details?
  - Construction type
  - Year built
  - Number of stories
  - Address
  - Square footage
  - Fire protection
  - Replacement Cost (an appraisal may be required)

**Property Insurance** Does the organization own any contents or other equipment?
- If so, what are the details?
  - Description of item(s)
  - Year and Make
  - Serial number
  - Value

**General Liability Insurance**
- Type and number of fundraising events to be held.

**Directors & Officers Insurance**
• Copy of bylaws and most recent financial statement.
• Crime Insurance (if applicable)
• Workers Compensation (if the Foundation has employees)
• Auto Liability (if applicable)

Sources: University of Illinois Office of Risk Management

4-H Overnight Chaperone Orientation Housing Recommendations

1. Adult chaperones will be assigned to a group of youth participants. It is the chaperone’s responsibility to supervise those youth participants.

2. Youth participants may not make changes to their housing assignments without approval of the Event Coordinator.

3. Adult chaperones need to monitor youth participants so that the participants are not allowed to miss the event’s scheduled activities, break curfew, sleep late, or violate any other rules of the event.

4. Male youth participants are not allowed in female youth participant rooms and female youth participants are not allowed in male youth participant rooms. Adult chaperones should not enter the rooms of a youth participant unless another youth or another adult are present. Whenever possible, only youth of a similar or same age should room together.

5. Face-to-face roll call or room check should be taken at night. It may also be taken at other times during the day – i.e. meals, when loading for transportation, and departing locations.

6. A single adult should not share a room with one or more youth unless that adult is the parent/guardian of one of the youth and has the permission of the second child’s parent/guardian.

7. Housing should be left in the manner in which it was found when the event started. Rooms should be generally cleaned with the trash placed into proper receptacles. Any damage will be the responsibility of the youth participants assigned to that area.

8. As a general practice, when possible, youth will not share beds with another individual if they are of junior high or high school age and attending a regional, state, or national event sponsored by either 4-H or a non 4-H organization. Parental consent is required if junior high or high school age youth must share beds when traveling to events.

9. All adult chaperones should complete the on-line 4-H Overnight Chaperone Orientation. Web site address is http://web.extension.illinois.edu/4hc/.

SUMMARY

The University of Illinois protects its 4-H volunteers from liabilities that incur as a result of activities they perform on behalf of the University. When a situation arises where a volunteer is involved in, or has knowledge of, a situation where someone else has suffered bodily injury or property damage because of a 4-H activity, report it immediately. For further information, contact The Office of Extension and Outreach in Mumford Hall (217) 333-5900.
ADDITIONAL RESOURCES

Located on the Portal: 4-H Contacts: Resource Library: Risk Management

- 4-H Assumption of Risk and Release From Liability

General Risk Management Resources

- 2014 AIL Annual 4-H Policy & Benefits List
- Incident/Accident Investigation Form (revised 2013)
- 4-H Horse Gaming and Jumping Events Application
- American Income Life
- Approved Bus List (updated 7/28/2014)
- Blood Borne Pathogens Handout
- Certificate of Insurance Request Form
- HB1315/Public Act 97-0017 (Hay rack rides)
  NOTE: this is an Illinois policy; not a 4-H policy (check with your local law enforcement for assistance and further information)
- Information on Bats
  Illinois Dept. of Public Health fact sheet
- Information on Hand washing
  Illinois Dept. of Public Health fact sheet
- Information on Head Lice
  Illinois Dept. of Public Health fact sheet
- Information for Use at Petting Zoos (posters)
  Illinois Dept. of Public Health
- University, Rental, and Personal Vehicle Insurance

Member/Volunteer Agreement to Assume Risk Forms

- 4-H Assumption Of Risk And Release From Liability Form (English & Spanish)
- Agreement to Assume Risk Release from Liability ADULT Activity Form
- Agreement to Assume Risk Release from Liability SHOOTING SPORTS ADULT Activity Form (English & Spanish)

Risk Management Sample Plans

- RM – Sample Camp Clover Risk Management Plan
- RM – Sample Cloverbud Group Risk Management
- RM – Sample Community Service Project Risk Management Plan
- RM – Sample Day Camp Risk Management Plan
- RM – Sample Fair Risk Management Plan
- RM – Sample Horse Clinic Risk Management Plan

Youth Release Form

- University of Illinois Extension Release Form
Located on the Portal: **4-H Contacts: Forms For Members/Volunteers**

- Photo, Video and Audio Release Form - English
- Photo, Video and Audio Release – Spanish
- Adult Medical Form
- Youth Medical Form – English
- Youth Medical Form – Spanish
- 4-H Assumption Of Risk And Release From Liability Form
- 4-H Shooting Sports Adult (English and Spanish)
- 4-H Activity/Event Planning Checklist
- Code of Conduct for 4-H Events and Activities
- Incident/Accident Investigation Form (revised 2013)
- Risk Management Plan Template
- Youth Behavior Guidelines

4-H STEM & ROBOTICS

Youth in Illinois 4-H who are interested in learning more about STEM and/or robotics, may participate in as a member of a multi-project club or as a member of a robotics special interest (SPIN) club. The skills mastered in 4-H STEM projects, with guidance from caring adult leaders and mentors, will help youth in future technical careers. Youth in can compete in a variety of competitions and showcase events, allowing club member to gain important teamwork and communication life skills.

ROBOTICS BEST PRACTICES & PROCEDURES

Illinois offers online content/4-H project books & curriculum in the following Robotics areas: Robotics EV3/NXT, Junk Drawer Robotics and Free Range Robotics.

In addition, youth in enrolled in robotics projects or clubs can draw on a wide range of curriculum and material that is available on the internet. Youth and leaders involved with robotics projects and 4-H clubs can exchange information with other clubs via numerous on line discussion groups devoted to robotics and robotics competitions. To explore these groups visit:

- Illinois 4-H Robotics Facebook page https://www.facebook.com/groups/il4hrobotics/

COUNTY/UNIT 4-H ROBOTICS TRAININGS

Support for 4-H robotics clubs is available both online and in person if scheduled at least 30 days in advance with the IL State STEM Specialist.

Additional face-to-face trainings may be organized at a county, regional or state level.

ROBOTICS CURRICULUM AND FAIR CLASSES

The EV3 curriculum contains instructions for building robots using the LEGO Mindstorms EV3 kits, although the curriculum can be adapted to allow the use of any programmable robotics kit.

Note that a “Free Range Robotics” project area and fair class has been added to accommodate any robotics kit as long as it is programmable. These would include LEGO Mindstorms, but rather any kit or homemade programmable robot using an Arduino or other open sourcemicrocontroller.

Junkdrawer Robotics is designed for use with projects using everyday objects, instead of commercially made kits. The curriculum introduces youth to several engineering design principles as well as sensors, analog and digital systems.

4-H clubs may choose to fundraise in order to purchase equipment necessary for club activities (See Fiscal Management Section for more information on club finances). This equipment may include, but is not limited to, computers and computer related hardware, drill presses and other machine tools,
welding equipment, tillers, gardening sheds and cargo trailers. Equipment purchased with funds from a University of Illinois account must have a P-tag (Illinois property tag number). Equipment should be stored at the club's normal meeting place. If this is not possible, or if equipment is moved off site, the University’s Off-Campus Equipment Loan form at http://www.obfs.uillinois.edu/forms/equipment-management-surplus/ should be completed and kept with the club’s files. Equipment purchased with club funds must be used for 4-H activities and events by a club member or volunteer. Equipment is intended for educational purposes that further the club’s activities. Any equipment purchased with funds raised in the name of 4-H should be returned to the University of Illinois Extension Office in the event that a club disbands.

COMPETITIONS

Youth enrolled in robotics projects and 4-H clubs have the opportunity to compete in several different robotics competitions. Competitions are an excellent way for youth to demonstrate their mastery of robotics concepts while building important teamwork skills. In many competitions, teams are not only judged on the overall performance of their robots, but also on their ability to describe the design, construction and building of their robots. Teams are also judged on how well they work together and how generous they are with helping other clubs or individuals in their community. These judged events help youth develop important teamwork and communication skills as they work together to discuss their experience with a group of judges.

ILLINOIS STATE 4-H ROBOTICS COMPETITION

This statewide event provides an opportunity for youth enrolled in 4-H robotics to demonstrate their learning, celebrate their accomplishments, and interact with others who share an interest in robotics. The challenge for this competition will be released in the late fall with the competition held at the Orr Building on the State Fairgrounds in Springfield, IL. The emphasis of the 4-H Robotics challenge is for youth to demonstrate what they have learned in their club, including the ability to solve problems on the day of the event. There should be minimal input from adults on the day of the event.

Participants do not have to be selected by their counties, nor must they participate in their local county fair. This is a team competition and has three divisions (Rookie, Level 1 and Level 2). Teams must be comprised of at least three youth. See the website for age/ability divisions of junior and senior. All team members must be enrolled in 4-H.

ILLINOIS 4-H ROBOTICS GAME DESIGN COMMITTEE

The challenge for the annual state robotics competition is designed by a Game Design Committee. This committee consists of club members ages 13 or older and 4-H alum with prior experience with 4-H robotics... Any youth interested in being on the design committee should contact the STEM Specialist in the State 4-H Office. The Committee will be finalized by September 15, and will begin meeting later that month. Meetings will go through October, with the game announcement being made in November.

Members of this committee will also help in the planning and volunteer/judge recruitment for the State Robotics Competition in the spring.
**NATIONAL ROBOTICS COMPETITIONS**

The Illinois 4-H Foundation will provide partial funding for one FTC team that advances to the FIRST® Championship based on their performance at a regional qualifying tournament. For more details on funding eligibility, contact the STEM Specialist State 4-H Office.

**FIRST® ROBOTICS**

4-H Council has partnered with FIRST Robotics to provide expanded robotics competition opportunities for our 4-H members at state, national, and international levels. FIRST Robotics events include: 1) Jr. FIRST LEGO League for Grades K-3 (ages 6-9); 2) FIRST LEGO League (FLL) for Grades 4-8 (ages 9-14); 3) FIRST Tech Challenge (FTC) for Grades 7-12 (ages 12-18); and 4) FIRST Robotics Competition (FRC) for Grades 9-12 (ages 14-18). For more information see: https://www.firstinspires.org/.

Illinois 4-H has several clubs that participate in a variety of FIRST® competitions. FIRST® competitions are unique in that they are designed to resemble sporting events. They tend to be large, loud and full of excitement.

Options for FIRST® competitions are:

- Jr. FIRST® LEGO® League for Grades K-3 (ages 6-9) [http://www.usfirst.org/roboticsprograms/jr.fll](http://www.usfirst.org/roboticsprograms/jr.fll)
- FIRST® LEGO® League (FLL) for Grades 4-8 (ages 9-14) [http://www.usfirst.org/roboticsprograms/fll](http://www.usfirst.org/roboticsprograms/fll)
- FIRST® Tech Challenge (FTC) for Grades 7-12 (ages 12-18) [http://www.usfirst.org/roboticsprograms/ftc](http://www.usfirst.org/roboticsprograms/ftc)
- FIRST® Robotics Competition (FRC) for Grades 9-12 (ages 14-18) [http://www.usfirst.org/roboticsprograms/frc](http://www.usfirst.org/roboticsprograms/frc)

Information on FIRST® events in Illinois can be found at: [http://www.firstillinoisrobotics.org/](http://www.firstillinoisrobotics.org/)

Some 4-H robotics clubs also participate in other robotics competitions including:


Some robotics 4-H clubs only compete in the 4-H competition, some only compete in FIRST® competitions, some compete in both the 4-H competition and FIRST® competitions while others choose to not compete. Competing in a robotics competition is not required of any club involved in Illinois 4-H robotics.

**FIRST® Partnership**

At the high school level, many 4-H robotics clubs are formed primarily to participate in FIRST® competitions. These clubs will often identify themselves by their FTC or FRC team name - which is often the same as their 4-H club name - and their team number which is assigned by FIRST® when they register as a new team. Most FIRST® teams are affiliated with a school, a group of schools, a regional robotics club or youth development organizations. 4-H and the Girl Scouts are the youth development organizations with the largest number of FIRST teams in Illinois. (FIRST® teams affiliated with Girl Scouts are typically younger FLL teams.)
This 4-H partnership with FIRST® allows older 4-H club members to develop and practice vital elements of the 4-H program including mastery, generosity, and leadership. These clubs hold workshops and camps for younger youth and mentor these youth who participate in either the 4-H State Robotics Competition or in FLL. As interest in robotics grows, these high school robotics clubs will also help organize robotics competitions – both 4-H and FIRST® - which helps build leadership and organizational skills in 4-H youth. These clubs also participate in a wide variety of community events that are meant to help recruit new members as well as to educate the community about the opportunities available for youth to explore robotics and possible future technology careers. The skills gained by these 4-H members would not be possible without this partnership with FIRST®.

STEM BEST PRACTICES & PROCEDURES

While robotics is one of our largest programs in Illinois 4-H, there are a number of other learning opportunities related to broader STEM topics and emerging technologies.

COMPUTER SCIENCE

Curriculum and project resources available in support learning in computer programming include the following:

Computer Science 1: Coding in Visual Programming Languages

Computer Science 2: Coding in Text-Based Programming Languages

Discovering Computer Science & Programming through Scratch

EMERGING TECHNOLOGIES

Curriculum and project resources available in this area include:

3-D Printing and Design Using Open and Close Sourced Technology

Unmanned Aerial Vehicles / Systems (Drones)

Additional resources that may be available for loan from the State 4-H Office, depending on availability, include:

Google Expedition Kits (Kits of 10) – Google Expeditions is a virtual-reality teaching tool that allows a group of youth to be guided through a number of amazing adventures, all in Virtual Reality! You can swim with sharks, visit outer space, walk through a museum, and more without leaving the classroom. There are close to 500 expeditions available and more in development including a specially crafted 4-H expedition.

Lego Mindstorms – By combing LEGO® elements with a programmable brick, motors and sensors, you can make your creations walk, talk, grab, think, shoot and do almost anything you can imagine! The 31313 set comes with building instructions for 17 awesome LEGO robotic designs (find them all online) – a humanoid robot, a shooting scorpion, a slithering snake, a fork lift, a race truck, an electric guitar, a walking dinosaur and many more! Each robot comes complete with its own unique features and a
program that controls the robot’s behavior! There are many ways to bring your LEGO MINDSTORMS® creations to life!

The State office has multiple EV3 and NXT Robotics kits available for loan from the State 4-H Office. To reserve, please contact the state STEM Specialist.

Chromebooks – A Chromebook is a laptop of a different breed. Instead of Windows 10 or macOS, Chromebooks run Google’s Chrome OS. These machines are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud. These devices are to be primarily used for Computer Science curriculum use.

Makey Makey – With Makey Makey students can invent projects that combine the tactile materials of the classroom with the coding projects they’re creating on the computer to bring their creations to life. Using these devices students can make any conductive material act as the input device for a computer. Because it comes preprogrammed, students with no coding experience can use it and learn to experiment with it as they start to learn coding.

Spark Fun Kits – These kits can be used by youth to experiment with basic microelectronics programming including flashing LEDs, using sensors to turn LEDs on and off, make sounds and with extra hardware, turn motors on and off. The kits come with a project book including instructions on downloading and installing the free software. https://www.sparkfun.com/products/12651

As an alternative to LEGO Mindstorms product line, Sparkfun electronics sells a “redbot” which is based on the Arduino platform. This product is much less expensive than LEGO kits but requires a skilled leader or volunteer to help implement the programming: https://www.sparkfun.com/products/13166.

DEFINITIONS

3D Printer: A machine allowing the creation of a physical object from a three-dimensional digital model, typically by laying down many thin layers of a material in succession.

Arduino: A low cost single-board microcontroller, designed for artists, makers and people without a technical background, intended to allow anyone to make computer controlled devices. Examples include custom robots, automatic sprinkler systems, wearable electronics, and GPS controlled farm equipment. The software for programming Arduino devices is free.

Ardublock: A graphical programming language that can be used to program Arduinos.

FIRST®: An organization that facilitates robotics competitions for all grade levels, including FLL, FRC and FTC. A national partner with 4-H Council.

FLL: FIRST® LEGO® League (FLL) robotics competition for Grades 4-8 (ages 9-14). For more information see: http://www.usfirst.org/fll

FTC: FIRST Tech Challenge (FTC) robotics competition for Grades 7-12 (ages 12-18). For more information see: http://www.usfirst.org/ftc

FRC: FIRST Robotics Competition (FRC) for Grades 7-12 (ages 12-18). For more information see: http://www.usfirst.org/frc
Google Cardboard/Expeditions: is a virtual reality platform developed by Google for use with a head mount for a smartphone.

Makey Makey: an invention kit that turns everyday objects into touchpads and combines them with the internet for beginners and experts doing art, engineering, and everything in between.

LEGO MINDSTORMS: Robotics kit distributed by LEGO Education.

RCX: The oldest Mindstorms kit. This kit can still be used in Illinois 4-H Robotics Competition. May be used with 4-H Robotics: Platforms curriculum.

NXT: A robotics kit that will soon be obsolete. LEGO will continue supporting the NXT kits until 2015. As of August 2011, units purchasing kits for use in 4-H and FIRST competitions are recommended to get LEGO MINDSTORMS Education NXT Set & Software Pack Product ID: W991308. May be used with 4-H Robotics: Platforms curriculum. (20 kits available for loan from State 4-H Office).

EV3: Units that do not presently have robotics kits should consider purchasing the EV3 rather than the NXT. Note, Illinois 4-H has a statewide license for the EV3 software, so units do not have to purchase software for extension owned kits. The link is on the Portal (see related resources).

VEX: A commercial robotics kits that may be used with 4-H Robotics: Platforms curriculum, as well as, Illinois 4-H Robotics Competition.

VR (Virtual Reality): the computer-generated simulation of a three-dimensional image or environment that can be interacted with in a seemingly real or physical way by a person using special electronic equipment

Raspberry Pi: is a credit-card-sized computer that plugs into your TV and a keyboard. It can be used in electronics projects and for many of the things that your desktop PC does.

Scratch: A simple programming language (free) that allows youth to generate animations and games. Can be downloaded from http://scratch.mit.edu/.

Scratch for Arduino: A version of scratch that can be used to program an Arduino Microcontroller. http://s4a.cat/

Vex IQ: A newer commercial robotics kit from Vex that may be used with the 4-H Robotics: Platforms curriculum as well as the Illinois 4-H Robotics Competition.

WeDo: A robotics construction kit distributed through LEGO Education. Designed for use with younger audiences. Laptop required for use. Highly engaging but not suitable for Illinois 4-H Robotics or FIRST competitions. (3 kits available for loan from State 4-H Office). Kits can also be programmed using the Scratch programming language.

ADDITIONAL RESOURCES

3-D Printing Resources

- Thingiverse.com- Share and print hundreds of objects on one of the world’s leading online maker communities
• 3ders.org- one of the internet’s leading sources for in-depth information about 3D Printing and rapid prototyping

**FAA Drone / Unmanned Aerial Systems Resources**

• [https://www.faa.gov/uas/](https://www.faa.gov/uas/) - General UAV/ UAS guidelines and regulations
• [http://knowbeforeyoufly.org/air-space-map/](http://knowbeforeyoufly.org/air-space-map/) - Helpful airspace map for Drone/UAV operation
• [http://diydrones.com/](http://diydrones.com/) - One of the best online forums for Drone an RC enthusiasts

**Google Expedition/Cardboard**

• [https://edu.google.com/expeditions/#about](https://edu.google.com/expeditions/#about) - General information about Google Expeditions including download and operating instructions
• [https://vr.google.com/cardboard/](https://vr.google.com/cardboard/) - General information about Google Cardboard including download and operating instructions

**Mindstorms NXT kits:** (20 kits available for loan from State 4-H Office).

**Mindstorms EV3 Kits:** (4 available)

**Portal: 4-H Contacts: Resource Library: Robotics**

• A Junk Drawer suggested kit of parts (update 2/2014)
• A link to the downloadable software for the Lego® Mindstorms EV3.

**Portal: 4-H Contacts: Resource Library: Robotics: Arduino Resources**

• Programming software including ModKit, Arduino and Scratch for Arduino
• Modules for use with the Sparkfun Inventors Kit (Arduino) and either ModKit or Scratch for Arduino

**Portal: 4-H Contacts: Resource Library: Robotics Competition**

• Copies of previous Illinois 4-H Robotics Challenges

**National 4-H Robotics Websites**

[http://www.ca4h.org/Projects/SET/Tech/JDR/](http://www.ca4h.org/Projects/SET/Tech/JDR/) - Web page with related resources, publications and reports for the Junk Drawer Curriculum developed at California Extension.

[http://www.4-h.org/resource-library/curriculum/4-h-robotics/facilitator-resources/professional-development/](http://www.4-h.org/resource-library/curriculum/4-h-robotics/facilitator-resources/professional-development/) - Professional development resources used in robotics trainings.

**Illinois 4-H Robotics Forum: Facebook page:** [https://www.facebook.com/groups/il4hrobotics/](https://www.facebook.com/groups/il4hrobotics/)

**FIRST®:** [https://www.firstinspires.org/](https://www.firstinspires.org/)

**Illinois FIRST®:** [http://www.firstillinoisrobotics.org/](http://www.firstillinoisrobotics.org/)

**Vex robotics kits and competitions:** [http://www.vexrobotics.com/](http://www.vexrobotics.com/)

**Mindstorms® NXT building and programming resources:** [http://www.nxtprograms.com/](http://www.nxtprograms.com/)

The FIRST® LEGO® League website has a number of links to programming and building tutorials – about halfway down the page. [https://www.firstinspires.org/resource-library/](https://www.firstinspires.org/resource-library/)
4-H SHOOTING SPORTS

The Illinois 4-H Shooting Sports Program is a member of the National 4-H Shooting Sports program. Nationally, the program has been operating since the 1970’s – Illinois gained approval to join the program in 2009. The focus of all 4-H programs is the development of youth as individuals and as responsible, productive citizens. The 4-H Shooting Sports program stands out as an example. Youth learn marksmanship, the safe and responsible use of firearms, the principles of hunting and archery and much more. The activities of the program and support of caring adult leaders provide young people with opportunities to develop life skills, self-worth, conservation ethics and mastery of a shooting discipline.

Currently, the Illinois 4-H Shooting Sports program offers participation in the shooting disciplines of archery (recurve and compound), rifle (air and small bore), shotgun, pistol, (air and .22) and hunting and outdoor skills. 4-H members can begin participating in air rifle, air pistol, and archery at the age of 8. Small bore rifle, .22 pistol, and shotgun require the 4-H members to be at least 10 years of age and can physically handle the firearms in a safe manner). Some youth may want to be involved in competitive events. 4-H members will have the opportunity to test their shooting and sportsmanship skills in county, regional, state, and national competitions.

A county wishing to become eligible to participate in the program must first gain approval of the county Extension Program and send adults to be trained at weekend workshops. A minimum of one coordinator and one shooting discipline instructor is required in order for the county to become eligible for participation. Check with Dan Dawson, the State 4-H Shooting Sports Coordinator, for additional information.

PROGRAM OBJECTIVES

All objectives of the Illinois 4-H Shooting Sports Program must be consistent with the objectives, goals and guidelines of the Illinois 4-H Youth Development Program. Specific objectives include but are not limited to:

1. To develop life skills in youth that includes but is not limited to self-discipline, decision-making, self-discipline, goal setting, teamwork, problem solving, safety, and critical thinking.
2. To promote the highest standards of safety, sportsmanship and ethical behavior.
3. To encourage an appreciation and understanding of natural resources.
4. To develop leadership abilities in both youth and adults.
5. To build character and willingness to assume citizenship responsibility.
6. To furnish enjoyable, positive relationships with peers and adult instructors.
7. To strengthen families through participation in lifelong recreational activities.
8. To provide a safe, controlled environment for the learning of safe and responsible use of firearms and archery equipment.

9. To expose participants to the broad array of career opportunities and lifelong avocational activities.

Policies & Procedures

Philosophy

1. All instructors in the program will be certified by the Illinois 4-H Shooting Sports Committee and State Coordinator to teach specific disciplines. Instructors shall participate in an instructor update if new material, new instructional methods, or significant program changes are developed.

2. A county shall not sponsor or schedule any shooting sports activity conducted by anyone other than a 4-H trained, screened, and certified Shooting Sports instructor of the appropriate discipline.

3. The Illinois 4-H Shooting Sports Program is not an individual 4-H project and must be taught as a group project. Trained Certified Instructors must be present when any planned 4-H Shooting Sport activity is undertaken.

4. The enrollment in the project has the potential of reaching new youth audiences and new volunteer adult leaders.

5. Competitive shooting events are optional and individual, and not the main thrust of the program.

6. All persons, regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation, or disability may participate in 4-H programs. Youth who are eight years of age and have not yet reached their nineteenth birthday on or before September 1, of the current year may enroll in 4-H clubs. Some Shooting Sports disciplines may have minimum age requirements to participate. 4-H Cloverbuds (age 5-7) are not eligible for any aspect of the 4-H Shooting Sports Program.

7. 4-H Adult Volunteers will receive training in positive youth development. Training resources will include material from ‘The Essential Elements of PYD’, ‘Ages and Stages of Youth Development’, Big ‘M’, and other approved sources.

8. An Illinois 4-H Shooting Sports Instructor has the right to refuse any participant from the shooting sports activity in the interest of safety for the participant and others in the program.

9. Inter-agency cooperation/collaboration and participation through use of facilities and equipment as well as cooperative programming is encouraged.

10. Games using paintball guns where participants shoot paintballs at other participants ARE NOT ACCEPTABLE WITHIN THE 4-H SHOOTING SPORTS ACTIVITY. The purpose of the Illinois 4-H Shooting Sports Program is to promote positive youth development through the safe
and responsible use of archery equipment and firearms. Pointing any type of firearm including air guns, laser guns or laser sighting devices at any person or any humanoid or tombstone target is inappropriate and not acceptable. Therefore, the National 4-H Shooting Sports Committee and the Illinois 4-H Shooting Sports Program is unequivocally opposed to such use in the 4-H program.

11. Any participant while on the shooting line or shooting course in any 4-H shooting sports event, including club programs, training programs and competitions, will be required to wear shoes that completely cover their feet. Examples of footwear that are not acceptable includes, but is not limited to sandals, clogs, crocs, flip flops and bare feet. Shoes that have holes, perforations, or open tops, open backs, or open sides are not acceptable footwear while participating on the shooting line or shooting course with any firearm or archery equipment.

12. Under no circumstances are air tanks that are used to fill air rifles/pistols to be engraved. The tanks are pressure vessels and any engraving may compromise the tank.

13. Appropriate safety equipment for each discipline must be adhered to. (Each discipline will have their specific safety equipment lists.)

14. All shooting sports volunteers wishing to become Certified Instructors must complete the Illinois 4-H Volunteer Application process and additional screening processes.

PROGRAM REQUIREMENTS:

Administration

The Illinois 4-H Shooting Sports Program is administered by the Illinois 4-H Assistant Dean and Director (or his/her designee). Assistance is provided by the Illinois 4-H Shooting Sports Advisory Committee, and the State 4-H Shooting Sports Coordinator. The Illinois 4-H Shooting Sports Advisory Committee membership shall include: Extension Professionals, a representative from the State 4-H Office, volunteers, industry representatives, discipline instructors and youth. Committee meetings will be held as deemed necessary by the State Shooting Sports Coordinator.

Specific responsibilities of the Illinois 4-H Shooting Sports Advisory Committee include:

- Recommend administrative policies and procedures
- Recommend program guidelines for counties to follow
- Develop and distribute informational materials to use in publicizing the program and assist in marketing the program
- Identify funding sources and develop resources to help sustain the program.
- Provide leadership with an annual state fund raising activity
- Recommend participants to attend the National Certification training/s.
- Assist and provide leadership with all levels of shooting events/competitions.
- Assist in the development of rules and regulations for a State Shooting Contest.
INSTRUCTOR CERTIFICATION REQUIREMENTS AND INSTRUCTOR TRAINING

The Illinois 4-H Shooting Sports Program requires the use of National or State trained and certified instructors to conduct classes/programs in the various disciplines (Archery, Rifle, Shotgun, Pistol, Coordinator, and Hunting and Outdoor Skills) currently offered.

Instructors and Assistant Instructors above 4-H age, must have been screened in accordance with the Illinois 4-H Volunteer Application Process and appointed as a current 4-H volunteer through the local County Extension Office.

Each County must have a Volunteer Certified 4-H Shooting Sports Coordinator in order to establish and maintain a 4-H Shooting Sports Program. No person may be certified as an instructor until the following requirements are met:

1. Age: Certified Instructor – Minimum age of 21 as of September 1, of the current year. Assistant Instructor – Minimum age of 19 as of September 1, of the current year. Assistant Instructors may assist the Certified Instructor as long as they are under the direct supervision of that Certified Instructor. The Certified Instructor must be present while providing instruction on the firing line – assistants may work/assist with youth while the Certified Instructor is present providing instruction. Commands from the Certified Instructor take precedence over all those of the assistant in all cases except for a ‘ceasefire’ – anyone may call for a ceasefire if the situation deems necessary. If the Certified Instructor must leave the range for any reason, all shooting activities must stop and shooters must be taken off the firing line.

2. Successfully complete an instructor training session administered by the State 4-H Shooting Sports Committee and demonstrate competency to instruct as determined through a written test, trainer observation and other screening used during the activity.

3. Have been approved as a current Illinois 4-H volunteer through the local county/Unit Extension Office.

4. Be recommended by County Extension personnel.

5. Only one discipline certification may be achieved at a single state sponsored training and certification workshop. A participant must attend all of the training sessions at a State 4-H sponsored workshop which includes a minimum of 12 hours of discipline instruction and an additional 4 to 6 hours on topics of 4-H youth development, risk management, and shooting sports philosophy. The Illinois 4-H Shooting Sports Coordinator reserves the right to withhold certification. (The County Extension Office, in conjunction with the State Coordinator, reserves the right not to certify a person if he/she feels the candidate will not be a competent instructor.)

6. To maintain certification, a 4-H Shooting Sports Instructor must teach or assist in teaching a class every two years. This requirement must be documented by reporting through the county/Unit Extension office to the SSSC. Instructors Certified through the Illinois 4-H Shooting Sports Committee will receive a copy of the 4-H shooting sports curriculum for their individual discipline. If an instructor terminates their 4-H involvement the curriculum must be returned to the county/Unit Extension office.

7. Methods of instruction of state workshops will include: Lesson outline and use of outline, Discipline Curriculum Manual, other manuals may include – hands on learning, Live Firing,
Demonstrations, Lecture, Role Playing, Class Involvement, Visual Aids and Exhibits as well as reflection and evaluation.

8. Instructor training will include a segment where workshop participants will have an opportunity to demonstrate teaching skills.

9. Assistant instructors will be selected by the county/Unit. Assistant instructors must be competent in the specific discipline in which they are assisting which will be determined by the certified discipline instructor and the coordinator.

Duties of Certified Instructors

1. To provide basic instruction to youth and other duties as outlined in the individual Illinois 4-H Volunteer Role and/or Illinois 4-H Shooting Sports Adult Volunteer description.

2. To report all youth trained to the county/Unit Shooting Sports Coordinator or Extension contact person. If requested by the State Coordinator, Annual Training Report Forms are to be completed upon conclusion of a shooting sports program and should be sent to the respective county/Unit Extension Office by the end of the 4-H year. County Shooting Sports Coordinators and county/Unit contacts are to sign the form and return a copy to the instructor, retain a copy in the Extension office. This reporting of teaching activities will continue the certification of instructors who were teaching or assisting with the teaching. Counties are to develop and maintain a database for all Certified Adult Shooting Sports volunteers.

3. To keep current as certified instructors by teaching classes and attending instructor updates or retaining sessions as available and as required by the Illinois Shooting Sports Committee.

4. Keep focus on the program by following the 4-H philosophy and goals.

Instructor Renewals, Recertification and Reporting Based on:

1. The instructor’s desire to continue as a volunteer in the 4-H program.

2. The County and/or State’s interest in seeing the instructor continue as a 4-H Shooting Sports Volunteer.

3. Keeping up to date in the certified discipline through teaching the program in the County.

4. Attending instructor updates as deemed necessary by the certifying committee.

5. Annually reporting the teaching in 4-H Shooting Sports programs.

6. Should instructor certification lapse, the individual must repeat the State 4-H Certified Leader training program.

7. To maintain certification, a 4-H Shooting Sports Instructor must teach or assist in teaching a class every two years. This requirement must be documented by reporting through the county/Unit Extension Office.
8. All instructors in the program will be certified by the Illinois 4-H Shooting Sports Committee to teach specific discipline(s). Instructors shall participate in an instructor update/renewal if new material, new instructional methods or significant program changes are developed.

9. Complete the re-screening process every 5 years to be a 4-H volunteer.

**HUNTER SAFETY EDUCATION PROGRAM**

The Illinois 4-H Shooting Sports program encourages those participants seeking additional instruction in the hunting aspect of shooting sports to attend and complete an Illinois Hunter Education program taught by the Illinois Department of Natural Resources.

http://www.dnr.illinois.gov/safety/Pages/HunterSafety.aspx

**ILLINOIS 4-H SHOOTING SPORTS: COUNTY PLAN (SAMPLE)**

This sample Illinois 4-H Shooting Sports (SS) plan is intended to provide an idea of how a (SS) program may look in a county situation. Each county can develop their own plan as long as rules and guidelines are met as established by the National 4-H Shooting Sports program and the Illinois 4-H Shooting Sports State Policy and Risk Management guidelines.

Attaining Illinois 4-H Shooting Sports Program Requirements – the following requirements are necessary in order for a county to become involved in the Illinois 4-H Shooting Sports program:

- Approval of the county to have the 4-H Shooting Sports Program
- A county/Unit must have an adult volunteer attend and complete a state sanctioned training in the discipline of Coordinator.
- The county/Unit must have a minimum of one adult complete a state sanctioned training in one of the offered shooting disciplines (archery, rifle, pistol, hunting and wildlife and or shotgun) that they wish to offer. Multiple adults are encouraged to become trained for each county/Unit.
- Qualified County (meaning that a county can proceed with a county program) – a minimum of a volunteer adult, state trained, Coordinator and at least one state trained adult in one of the five offered shooting disciplines.

**COUNTY INITIAL MEETING**

Qualified County trained adults need to meet with their respective 4-H contact person including the County Director if so desired. It is very important that everyone that is interested in the (SS) program have the opportunity to be involved.

The initial meeting topics could include:

1. Developing a county committee. This could include: trained instructors, county/Unit 4-H/Extension staff, business people, interested adults and YOUTH.
2. Developing a Mission Statement for your county.
3. Developing County Goals – short term and long term.

4. Discussion of how to enroll the youth – SPIN and/or community clubs. Discussion of funding – how much will we need for the shooting disciplines that we will be offering, who to contact for assistance in funding? County Directors are responsible for fiscal matters in counties/Units and need to be involved in the funding process.

5. Establishing county goals – how many youth will be involved in each discipline — 1 adult to each 10 youth while instructing.

6. All 4-H Shooting Sports shooting activities must be directly supervised by an Illinois Certified 4-H Shooting Sports Instructor. Groups must be under the on-site supervision of an Illinois 4-H Certified Shooting Sports Instructor.

Assistant Instructors – must be a minimum of 19 years old and have been accepted as a 4-H volunteer and completed all screening procedures. Assistant Instructors may assist the Certified Instructor as long as they are under the direct supervision of that Certified Instructor. The Certified Instructor must be present while providing instruction on the firing line; assistants may help/work with youth while the Certified Instructor is there providing instruction. Commands from the Certified Instructor take precedence over those of the assistant in all cases except for a ‘ceasefire’. Anyone may call for a ceasefire if the situation deems necessary. If the Certified Instructor must leave the range for any reason, all shooting activities must stop and shooters must be taken off the firing line.

- Identifying and training assistants – Everyone needs to follow the guidelines of the 1 adult to 10 youth ratio and decide on how many youth each discipline can/wants to accept. Recruitment and training of the assistants (19 years of age or older) prior to their involvement with the youth will also be critical. Certified Discipline Instructors (CDI’s) will need to provide instruction to the assistants to the point that they (CDI’s) are comfortable with the assistant’s knowledge and overall performance capabilities.

- What will your county plan look like? Will you be meeting monthly, every two months, during a certain time of the year, weekly, etc. Remember that there is a requirement to meet a minimum of 6 times with at least five (5) 4-H members as a 4-H Club.

- Publicity/Marketing – how will you promote the program in your county? Be careful what you wish for, but marketing for potential assistants for discipline instructors, additional discipline instructors, funding, equipment and youth are areas for thought.

- Possible Interest Survey – to determine potential youth involvement which would lead to additional adults being trained to accommodate the youth and funding needs for equipment.

- Competition - It will be up to the county/Unit and each shooting discipline as to the extent they want to be involved with competition.

- Recognition - It is very important to acknowledge and provide an action of recognition for youth, volunteer leaders, funders, committee members, etc. Various methods of recognition can occur – the county/Unit 4-H staff member can provide assistance with this topic.
• Evaluation - An evaluation can only strengthen a program. Receiving constructive and sometimes negative feedback heightens the awareness of possible changes that are needed for a program.

RISK MANAGEMENT PROGRAM PLANNING

It is HIGHLY suggested that each discipline (archery, rifle, pistol, hunting and wildlife, and/or shotgun) have a 3-ringed binder in which the required forms for each youth participant can be kept. Coordinators may want to keep a Master copy in a separate binder.

Bolded topics found below should be in the 3-ring binder:

• 4-H Shooting Sports Liability Insurance Application - has been assumed by the State 4-H Office, no county responsibilities other than keeping accurate enrollment records.

• All necessary information for becoming an adult 4-H volunteer which includes – Extension Volunteer Application form completed and approved, CANTS form, Conviction Information and Name Check request Form (ISP) on file at local Extension Office. It is recommended the 4-H contact person take the lead in this area with assistance from the Coordinator.

• 4-H Assumption Of Risk And Release From Liability - Adult and Youth The local 4-H contact person can also assist here. Each 4-H member and parent/guardian must sign and date for the youth. These should be kept on file at the local Extension Office. (Forms can be found on the Illinois 4-H website: Shooting Sports.)

• U of I Extension 4-H Program Youth Emergency Medical Information – completed and signed – the original needs to accompany the Certified Shooting Sports Instructor to each activity; a copy should be on file in the local Extension Office. These forms are confidential. Extension offices have a supply.

• Accident Insurance – has been assumed by the State 4-H Office – no county responsibilities.

• Risk Management Activity Plan – also found in the curriculum manual (Risk Management Section) This needs to be reviewed and completed for each activity. This Risk Management Activity Plan should be kept in the 3-ring binder. (Found on the Illinois 4-H website)

• Emergency Plan/Procedures – found in the Risk Management Section of the curriculum manuals (both Coordinator and Shooting Discipline manuals). Each county should review and format an Emergency Plan for their specific program. First aid kits, equipment safety checks, handling equipment, lost child, etc. - a check list for each would be appropriate.

• Incident Accident Report – copies of this form will need to be in the 3-ring binder in case of an accident that needs to be reported. (Found on the Illinois 4-H website)

• 4-H Member Enrollment – the 4-H staff person is asked to provide the lead with this area with assistance from the coordinator. 4-H Shooting Sports youth can be enrolled in either SPIN (Special Interest Clubs) or community clubs. A list of 4-H members should be kept in the respective discipline and coordinator 3-ring binder. This list can also be a very good instrument for instructors to use for attendance at shooting activities.
COMPETITIONS

County programs are encouraged to offer competitions as their members increase their proficiency in shooting skills. Illinois' program is reaching the point where Regional competitions are being organized and held (all eligible counties are invited to these Regional shooting events, unless noted).

State Shooting Competitions – Illinois 4-H Shooting Sports currently holds 3 State Shooting Sports contests for archery, rifle and shotgun – pistol and hunting/wildlife will be added later as the projects gain popularity throughout the state.

**Eligibility:** The state shoot is open to youth who will be 4-H members during the 2017-18 4-H year and are members of a certified 4-H Shooting Sports 4-H Club in their county.

**Minimum Age:** Youth must be at least 14 years of age by Jan. 1, 2018.

**Maximum Age for State Contest:** Youth cannot be 19 years of age or older by Sept. 1, 2017.

**Maximum Age for National Team:** Youth cannot be 19 years of age by Jan. 1, 2018. Youth in their last year of 4-H who were 18 on Sept. 1, 2017, but who turn 19 in September, October, November, or December of 2017 may participate in the state contest but cannot be selected for the national contest.

Illinois Timeline - The Illinois State Shooting Competition will be held in the fall of the year where state teams will be selected to attend the National Competition being held the following June. Illinois 4-H Foundation has graciously offered to offset some of the costs involved for the participants attending the National 4-H Invitational Shooting Competition.

**National 4-H Shooting Sports Ambassador Program**

**National 4-H Shooting Sports Ambassador Program Guidelines**

National 4-H Shooting Sports Ambassador Program is designed to promote 4-H and 4-H Shooting Sports. Youth selected to serve as Ambassadors will receive training that will allow them to return to their homes and advocate for the program at the county, regional, and state level. Some Ambassadors may be asked to support national events as well. Ambassadors provide public relations support at special events such as donor/sponsor functions and also serve as spokespersons for the 4-H Shooting Sports Program, helping to make 4-H and the 4-H Shooting Sports Programs more visible. The Ambassador’s further develop their skills in leadership, public presentation, citizenship, community service, public relations and team building.

**PURPOSE, GOALS, OBJECTIVES**

The 4-H Shooting Sports Ambassador program will provide a venue for 4-H Teens to:
1. Represent 4-H and specifically 4-H Shooting Sports for public relations purposes at special events; at donor/sponsor functions and with the general public, 4-H groups, community service organizations, schools and media contacts.
2. Serve as spokespersons for the 4-H Shooting Sports program at their respective levels of participation – national, regional, state, county - helping to make 4-H Shooting Sports programs more visible.

3. Further develop their skills in leadership, public presentation, citizenship, community service, public relations and team building.

4. Assist in maintaining relations with 4-H Faculty and Extension Administrators as well as past, present and future program donors and supporters.

5. Continue and expand their involvement in 4-H Shooting Sports beyond the shooting skills and competitive events.

6. Stay actively connected with the 4-H Shooting Sports program as they enter their collegiate years and further into adulthood.

State Selection to National Training

Each state can send two teens who have been selected by their respective 4-H Shooting Sports program to a National Ambassador training typically held in the summer and at a Land Grant University. (Application Process)

At the 3-4-day event, the teens are taught advanced skills in: communication, public speaking, teamwork, and leadership. They will also receive instruction on how to properly tell the 4-H Shooting Sports story to potential donors, and supporting groups.

STATE CERTIFICATION TRAININGS

State certification trainings will be held when deemed needed; usually twice a year, in the spring and fall. Adult volunteers aged 21 and older are selected and approved by individual counties. The adults must be a county approved 4-H volunteer who has completed the 4-H/Extension Volunteer Application and all screening processes.

The adult volunteers attend a three-day certification training which is taught by nationally trained instructors. Upon successfully completing the training, the volunteers return to their respective counties and develop and strengthen the county 4-H Shooting Sports program.

GENERAL PROGRAM REQUIREMENTS

1. Each participating county must have a minimum of one adult (21 and older) volunteer coordinator and at least one shooting discipline instructor from the shooting disciplines of archery, rifle and/or shotgun that has attended and successfully completed a state 4-H Shooting Sports training program.

2. All coordinators and discipline instructors must have been accepted as an Illinois 4-H volunteer leader by completing the Illinois Extension Volunteer application and all screening requirements.

3. The National 4-H Shooting Sports curriculum will be the accepted tool for teaching.
4. A county cannot sponsor or schedule any shooting sports activity conducted by anyone other than a 4-H trained, screened and certified 4-h Shooting Sports Instructor in the appropriate discipline.

Situation Statement

Youth development and safety are the major goals of the 4-H shooting sports program. The program will be utilized as a vehicle for human growth and development. 4-H Shooting Sports are an excellent way to provide life-skill development and to establish a caring relationship with an adult mentor. Approximately two thirds of the homes in the United States have firearms, so teaching safe responsible use of firearms and archery equipment is vital to preventing accidents in the home or in the field.

The University of Illinois Extension 4-H Shooting Sports Program provides the instruction in the safe handling of firearms and archery equipment. The program teaches a variety of life skills that include: self-responsibility, decision-making, self-discipline, goal setting, teamwork, safety and others. The Shooting Sports program will attract new audiences and enhance the traditional 4-H club program.

The Illinois 4-H Shooting Sports Program will utilize the National 4-H Shooting Sports Program and Curriculum. All 4-H Shooting Sports Instructors will need to obtain 4-H Shooting Sports Program Instructor Certification prior to conducting 4-H shooting sports with youth and be screened as a 4-H volunteer through the U. of I. Extension 4-H youth Development Program.

Statewide, multi-state and/or regional training programs and instructor updates utilizing National 4-H Shooting Sports Program and Curriculum will be offered annually. The curriculum was developed, drafted and tested by the National 4-H Shooting Sports Committee over a period of years and has been offered to states since the mid 1980’s. The curriculum is scrutinized continually and revisions made as appropriate. Writers of the curriculum included National Bowhunter Education instructors, National Rifle Association instructors, National Archery Association instructors, and Extension Specialists. The curriculum and training programs emphasize young people and their life skills as the product of the program while using tested techniques and positive reinforcement.

The Illinois 4-H Shooting Sports program is a youth development education program that uses a prevention education model that strongly emphasizes positive youth-adult interaction and peer leadership. The program enhances family communications and quality time together. It creates an environment for a caring relationship between a young person and a significant adult, whether this is a family member, other adult or teen volunteer.

Shooting Sports Liability Insurance Coverage: The Illinois State 4-H Office will obtain additional liability insurance coverage for all youth enrolled in the 4-H shooting sports program. All youth and guardians sign the annual assumption of risk and release from liability form upon enrollment.

PURCHASE, STORAGE AND INVENTORY OF EQUIPMENT –

PURCHASING

- Category A Shotguns and .22 rifles CANNOT be purchased or received as gifts for the Illinois 4-H Shooting Sports program. No exceptions.
Category B  Shotgun shells and .22 rifle ammunition can be purchased by a certified instructor (certified shotgun instructors can purchase shotgun shells and certified rifle instructors can purchase .22 rifle ammunition). The certified instructor must have a valid/current FOID card and be in good standing with the Illinois 4-H Shooting Sports program. Purchase/use of this ammunition is to be used ONLY with planned/approved 4-H Shooting Sports events. The county Extension office can reimburse the certified instructor for the purchase of this ammunition, including sales tax.

A “Shotgun Shells and .22 Ammunition Purchase Policy Form” (Found on the Illinois 4-H Shooting Sports website) must be completed by the certified instructor, and the respective County Director must approve the transaction at least 5 working days prior to the purchase of the ammunition. (County Extension offices cannot purchase this ammunition directly as a Firearms Owners (FOID) card is required.)

Category C  Pellets (.177 caliber), arrows, safety netting, archery supplies, targets, clay target machines, miscellaneous supplies and expendables can be purchased by the County Extension office utilizing: P-Card, IBUY, In & Out accounts or as a TEM reimbursement to an employee or volunteer.

Category D  Air rifles, air pistols, and bows can be purchased by county Extension offices by utilizing a purchase order. When air rifles, air pistols, and bows are purchased, account code 162300 needs to be utilized for inventory purposes. Extension offices need to enter the air rifles, air pistols, and bows in the Extension inventory system at the time of purchase. When these purchases are made, the county office is to contact Janice Ewing (jeewing@illinois.edu 217-333-9508) with a description and value of the item. Janice will then assign the appropriate P-tags to the rifles/bows. All air rifles, air pistols, and bows will need to attain a P-tag.

County Directors have final decision on the purchase of equipment and expendables.

STORAGE

Equipment will pertain to air rifles, air pistols, bows, arrows, ammunition and other expendables. Equipment is to be stored according to the following guidelines at University of Illinois Extension Office sites: (4-H Fairgrounds and other facilities not owned by Extension cannot be considered for storage of equipment).

Storage of air rifles, air pistols, ammunition (.177 pellets and BB’s) and archery equipment must be in a room on site that can be securely locked. If this is not an option, the equipment must be stored in a locked container or equipment storage safe on site.

Only authorized personnel and certified 4-H Shooting Sports Instructors may have access to these items.

Temporary storage of equipment may be granted to certified 4-H Shooting Sports Instructors at their residences, provided it is in conjunction with a scheduled training session sponsored by 4-H Shooting Sports, and the residential storage of said equipment lends itself to greater convenience to the instructor to conduct the training.
• Storage of .22 caliber ammunition and shot shells will be granted to the certified 4-H Shooting Sports Instructors to be safely kept at their residence. Extension county offices are not to store this type of ammunition.

INVENTORY: (Equipment will pertain to air guns, air pistols, and bows)

• An inventory log of equipment will be maintained and upgraded by either the Extension office County Director or 4-H staff working most directly with the program.

• A copy of the county’s equipment inventory will be made available to the Coordinator of the Illinois 4-H Shooting Sports program upon request.

• Any missing equipment will be reported to the local police agency in that county, as well as the University Police Department. Upon notice of any missing air rifle/s or air pistol/s, the Coordinator of the 4-H Shooting Sports program is to be notified so as to take appropriate actions.

INSURANCE FOR RANGES/SHOOTING SITES

• Each range or shooting site must meet range safety requirements (Risk Management Activity Plan) as well as shooting equipment being acknowledged as safe by the certified instructor in the respective shooting discipline.

• Ranges and shooting sites must have their own liability insurance. University of Illinois has liability insurance for its volunteers who have successfully completed a certification training and have been accepted as a 4-H volunteer. 4-H members have medical insurance coverage provided by the State 4-H Office.

• Each site that hosts a 4-H Shooting Sports activity assumes its own liability coverage for the event. If a facility requests Proof of Liability Insurance Coverage, the document can be obtained by an Extension staff person.

• If the facility requires a signed agreement or a signed certificate of liability coverage or to be listed as an additional insured, contact Wayne Mosser, Accountant, College of ACES, 217-333-5062. 4-H Youth Development staff members or volunteers are not authorized to enter into contractual agreements or sign contracts on behalf of the University at any time.

ILLINOIS 4-H SHOOTING SPORTS TRAILER

General Rules and Regulations:

• Requires a 2” ball for transport

• State events/activities will have priority for the use of the trailer.
• Extension staff and certified Illinois 4-H Shooting Sports Instructors/Coordinators will be eligible to transport the trailer. The trailer will be insured for physical damage and contents, but the person transporting the trailer will need to assume liability. Liability would follow the vehicle towing the trailer. Since it is not able to transport on its own, the liability exposure would go to the vehicle towing it. It is requested that the person who will transport the trailer contact their personal insurance company to make sure of appropriate coverage.

• Use of the trailer will be determined by the Coordinator of the Illinois 4-H Shooting Sports program.

• ‘Peak season’ will be known as the time of the year that county fairs will be occurring. Limited use for individual counties, during the peak season, will be allowed in order for more counties to have the opportunity to use the trailer during their fairs. A rotation system will be utilized for the use of the trailer. Example - if a county has used the trailer for an event and requests to use it again they may do so if no other county, who has not used it before, requests it during the same time period. Counties who have not used the trailer will be given first chance to do so. If multiple counties request the trailer for the same time, a lottery drawing will be held to determine the use.

• The trailer is currently housed at the 4-H Memorial Camp, Monticello, IL. It will be the county responsibility to pick up and return the trailer on the designated day/s. If the trailers’ upcoming/next use will be closer to the next county using it rather than Monticello, IL, arrangements will be made for each circumstance. Counties will need to work with one another to determine pick-up and drop-off sites. In some cases, it will be prudent and economical if the counties meet each other half-way.

• Only ‘eligible’ counties will be able to use the trailer. (Eligible county is a minimum of 1 certified coordinator and 1 certified rifle discipline instructor).

The trailer can be used for the following purposes:

• A ‘static ‘display – having the trailer parked at a location where the public may view it (an opportunity to provide the IL 4-H Shooting Sports handouts to interested people and a chance to explain the local program).

• Used in parades, etc.

• Can be set up as the Pellet Gun Range. BUT, if shooting will take place the following Policy must be adhered to: When the pellet gun range is in use (shooting activity) only 4-H members currently enrolled in the Rifle discipline will be allowed to shoot, and a certified rifle instructor must be present when the shooting activity is occurring. By no means can ‘we’ allow the ‘public’ to be involved in a shooting activity. Air rifles to be used must be of very low velocity. The range is not intended for air rifles shooting more than 350 fps.

• While a shooting event is occurring, a current certified rifle or shotgun instructor must be on site. On site is defined as being in the shooting area of the trailer, providing direct instruction and supervision to the youth participants and adult assistants. There will also need to be someone cleaning safety glasses after each person has completed his/her shooting.
Trailer Rules and Regulations:

1. The trailer must be thoroughly cleaned inside and out after each use.
2. When positioning the trailer for final ‘setting/positioning’ the two scissor jacks must be put in place in the rear of the trailer to stabilize it. (See instructions on the boxes). Wheels must be blocked and the front stand stabilized to secure the trailer. When the trailer is not in use all padlocks must be in place and the trailer chained to a secure source.
3. Pellets and targets will be the responsibility of the county using the trailer.
4. Air rifles CANNOT be stored in the trailer at any time. When in transport and when the county is in possession of the trailer, the driver of the vehicle towing the trailer must be in possession of the rifles in the vehicle towing the trailer and stored in accordance with Illinois gun storage and transportation laws.
5. Safety glasses must be worn by all participants and adults while in the shooting area. Safety glasses must be wiped clean with disinfectant after each participant’s use by an attending adult. Appropriate clothing must also be worn – i.e. no open shoes, etc.
6. A PowerPoint program is available on how to construct the shooting range. (PowerPoint can be found on the Illinois 4-H Shooting Sports web site)

All other policies as outlined in this handbook.

ADDITIONAL RESOURCES

Illinois 4-H Shooting Sports Web Site: http://web.extension.illinois.edu/shootingsports/

- Certified Instructors Info tab
  - Coordinator Role Description
  - Discipline Instructor Role Description (Archery, Rifle, Shotgun)
  - Air Rifle Information
  - State Certification Trainings
  - Purchase, Storage, Inventory
  - County Program
  - FOID Card Information
  - 4-H Shooting Sports Trailer
  - Receiving Donations
  - National Instructor Training
- Member Records tab
  - Project Record
  - Member Shooting Log
  - Project/Exhibit Requirements
  - Score sheets (Archery, Rifle, Shotgun)
- State 4-H Shoot tab
- National Shooting Sports tab
- National 4-H Invitational
- Forms and Support tab
• 4-H Assumption Of Risk And Release From Liability (adult, youth, Spanish)
• Purchasing of Shooting Equipment and Ammunition
• Shotgun Shells and .22 Ammunition Purchase Policy Form
• Shooting Sports Risk Management Activity Plan/Check List
• Incident/Accident Investigation Form
• Shotgun Shell and .22 Ammunition Purchase/Reimbursement Policy Form
• Proof of Liability Insurance
• Emergency Medical Forms (Youth & Adult)


• Link to Certificate of Insurance Request Form: (this link takes you to the Certificate of Insurance Request Form. It is now an on-line version and requires an Enterprise ID to access the form. This is for liability insurance only - not medical accident insurance. Allow at least one week to obtain the certificate.)

Additional Resources

• Coordinator Manual – may request a single copy for county office from State 4-H Office
• Discipline Manuals – are only available at Certification Training for discipline instructors
• Shooting Sports Brochure (90753D) - “Illinois Shooting Sports – Learn by Doing” may request copies through 4-H Online.
• Archery Member Record Book, Rifle Member Record Book, Hunting & Outdoor Skills, Pistol Member Record Book and Shotgun Member Record Book are all available for 4-H Shooting Sports Club members.
• 4-H Shooting Sports Banners – can be used by County Offices at special events
VOLUNTEERS

At every level, 4-H programs are successful to the extent that they tap the creativity, nurturing, wisdom, and skills of volunteers. Positive youth development research shows the importance of caring adults in the lives of young people. Volunteers are needed at every level to design a youth development program that meets the needs of the youth audience. Club volunteers, county volunteers, and state volunteers all play specific roles in creating a positive learning experience. Some volunteers will even assume multiple roles based on the knowledge and skills they bring to the 4-H program.

University of Illinois Extension takes great pride in the quality of its adult leadership. Being a volunteer in the 4-H youth development program is a privilege, not a right. The quality of the program and the safety of our youth members require that selection of volunteers be taken seriously, and that the organization work to recruit the best possible volunteers.

Volunteers are valued members of the University of Illinois Extension 4-H program. A volunteer is any person who gives time and expertise without expecting monetary compensation from University of Illinois. Volunteers contribute their skills, talents, and experiences to strengthen all aspects of the program and support its mission.

POLICIES FOR VOLUNTEER MANAGEMENT

4-H VOLUNTEER SELECTION: All volunteers who work directly with youth in Extension programs are required to complete full background checks as part of the volunteer selection process. This would include individuals who serve in one-on-one opportunities with youth such as mentors for Independent members.

4-H VOLUNTEER TRAINING: They are also expected to participate in the online 4-H Volunteer Orientation session. In addition, each volunteer is required to complete the online training on youth protection titled 4-H Child Protection Training found at: http://web.extension.illinois.edu/extensionprotection/. All overnight chaperones must complete the 4-H Overnight Chaperone Orientation found at: http://web.extension.illinois.edu/4hchaperone/.

4-H VOLUNTEER APPOINTMENT: University of Illinois Extension County Directors and/or their professional staff designee appoint volunteers to positions of program responsibility. The ultimate authority rests with the County Director. All volunteer terms of appointment are defined by the specific role descriptions under which volunteers are appointed.

4-H VOLUNTEER BEHAVIOR GUIDELINES: All volunteers who work directly with youth in Extension programs are expected to annually read, sign, and abide by Volunteer Behavior Guidelines. In addition, they are expected to follow the Child Safety Recommendations. Housing Recommendations are also expected to be followed.

4-H VOLUNTEER PROTECTION: An adult volunteer may not serve as a “roommate” with an individual youth at a 4-H event.
4-H Volunteer Felony Charges: A volunteer charged with a felony but not yet convicted will be removed from active 4-H leadership ranks and be placed on “inactive” status as determined by consultation between the unit/county staff, Regional Director, Assistant Director/Field Operations, and State 4-H Program Leadership. The volunteer will be notified (with a receipt requested) that he or she is on “inactive status” as a 4-H volunteer pending resolution of the felony charges. Upon resolution of the felony matter, the individual may request his/her volunteer appointment be restored to “active” status. The County Director, in consultation with administration and the 4-H program leadership, will determine whether the volunteer’s appointment should be restored based on the known risks at that time. If the felony charges relate to crimes that present risk to the safety of youth, the individual may be further restricted to no contact with 4-H youth.

4-H Adult to Youth Ratio: National 4-H guidelines recommend a ratio of one adult chaperone per 10 youth. There may be instances where the ratio should be lower (such as 1:6) where youth are a younger age or the event involves greater risk.

4-H Volunteer Guidelines Leading to Disengagement

Policies are provided to ensure a safe and successful experience for 4-H participants, their families, and the volunteers who work with them. Failure to comply with any of the University of Illinois Extension volunteer policies may constitute reason for disengagement. Other conduct that undermines the mission and goals of the 4-H youth development program may also be reason for disengagement. Procedures for disengagement (included in the Volunteer Delivery System Guidelines (Checklist) and in Guidelines for Evaluating Volunteer Performance) are outlined below.

PROCEDURES & POLICIES WHEN WORKING WITH VOLUNTEERS

Types of Volunteers

In many cases, a club may have multiple adults involved as volunteers who assist in supporting youth and club activities. In 4-H Online, these are all listed as “club leader/volunteer”, but the descriptions listed below are provided to assist in clarifying different roles and ways of contributing.

Organizational Leader / Volunteer

This person(s) is responsible for the organizational functions of the club. These responsibilities may be divided among several people. An organizational leader meets with the members’ leadership team to plan meetings, provide needed resources, share 4-H opportunities with members, and is the club contact for the local Extension office. The organizational leader recruits and helps the officers or youth in a leadership role organize committees to do the work of the club. They also coordinate other volunteers and identify leadership needs of the club. In a Special Interest (SPIN) club, this person also meets with the club members to decide what they would like to learn and plan learning activities. Sample volunteer role descriptions for organizational leaders are available on the Portal: 4-H Contacts: Resource Library: Volunteer Role Descriptions
Project Leader

Volunteers who assist members with the various topics they want to learn are called project leaders. Clubs should identify a project leader for each 4-H project area in which members wish to enroll. Project leaders can play a valuable role in all club settings. Volunteers may be responsible for one or more projects. Project leaders may attend regular 4-H club meetings but they should meet with the members outside of meetings in project groups. They are responsible for working with members in groups or individually to help them with their projects. For example, a livestock project leader might take the members on field trips to practice judging, take them to the county judging contest, or conduct a project workshop to help the members. A project leader may support members from more than one club. Sample project leader role descriptions are located on the Portal: 4-H Contacts: Resource Library: Volunteer Role Descriptions

Activity Leader

Volunteers who work with youth to plan and conduct club activities such as family nights or fund-raising projects are called activity leaders. Activity leaders can play a valuable role in all club settings. They should work as advisors for the youth members on committees appointed to plan and conduct these activities. Volunteers should work with youth in organizing one or more club events such as tours, workshops, community improvement projects, etc. Sample activity leader role descriptions can be found on the Portal: 4-H Contacts: Resource Library: Volunteer Role Descriptions

Cloverbud Leader

Volunteers who work with youth ages 5-7 serve as Cloverbud Volunteer Leaders. They engage Cloverbud members in activity-focused experiences built on cooperative learning, rather than competitive activities. Cloverbud Volunteer Leaders focus on planning occasional, non-competitive, age-appropriate, properly supervised activities using approved Cloverbud curriculum.

Youth Leader

Youth leaders are current 4-H members who work in one of the six leadership competency areas, planning promoting; teaching, mentoring, advocating, or advising. Youth leaders build their personal leadership and communication skills while supporting efforts of the club. Sample youth leader role descriptions are available on the Portal: 4-H Contacts: Resource Library: Volunteer Role Descriptions.

Community members and parents who will be working directly with youth in any of the designated leader roles or as chaperones, counselors, and transportation providers should be screened using the procedures described in the 4-H Volunteer section of this handbook. Because some time is required to complete the process, some clubs find it helpful to enroll as many parents or guardians as feasible among their leaders.
Mentor of Independent Member

All 4-H independent members must have an adult mentor to give guidance to the member’s 4-H project work and should be enrolled in 4-H Online as a volunteer/leader. In addition, the 4-H member and adult mentor should work together to complete an Independent Member Action Plan (Portal: 4-H Contacts: Forms) that should be submitted to the Extension Office in the county where the member is enrolled. Each adult mentor should be provided with a copy of The 4-H Mentor: A Guiding Hand (Portal: 4-H Contacts) to guide them in their role as a mentor.

4-H YOUTH DEVELOPMENT GUIDELINES FOR EVALUATING VOLUNTEER PERFORMANCE AS PART OF AN EFFECTIVE VOLUNTEER DELIVERY SYSTEM

Developing and maintaining a comprehensive volunteer delivery system is essential to successful staffing with volunteers. Careful attention should be given to the design of volunteer roles, recruitment, screening and placement, orientation and training, supervision, evaluation, recognition of volunteers, and the regular review of the Unit’s volunteer delivery system. The Volunteer Delivery System Guidelines (Checklist) is a brief summary to assist staff in creating and maintaining an effective, efficient volunteer delivery system in their unit/county.

Volunteers should be provided with role descriptions defining their specific responsibilities with support from Extension. Each volunteer should review the “Volunteer Behavior Guidelines for working in University of Illinois Extension 4-H Youth Development Programs.” This information is included as part of the volunteer application. The guidelines are also found in the policies section of this handbook.

Volunteers rarely “volunteer to fail” but instead they need regular training, support, and supervision to ensure a good fit with the organization and position.

Provide feedback to volunteers at least annually. Discuss goals for volunteer for the year as well as training needs or concerns that the volunteer may have. Do exit interviews with those non-returning volunteers.

Annually review the overall volunteer delivery system thinking about replacement and advancement of volunteers, organizational culture, continuous planning, communications with volunteers, and support for volunteers.

Take action to correct poor performance. If at any time during the year, staff sense inappropriate behavior, actions, or lack of knowledge, refer back to the role description, orientation, and training sessions. Provide suggestions for changes or improvements. Regular feedback should be provided at least annually. Keep notes on concerns and file those in the volunteer’s file which is kept locked and confidential. It is important to trouble shoot early and to analyze performance in an objective manner. This is the time to provide “oral feedback.” Consult with your Youth Development Educator or the Assistant Director, Extension Field Operations in Mumford Hall for ideas for appropriate action. Refer to the 4-H Management Handbook as well.

Continue to monitor behavior and actions. If there are not changes in behavior or improvement in actions, then it may be time to provide “written feedback.” Give the volunteer a set of actions to complete and a timeline. Share this information with the County Extension Director and put a copy in the volunteer’s file. Documentation is necessary for any volunteer who will be reassigned or disengaged from their volunteer assignment.
Consider reassignment or disengagement. If the actions and/or behavior do not improve, then staff may consider reassigning the volunteer to another more appropriate role or in disengaging the volunteer. Be sure to discuss these plans with the County Director and the Regional Director before you begin a reassignment or the disengagement process. You should consult the Assistant Director, Extension Field Operations as well.

Volunteer Delivery System Guidelines (Checklist)


The following are a number of steps that staff are encouraged to undertake to ensure an effective, efficient volunteer delivery system.

- **Work with Expansion and Review Committee** to determine 4-H youth development expansion needs and related volunteer needs.
- **Assess current volunteer staffing situation** for your program area.
- **Identify volunteer staffing needs** for your program area – review and update annually.
- **Develop a plan to expand the volunteer roles** in your program. Consider a timeline and the impact on other paid staff and volunteers.
- **Design volunteer role descriptions** for each position in your program. A template and Samples are found on the Portal: 4-H Contacts: Resource Library: Volunteer Role Descriptions.
- **Create a recruitment plan** to reach new volunteers. Use a targeted approach to recruiting thinking about the skills needed for the position and the benefits of the positions to potential volunteers. Think about the barriers as you develop your recruitment script.
- **Interview potential volunteers** to secure the best possible match for both the person and the position. Share the role description with the potential volunteer.
- **Complete the volunteer application process** on each potential volunteer. For 4-H Youth Development Program volunteers this includes an application, 3 references, an interview, CANTS check, ISP check, and check of the national sex offender registry. If they are to drive as a part of their role, proof of a driver’s license and insurance card is also necessary. Potential volunteers who have lived outside of Illinois in the past seven years, they will also undergo a National Background Check.
- **Provide orientation for each new volunteer**. For 4-H volunteers, this would include the web-based 4-H Volunteer Orientation and the web-based child protection course titled “University Extension Child Protection Training.” At the orientation session, be sure to go over the role description, behavior guidelines, and provide them a copy of the 4-H glossary. This might also include a tour of the office and a chance to meet the staff. It might also include an introduction to use of the facility and equipment as it relates to the program. For overnight...
chaperones, orientation would include the web-based 4-H Chaperone Orientation session. 4-H Cloverbud volunteers should complete the 4-H Cloverbud Volunteer Orientation session.

_____ **Provide on-going training for volunteers** based on their skills and experiences. Policies should be shared during an early training session. Leadership development inventories to measure their training needs are available on the Illinois 4-H web site.

_____ **Provide regular communication, support, and supervision** of volunteers. All new volunteers should be contacted at least monthly during the first year. This could be done through face-to-face sessions, e-mail, phone calls, letters, visits, etc.

_____ **Provide recognition** that is timely, sincere, and appropriate for their role.

_____ **Provide feedback to volunteers** at least annually. Discuss goals for volunteer for the year as well as training needs or concerns that the volunteer may have. Do exit interviews with those non-returning volunteers.

_____ **Annually review the overall volunteer delivery system** thinking about replacement and advancement of volunteers, organizational culture, continuous planning, communications with volunteers, and support for volunteers.

_____ **Take action to correct poor performance.** If at any time during the year, staff sense inappropriate behavior, actions, or lack of knowledge, refer back to the role description, orientation, and training sessions. Provide suggestions for changes or improvements. Regular feedback should be provided at least annually. Keep notes on concerns and file those in the volunteer’s file which is kept locked and confidential. It is important to trouble shoot early and to analyze performance in an objective manner. This is the time to provide “oral feedback.” Consult with your 4-H Youth Development Educator or the State 4-H Volunteer Specialist for ideas for appropriate action. Refer to the 4-H Management Handbook as well.

_____ **Continue to monitor behavior and actions.** If there are not changes in behavior or improvement in actions, then it may be time to provide “written feedback.” Give the volunteer a set of actions to complete and a timeline. Share this information with the County Extension Director and put a copy in the volunteer’s file.

_____ **Consider reassignment or disengagement** if the actions and/or behaviors do not improve. If you are considering reassigning or disengaging a volunteer, discuss these plans with the County Director and the Regional Director. You should consult the Assistant Director, Extension Field Operations as well.

_____ **Disengaging a volunteer.** All disengagement decisions will be made by the Unit, Region and Mumford offices. All disengagements must be pre-approved by University Legal Counsel. The disengagement letter can be found on the Portal and needs to be signed by the staff member, County Director, and Regional Director. Include in the letter that the decision is final. A copy of the letter should be placed in the volunteer’s file. This file should not be purged even after the volunteer is inactive for three years.

_____ **Follow-up to disengagement.** Send a copy of the disengagement letter to the Assistant Director, Field Operations in Mumford Hall and Illinois 4-H Program Director. This individual will maintain a confidential file of all letters and will serve as a consultant to discuss other current or future volunteer roles by disengaged individual.
Volunteers and Youth Protection

University of Illinois Extension has adopted the following procedures to prevent child abuse and neglect and protect youth within its programs as well as elsewhere. Extension protection policies include:

- Careful selection of volunteers who work directly with youth
- Child safety recommendations to prevent high risk situations where abuse might occur
- Training for recognizing and reporting suspected child abuse and/or neglect among 4-H youth participants

This first section provides information on requirements for selecting volunteers. It also guides Extension staff and volunteers in recognizing and reporting suspected abuse or neglect of 4-H youth participants that may be happening outside 4-H programs. In addition, information is included to assist staff in dealing with volunteer issues.

VOLUNTEER SELECTION: Volunteer Application and the Selection Process

1. The prospective volunteer must complete and sign the Extension Volunteer Application (90109) revised in 2013. The application may be accessed on the Portal: 4-H Contacts; Resource Library; Volunteer Placement/Screening. It should include the listing of three references and the authorization for Extension to contact the references, to make a search of the Department of Children and Family Services (D.C.F.S.) Child Abuse Neglect Tracking System (CANTS), and to complete a criminal conviction investigation with the Illinois State Police. All volunteers who will have contact with young people must complete the full application process if the contact is sufficient to build a personal relationship with a child, regardless of whether or not the volunteer is working with others present or on the premises of an Extension site. This would include individuals who serve as mentors for youth in independent membership roles as well. Refusal to provide this information will result in non-acceptance as a 4-H volunteer.

2. Applicants must complete and sign the D.C.F.S. form for CANTS screening. Refusal to provide this information will result in non-acceptance as a 4-H volunteer. Form is revised as of 7/2012.

3. All potential volunteers must complete and sign the Illinois State Police Conviction Information Name Check Request form. The Conviction Information Checks process for volunteers will be repeated with their scheduled reprocessing of the CANTS screening (every five years). Refusal to provide this information will result in non-acceptance as a 4-H volunteer.

4. Unit staff must check each youth program volunteer applicant against the National Registered Sex Offenders list for the county where the prospective volunteer will be working and the county of residence. All existing volunteers should be checked annually against the National Sex Offenders Registry at www.nsopw.gov/en-US.

5. All adult volunteers (age 21 and above) who will be authorized to drive as part of their role will need to provide proof of a valid driver’s license and proof of auto liability insurance. This should be logged ANNUALLY once the license and insurance card is viewed by a staff member. No driver license numbers or insurance policy information is to be recorded;
simply a yes or no that proof of a valid driver’s license and proof of auto liability insurance has been provided.

6. **Reference Checks:** The Extension Unit will contact references requesting information on the qualifications of the applicant to work with youth. As denoted on the Extension Volunteer Application (L90109, revised 2013), references should be sought from three persons who know the applicant including a family member, a work relationship, and a personal character reference. The contact with references may be by mail, by telephone, or face-to-face. Sample reference forms for mail and telephone references are on the Illinois 4-H website. If an oral reference check is obtained, detailed notes should be recorded and dated along with the signature of the person who gathered the information. When at least two positive references have been received (along with the other screening tools), a volunteer may be considered for placement with youth. In cases of inconsistent references, further investigation should be conducted.

7. **Interviews:** The interview is designed to determine the individual’s interests, skills, motivations, attitudes, and approaches to working with youth. This information can be used to assess whether a volunteer will be placed in the program and in what role. It also is helpful in designing a training program to prepare the volunteer for a new role in 4-H youth programs. Interviews also begin the orientation of new volunteers. A sample interview report form and guides for interviewers are included on the Portal: 4-H Contacts; Resource Library Volunteer Placement/Screening. This is a very important step of the application process.

8. **CANTS Check:** The CANTS system is a computer database of all individuals who have had cases of child abuse or neglect indicated against them in Illinois during the last five years or longer depending on the offense. ("Indicated" is the term used by D.C.F.S. to mean that an accusation has been substantiated). This data is from cases in custodial settings (including family and daycare). Criminal convictions would not necessarily be included. The database does NOT contain names of individuals who have been reported but have not been indicated and may not if the individual has not had an indicated case within the last five years. The following information is required to process the volunteer applicant through the D.C.F.S. CANTS system: all former names and addresses for the last five years, race, sex, and birth date. Extension units will ask volunteers to complete and sign the Illinois Department of Children and Family Services Authorization for Background Check (CFS 689. (Revised 7/2012) This form can be downloaded on the Portal: 4-H Contacts; Resource Library: Volunteer Placement/Screening. CANTS forms should be submitted to D.C.F.S. by Extension staff by email to CFS689Background@illinois.gov. Original signatures are required on the forms.

a. Any youth (ages 14-18) who are in a leadership role in which they are in direct contact with younger youth – such as teen teaching, mentoring, 4-H Buddy - will need to submit a CANTS check form as any adult volunteer would. This form must also contain a parental signature and a birthday of the parent or guardian. The CANTS form will not be processed for any minor who doesn’t have a parental signature and birthdate. The CANTS check form for youth serving in a leadership role can be downloaded on the Portal: 4-H Contacts: Resource Library: Volunteer Placement/Screening.
b. When the name of a prospective volunteer is sent to D.C.F.S. for a CANTS check, it does NOT become part of the CANTS database. The name is checked against the database of names of persons who have been indicated for child abuse or neglect. Unless the individual has a prior offense recorded, the form will be returned via email stamped "NO PRIORS."

c. If the form is returned by mail stamped "PRIOR," further action is needed to investigate the nature of the case or cases. First get information to interpret the D.C.F.S. report. The D.C.F.S. report is coded. An explanation of the codes is found in "Allegation and Severity Codes for the Child Abuse and Neglect Tracking System (CANTS)" in this section. Contact the Assistant Director of Extension Field Operations for assistance in investigating an applicant with prior case of abuse and developing strategies for dealing with the volunteer.

9. Registered Sex Offenders Checks: All volunteer applicants will be checked against the list of Registered Sex Offenders maintained by the National Registered Sex Offender website. Federal law requires that convicted sex offenders register with the local law enforcement agency where they reside. The law enforcement agency provides the information to the Illinois State Police and its web site states the web-based listing it maintains is updated daily. Extension staff will check this listing for the county where the volunteer is applying and, if different, the county of residence. It is also possible to check by city name or zip code. To access the National Registered Sex Offenders listing, use this web address: http://www.nsopw.gov/en-US. All volunteer names should be checked annually against the registry.

10. Criminal Background Investigations: The Illinois State Police collects and maintains all criminal history records for the state. All potential volunteers must be screened via the Illinois State Police Conviction Information Check. To process these checks, the volunteer will complete and sign a “Conviction Information Name Check Request Form.” (Copies of original form may be used for these requests.) This form may be downloaded from the Illinois 4-H web site www.4-H.illinois.edu under Volunteers: Volunteer Placement. Mail or fax a copy of the form to your respective regional office. Staff at the respective regional office will conduct an electronic check through the Illinois State Police Bureau of Investigation, and inform Units via email as soon as the report is received from the Illinois State Police. That response will be returned to the County Director/designee by email. The form submitted to the Regional Office will be maintained there. If there is a “hit,” the regional office will forward the report to the 4-H Resource and Policy Analyst. Who will convene the Volunteer Hit Review committee as soon as possible to determine if that individual should or should not volunteer with our organization. The Illinois State Police Conviction check will be repeated every five years along with the other required background screening for volunteers (i.e., CANTS).

If a potential volunteer has checked that they have lived outside of Illinois in the past seven years on their volunteer application, they will undergo a National Background Check.

When fingerprinting volunteers is necessary, either due to multiple hits from the ISP background check or for those volunteers who have lived outside of the state of Illinois in the past seven years please follow the instructions below. Please note, we strongly encourage units to cover the cost of fingerprinting.
1) Go to the website: http://www.isp.state.il.us/crimhistory/uciaformreq.cfm and request a form be sent to your office.

2) The volunteer applicant can then pick up the form and take it to one of two places to get their prints taken: 1) a local police department OR 2) one of the Livescan Fingerprint Vendors and have it done there. Here is a list of Illinois Livescan Fingerprint Vendors - https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp

3) After completion, the volunteer should bring the form back to the Extension Office so that staff can send it in with a money order.

**YOUNG PEOPLE AS VOLUNTEER LEADERS**

Young people fourteen years of age and over may authorize release of personal information. Units may choose to prepare a release form whereby parents authorize their child to volunteer. If neither youth applicant nor parent has authorized the application, the youth should not be accepted as a volunteer working with youth.

University of Illinois Legal Counsel has provided the following information on the legal principles governing the responsibility for negligent acts by children:

Courts have held that a child under age seven is conclusively presumed not to be responsible for his acts, and thus to be incapable of negligence. Between the ages of seven and fourteen, there is a rebuttal presumption that a child is incapable of negligence. Showing that the particular child in question had the mental capacity to act negligently may rebut this presumption. Proving negligence in a child this age, however, may be difficult since the standard of care is that of a child of his own age, experience and intelligence. Between ages fourteen and eighteen, children are held to an objective and subjective standard -- their actions are measured against what a child of like age, experience and intelligence would have done. However, if a child in this age group were performing an adult task, such as driving a car, the child is held to the same standard as an adult, what a reasonably prudent person would have done in similar circumstances. Eighteen-year-olds are held to the same adult standard.

Teens (age 14-18) serving as volunteer leaders and working directly with other youth must follow the same selection procedures as for adult volunteers. This is important because statistics show that one third of cases involving child sexual abuse are committed by older youth. The one notable exception is that youth under the age of eighteen do not have to complete the Illinois State Police Conviction Information check. In addition, youth volunteer leaders under the age of twenty-one are not authorized to drive as part of their Extension volunteer role. Proof of a driver’s license and liability insurance card do not need to be logged since they do not drive as part of their volunteer role.

These guidelines also apply to host families in domestic and international exchange programs. In the case of host families, it is recommended that a home visit and interviews of all household members also be conducted.
REVIEW OF APPLICANTS AND ENROLLMENT OF VOLUNTEERS

Reasonable effort should be made to review each applicant in a timely manner and provide a response to the individual. All information compiled from the application, references, interview, CANTS check, ISP conviction information check, and registered sex offender’s review should be reviewed by the appropriate Extension staff. When there is questionable or inconclusive data available, the County Director may choose to investigate further before deciding whether to recommend placement of an applicant to work with youth. In cases where there is a question about an applicant’s suitability to lead youth, the County Director may recommend restricted placement of a volunteer to specified roles as an alternative to rejection. When a report of “PRIORS” on CANTS, conviction information shows a history of activity that threatens harm to youth or the organization or an applicant appears on the registered sex offender’s list, Unit staff should contact the Assistant Director, Extension Field Operations in Mumford Hall.

Only when an individual is approved, he/she may then be enrolled as a volunteer in 4-H Online. A letter of welcome should be issued at that time. Applicants should be notified in writing if not accepted or if acceptance is conditional. Sample acceptance/rejection letters and a volunteer agreement are included on the Portal. Please use the template for a volunteer denial letter located on the Portal and copy Assistant Director of Field Operations.

FILE ACCESS AND CONFIDENTIALITY

All volunteer personnel information must be kept in a locked file that is accessible only to the County Director and others authorized by the County Director. The County Director or designee should review confidentiality requirements with all that are being given file access. Each must sign and date a statement confirming that he/she has been informed of confidentiality requirements and agrees to observe them. Samples may be found on the Portal. A system should be established for those authorized to view the files to log in with date and names of those involved in the review along with the specific files that are to be reviewed.

As is true for personnel files of other University staff, the applicant or volunteer may have access to only the materials he/she has completed in the application or file. Materials provided by others including references, interview notes, D.C.F.S., and ISP Conviction Information, or GIS information reports are not to be shared with the applicant or volunteer. The applicant/volunteer may review his or her file and add a letter to amend it by making an appointment with the County Director or designee at a mutually agreeable time.

Confidentiality Requirements

1. All persons involved in the volunteer screening process and with access to the personnel files will be informed on the importance of confidentiality. Each should sign a form agreeing to protect privacy of individuals.
2. All reference forms/applications/notes on interviews must be kept in a locked file, which can be accessed, by only Extension staff members responsible for youth programs.
3. All information on applicants and why they are accepted or rejected as a youth program volunteer must also be kept confidential.
File Maintenance

All volunteers should be re-screened on a five-year rotation. Volunteer applications, references, interview notes, conviction reports, sex offender registry checks, CANTS reports, and verification of driver’s license and proof of insurance cards for those authorized to drive should be maintained on all active volunteers. Personnel records of volunteers who do not re-enroll in the succeeding year should be retained in an inactive file. Files of inactive volunteers should be maintained for three years. To reactivate an inactive application, the volunteer should complete a new application form including references. A new CANTS check and Illinois State Police Information Conviction Check will also need to be completed. In addition, the sex offender registry should be checked, an interview scheduled with the potential volunteer, and verification of a valid driver’s license and proof of insurance should be completed.

For volunteer applicants who have been rejected to work with youth or for volunteers who have had a grievance or complaint, files and all actions and notes should be maintained indefinitely.

PROCEDURES FOR PROBLEMS IDENTIFIED DURING SCREENING

Procedures to follow when a potential problem is identified during volunteer background screening:

1. Report findings to County Director.
2. County Directors should consult with the Assistant Director, Extension Field Operations to plan strategy if restricted appointment or denial of volunteer appointment is contemplated, and to plan additional steps if necessary.

DISSATISFACTION WITH VOLUNTEERS

The policies and guidelines in this handbook are provided to assure a safe and successful experience for 4-H participants, their families, and volunteers who work with them. They also help the University of Illinois Extension staff meet legal obligations and fiscal management requirements. Failure to comply with any of the University of Illinois Extension 4-H volunteer policies may constitute reason for disengagement. Other conduct that undermines the mission and goal of the 4-H program may also be reasons for disengagement.

The following serve as examples of behavior considered reason for disengagement. The examples provided do not constitute the entire listing but rather serve to illustrate inappropriate behavior leading to disengagement:

1. Providing alcohol or drugs to youth
2. Inappropriate sexual advance toward youth
3. Abuse of youth
4. Denying opportunity to participate when the reason relates to race, color, national origin, sex, religion, or disability.
5. Mishandling or inappropriate use of University of Illinois Extension or 4-H funds
6. Inappropriate contact with youth through social media, cell phones or other technology
7. Improper use of the 4-H name and emblem
8. Failure to comply with policies of University of Illinois Extension and 4-H
All volunteers who need to be disengaged from our programs need to involve the county director, regional director, program leader and the Assistant Director of Field Operations. The Assistant Director will then contact University Legal Counsel to receive final approval for each disengaged volunteer situation.

**DISENGAGEMENT OF A VOLUNTEER**

All disengagement decisions will be made by the Unit, Region and Mumford offices. All disengagements must be pre-approved by University Legal Counsel. The disengagement letter can be found on the Portal and needs to be signed by the staff member, County Director, and Regional Director. Include in the letter that the decision is final. A copy of the letter should be placed in the volunteer’s file. This file should not be purged even after the volunteer is inactive for three years.

Follow-up to disengagement. Send a copy of the disengagement letter to the Assistant Director, Field Operations in Mumford Hall and the Illinois 4-H Program Director. These individuals will maintain a confidential file of all letters and will be available to consult on consideration of other current or future volunteer roles by this terminated individual.


**VOLUNTEER ORIENTATION & TRAINING**

Each new 4-H volunteer is expected to complete the 4-H Volunteer Orientation. This can be done through a face-to-face meeting at the local Extension office, with a mentor leader, or online. The web site address for the 4-H Volunteer Orientation is: [http://web.extension.illinois.edu/4hc/](http://web.extension.illinois.edu/4hc/). In addition, each 4-H volunteer is required to complete the online training course – 4-H Child Protection Training. This can be found at [http://web.extension.illinois.edu/extensionprotection/](http://web.extension.illinois.edu/extensionprotection/). More information is included in the volunteer section of this handbook on Recognizing and Reporting Child Abuse. 4-H volunteers serving as overnight chaperones also need to complete the 4-H Overnight Chaperone Orientation found at [http://web.extension.illinois.edu/4hc/](http://web.extension.illinois.edu/4hc/).

One of the topics to be covered in the 4-H Volunteer Orientation is the volunteer behavior guidelines. These are listed on the volunteer application and below. A more detailed explanation for several of the guidelines is also provided.

**Alcoholic Beverage and Illegal Drug Use**

It is recognized that an alarming number of youth drink alcohol and/or use controlled substances. However, these practices are violations of Illinois state law and cannot be condoned in association with any 4-H program activity. Any volunteer may be liable if he or she allows underage drinking or illegal drug use to take place during a University of Illinois Extension 4-H youth activity for which he or she is providing leadership.

It is expected that adults working in the University of Illinois Extension 4-H youth program are positive role models for participating youth. Adults must obey the laws of the state and rules of the organization.
Since consumption of alcohol and illegal drugs is not acceptable for young people in 4-H youth programs, adults should not consume these substances while working with youth in the programs.

**Safe Operation of Motor Vehicles**

Any adult, 21 years of age and older who transports 4-H youth to participate in 4-H program activities and events, as a part of their volunteer role, must possess a valid motor vehicle operator’s license. He or she must also have liability insurance coverage to meet state requirements on the vehicle to be used. The Illinois Financial Responsibility Law requires minimum insurance coverage for any one accident to be: $25,000 - Injury to or death of one person; $50,000 - Injury to or death of more than one person; $20,000 - Damage to the property of others. Volunteers must operate vehicles in safe ways, using common sense and good judgment, following accepted operating procedures, and obeying traffic laws including the use of seat belts. Overloading vehicles or using vehicles not designed to transport multiple passengers is unacceptable. Proof of the driver’s license and proof of insurance card should be logged annually and placed in the volunteer’s personnel file.

**PREVENTION OF HIGH RISK SITUATIONS WHERE ABUSE MAY OCCUR**

The next section provides information to help volunteers prevent high-risk situations where abuse may occur with youth and or adults. To protect the involved parties, volunteers are encouraged to avoid creating situations in which an adult is alone with a single youth. Every individual, youth, or adult also needs to respect each other’s right to privacy. In situations of privacy, volunteers should intrude only to the extent that health and safety requires. Volunteers also need to protect their own privacy.

The University of Illinois Extension 4-H program has created a set of recommendations related to child safety and to housing recommendations for overnight events.

**Child Safety Recommendations for Youth Programs**

1. In order to protect paid Extension staff, volunteers, and program participants, at no time during an Extension youth program may a paid staff person or volunteer be alone with a single child where others cannot observe them. As staff supervise children, they should space themselves in a way that other staff can see them.

2. Paid staff or volunteers should never leave a child unsupervised.

3. Public restroom supervision: Staff will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Staff will stand in the doorway while younger children are using the restroom. This policy allows privacy for children and protection for staff (not being alone with a child). No child should enter a public restroom alone. Always send children in pairs; and whenever possible, with staff.

4. Staff should use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism to manage or change behavior. Staff will have age appropriate expectations and set up guidelines and environments
that minimize the need for discipline. Praise children to encourage positive behavior. Create an atmosphere of cooperation and fun.

5. Paid staff and volunteers should respond to children with respect and consideration and treat all children fairly regardless of sex, race, religion, and culture.

6. Staff will respect children’s rights to not be touched in ways that make them feel uncomfortable and respect their right to say “no”. Children should not be touched in areas of their bodies that would be covered by a bathing suit. Never touch a child against the child’s will (verbally or nonverbally expressed) unless it is to prevent an accident. When others are present, it is usually okay to touch a child on the shoulders, arm or upper back. Excessively tickling, wrestling with, or teasing a child is inappropriate.

7. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment or sexual references in the presence of children or parents is prohibited. Don’t show favoritism or encourage crushes or romantic fantasies that children may have about you.

8. Paid staff and volunteers will portray a positive role model for youth by maintaining an attitude of respect, responsibility, caring, fairness, citizenship, and trustworthiness.

9. Staff should not release children to anyone other than the authorized parent or guardian, or other adults designated by the parent/guardian.

10. Staff should not abuse or neglect children including physical, verbal, sexual, or mental abuse or neglect.

11. Parents are welcome and encouraged to attend local 4-H meetings and events.

Adopted from the YMCA Child Abuse Prevention Code of Conduct and Camp is for the Camper by Connie C. Coutellier and Kathleen Henchey.

4-H Overnight Chaperone Orientation Housing Recommendations

See Risk Management – Overnight Chaperone Housing Recommendations

RECOGNIZING AND REPORTING CHILD ABUSE

This next section shares information related to child abuse. Each 4-H volunteer is required to complete the online volunteer training course – 4-H Child Protection Training. This short online course helps staff and volunteers recognize the signs of child abuse and neglect and understand the procedures for reporting abuse and neglect in Illinois. The course can be accessed at http://web.extension.illinois.edu/extensionprotection/.

Currently, Illinois 4-H volunteers are not considered to be mandated reporters, but all volunteers are required to report suspected cases of child abuse or neglect to the proper authority. Suspected cases of child abuse or neglect need to be reported immediately to the County Director or 4-H Youth Development Educator, the University of Illinois Police Department (217-333-1216), local law enforcement authorities, and DCFS. These calls can be made jointly with a 4-H staff member or County
Director. It is the responsibility of D.C.F.S. to investigate and determine whether or not the child has been abused or neglected.

The Department of Children and Family Services is required to conduct investigations on all reports within 24-Hours. Reporters are presumed to be acting in good faith. Thus, they are immune from legal liability as a result of making a report.

Neglect is defined as failure to provide basic and necessary medical or dental care; shelter that is safe, warm, and reasonably sanitary; adequate clothing; supervision; and sufficient food. Child abuse includes emotional abuse, physical abuse, and sexual abuse.

The following are some possible indicators of child abuse and neglect, obtained from the Illinois Department of Children and Family Services.

**Neglect:**
- Often hungry in the morning
- Poor Hygiene
- Evidence of no or poor supervision
- Underweight, poor growth, failure to thrive
- Dressed inappropriately for the weather
- Erratic attendance at school

**Emotional abuse:**
- Low self-esteem
- Low achievement
- Craving affection
- Acting withdrawn
- Exhibiting aggressive behavior

**Physical abuse:**
- Unexplained marks on the body (cuts, bruises, welts, burns, black eyes, fractures or dislocations)
- Bruises or welts in unusual patterns or in cluster, in various stages of healing
- Pattern burns, such as cigarette burns, iron burns, burns in the shape of a specific object, or scald burns in an immersion pattern
- Typical exposed areas of skin covered up or hidden to hide marks

**Other children may show more subtle indicators, such as behavioral changes, including**
- Extreme vigilance or watchfulness
- Bullying smaller children
- Poor social interactions with peers
- Extreme fear of parents or caregivers
- Harming animals

**Sexual abuse:**
- Sexual knowledge beyond what is age appropriate
- Recurring pain or itching in genital or anal areas
- Sexually transmitted diseases
• Frequent bladder or urinary tract infections
• Genital injury
• Sexual "acting out" behavior inappropriate to age
• Unexplained regression or fear

What is NOT considered abuse or neglect?

• Situations where a child is causing a problem that concerns you, but the problem is not related to abuse or neglect.
• Domestic situations where family stress is evident, but the child has not been abused or at risk of abuse. Community service agencies are often available to help. If you’re seeking information about DCFS or its programs, please call your local DCFS office.

When reporting a case of child abuse or neglect, it is important to have as much of the following information as possible:

• The name and address of the youth and his/her parents or other persons responsible for his welfare.
• The child’s age, sex, and race.
• The nature and extent of the child's abuse or neglect, including any evidence of prior injuries, abuse, or neglect of the child or his/her siblings.
• The names of the persons apparently responsible for the abuse or neglect.
• The family composition.
• Any other information that might be helpful.

The County Director should be notified that the report has been made so that he/she can record the action taken and notify appropriate administrators. County Directors will document as much of the information listed above as possible. This should be kept in a confidential file. In addition, the Regional Director and the Assistant Director, Extension Field Operations in Mumford Hall should be notified. The steps D.C.F.S. takes in handling a child abuse allegation are as follows:

1. Report to 1-800-25Abuse Central Registry.
2. Registry sends report to local D.C.F.S. office of child’s residence.
3. Within 24-Hours or immediately investigator contacts child.
4. Child is interviewed.
5. If child’s interview supports further investigation, investigator attempts contact with alleged perpetrator.
6. Child may be taken into protective custody.
7. If abuse or neglect is not “indicated” within 30 days, the case is dropped and record is expunged.

8. If abuse or neglect is “indicated,” the perpetrator is notified by mail. Record is maintained 5 years for physical abuse and 10-50 years for various sexual abuse offenses.

In the event that the reported incident involves a University of Illinois Extension volunteer, the Extension County Director or designee, without exception, should suspend the individual from all Extension volunteer activities involving the supervision of children or youth. Reinstatement will occur only after all allegations have been cleared.

ALLEGATION AND SEVERITY CODES FOR THE CHILD ABUSE AND NEGLECT TRACKING SYSTEM (CANTS)

Accompanying your positive or possible CANTS hit background check and authorization form is a list of the indicated or pending allegations. Allegations can be by abuse (AB) or by neglect (NG). The allegation(s) listed on the CANTS check hit form coincides with the allegation listed on this list. For example: The subject has an indicated allegation(s) of 19 and 74 with a 1, 2, or 3 for retention codes following. Allegation 19 is listed under the (AB) by abuse column with the definition following. Allegation 74 is listed under the (NG) by neglect column with the definition following. The retention code is translated at the side of the page into the number of years the report will remain on the CANTS system. This is in no way an indication of an individuals’ criminal record.

<table>
<thead>
<tr>
<th>AB</th>
<th>NG</th>
<th>RETENTION</th>
<th>YEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>51</td>
<td>Death .................................................................</td>
<td>1.</td>
</tr>
<tr>
<td>2</td>
<td>52</td>
<td>Brain Damage/Skull Fracture ......................................</td>
<td>2.</td>
</tr>
<tr>
<td>3</td>
<td>53</td>
<td>Subdural Hematoma ................................................</td>
<td>2.</td>
</tr>
<tr>
<td>4</td>
<td>54</td>
<td>Internal Injuries ..................................................</td>
<td>2.</td>
</tr>
<tr>
<td>5</td>
<td>55</td>
<td>Burns/Scalding........................................................</td>
<td>2 or 3</td>
</tr>
<tr>
<td>6</td>
<td>56</td>
<td>Poisoning/Noxious Substance ....................................</td>
<td>2 or 3</td>
</tr>
<tr>
<td>7</td>
<td>57</td>
<td>Wounds .................................................................</td>
<td>2.</td>
</tr>
<tr>
<td>9</td>
<td>59</td>
<td>Bone Fractures .....................................................</td>
<td>2 or 3</td>
</tr>
<tr>
<td>11</td>
<td>61</td>
<td>Cuts/Bruises/Welts ...............................................</td>
<td>2 or 3</td>
</tr>
<tr>
<td>12</td>
<td>62</td>
<td>Human Bites ..........................................................</td>
<td>2 or 3</td>
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<tr>
<td>13</td>
<td>63</td>
<td>Sprains/Dislocations ............................................</td>
<td>2 or 3</td>
</tr>
<tr>
<td>14</td>
<td>64</td>
<td>Tying/Close Confinement .......................................</td>
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<td>15</td>
<td>65</td>
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<td>67</td>
<td>Mental Injury .......................................................</td>
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<td>18</td>
<td>68</td>
<td>Sexually Transmitted Diseases ..................................</td>
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<tr>
<td>19</td>
<td>69</td>
<td>Sexual Penetration ................................................</td>
<td>1.</td>
</tr>
<tr>
<td>20</td>
<td>70</td>
<td>Sexual Exploitation ...............................................</td>
<td>2.</td>
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<tr>
<td>21</td>
<td>71</td>
<td>Sexual Molestation ................................................</td>
<td>2.</td>
</tr>
</tbody>
</table>
ILLINOIS STATE POLICE UNIFORM CONVICTION INFORMATION ACT INFORMATION SHEET

On January 1, 1991, the Uniform Conviction Information Act (UCIA) became law in Illinois. This act mandates that all criminal history record conviction information collected and maintained by the Illinois State Police, Bureau of Identification, be made available to the public pursuant to 20 ILCS 2635/1 et seq. This law permits only conviction information to be disseminated to the public. All requests for UCIA information must be submitted on a Conviction Information Request form. These forms are available from the Bureau of Identification. Each form has a unique processing control number. Consequently, copies cannot be processed. All inquiries must be submitted on an original form. There are two types of Conviction Information Request forms, which can be used to request UCIA information. These forms include a non-fingerprint request form and a fingerprint request form.

- NON-FINGERPRINT CONVICTION INFORMATION REQUEST FORM
  Form ISP6-405B is to be used to initiate a request that is based on alphanumeric subject identifiers. Such requests will result in a search of the Illinois State Police's computerized criminal history record files to produce a subject record which matches identifiers used in the search (e.g., name, sex, race, and date of birth). Any criminal history record information furnished as a result of a non-fingerprint based computerized criminal history check is based solely on a search of the identifiers provided in the request. It is not uncommon for criminal offenders to use alias names and dates of birth, which could adversely affect the results of a non-fingerprint, based search of the Illinois State Police's computerized criminal history record information files. The fee to process a NON-FINGERPRINT request is $16.00. The fee for all checks not drawn on United States banks is $30.00.

- FINGERPRINT CONVICTION INFORMATION REQUEST FORM
  Form ISP6-404B is to be used to initiate a fingerprint-based record search of the Illinois State Police's criminal history record information files. Any criminal history record information provided as a result of a fingerprint based criminal history record information search confirms positive identification of the subject to whom the fingerprints belong contained on the fingerprint request form.
The form can be requested online at: http://www.isp.state.il.us/crimhistory/uciaformreq.cfm
The fee to process a FINGERPRINT request is $20.00 ($30.00 if the check is not drawn on a United States bank.)

A current list of approved Livescan Fingerprint Vendors can be found here: https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp

Each request form must be accompanied by a check or money order in the appropriate amount made payable to the Illinois State Police. No other form of payment will be accepted. Only one name per inquiry is allowed. Maiden names must be submitted as a separate request along with the appropriate fee. Multiple requests may be submitted together with a single check or money order to cover the total costs. Additional information regarding UCIA inquiry procedures is contained on the request form. All UCIA requests must be made in accordance with the instructions contained on the form. Failure to follow the instructions may result in the return of the form unprocessed. Any fees received for requests that are returned unprocessed will be forfeited.

Any person who intentionally and knowingly requests, obtains or seeks to obtain conviction information under false pretenses, disseminates inaccuracies or incomplete conviction information, or violates any other provision of 20 ILCS 2635/1 et seq. may be guilty of a crime punishable by up to one year of imprisonment and/or may incur civil liabilities.

To order UCIA request forms, please contact the Illinois State Police, Bureau of Identification, located at 260 North Chicago Street, Joliet, Illinois 60431-1060 or phone (815) 740-5216. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. To obtain further information regarding the UCIA program, please phone (815) 740-5160 between the above office hours.

ILLINOIS STATE POLICE
Division of Forensic Services and Identification Bureau of Identification
REQUESTS FOR CONVICTION INFORMATION

Pursuant to Illinois Revised Statutes, chapter 38, paragraph 1601 et seq., all conviction information mandated by statute to be collected and maintained by the ILLINOIS STATE POLICE is publicly available. Form ISP6-404B (8/90) is to be used to initiate a fingerprint-based request. Form ISP6-405B (8/90) is to be used to initiate a request that is not based on fingerprints. These forms are available from the Bureau of Identification, 260 North Chicago Street, Joliet, Illinois 60431 - Area Code (815) 740-5160. Requests for this information are to be made according to the following instructions. Failure to follow these instructions may result in the return of the unprocessed request.

1. The requester must complete a CONVICTION INFORMATION REQUEST FORM for each conviction record requested.

2. Each request the requester must sign form and contain the requester's complete mailing address.

3. Each request form must be accompanied by the correct fee in the form of either a money order or cashier's check payable to the ILLINOIS STATE POLICE. No other form of payment will be accepted.
4. Multiple requests may be submitted in the same envelope with a single money order or cashier's check enclosed to cover the total cost for all requests.

5. The individual named in the request may initiate proceedings to challenge or correct a record furnished by the ILLINOIS STATE POLICE by contacting the Bureau of Identification at (815) 740-5160.

6. The subsequent dissemination of conviction information furnished by the ILLINOIS STATE POLICE is permitted only for the 30-day period immediately following receipt of the information.

REQUESTS MADE PURSUANT TO AN EMPLOYMENT OR LICENSING DECISION

7. If the request for conviction information is made for purposes of licensing or employment, the request form must also be signed by the individual named in the request.

8. The requester must provide the individual named in the request with one of the two copies of the response furnished by the ILLINOIS STATE POLICE.

9. Within 7 working days of receipt of such copy, the individual named in the request must notify the Bureau of Identification and the requester if the information furnished by the ILLINOIS STATE POLICE is inaccurate or incomplete.

NOTICE: Any person who intentionally and knowingly requests, obtains, or seeks to obtain conviction information under false pretenses, disseminates inaccurate or incomplete conviction information or violates any other provision of Illinois Revised Statutes, chapter 38; paragraph 1601 et seq. may be guilty of a crime punishable by up to one year of imprisonment and/or may incur civil liabilities.

For further information, contact:

ILLINOIS STATE POLICE
Bureau of Identification
260 North Chicago Street
Joliet, Illinois 60432
(815) 740-5160

UNIVERSITY OF ILLINOIS EXTENSION 4-H VOLUNTEER SCREENING PROCEDURES CHECKLIST

All New Volunteers

_____ Volunteer Application
_____ 3 References (personal character, work/volunteer, family member)
_____ DCFS CANTS Check
_____ Illinois State Police Conviction Name Check Request for Volunteers
National GIS Background Check if the individual has resided outside of the State of Illinois in the past seven years.

Check on National Sex Offender Website (http://www.nsopw.gov/en-US) Check for your specific county and the county of residence (for the volunteer, if different); need to document in folder that website was checked – be sure to include the date when it was checked.

Driver Authorization for those authorized to drive (as indicated on volunteer application); verification of a valid driver’s license and proof of insurance card should be documented annually. Must be 21 years old.

Interview

Final decision is made by the County Director or their designee (4-H Youth Development Educator).

Letter of acceptance (w/enrollment form included), rejection or partial placement; be sure to send copy of acceptance, rejection, or partial placement letter to organizational/enrollment leader.

Enroll in 4-H Online when the entire process is complete and they have been accepted as a volunteer.

The new volunteer has taken the Child Protection Training course and has signed the Protection of Minors Acknowledgement Form.

Re-certifying Volunteers (every 5 years)

Complete New Volunteer Application w/behavior guidelines OR Review/Update Volunteer Application on file

DCFS CANTS Check

Illinois State Police Conviction Name Check Request for Volunteers

National GIS Background Check if the individual has resided outside of the State of Illinois in the past seven years.

Check on National Sex Offender Website (http://www.nsopw.gov/en-US) Check for your specific county and the county of residence (for the volunteer, if different); need to document that website was checked in folder – be sure to include the date when it was checked.

Driver Authorization for those authorized to drive (as indicated on volunteer application); verification of valid driver’s license and proof of insurance card should be completed annually, logged and placed in the volunteer’s personnel file.

Letter of reappointment (w/enrollment form included), rejection or partial placement; be sure to send copy of reappointment, rejection, or partial placement letter to organizational/enrollment leader.
SPECIAL NOTES

- Any volunteer working directly with youth must complete the volunteer screening process. It is for their safety as well as ours. It also gets them covered in our risk management plan (i.e. liability insurance).

- Be sure all volunteers (new & re-certifying) have completed the entire screening process before they are approved, enrolled in 4-H Online, and start fulfilling their volunteer role.

- For the DCFS CANTS check, email only the Authorization For Background Check form to DCFS. Results will be emailed back to your office (mailed if there is a report).

- For Criminal Background Checks, have volunteers complete the Illinois State Police Conviction Information Name Check Request, then staff should fax or mail individual forms to the Extension Regional Office.

- All volunteers need to be checked annually on the National Sex Offender Website.

- Annually, we need to re-check the driver authorization for all volunteers who are authorized to drive as part of their role. Re-check includes verification of valid driver’s license and proof of insurance card should be documented annually. Must be 21 years of age.

- New volunteers need to complete the volunteer orientation. They can do this on-line at http://web.extension.illinois.edu/4hc/. Volunteers will need to create an account with a username and password and then complete the course titled “4-H Volunteer Orientation.”

- In addition, volunteers must complete the online training lesson – 4-H Child Protection Training course which helps volunteers recognize the signs of child abuse and neglect. It can be accessed at http://web.extension.illinois.edu/extensionprotection/.

- 4-H volunteers serving as overnight chaperones need to complete the 4-H Overnight Chaperone Orientation found at http://web.extension.illinois.edu/4hc/.

FILE MAINTENANCE

- All volunteers are re-screened on a five-year rotation. Labels to help keep track of this information are provided on the Portal. Units may also want to create a database to keep track of the re-screening schedule.

- Volunteer files should be kept in a locked file cabinet. For volunteers who do not re-enroll in succeeding years, the files should be retained for three years in an inactive file and then shredded. For volunteers who have been rejected, disengaged, or issued grievances, files should be kept indefinitely.

- Paid Extension staff should sign confidentiality statements. These individuals should receive orientation to the confidentiality requirements and agree to observe them prior to working with the volunteer screening process.
ADDITIONAL RESOURCES

The following resources are found on the Portal: 4-H Contacts; Resource Library in the folders indicated.

Volunteer Placement/Screening

- CANTS Authorization for background check for Adults
- CANTS Authorization for background check for Youth Under 18
- Conviction Information Name Check Request Form
- Extension Volunteer Application (revised 2013)
- Extension Volunteer Application (Spanish)
- Volunteer Reference Form (English)
- Volunteer Reference Form (Spanish)
- Illinois 4-H Social Media Guidelines
- Link to National Sex Offender Registry
- Sample Cover Letter for Potential Volunteer Packet
- Volunteer Acceptance/Rejection Sample Letters
- Sample Volunteer Disengagement Letter 2013
- State Police Authorization Conviction Check (3/15)
- Volunteer Role Description Format A
- Volunteer Role Description Format B
- Volunteer Screening Confidentiality Statement
- Volunteer Screening Files Label
- Volunteer Screening Interview Form
- Volunteer Screening Reenrollment Sample Letter
- Volunteer Screening Reference Form
- Volunteer Screening Reference Form – Spanish Version
- Sample Disengagement Letter

Volunteer Role Descriptions

Volunteer Training: http://web.extension.illinois.edu/state4h/volunteers/training.cfm

- Child Protection Lesson
- Child Safety Recommendations
- Overnight Housing Recommendations
- Volunteer Behavior Guidelines (revised 2013)
- Volunteer Behavior Guidelines (Spanish)
- Illinois Extension Child Protection Volunteer Training: (mandatory)
- Extension Pledge: Keeping Youth Safe; http://web.extension.illinois.edu/4hc/
- Valued Volunteer Training Series
- 4-H Club Program Planning - ONLINE
- Working with Committees – ONLINE
- You’re On - Public Presentations: Plan, Prepare, Practice, and Present – ONLINE
- Parliamentary Procedure – ONLINE
- 4-H Community Service (Training Packets)
Volunteer Orientation: http://web.extension.illinois.edu/state4h/volunteers/orientation.cfm

- 4-H Volunteer Orientation – ONLINE
- 4-H Overnight Chaperone Orientation - ONLINE
- 4-H Cloverbud Orientation
- Letters to New Leaders Series

Volunteer Support

- Helping Leaders Be 4-H Savvy
- Helping You Help Youth: Introduction to 4-H – (REVISED) L90501a-R14
- Helping You Help Youth: 4-H Volunteer Leaders – L90501b
- Helping You Help Youth: Organizing a 4-H Club – L90501c
- Helping You Help Youth: Working with Boys and Girls – L90501d
- Helping You Help Youth: Projects and Activities – L90501e
- Helping You Help Youth: Helping 4-H Members Select Projects, Set Goals & Evaluate Experiences – L90501h
- Helping You Help Youth: Communicating with Youth – L90501i
- Helping You Help Youth: Working With Club Officers and Committees – L90501j
- Helping You Help Youth: Understand Their Own Culture and Appreciate Other Cultures – L90501k
- Helping You Help Youth: Transitioning 4-H Cloverbuds to the 4-H Community Club Program – L90501l
- Helping You Help Youth: Avoiding a Can of Worms: Risk Management for 4-H Clubs/Groups – L90501m
- Helping You Help Youth: Enhance Their Social and Emotional Development – L90501n
- Helping You Help Youth: Involve Caring Adults in 4-H – L90501o
- Helping You Help Youth: Build Character – L90501p
- Getting Started As A Project Leader – L90530 (order through 4-H Online)
- Helping You Help Officers and Committees Packet – 90410 (order through 4-H Online)
- Secretary’s Record Book – ONLINE (Club Meeting Resources)
- Treasurer’s Record Book – ONLINE (Club Meeting Resources)
- Flag Set – W90228 (order through 4-H Online)

SPIN Volunteer Training and Quick Guides http://web.extension.illinois.edu/4hspin

Although listed on the SPIN Club website, the following resources would be appropriate for all clubs and volunteer leaders.

Working with Youth Ages 8 to 11

- Working with Ages 8 to 11 video
- SPIN Volunteer Quick Guide to Youth Ages 8 – 11

Working with Youth Ages 12 to 14

- Working with Ages 12 to 14 video
- SPIN Volunteer Quick Guide to Youth Ages 12 – 14
Working with Youth Ages 15 to 18

- Working with Ages 15 to 18 video
- SPIN Volunteer Quick Guide to Youth Ages 15 – 16
- SPIN Volunteer Quick Guide to Youth Ages 17 – 18

Positive Youth Development

- Positive Youth Development video
- Quick Guide to Positive Youth Development (PYD)

Belonging

- Belonging video
- Quick Guide to Belonging

Independence

- Independence video
- Quick Guide to Independence

Generosity

- Generosity video
- Quick Guide to Generosity

Mastery

- Mastery video
- Quick Guide to Mastery

Keeping Everyone Safe

- Keeping Everyone Safe video
- Quick Guide to Keeping Everyone Safe
- Keeping Everyone Safe: Risk Management Tools video
- Risk Management Worksheet

Getting Started as a SPIN Volunteer

- Getting Started as a SPIN Volunteer flipbook