

Washington County 4-H Handbook



2022- 2023

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WASHINGTON COUNTY 4-H HANDBOOK

INTRODUCTION

What is 4-H?	4
Who is Involved in 4-H?	5
Code of Conduct	7
4-H Terminology	9
4-H Clubs	11
4-H Project Groups	12
Chartering Clubs	13

ORGANIZATIONS

4-H Council	14
Community Clubs	15
4-H Parent Association	16
4-H Finance & Policy Task Force	16
4-H Financial Guidelines	16

AWARDS

County Awards	18
Scholarship Opportunities for Graduating Seniors	18

POLICY STATEMENTS

4-H Meeting Exceptions and/or Make-Ups	18
4-H Fair Queen Candidates	19
Rules Governing Eligibility to Show at County Fair	19
Rules Governing Eligibility to Show at Major Shows	20
School Absence Policy for 4-H Activities	20

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WHAT IS 4-H?

4-H is a youth development program to develop youth through the involvement of parents, other adults and volunteers who organize and conduct learning experiences for youth in a community setting. In 4-H, your son or daughter can grow in knowledge, skills, citizenship and leadership. Your child will experience:

1. Working with adult volunteer leaders to make new friends through 4-H meetings and activities.
2. Feeling a sense of accomplishment and developing self-confidence through "learning by doing"
3. Developing leadership and the ability to speak before a group.
4. Exploring projects that may lead to future careers and leisure-time skills recognizing growth and achievement in areas of interest.
5. Having fun while being involved in 4-H.

For more information on 4-H visit the Texas 4-H website at <http://texas4-h.tamu.edu/>

THE 4-H PRAYER

Help me, O Lord, to live so that the world may be a little better, because thou did'st make me.

THE 4-H EMBLEM

The 4-H club emblem is a four leaf clover with the letter "H" on each leaf. The four "H's" stand for Head, Heart, Hands, and Health. Leaves of the clover are green and the "H's" are white. The white is for purity. Green is nature's most common color, and is symbolic of youth, life, and growth.

4-H PLEDGE

The 4-H's represent the 4-square development of:

- | | |
|----------|---|
| Head - | To help youth learn new and better ways of doing things. |
| Heart - | To help youth develop ideals and standards for living in society. |
| Hands - | To give youth the opportunity to develop useful skills and to apply them. |
| Health - | To help youth develop habits of good health |



"I pledge –

My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,
for my club, my community, my country and my world."

4-H MOTTO

"To Make the Best Better

SLOGAN

"Learn by Doing"

WHO IS INVOLVED IN 4-H

4-H MEMBERS

1. Age Requirements
 - Youth may participate in 4-H year from September 1st of grade three through August 31st following completion of grade twelve, with these age restrictions:
 - Minimum age - 8 (as of August 31, 2022 in addition to being in the 3rd grade)
 - Maximum age - 18 (as of August 31, 2022)
 - Special education youth who are older than 19 and have not graduated from high school may participate in 4-H Youth Development programs as members, with approval by the county Extension agent. Participation is limited to the club or county level. County Extension staff have the option, on a case-by-case basis, to allow Special Education youth older than 19 to participate in competitive events at the club or county level.
2. Texas 4-H Member Categories
 - Junior Grades 3, 4, and 5
 - Intermediate Grades 6, 7, and 8
 - Senior Grades 9, 10, 11, and 12
3. Membership Status. A youth applies for 4-H membership when he/she either completes and submits an individual paper enrollment form, or individual on-line registration via 4HOnline and pays participation fee. Membership is not active until an applicant's registration is entered into 4HOnline and approved by the County Office. A youth participates in 4-H by belonging to a chartered 4-H club or county program or any recognized unit of membership in the county where he/she resides. *Membership cannot be held simultaneously in more than one county or state, but membership may change with residence, as long as the member participates in a given project in only one county or state.
4. Cross County Participation. A youth is required to participate in the county 4-H Program of his/her physical residence or in the county where he/she attends school. If, for some circumstance, a youth needs to participate in an adjacent county, the family must submit a "Membership Transfer Form" to the County Extension Office where they wish to participate in 4-H. The form must be submitted a minimum of thirty (30) days prior to membership transfer.
5. Involvement in other County 4-H Programs. 4-H members must represent the county in which they are enrolled and approved for all 4-H competitions, events, and activities.
6. Active Membership. Once a membership is approved in a county it cannot be moved or transferred to another county until the following year unless approval is given by the Director of the Texas 4-H Youth Development Program and there is an agreement among both County Extension Agents. Refer to #4 - Cross County Participation for more information on this process.
7. Other Membership Requirements
 - Each young person wishing to be part of a 4-H club is required to pay a participation fee before being granted membership status. Participation fees will be assessed at \$25.00 for those enrolling between September 1, 2022 (or when the new enrollment period begins) to October 31, 2022. Beginning on November 1, 2022 and for the continuation of the 4-H year, the participation fee will be \$30.00. Refunds will not be given for 4-H participation fees.
 - Each member must be enrolled in at least one 4-H project.
 - Marriage and parenthood are not barriers to 4-H membership, provided other requirements are met.
 - A youth who is accepted as a 4-H member is entitled to all the rights and privileges of membership in connection with 4-H. Specific events and activities may require that rules be established beyond being a 4-H member. When this is the case, the responsibility for establishing and monitoring such rules rests with the organizational leadership in charge of the event or activity. Such rules, once made, should be made known to all 4-H members and their families. The rules must not violate the rights, or discriminate against any protected class of individuals and should be so stated as to be inclusive in nature.
 - If a 4-H member becomes an active member in the Texas 4-H Youth Development Program then they cannot hold and/ or participate in another state's 4-H Program.

CLOVER KIDS

In support of the youth development mission of 4-H, the purpose of the 4-H Clover Kids Program is to help youth learn social skills, reinforce formal school programs through informal, noncompetitive experiential educational projects and activities, develop self-esteem and build family strengths. The annual participation fee does not pertain to Clover Kids. The following rules and guidelines are based on youth development research indicating competitive events and competitive judging are inappropriate for Clover Kid aged youth.

1. Age Requirements

- The Texas A&M AgriLife Extension Service extends a limited version of the 4-H experience to youth in grades K-2 as “4-H Clover Kids.” This age category is further defined as youth who are eligible to enroll in Kindergarten on September 1 of the current year and have not entered (started classes) the third grade on September 1.
- Clover Kids are not eligible to serve as club officers, nor are they eligible to participate in activities, recognition programs, or competitive events reserved for older youth.

2. Enrollment

- Any chartered 4-H club may organize a “4-H Clover Kids” group within the club.
- A school, day care center, community center, neighborhood, or group may sponsor and organize a 4-H Clover Kids group, with the aid of volunteers trained by the Extension staff or their designees.
- Each 4-H Clover Kids member may participate only through organized learning groups under the guidance of qualified and trained volunteer 4-H leaders.
- Members can be enrolled on 4HOnline using individual or group enrollment forms.

4-H VOLUNTEERS

Role of a 4-H Volunteer - 4-H is a non-formal educational program delivered by volunteers who are managed by county Extension agents. A 4-H volunteer leader is a person who is responsible for a group, activity or event, and the members and/or other volunteers involved. Volunteerism is critical to the success of the Texas A&M AgriLife Extension Service’s 4-H program. The criteria set forth for becoming a direct, indirect, or episodic volunteer to 4-H is designed to ensure volunteers that maintain a continuing relationship with 4-H are appropriately assigned duties in the best interest of program success. Texas 4-H is very fortunate to have individuals across the state interested in volunteering to make the program more efficient and effective in accomplishing its goals. From time-to-time individuals are unexpectedly placed into volunteer roles by emergency, necessity, or just plain good samaritanism. Due to the unexpected nature of their service to Extension it is impossible to complete the formal volunteer applicant process. Despite the absence of a formal designation as volunteers, Extension still considers these individuals an important part of the program and considers these individuals, while lending a hand to the program and performing duties to assist in delivery of program content, of the same status, pursuant to Texas law, as volunteers that have completed the application process.

There are three major roles adults may assume in 4-H:

- **Direct Volunteer:** Volunteers who support the 4-H program through face-to-face contact with youth, by a youth or adult, e.g.: project leader, club leader, camp counselor, teacher.
- **Indirect Volunteer:** Volunteers who work on behalf of the 4-H Program but do not have face-to-face contact with youth.
- **Episodic Volunteer:** An individual who volunteers for a single or limited activity, event or program. Examples include: fair judges, workshop presenters, special committee members, helpers at events, etc.

The Texas A&M AgriLife Extension Service considers all three of these classes of volunteers to be “direct service volunteers” as that term is used in section 51.937 of the Texas Education Code.

To be accepted as a Direct 4-H Volunteer, an adult must:

- Be at least 18 years of age. (Overnight chaperones must be at least 21 years of age.)
- Complete a Texas 4-H Adult Volunteer Application annually or on-line registration.
- Be subject to a criminal conviction and sex offender background check.
- Submit payment for Volunteer Application Fee annually.
- Complete the 4-H Volunteer Orientation and Child Protection Training on (4HOnline) and any other

trainings based upon volunteer role.

Extension Volunteer Standards

The Texas A&M AgriLife Extension Service Extension Volunteer Standards (YPS) program was implemented to assist in providing a safe and positive environment for youth and adult volunteers. The YPS program requires criminal conviction and sex offender background checks of all direct adult volunteers 18 years of age or older. Volunteers must enroll annually using the 4HOnline online management system or complete the Texas 4-H Adult Volunteer Application. Volunteers working directly with youth may be assigned, restricted, denied, or dismissed based on their application information and information received from the criminal conviction and sex offender background check.

CODE OF CONDUCT

4-H members are expected to maintain a high standard of socially appropriate behavior which corresponds to the expectations outlined in the Consequences of Misbehavior.

Appropriate Behavior

Texas A&M AgriLife Extension Service supports moral and ethical behavior on the part of its faculty and staff, and all 4-H program participants, parents, and youth/adult volunteers. Fairness, honesty and good sportsmanship are expected and encouraged. Fraudulent, illegal, or deceptive practices in exhibiting individual projects and in the demonstration of knowledge and skills will not be tolerated. The agency reserves the right to impose stricter behavior expectations on members participating in projects that inherently pose a greater threat to the individual safety of participants.

Texas 4-H/FFA Livestock Exhibition and Show Ethics

In the event an individual loses his/her eligibility to participate in a competitive extracurricular event/activity due to an illegal, unethical and/ or other rule violation, the individual will not be eligible to participate in the said competitive extracurricular event/activity by joining 4-H. This ethics policy is posted on the Texas 4-H Website at: <http://texasyouthlivestock.com>. Violation of this policy may result in a member being removed from the 4-H program or not being permitted to enter stock shows through their 4-H membership. The full Livestock Program Ethics Policy <https://texasyouthlivestock.com/wp-content/uploads/2018/05/2018-2019-Ethics-Policy-FINAL-1.pdf>.

All youth must abide by Texas Education Agency's Extra-Curricular Education Guidelines

In the event an individual loses his/her eligibility to participate in an extracurricular event/activity due to a school or community-based illegal or unethical violation, the individual will not be eligible to participate in extracurricular events/activities as a 4-H member, including, but not limited to: competitive activities, officer roles, and committee activities.

Suspension of participation/removal of 4-H member from program

The Texas 4-H Youth Development Program has the right to act in the best interest of all youth in the program by possibly removing a 4-H member from participation who has acted in a manner considered by 4-H leadership as being harmful or potentially harmful to the health or well being of themselves or others, whether such act occurred within, or outside of, the 4-H program.

- Guidelines for Handling 4-H Member Behavior Problems Which Occurred Outside of the 4-H Program:
 - Obtain relevant facts.
 - Contact and brief the supervising District Extension Administrator, County Extension Director, and assigned 4-H Specialist.
 - Contact Texas 4-H Administration for counsel.
 - If necessary, Texas 4-H Administration will coordinate with Extension's Legal Counsel.
- Handling 4-H Member Behavior Problems during 4-H Events & Activities. Rules, policies, and behavior expectations of youth participating in programs, contests, events, and activities will be clearly stated, made available to all eligible youth, and reviewed as part of the event orientation and/or information conveyed via the code of conduct document. Consequences of rules violations will be clearly stated and will be enforced uniformly and fairly. Behavior that is disruptive (minor or major) to the event must be reported immediately to the event manager. Violators may be required to explain actions to the professional

Extension staff in charge. The incident must be documented and a letter describing such will be sent to the 4-H Leadership Team serving that county, County Extension Agent(s), and parents/guardians of those involved.

- **Offenses and Consequences of Misbehavior** The three categories of offenses and examples of common conduct constituting an offense of that degree are listed below. Obviously, it is not practical to list every possible act which would constitute an offense of a certain degree; the items in a list are only intended to be examples of prohibited conduct. Extension staff members have discretion to assign offense degrees to particular conduct given the case-specific facts and circumstances related to a particular incident.

At a minimum, for any offense, the 4-H member will:

- Receive a verbal reprimand.
- Write letters of apology to the appropriate people.

Disciplinary Action Disclosure

Disciplinary action will be kept confidential among the youth's family and Extension faculty to the extent permitted by Texas law. Volunteers in a management role will be informed of action on a "need-to-know" basis to be determined by Extension on a case-by-case basis. Extension reserves the right to provide discipline-related information to volunteers, parents, and youth members in those rare cases where Extension believes, in its sole discretion, it is necessary to protect the health and well-being of 4-H Program participants or other living creatures.

Outstanding Debt to 4-H

4-H members and adults who have registered in any 4-H event are responsible for making payment for any completed/accepted registration (this includes 4HOnline on-line registration, paper registration and participation and application fees). Failure of a 4-H member or adult to make payment may result in the person not being allowed to participate in the event, any future events, and/or the ability to register for an event. Non-payment can also include insufficient fund checks, other returned checks, and/or any associated fees. Failure to make payment can also result in legal actions.

4-H TERMINOLOGY

4-H Member in Good Standing -

In order to be in good standing as a 4-H member, members must attend 50% of their monthly club meetings and participate in at least one 4-H project each year, and must have completed or updated their 4-H enrollment profile on the 4-H Connect website for the current 4-H year.

Community 4-H Club -

An organization with at least five (5) members from more than one family, one or more volunteer leaders, and elected officers. Clubs follow an agenda and have business meetings once a month from October through July.

4-H Project Group

4-H Project Groups allow members with common interests or hobbies to meet as a club and share their special interests. A Project Group can be started with a minimum of one (1) adult and five (5) members with an interest in a particular topic. Project Groups differ from community clubs in that they focus on learning about one particular project and are more flexible in their meeting time. These meetings do not count toward the meeting requirements to be a 4-H Member in good standing.

Record Book -

A well organized, accurate, and concise report or journal of a 4-H'er's activities in a particular project which he or she completed during the past year. It includes information on that project from the first year taken to the present. A 4-H Recordbook Clinic is typically held to allow families to learn about how to complete a Recordbook. After completion, the 4-H Recordbooks are turned into the County Extension Office in June.

Roundup -

A contest held for 4-H'ers which includes Educational Presentation, Public Speaking, Share the Fun, or team judging. 4-H members can enter County Roundup and then can progress to District Roundup and State Roundup. Only Senior Aged 4-H members may compete in a qualifying contest at Texas 4-H Roundup. There are invitational contests open to Intermediate aged 4-H members at Texas 4-H Roundup.

4-H Newsletter -

A 4-H newsletter will be prepared and sent electronically to every 4-H family and leader and is a good source of information on upcoming events, activities, and contests. It is meant to be read by parents as well as by 4-H'ers and leaders.

Family Night -

The banquet is held to recognize 4-H'ers from Washington County for their achievements. Also recognized are the numerous supporters and donors of the 4-H program.

Educational Presentation -

A 4-H educational presentation is a demonstration of your knowledge and skills in a certain project area. This presentation is done in a way that is most comfortable to you. It can be accomplished using props (method demonstration), posters or media presentations (illustrated talk), or it can be you just speaking and convincing, or simply educating, with words alone (public speaking).

4-H Talent Showcase -

A planned presentation by one 4-H'er or a group of two to nine 4-H'ers. The presentation can be categorized into one of five categories: Drama, Choreographed Routine, Vocal/Instrumental, Poetry/Prose, and Celebrate 4-H. Accompaniments may be recorded or live.

- Judging Team-** A team of three or four 4-H members who are assisted by a leader. They focus on one subject while learning the finer points of judging during competition. The subjects or project areas they may enter as a team are: livestock, dairy, soils, horse, consumer decision making, photography, etc.
- National 4-H Week -** 4-H is observed and honored internationally each year during the first full week of October. Clubs and counties celebrate and publicize 4-H during this special week.
- County 4-H Council -** The County 4-H Council is made up of the Council officers, President, 1st Vice President, and Council Delegate from each 4-H club. When one cannot attend the Council meeting, then an alternate may go instead. The council's purposes are: 1) to assist with planning and conducting county 4-H events; and 2) to act as an information source between the county, district and state 4-H offices and local 4-H clubs.

WASHINGTON COUNTY 4-H COMMUNITY CLUBS

Brenham 4-H Club			
Club Manager(s):	Lee & Melissa Smith	979-219-6107	texaskies@att.net
Meeting Info:	Citizens State Bank, Brenham, 1 st or 3 rd Monday of the month at 4:00 PM		
Bluebonnet 4-H Club			
Club Manager(s):	Crystal Mikolajchak	979-251-4048	4hcrystalmiko@gmail.com
Meeting Info:	St. Stanislaus Community Center, Chappell Hill, 3 rd Tuesday of the month at 7:00 PM		
Burton 4-H Club			
Club Manager(s):	Kristi Hinze	979-451-0119	bkhinze@gmail.com
	Marissa Rudloff	979-277-8396	Marissa.rudloff@yahoo.com
Meeting Info:	St. John's United Church, Burton, 2 nd Monday of the month at 6:30 PM		
Gay Hill 4-H Club			
Club Manager(s):	Sheryl Naumann	979-203-3092	sherylN@bankofbrenham.com
Meeting Info:	St. Peter Lutheran Church, 3 rd Monday of the month at 6:00 PM		
4-H Horse Club			
Club Manager(s):	Suzanne Faske	979-203-9556	faskefamily@gmail.com
Meeting Info:	Location varies, Select Mondays & Thursdays of every month, 6:00 PM		
Prairie Hill 4-H Club			
Club Manager(s):	Cathy Boeker	979-451-5078	cathy_boeker@hotmail.com
	Michelle Janner	979-251-0149	gmjanner@yahoo.com
	Christin Seeker	979-203-1237	christinseeker@gmail.com
Meeting Info:	Prairie Hill Rocky Hill Volunteer Fire Department, 3 rd Wednesday of the month at 7:00 PM		
Salem 4-H Club			
Club Manager(s):	Karen Schomburg	979-836-2568	karen.schomburg@bluebell.com
	Stephanie Winkelmann	979-830-3978	ryan.stephanie@ymail.com
	Ester Chalmers	713-302-0773	olaggieester@aol.com
Meeting Info:	Salem Lutheran Church Educational Building, 2 nd Thursday of the month at 6:00 PM		
Sandy Hill 4-H Club			
Club Manager(s):	Lori Schramme	979-277-5426	lbschramme@gmail.com
	Megan Fridye	979-830-3899	meganfridye@gmail.com
	Alicia Bilski	979-251-1089	aliciabilski@gmail.com
Meeting Info:	St. Matthew Lutheran Parish House, Sandy Hill Community, 1 st Thursday of the month at 7:00 PM		
Washington 4-H Club			
Club Manager(s):	Caroline Collins	309-838-2913	carolinacay83@yahoo.com
	Kasey Kennedy	979-203-6240	kennedy.kasey@yahoo.com
Meeting Info:	Friedens UCC Activity Center, Washington, 2 nd Monday of the month @ 7:00 PM		
Zionsville 4-H Club			
Club Manager(s):	Christy Moran	979-203-0433	moran_fam4@yahoo.com
	Pam Zibilski	979-203-9884	zibilskip@gmail.com
Meeting Info:	Zion Lutheran Church Educational Building, 2 nd Tuesday of the month at 7:00 PM		

WASHINGTON COUNTY 4-H PROJECT GROUPS

Shooting Sports			
Project Leader(s)	Amanda Cole Matthew Kettler	979-251-4172	kettlerma@gmail.com
Meeting Info:			
Photography			
Project Leader(s)	Victoria Schmidt	979-229-7271	Victoria.schmidt76@yahoo.com
Meeting Info:	VIP Building, 2 nd Thursday of the month		
Dairy Judging			
Project Leader(s)	Sheryl Naumann Lisa Kettler	979-203-3092 979-836-4121	sheryln@bankofbrenham.com lkettler@brenhamk-12.net
Meeting Info:	Varies		

CHARTERING 4-H CLUBS

County 4-H clubs, groups, or organizations wishing to use the 4-H name and emblem must complete the charter process in order to be granted permission for its use. Examples of such groups include: parent/leader associations, 4-H Councils, county 4-H committees, 4-H Ambassadors, etc. The processing of 4-H club charter information is completed online via 4HOnline and is due by the date designated by the Texas 4-H Youth Development Program. Current 4-H Clubs must to be chartered by July 15th (before the start of the 4-H year). If a club starts after July 15th, the club will need to contact the county Extension agent and work directly with the agent for chartering the club prior to enrolling any 4-H members in the newly formed club.

Below are the minimum requirements necessary for chartering a club or group under Texas 4-H, Inc. County Extension Offices may have additional requirements related to financial records, audits, membership, etc.

Charter Application

- Charter application is completed and submitted annually in 4HOnline.

Charter Agreement

- A completed and signed charter agreement must be submitted annually as part of the charter application process.

Bylaws

- A complete set of bylaws must be provided annually which includes a dissolution clause indicating residual dollars and resources (assets) purchased through the club will become property of the county 4-H program should the club/group dissolve or be disbanded.
- The list of officers and their duties should match the list of officers elected annually.

Employer Identification Number or EIN (4-H Clubs/Groups with any bank account)

- Upon the 4-H club/group being established they must apply, and receive, a Employer Identification Number (EIN), from the Internal Revenue Service if there is an open financial bank account.
- 4-H clubs/groups who are being chartered within, and as part of, school districts, children's homes, or other organizations, can use the parent organization's EIN, and will not be under Texas 4-H, Inc.
- For additional information on applying and managing a 4-H club/group EIN refer to the information provided in later section.

Bank Accounts/Information (4-H Clubs/Groups with any bank account)

- Annually, the 4-H club/group will provide a copy of the most current bank statement for each of the accounts the club/group manages.
- Bank account requirement: all bank accounts require two signatures, one youth (club treasurer) and one adult (club manager) and must be from different families. Verification of account activity and/or signature card may be requested at any time by the Texas A&M AgriLife Extension Service or Texas 4-H, Inc. NOTE: if a bank will not allow a minor youth to be on a signature card as the club treasurer then another adult (club leader) can serve as the second signature as long as they are from a different family as the other person signing on the account.

Financial Review

- A completed and signed financial review form must be submitted as part of the charter application process for clubs requesting to renew their charter. Information requested in the financial review are bank account information and certification that a thorough review of the club's/group's bookkeeping processes. In addition to the items required for annual chartering, the county Extension office may also request the following reporting processes/ documents:
 - Annual planning sheet for club (club programs/community service, etc.)
 - Fundraising request forms (applications for club fundraisers)
 - Monthly reporting of attendance, program presented, community service, fund raising, etc.

Washington County 4-H adheres to the rules and standards of "No Pass/No Play" that are set forth by the University Interscholastic League. The Washington County Extension Office requires all requests for school absence be submitted in writing prior to the event and with enough time for academic eligibility to be verified.

COUNTY 4-H COUNCIL

The purpose of the County 4-H Council will be to promote and encourage 4-H club work, to coordinate county 4-H activities, to develop youth leadership and to provide recognition for club members and 4-H adult leaders. The County 4-H Council will conduct meetings on the first Monday evening of September, November, January, March, May, and July at 6:30 pm at the Washington County Fairgrounds Sales Facility. If this date falls on a holiday or other circumstances, the meeting will be moved to another date as voted on by the County Council.

Council Attendance and Voting on County 4-H Matters

Any current Washington County 4-H member actively enrolled in 4-H can attend County Council Meetings. County Council business (other than county officer elections) should be voted on by the following attendees allowing no more than 6 votes per club: Senior President, Senior 1st Vice President, Senior Council Delegate and either Intermediate President, Intermediate 1st Vice President, Intermediate Council Delegate or if no Intermediate Club, then Junior President, Junior 1st Vice President and Junior Council Delegate. Such items of business that require votes to move forward with taking action on will be planning camps, voting on activities, selecting themes or fundraiser ideas as well as voting on county adult awards like 4-H Family, Friend of 4-H and 4-H Alumni. For each meeting, a total of 6 voting delegates need to register as a voter at this meeting so that they can be counted as a vote from the club represented. If 1 of the designated 6 from a club is absent, a substitute member from that club can fill in for the missing delegate, but the substitute must register to vote and state who they are voting for. This will allow more 4-Hers to participate in County Council Business voting and decision making. This allows for equal voting numbers per club.

County Council Officers and Election of Officers

The officers of the County 4-H Council shall consist of a Chairman, 1st Vice Chairman, 2nd Vice Chairman, 3rd Vice Chairman, Secretary, Treasurer, Reporter, Parliamentarian and District Delegate(s).

All officers must be entering the 9th - 12th grade on or before August 31 of the year in which they are elected. The term of the office for all officers shall be from installation at 4-H Family Night until the next Family Night (usually held each July or August) Officers shall be elected annually at the May County Council meeting.

Who can run for county council officer? Any Washington County 4-Her who fits all the following:

- Entering the 9th - 12th grade on or before August 31 of the year in which they are elected, i.e.- if the election is held in May, 8th grade members are eligible to run
- Completes a 4-H record book (year prior to being elected)
- Member in good standing with club attendance
- Completes an application for officer election
- Completes an interview for county council selection which will be conducted by a panel of judges selected by County Extension Agent

The procedures for the election of the Washington County 4-H Council Officers will be broken down by the following categories and points:

- Interview – Up to 50 points possible. Up to 100 points per judge on the score sheet, then averaged. The average is then multiplied by 50% to get a maximum of 50 points from the interview portion. The interviewers will ask questions and have conversations relating to scoring factors listed.
Scoring Factors: Leadership Experience – up to 40 points, 4-H Projects/Experiences – up to 35 points
Communication Skills – up to 25 points
- Bonus Points for County Council Officers Previous Participation – up to 5 points possible. Determined by the County Extension Agent. A checklist of expectations for a County Council Officer will be created yearly, provided by the County Agent to the officer at the beginning of the term and checked off by the County Agent.

- Peer Vote_– Up to 50 points possible.

One-point value for each vote that the 4-H'er gets at County Council election meeting. The total votes will then be divided by 50 to convert to 50% representation. The voting team will consist of the chartered community club Senior President, Senior 1st Vice President and Senior Council Delegate from each of the chartered Washington County 4-H community clubs. If a voting member cannot attend this election meeting, they can appoint a replacement club officer. Each chartered Community Club will have three (3) votes.

Prior to voting, each candidate will give a 1-minute speech to the voting delegates. Then, elections will be held by secret ballot. Those wishing to run for designated position shall rise for self-nomination and make it known that he/she intends to run for said position. Any member rising for self-nomination must have submitted a County Council Office application by the deadline to the Extension Office.

The order of electing officers will proceed as follows: Chairman, 1st Vice Chairman, 2nd Vice Chairman, 3rd Vice Chairman, Secretary, Treasurer, Reporter, Parliamentarian, and District Delegate(s).

Each position will be voted on and ballots counted. Then, the person that receives the most points (garnered from the interview process AND peer election) will win the elected position and therefore be out of the race for any other positions. The same process goes on until all positions are filled.

In addition, current county council officers and candidates running for an elected position who are not currently a club President, 1st Vice President or Council Delegate are eligible to vote. If a member is a current county council officer or a candidate running for an elected position and currently a club President, 1st Vice President or Council Delegate, you may designate another officer from your club to be a voting candidate in your place, but you still get to vote as the current council officer/candidate running. Extra votes exceeding votes as outlined above will be due only to fact if someone is currently a county council officer or a candidate running as they should be able to support themselves in this election.

The office of Chairman may not be held by the same person for more than one year.

CHARTERED COMMUNITY CLUBS

Individual 4-H clubs may choose to have age groups of officers elected per their discretion. Clubs may have Senior, Intermediate and Junior level officer groups if they desire. Some clubs may have all 3, whereas other clubs may choose to only have Senior and Junior clubs. The age group of these clubs fall into the same age categories as set for 4-H with grade level designations.

Club officer elections should be done in the same manner as County Council elections minus the requirements for a 4-H record book (although highly encouraged) and an interview. Those wishing to run for office shall make those wishes known the month prior to the election to the Club manager. Then, when the election is being held at the club meeting and the office is being elected for which they want to run, they will then share a short speech about themselves to ask for support. A secret ballot system should be used to collect votes by the membership of the club. Club elections should be held each May with officers beginning their term of office in the new 4-H year. The top 3 Senior offices will be voting delegates at County Council meeting for officer elections and the top 3 Senior and Intermediate and/or Junior officers will be voting delegates at all county council meetings for business decision making.

Officers for each club to be elected at various levels include:

- | | | |
|---------------------------------|---------------------------------|-------------------|
| ● Chairman | ● 2 nd Vice Chairman | ● Treasurer |
| ● 1 st Vice Chairman | ● 3 rd Vice Chairman | ● Reporter |
| ● Council Delegate | ● Secretary | ● Parliamentarian |

- Other (Health & Safety Officer, Sunshine Officer, etc.)

4-H PARENT ASSOCIATION

The 4-H Parent Association membership is open to all 4-H parents and other volunteer leaders in Washington County. The purpose of this organization is to:

- Provide a way for leaders to exchange ideas
- Plan and conduct leader training opportunities for all volunteers
- Establish committees to coordinate county-wide activities and promote 4-H to the general public
- Approve the policy and financial decisions of the county 4-H program
- Develop financial assistance need to promote, to conduct and expand the 4-H program

The officers shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer and Reporter. The officers are elected for a two (2) year term and no officer shall serve more than two (2) consecutive terms in the same office. Terms of officers begin after the installation ceremony at 4-H Family Night. Officers shall be elected in the following rotation:

- Odd Year - Vice Chairman, Secretary and Treasurer
- Even Year - Chairman and Reporter

The 4-H Parent Association meetings are held on the first Monday evening of September, November, January, March, May, and July at 6:30PM at the Washington County Fairgrounds Sales Facility. Meeting dates can be moved with the vote from the group at the previous meeting.

4-H FINANCE AND POLICY TASK FORCE

The purpose of this committee is to develop the annual 4-H proposed budget, to review the old and propose new financial guidelines, and to review the old and propose amendments to the 4-H Handbook. To consider any proposals requesting special funding not included in the county 4-H budget.

The budget, financial guidelines, and handbook revisions will be proposed by the committee to the Parent Association for consideration at the September meeting each year.

The membership of this committee will be made up of the 4-H Parent Association officers and adult leader representatives from organized 4-H Community and Special Interest Clubs. This committee will have meetings as needed and will be chaired by the 4-H Parent Association Chairman. The county 4-H budget will take effect each September.

4-H PARENT ASSOCIATION FINANCIAL GUIDELINES

1. Procedure to be used to request funds which are not included in the budget:

A written proposal with an:

- Itemized list of expenses
- A listing of 4-H'ers
- A listing of chaperones

Must be submitted to the 4-H Parent's Association officers 30 days before the next 4-H Parent Association meeting. If monies are needed before this 30 day period, individuals involved must finance it out of their pocket until the meeting takes place. **A request for monies should not be considered an automatic "yes". All monies requested may or may not be granted.** If the 4-H Parent's Association officers considers a lesser amount more appropriate it will advise the Association.

2. For reimbursement requests, a check request form should be completed with itemized receipts attached and submitted to the Extension office or to the Treasurer, including income and expenses no later than 30 days following the event. Please visit: <https://washington.agrilife.org/4-h/>
3. Senior Age 4-H'ers and one coach, advisor or chaperones that qualify for state or national contests or other events beyond the district level **may be considered** for funding from the Parent Association. **Funding for invitational events will not be considered.** Mileage may be considered and will be paid at the current county mileage rate, or from gas receipts, or air fare, whichever is less expensive. The registration fee and the motel fee are also items that may be considered by the Association. If meals are not included with registration costs, up to the county per diem per day per registered participant may be considered for reimbursement. At no time shall the funding from the Parent Association cause the total reimbursement from any source to exceed 100% of the total expense. **Contests where members will be exhibiting an animal are excluded for consideration for reimbursement. (This includes Major Livestock Shows, State Horse 4-H Show, etc.)**
4. **A Special Transportation Fund:** These funds are set aside to assist 4-H members and/or leaders in paying for travel to 4-H events if they are having difficulty in getting to the event. These funds must be requested in advance by using the same procedure as indicated in number one of these guidelines.
5. Adult leaders/parents are encouraged to carpool when traveling to out-of-county 4-H events. This includes the transporting of 4-H'ers. **NOTE:** It is common courtesy for those traveling together (in the same vehicle) to share in the driver's transportation expenses, such as gasoline.
6. Any 4-H member receiving financial support from the 4-H Parent Association must be in good standing with the 4-H Club they attend and participate in County 4-H Fundraising Activities such as the 4-H Concession Stand during the Washington County Fair.
7. The Parent Association will pay District Contest Registration Fees for all 4-H members pending they entered the contest and followed through with participating in the contest. Contest registration fees will not be reimbursed if the member did not attend the event and compete.
8. The Parent Association will pay room and registration expenses for 4-H'ers qualifying for State Roundup and for one chaperone per team or group of four (4) members. If meals are not included with registration costs, up to the county per diem per day per registered participant will be reimbursed. A check request form with receipts must be submitted for reimbursement.
9. The Parent Association will pay State Record Book judging entry fee.
10. The Parent Association will pay all adult leaders expenses for District and State training workshops, if they give a county workshop upon return.
11. The Parent Association will pay half of registration expenses for Teen Leaders Attending District/State training workshops. This would include Texas 4-H Technology Team, Texas 4-H Livestock and Equine Ambassadors, Texas 4-H Congress, and National 4-H Congress upon completion of program requirements. Livestock and Equine Ambassadors must file documentation of hours with the County Extension Agent.
12. County Extension Agents fees will be paid when serving as chaperones for 4-H'ers to district and state events.
13. The Parent Association will pay up to \$1,000 of expenses per National Qualifying Team(s) to attend their contest. Per team, per event.
14. During times when financial business cannot wait until the regularly scheduled Parent Association meeting, an electronic vote may be taken to discuss paying expenses of less than \$200. The Parent Association Officers will serve as the voting delegates.
15. Bank Accounts

Clubs: All organized 4-H clubs in Washington County need to have at least two authorized signatures (not from the same family) **including one youth and one adult on each bank account.** Every 4-H account should have a yearly audit conducted in July and submit an audit report to the Extension Office. See attached audit

form. In case of the dissolution of a Washington County 4-H Club/Group/Organization, the executive committee shall, after settling all outstanding accounts and disposing of all equipment, assign all of the funds to the Washington County 4-H Program.

Parent Association

The Parent Association bank account will require two (2) officers' signatures (not from the same family) on checks in amounts greater than \$200. A yearly audit will be conducted on the account in July.

Memorandum of Understanding

A memorandum of understanding (MOU) may be signed by each club manager stating that Extension Office Staff may open club bank statements and retain copies for Records. Bank statements will be scanned and emailed to club managers.

16. District and/or State Council Representative Expense - 4-H members may receive up to \$1000.00 for reimbursement for expenses incurred on trips when fulfilling District or State Council duties. Receipts of itemized expenses must be turned in.
17. Designated emails will be used for Parent Association officers to provide an archive of correspondence and avoid use of personal emails for 4-H business.

COUNTY 4-H AWARDS

Application forms available online at <https://washington.agrilife.org/4-hawards/>

If you do not have internet access, please get a printed copy from the Washington County Extension Office.

SCHOLARSHIP OPPORTUNITIES FOR GRADUATING SENIORS

For links and information on scholarships of interest please visit at <https://washington.agrilife.org/4-h/>

If you do not have internet access, please contact the Washington County Extension Office for assistance.

4-H MEETING EXCEPTIONS AND/OR MAKE-UPS

A 4-H member will be excused from an organizational club meeting if he/she is participating in a valid 4-H activity. (Examples: livestock shows, Fairs, Roundup, camps, 4-H Council, mandatory Fair meetings, weigh-ins, Fashion Show, judging teams, etc.) on the day of the regularly scheduled organizational meeting. However, the member must notify his/her club manager/leader as to the reason for his/her absence no later than two (2) weeks after the date of the meeting in order to be excused.

If there is a death in the family, a 4-H'er will be excused, provided he/she notifies the club manager no later than two (2) weeks after the date of the meeting.

A 4-H member will be allowed to make up one 4-H club meeting a year by attending another 4-H club meeting in the county before their club's next regularly scheduled meeting. A member must obtain a special form from the visiting club manager to be turned in to their club managers within two (2) weeks of the visiting meeting. A 4-H member must attend the entire meeting.

Members may receive credit for attending County Council meetings. A member may not exceed two meetings per month.

4-H FAIR QUEEN CANDIDATE SELECTION

According to fair rules, Washington County 4-H may have up to two queen candidates as long as our total enrollment is 300 members or more. Interested candidates should consult the Washington County Fair queen candidate guidelines available from the Fair Office to make sure they meet all of the qualifications. Active 4-H members who wish to be considered as a candidate for Washington County Fair Queen should let their 4-H Club Manager know during their March 4-H Club meeting. If a club has more than one interested candidate, the 4-H Club membership should vote to select one candidate for the club. 4-H Club managers should notify the Extension office after their March meeting if any candidates are selected from their club. In the event that more than two candidates are interested from the same 4-H Club and no other 4-H Clubs in the county have candidates, then both candidates from the same club can be considered. If more than two clubs have interested candidates, then a special meeting of the County 4-H Council will be called in April to allow the 4-H Council members to vote to select up to two candidates that will represent 4-H for Washington County Fair Queen. The vote will be by ballot of the 4-H Council members present at the special meeting. Each community 4-H club must provide at least two Senior-aged members to serve as delegates for the Fair Queen election. (Should a club only have one delegate to the Council, they may send another senior member as their second). Each club gets a maximum of two votes for Fair Queen. In the event a club sends only one delegate to the Fair Queen election meeting, that club will only cast one vote. In the event that a club does not send any representatives to the Fair Queen election meeting, that club will not be able to cast a vote. Once selected as a 4-H Fair Queen Candidate, candidates will work with the Extension office and the Washington County Fair office to complete the necessary application forms by May 1.

RULES GOVERNING ELIGIBILITY TO SHOW AT THE WASHINGTON COUNTY FAIR

The following special rules must be followed by every 4-H member who would like to participate in the Washington County Fair:

- 4-H Member must be considered a 4-H member in good standing having attended at least 5 meetings in the previous year.
- Any youth interested in showing in the Washington County Fair must be entering the third grade in August. All third graders wanting to show in the Washington County Fair will need to note that some projects will need to be purchased while in the second (2nd) grade. Upon purchase and start of the project, these members will be required to attend the mandatory weigh-in/tag-in program and educational programs relating to their projects, as stated in the rules of the Washington County Fair.
- 4-H members must have joined a Washington County 4-H Community Club by the ownership deadline of their Fair livestock project and must attend 5 of their Community Club meetings from October through July. First year exhibitors, regardless of age, must attend 50% of their club meetings from the time they join a 4-H club. Joining a 4-H Club is having an active profile on 4-H Connect and selecting a club.
- 4-H members must be enrolled, regularly attending, and in good standing with public or private elementary or secondary schools or home school. Any 4-H member who is failing a course or is academically ineligible, WILL NOT be allowed to show or sell his animal in the Junior Livestock Division.
- Washington County 4-H adheres to the rules and standards of “No Pass/No Play” that are set forth by the University Interscholastic League. Academic eligibility will be verified for all 4-H members entering a project in the Washington County Fair.
- 4-H members who have graduated from high school prior to the Fair are not eligible to participate.
- All Junior Livestock Fair entries and fees will be made at the beginning of each fair project. 4-H Club Managers will correspond with the Fair Association if any 4-H member is ineligible, due to the attendance rule.
- The complete fair rules and guidelines are available online at <http://www.washingtoncofair.com>

RULES GOVERNING ELIGIBILITY TO SHOW AT MAJOR LIVESTOCK SHOWS

- Participation in junior livestock shows are limited to Texas youth only, who are members of a 4-H Club or FFA Chapter in the state. To be eligible, exhibitors must be enrolled in a public or private elementary or secondary school, or home school in Texas, and they must be in the third grade, but not more than 19 years old on September 1st.
- 4-H members must own their animals at the beginning of and throughout the feeding period and must feed, care for and exhibit animals entered without any aid or assistance during the entire feeding period, except from a County Extension Agent of Agricultural Science Teacher, an immediate family member, or another bonafide Texas youth exhibitor.
- Youth exhibitors agree to abide by all rules and regulations set forth by each show which they are entering. All entries to major livestock shows must be made through the County Extension Agents.
- Families may pay with a check, money order, cash, or credit card. There will be no post-dated checks or checks held. Entries will not be submitted until funds have cleared.

SCHOOL ABSENCE POLICY FOR 4-H ACTIVITIES

The Brenham and Burton Independent School Districts recognize 4-H activities and events as approved by the CEA for extracurricular excused absences for 4-H club members. In order to obtain an excused absence, the following steps must be followed in order to receive an excused absence from school for a 4-H activity:

- 4-H members should notify one of the County Extension Agents at least two (2) weeks in advance of a 4-H activity in which an excused absence will be requested from the school. County Extension Agents will submit a letter to the appropriate principal with a request to check student eligibility for a particular activity on a particular date.
- Some students will need to plan wisely days they can miss. A request for an excused absence is not a guarantee, the choice is ultimately up to your school.
- As soon as the school can determine a student's eligibility for a particular activity, the school will notify the Extension Office, who is NOT eligible based on the UIL No Pass No Play Rules.
- County Extension Agents will notify 4-H members and parents that they are not eligible to participate in the 4-H activity due to academic reasons.
- If a 4-H member does participate in a 4-H activity, WHILE NOT ELIGIBLE, the County Agents will notify appropriate principals that the ineligible student has participated in 4-H activities. The absences will be unexcused and students will not receive credit for work missed during those absences.
- 4-H members who are on an excused extracurricular trip or activity, and are found to have broken any school related behavior or policy, will be subject to school disciplinary action by school officials when they return to school.
- All 4-H members must be academically eligible to participate in all 4-H events at the county, district and state level. 4-H member's grades will be checked with each school system to determine eligibility for 4-H events and activities.
- It is the responsibility of the 4-H member and family to keep up with their school absences.
- Recognized schools/ learning options will allow 4-H members to attend activities and events approved by the County Extension Agent.