

DOUGLAS COUNTY 4-H:

Policies for Success

.....



HEAD



HEART



HANDS



HEALTH

.....



DOUGLAS COUNTY
COLORADO STATE UNIVERSITY
EXTENSION



COLORADO STATE UNIVERSITY
EXTENSION

Policies for Success

Contents

| | |
|--------------------------------------|----|
| Logos, Names, and Emblems | 3 |
| 4-H Membership | 4 |
| 4-H Enrollment | 4 |
| 4-H Clubs and Entities | 9 |
| 4-H Projects | 13 |
| 4-H Contest, Competitions, and Fairs | 18 |
| 4-H Liability & Safety Policies | 18 |
| Communication | 19 |
| Contact Information | 20 |

Colorado State University Extension

Douglas County Extension 4-H

Policies for Success

2022-2023

All 4-H Members, their families, and volunteers are expected to be familiar with the Douglas County Extension 4-H Policies, as well as the [Colorado 4-H Youth Development Policies](#) from Colorado State University Extension. It is necessary that 4-H members, their families, and volunteers read and understand both sets of policies as each policy addresses state and county standards that are equally essential to administering and facilitating a successful 4-H Program. The Colorado State Extension 4-H Policies supersede the Douglas County Extension 4-H Policies when something is not addressed in this document.

The Douglas County Extension 4-H Policies are intended to cover the non-competition-related policies of the Douglas County Extension 4-H Program. Few competition-related items may be found in this document. The Douglas County Extension 4-H Policies do not disclose rules, regulations, or requirements regarding specific competitions. Information for specific competitions can be found on the [Douglas County Extension website](#) and in the [Douglas County Fair and Rodeo Junior Competition Rules](#).

Colorado State University is the land-grant institution responsible for the administration of the Extension program in Colorado. At the local level, the Douglas County Extension staff (director, agents, program associates) are responsible for administering the Douglas County Extension 4-H Program.

The Douglas County Extension 4-H Program

4-H is a community of young people, ages 5-18, across America, learning leadership, citizenship, and life skills. The Douglas County Extension 4-H Club Program serves youth with similar interests who meet to learn a new skill in a 4-H project area.

The 4-H year runs from October 1 - September 30.

All 4-H members, including Cloverbud members and volunteer-leaders, must be enrolled in only one county.

Logos, Names, and Emblems

Only 4-H clubs, 4-H entities, enrolled 4-H members, and 4-H volunteer-leaders may use the 4-H name and emblem, i.e., the 4-H clover. Other uses must be authorized by the state 4-H Youth Development Director.

4-H Membership

4-H Membership/Age

4-H age is the age of the individual on December 31 of the current 4-H year. The 4-H year runs from October 1 to September 30.

- Cloverbud members: 5-7 years old (non-competitive)
- Junior 4-H members: 8-10 years old
- Intermediate 4-H members: 11-13 years old
- Senior 4-H members: 14-18 years old
- 4-H Volunteer-Leaders: 18+ years old

Cloverbud Membership

It is neither the intent nor the objective for 4-H Cloverbud members to duplicate the 4-H Member experiences that are designed for older 4-H youth, nor to create a “mini-4-H” concept. 4-H Cloverbud members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a special 4-H membership category with regard to program and policy. As a result, 4-H Cloverbud membership is fundamentally different than general 4-H membership.

- 1) 4-H Cloverbud members participate in occasional, non-competitive, age-appropriate, properly supervised events or activities.
- 2) Cloverbud members enroll in the Cloverbud Project only. 4-H Cloverbud members should not have ongoing projects of any kind.
- 3) 4-H Cloverbud members may not handle animals, firearms, or equipment of any kind.
- 4) 4-H Cloverbud members do not conduct formal business meetings, elect officers, or handle finances.

4-H Membership (Junior, Intermediate, Senior) Requirements

- 1) Be of appropriate age (8-18).
- 2) Complete 4-H member enrollment on 4HOnline.
- 3) Enroll in at least one 4-H project per year.
- 4) Complete and submit additional required forms, e.g., forms for all animal project(s).
- 5) Pay 4-H enrollment fee.

4-H Member in Good Standing

To be considered a 4-H Member in Good Standing, the 4-H member must:

- 1) Abide by the 4-H Code of Conduct.
- 2) Meet enrollment and project deadlines.
- 3) Attend 60% of club and project meetings.
- 4) Participate in at least one project during the 4-H year.
- 5) Abide by the Code of Show Ring Ethics Agreement (if applicable).
- 6) Meat Quality Assurance (if applicable).
- 7) The Animal Care and Housing form (if applicable).
- 8) Follow all County and State 4-H rules and policies.
- 9) Participation in county (including the Douglas County Fair and Rodeo), state, regional, and national events is limited to 4-H Members in Good Standing.

Potential Violations of the Douglas County 4-H Code of Conduct and Policies for Success

- *Consequences for violating any part of this code of conduct may be as follows (this in an example. Consequences will be dependent on severity of violation.):*
 - First notice of violation may require a meeting with the 4-H Agent and potential removal from participation in the event of which the code of conduct has been violated (at the individual's expense). This can be in the form of a verbal or written notice of violation.
 - Second notice of violation may result in sanctions on participating in future 4-H events at the 4-H Agent's discretion and may also result in forfeiture of financial support for the event. This warning will need to be signed and returned to the extension office.
 - Third notice of violation may result in further sanctions which may include, but not limited to, dismissal from the 4-H program.
- ****Dress Code** violations will be addressed onsite at Colorado State University Extension Employee Discretion. Multiple dress code violations will require a meeting with the 4-H Agent and may result in further consequences.
- ****Bullying, misconduct, harassment, and abuse** will NOT be tolerated in the Douglas County 4-H.

4-H Volunteer-Leader Membership

4-H volunteer-leaders are the heart of the 4-H Program. A volunteer-leader serves in a multitude of roles ranging from the club-level to supervising other volunteer-leaders at the county-, regional- or state-level(s). 4-H volunteer-leader roles include Organizational Club Leader, Project Leader, Resource Leader, Activity Leader, Advisory Council Leader, Chaperone, Cloverbud Leader, Council or Committee Member, Event Coordinator, etc. For more information on the various roles, contact the Douglas County Extension Office.

All 4-H Volunteer-Leaders Must:

- 1) Complete volunteer application on 4HOnline and provides references.
- 2) Undergo a national background check.
- 3) Complete enrollment on 4HOnline annually.
- 4) Complete e-learning modules through an online orientation within 45 days of the time of enrollment.
- 5) Comply with federal, state and local reporting and accountability requirements.
- 6) Sign the annual 4-H Volunteer Appointment Agreement on 4HOnline.
- 7) Serve alongside the Douglas County Extension Office. Volunteer-leadership opportunities and responsibilities may be revoked at any time for any or no reason.
- 8) Re-apply and complete all new volunteer-leader requirements if absent from 4-H for one year or longer.
- 9) Comply with the 4-H Code of Conduct.
- 10) Be authorized and approved volunteer-leaders through 4HOnline and receive protection from liability under the Governmental Immunity Act (24-10-101 CRS et seq). Liability protection is only provided towards actions within the scope of responsibility per volunteer-leader as long as such actions are not willful and wanton. The performance and actions of any volunteer-leader must be for the benefit of, or at the request of, and under the supervision of the state.
- 11) Receive approval, from both counties, if transferring from one county to another.

4-H Membership in a County other than the County of Residence

4-H members participate in 4-H by belonging to a 4-H club in their county of residence. The following policy is observed when this is not the case:

- 4-H members may join and enroll in projects in only one county at a time.
- 4-H members may participate as 4-H members in only one county fair per enrollment year, and exhibit project(s) in only one county per enrollment year.
- **4-H membership can be transferred from one county to another with written approval by the county Extension offices in both counties, which is a requirement for a transfer to take place. Transfers may only occur when the family moves, the 4-H member lives part of the year in one county and part of the year in another county, or as other situations arise and are approved. Front Range Transfer Form must be completed.** Contact the Douglas County Extension Office for this form.
- When a situation exists that necessitates change of residence mid-year, state and local 4-H fees will be assessed in both counties.
- Should a county Extension program close, 4-H member residing in that county will not be allowed to join 4-H in another county unless they have been enrolled in another county's 4-H Program prior to the closure of the Extension office in the county of their residence.

Additional 4-H Membership Expectations

Deadlines

- 1) Compliance with established, stated, and published deadlines is a requirement and an expectation of 4-H membership.
- 2) Individuals not complying with deadlines may lose privileges and the opportunity for awards. **4-H members who fail to comply with deadlines for ownership, inspection, or exhibition may be prevented from exhibiting project(s) or denied any and all premiums or awards for their project.**
- 3) Deadlines are announced in the 4-H Blasts, project specific emails, and on the Douglas County Extension web page.

Inquiries from Potential 4-H Members

It is an expectation that all 4-H members, including Cloverbud members and volunteer-leaders, support and encourage new families to become involved in 4-H. Individuals who inquire about 4-H also receive information from the Douglas County Extension Office about the 4-H Program. The 4-H Program Coordinator coordinates with appropriate volunteer-leaders to contact potential 4-H members.

4-H Enrollment

All 4-H members must enroll on 4-HOnline and pay enrollment fees in order to participate in the Douglas County Extension 4-H Program.

New 4-H Enrollment

- 1) All **new** 4-H members must enroll and pay enrollment fees by **March 1** of the current 4-H year if they wish to participate in the Douglas County Fair and Rodeo. (For this purpose, "new" 4-H members include any 4-H member who was not enrolled in 4-H the previous 4-H year.)
- 2) New enrollments will be accepted after **March 1** of the current 4-H year; however, participation is limited to the Douglas County Discovering 4-H Activities; youth will not be eligible to compete at the Douglas County Fair and Rodeo or Colorado State Fairs.
- 3) **New Member Registration Fee:** October 1 – March 1: **\$50** per member.

4-H Re-Enrollment

- 1) 4HOnline enrollment and 4-H enrollment fees for all returning 4-H members must be complete and paid by **December 31** of the current 4-H year, a returning 4-H member may re-enroll up until **March 1** but registration will increase to **\$75**.
 - a) **October 1 – December 31 Registration Fee: \$50** per member
 - b) **January 1 – March 1 Registration Fee: \$75** per member

Cloverbud Member Enrollment

Cloverbud members can enroll at any time during the 4-H year. Typically, cost to enroll is \$40.

4-H Volunteer-Leader Enrollment

Volunteer-leaders must re-enroll each year on 4-HOnline in order to be considered a current 4-H Leader. In order to be recognized as a 4-H volunteer-leader in Douglas County, all 4-H club volunteer-leaders must complete the following requirements:

- 1) Complete enrollment on 4-HOnline annually.
- 2) Complete the four [e-Learning modules](#) every **5** years*.
- 3) (New Volunteer-Leaders) Complete a background check and an interview with the Douglas County Extension Office, if necessary.
- 4) **Shooting Sports Leaders will have separate requirements and must recertify in their discipline every 7 years.*

Adults who will be serving as volunteer-leaders or helping with special projects or activities are required to enroll in 4-HOnline as a volunteer-leader.

Enrollment Fees

- **\$50** per new and returning 4-H member per year for unlimited projects
- **\$40** per new and returning Cloverbud member per year (*Typically \$40)
- **\$25** late fee will be assessed to any returning 4-H members who re-enrolls after the December 31 deadline.
- There is **no fee** to become a 4-H Leader-Volunteer.

Included in your enrollment fee: **\$20.00 Douglas County Fair fee, \$15.00 State 4-H membership fee** and **\$2.00 Colorado 4-H Members Fund fee.**

NOTE: The insurance used by Douglas County Extension is supplemental and liability insurance, i.e., will not cover pre-existing conditions and may not pay all medical costs.

Douglas County 4-H Foundation Financial Assistance Scholarship applications will be available, if families are interested in applying, to help with the cost of enrollment fees, up to \$50 per 4-H member (\$20 for Cloverbud members).

Refunds

- 1) If a 4-H member chooses to drop from the program, 4-H refunds are only granted when extenuating circumstances, such as an unforeseen move or extreme family illness occur. After **December 31** no refunds will be given.
- 2) There will be no refunds on 4-H materials or curriculum purchased.

NOTE: Other additional fees, such as club dues, must be handled at the club-level.

Enrollment in Animal Projects

Members enrolled in animal projects are required to submit the Code of Show Ring Ethics Agreement and may also be required to complete and submit the Animal Care and Housing Form and the 4-H Lease Contract.

- Must enrolled in the animal project by **March 1.**
- [Animal Care and Housing Form](#) - If the 4-H member is not housing the project animals at the 4-H member's home residence, the form must be completed, signed, and submitted to the Douglas County Extension Office. Also, if the 4-H member does not complete the Animal Care and Housing section on 4honline, the 4-H member will need to complete, sign, and submit the form even if the project animals do reside at the 4-H member's home residence.
- Code of Show Ring Ethics Agreement - Members in ANY animal project must complete the Code of Show Ring Ethics Agreement.
- 4-H Lease Contract – If a 4-H member is leasing a horse or breeding animal, a Lease Contract: signed by three (3) parties (animal owner, youth, and youth's parents), date lease signed, and time frame of lease. This lease contract must be completed and submitted to the Douglas County Extension Office.

4-H Clubs and Entities

All 4-H members, including Cloverbud members and volunteer-leaders, must be enrolled in only one county, and only one [club](#) in the Douglas County Extension 4-H Program.

Requirements for 4-H Clubs

All 4-H clubs must:

- 1) Comply with federal, state, and local requirements for non-profit, educational program status.
- 2) Must welcome all 4-H members of eligible age regardless of race, ethnicity, gender, national origin, or ability.
- 3) Consist of at least five 4-H members from at least two different families.
- 4) Have a local volunteer-leader to guide the club.
- 5) Hold regular meetings.
- 6) Conduct or participate in an achievement event, e.g., the Douglas County Achievement Night Program in October
- 7) Conduct or participate in a community service project.
- 8) Conduct a 4-H member recruitment activity or event.
- 9) Charter annually. Clubs may need to update chartering documentation, in compliance with the state and IRS requirements. For more information, instructions, and documentation for chartering, please visit the [Colorado State University 4-H website](#). The following must be submitted appropriately in order to complete the chartering process.
 - a) EIN Application to the IRS. This is done only one time. The EIN number received by the IRS must be reported to the Douglas County Extension Office to be in compliance with IRS reporting. Additionally, the EIN number must be associated with the club's bank account if the club has is collecting funds.
 - b) List of officers
 - c) Constitution and Bylaws
 - d) Bank statement of club funds or a letter disclosing that there are no funds being collected, therefore there is no bank account
 - e) Financial Report (if applicable)
 - f) Annual Review (if applicable)
 - g) Club Assets (if applicable)
 - h) Budget (if applicable)
 - i) Annual Plan
 - j) Affirmative Action
 - k) End-of-Year Report
- 10) Submit the Dissolution or Non-Renewal of Colorado 4-H Charters document, remaining funds, and property to the Douglas County Extension Office according to state policies, if the 4-H club dissolves.

NOTE: It is recommended and encouraged that members of each club have representatives participate on the Douglas County 4-H Youth Council.

Club Meetings

- 1) Regular attendance at club meetings is expected of all 4-H members and their parents.
- 2) If a 4-H member does not meet the club's requirements, it may affect the 4-H member's ability to join the same club in subsequent years.
- 3) Volunteer-leaders, 4-H members, and parents are expected to facilitate quality 4-H club meetings that are welcoming to all, enjoyable, educational, informative, important, and beneficial.

Club Fundraising Regulations

4-H clubs may participate in fundraising activities. Before hosting a fundraiser, clubs must receive approval from the Douglas County Extension Office. 4-H is a non-profit organization and must comply with state and federal regulations. There are strict guidelines on what clubs can and cannot do for fundraisers. There are penalties for violating regulations.

4-H Officers

Each 4-H club elects a set of officers which allows for the development of leadership and citizenship within each club. Each 4-H member should be given the opportunity to assume a leadership role within the club and/or 4-H Program. 4-H volunteer-leaders should not organize club meetings but rely on and expect 4-H officers to take responsibility of leading 4-H club meetings with guidance and assistance. 4-H club officers should be given clear expectations and an outline of roles and responsibilities from the 4-H volunteer-leader(s) and retiring 4-H officers. 4-H officers should:

- Learn and perform their specific officer duties
- Be an active member of the board of officers
- Attend 4-H club meetings and activities
- Lead in planning 4-H meetings and events
- Actively represent 4-H in the community
- Share opinions on issues
- Listen to 4-H club members.

At 4-H club meetings, 4-H officers should:

- Work as a team to prepare and organize the meeting space.
- Greet guests, 4-H members, and 4-H volunteer-leaders as they arrive.
- Assist new and/or younger 4-H members become acquainted with 4-H.
- Provide reports to the 4-H volunteer-leader(s).

Officer Roles

Not all 4-H officer roles are necessary for each 4-H club.

1) **President**

- Plans the 4-H club meetings with other officers.
- Calls the 4-H club meeting to order and presides over the meeting.
- Decides points of order.
- Appoints committees.
- Casts deciding vote in case of tie.
- Delegates responsibilities.
- Closes the 4-H club meeting on time.
- Conducts the 4-H club meeting by following [Parliamentary Procedure - Robert's Rules of Order](#).

2) Vice President

- Presides in the absence of the president.
- Meets with officers and leaders to complete the annual plan of 4-H events.
- Serves as program committee chair.
- Consults with leaders before each meeting to finalize program details.
- Introduces speakers or special guests.

3) Secretary

- Sends out notices or initiates contact with committee about upcoming 4-H club meetings and events.
- Records attendance at 4-H club meetings and events.
- Keeps minutes and completes the [4-H Secretary's officer book](#).
- Writes letters, requests, invitations and thank you cards in the name of the 4-H club.
- Reads all correspondence to all 4-H members.

4) Treasurer

- Receives & records description (who, when, what, etc.) of funds received and spent by the 4-H club.
- Works with officers and advisors to set an annual budget.
- Deposits money in the specific 4-H club bank account.
- Pays all 4-H club bills and keeps account records.
- Reports financial status and updates at meetings.
- Provides records to audit committee.
- Completes the Annual Financial Report that is by provided by the Organizational Club Leader.

5) Reporter

- Writes stories on 4-H events which includes, who, what, where, when, why and how.
- Promotes upcoming events and activities to local media and social media outlets.

6) Historian

- Keeps all newspaper clippings and take photographs of 4-H club and county events.
- Keeps records of all special events regarding the 4-H club.
- Maintain a scrapbook for the 4-H club. The scrapbook serves as the Historian officer book.

7) Recreation Leader

- Plans games, activities, and/or songs for 4-H club meetings.
- Involves and welcomes all 4-H club members in recreational activities.
- Maintains enthusiasm.

8) Other officer positions include:

- Club Newsletter Editor
- Club Photographer
- Sergeant at Arms
- Refreshment Coordinator
- County Representatives (District or Colorado State 4-H Senators)

Officer Books

An award will be given for the best 4-H [Secretary](#), [Treasurer](#), and Historian officer books, as well as, to the club with the highest combined scores for all three books. Officer books for Secretary, Treasurer must be submitted to the Douglas County Extension Office, by the date published in the 4-H Blast.

Requirements for 4-H Entities

4-H entities include, but are not limited to, 4-H Councils, Advisory Committees, Foundations, and Associations.

All 4-H entities must:

- 1) Comply with federal, state, and local requirements for non-profit, educational program status.
- 2) Must welcome all 4-H members of eligible age regardless of race, ethnicity, gender, national origin, or ability.
- 3) Charter annually. 4-H entities may need to update chartering documentation, in compliance with the state and IRS requirements. For more information, instructions, and documentation for chartering, please visit the [Colorado State University Extension website](#). The following must be submitted appropriately in order to complete the chartering process.
 - a) EIN Application to the IRS. This is done only one time. The EIN number received by the IRS must be reported to the Douglas County Extension Office to be in compliance with IRS reporting. Additionally, the EIN number must be associated with the 4-H entity's bank account if the club has is collecting funds.
 - b) Constitution and Bylaws
 - c) Bank statement of club funds
 - d) Financial Report
 - e) Annual Review
 - f) Budget
 - g) Annual Plan
 - h) End-of-Year Report
- 4) Submit the Dissolution or Non-Renewal of Colorado 4-H Charters document, remaining funds, and property to the Douglas County Extension Office according to state policies, if the 4-H entity dissolves.

4-H Advisory Committees

The Douglas County Extension 4-H Program has several volunteer-leaders who serve in advisory roles to the 4-H staff. Counsel is sought in determining priorities and content for program development. Volunteer-leaders assist with carrying out the 4-H mission. The Douglas County Extension 4-H advisory committees in Douglas County include:

- Horse Steering Committee
- Shooting Sports Advisory Committee

4-H Projects

All 4-H members are required to participate in at least one project per 4-H year.

Project Meetings

- 1) Colorado 4-H follows a community club model. Youth seeking instruction for a particular project should meet with their project leader.
- 2) Be on the lookout for county wide workshops and educational opportunities in the weekly blast.

Project Units

In order for a 4-H member to compete in a 4-H project, the member must be enrolled in that project. Multiple units may be associated with specific projects. 4-H members must enroll in the specific unit(s) within a project.

- 1) Within a specific project, a 4-H member may enroll in and complete the same unit multiple times, resulting in a different end-product each time.
- 2) A 4-H member may enroll in and complete multiple units of the same project in the same 4-H year.
- 3) Specific project units do not have to be completed in any particular order; however, it is highly recommended that the 4-H member progress through the units in a chronological way.
- 4) 4-H members may exhibit all project units in which they are enrolled, but exhibition is not required for project completion.

4-H Project Manuals

When the enrollments are complete on 4HOnline, the Organizational Club Leader or other designated volunteer-leader will set up an appointment to pick up project manuals at the Douglas County Extension Office for all members in a particular club. If the Douglas County Extension Office does not have specific manuals, they will be ordered.

4-H Leader and Member Manual Recall

4-H members and volunteer-leaders are asked to please return all unused and borrowed 4-H project manuals to the Douglas County Extension Office. In order to keep 4-H member enrollment fees down and provide project literature at no additional cost, each 4-H member is asked to only order necessary project literature. If a member is enrolled in the same project for multiple years, that member should only order project literature for that specific project one time, unless there is a literature update for that project. If project literature is updated, it is the 4-H member's responsibility to request the most current project literature.

Animal and Livestock Manuals

All animal projects: i.e., Beef, Sheep, Swine, Goat, Llama/Alpaca, Horse, Rabbit, Poultry, Dog, and Cat, manuals are one per family. The manual(s) are meant to be used throughout the 4-H member's participation in the animal and livestock projects. Returning 4-H members who have previously enrolled in animal and livestock projects will not receive the duplicate animal and livestock manual(s). If a replacement copy is needed, 4-H members will need to purchase a replacement manual. If a 4-H member is new to an animal and/or livestock project and has not previously enrolled in the specified project(s), the family will receive one copy of the appropriate manual.

4-H Project E-Records

- 1) 4-H members must complete an E-Record for each project the 4-H member is enrolled in and receive a score of 70% or above. E-Records may be graded by club volunteer-leaders or other designated personnel, selected by the club.
- 2) Some E-Records have a supplemental form that also must be submitted, e.g., Breeding Record.
- 3) E-Records for Family Consumer Science, Shooting Sports, General Projects, and Cat will be turned in at the Douglas County Fair and Rodeo with the 4-H member's exhibit at **Exhibit Day** (only if the 4-H member chooses to exhibit). Otherwise, E-Records will be submitted to the project leader by the published date online or in the 4-H Blast.
- 4) E-Records for Dog, Horse, Llama/Alpaca, Livestock and Small Animal projects (exception: cat which is due at Exhibit Day) are to be checked by a club volunteer-leader prior to turning in to the Douglas County Extension Office by **September 1**.
- 5) The official rubrics and score sheet should be used when grading E-Records. Rubrics and score sheets are posted on the [Colorado State University Extension website](#) for all of 4-H general and family & consumer science project areas. E-records for [Shooting Sports](#), [Family/Consumer Science](#), [General Project](#) & [County Projects](#)* are posted on the Douglas County Extension Website. E-Record rubrics for animal projects (with the exception of cat) are posted on the [Douglas County Extension Website](#) on the appropriate project pages.
- 6) 4-H members in general projects, family consumer science and shooting sports must complete one E-Record per project.
- 7) 4-H members in animal and livestock projects must complete one E-Record per animal project, i.e., one E-Record is required for breeding beef and another E-Record is required for market beef. The two projects should not be compiled into one E-Record, as they are separate projects.
- 8) 4-H members are encouraged to use 4-H E-Record binders, which can be purchased at the Douglas County Extension Office, or thin covers, not 3-ring binders as they take up too much space.
- 9) *County Projects are only eligible at the County Level, not State Level.

NOTE: If a 4-H member turns in an unsatisfactory E-Record, they should be given one week to revise the E-Record to reach a score of 70% or higher, prior to the date published in the 4-H Blast. If E-Record revisions are required and completed, the 4-H member will not be eligible for end-of-year E-Record awards, but the satisfactory revisions will meet the completion requirement.

4-H Project Completion

Project Completion Requirements

- 1) Participate in a demonstration or other speech-arts presentation.
- 2) Participate in a community service activity through or with the club.
- 3) Complete an E-Record for each project the 4-H member is enrolled in and receive a score of 70% or above, graded by club volunteer-leaders or other designated personnel

Project Completion Enforcement

- 1) Enforcement of completion requirements is handled by the Douglas County Extension 4-H staff at the Douglas County Extension Office.
- 2) If a 4-H member fails to complete a project, the member may enroll in that same project the following 4-H year.

NOTE: Clubs may have additional participation requirements for continued participation in their club and to maintain active status within the club. This is different and separate from county and state project completion requirements and may vary from club to club.

Specific 4-H Project Guidelines

Shooting Sports Projects

Participation & Completion

- 1) Any 4-H member of 4-H age 8 or older may enroll and participate in the Shooting Sports project.
 - a) Note: Members interested in the .22 Pistol and Western Heritage Projects must have at least 1 year of other Shooting Sports Project experience before enrolling.
- 2) 4-H members are invited to participate in the 4-H Consumer Science & General Project judging day in order to exhibit during the Douglas County Fair, as well as, the County Shooting Sports competition. However, neither contest is required for project completion.
- 3) 4-H members must be enrolled in a shooting sports discipline, **by March 1**; i.e., .22 Pistol, .22 Rifle, Air Pistol, Air Rifle, Archery, Muzzleloading, Outdoor Skills, Shotgun, or Western Heritage, to compete in that discipline.
- 4) 4-H members enrolled in a club that does not offer a shooting sports discipline and/or practices for that discipline the 4-H member is enrolled in they may attend another club's practices but must enroll in that club as a secondary club. This will provide organizational leader with emergency contact information for the 4-H member.
- 5) 4-H members may compete in all disciplines at county and state competitions subject to the requirements outlined in the [Colorado 4-H State Shooting Sports Rulebook](#) and [Douglas County Fair and Rodeo Junior Competition Rules](#).
- 6) **A Shooting Sports 4-H Member must have at least 3 official 4-H practices before they can enter in County Shoot each summer.** These practices must be recorded and signed off on using the Practice Card, which you can download off the Shooting Sports page (listed below).
- 7) For more information on this project, please go to: <https://douglas.extension.colostate.edu/4-h/programs-2/shooting-sports/>

Colorado Division of Wildlife Hunter Safety Certification

- 1) A Hunter Safety certificate is **mandatory** to participate and begin practicing in the Douglas County 4-H Shooting Sports program. For hunter safety classes and fees, contact the Colorado Division of Wildlife (CDOW). (<https://cpw.state.co.us/learn/Pages/HunterEducation.aspx>)
- 2) Once a 4-H member obtains a Hunter Safety Certification Card, the number and an image of the card must be entered and uploaded electronically on 4HOnline by the 4-H member by **April 15**.
- 3) CDOW Hunter Safety certification is required to participate in Douglas County 4-H Shooting Sports practices, the County and State Shoot Competitions. A 4-H member cannot practice with a Douglas County 4-H Shooting Sports leader unless they have uploaded their Hunter Safety Certification Card in 4honline (<https://v2.4honline.com/>).

Animal Projects

Please note that violation of these requirements may result in disqualification of all animal projects for a given year.

Primary Care of 4-H Animal Projects

- 1) The 4-H member must provide the primary and continuous care of their project animal(s) from beginning to completion of the project.
 - a) Primary care means that the 4-H member enrolled in the project takes the majority of the responsibility for the project, with assistance from family members or 4-H volunteer-leaders.
 - b) There may be rare circumstances when 4-H members may not be able to provide the necessary care for the animal at a particular time, i.e., illness, short vacations, etc. On such rare occasions, another individual may be called upon to provide secondary care.
- 2) It is recommended that there is at least a 60-day ownership period for Market Swine, Market Sheep, and Market Goat Projects. It is recommended that there is at least a 120-day ownership period for the Market Beef Project. Random checks may be conducted by the Douglas County Extension 4-H staff regarding care and feeding of project animals during the ownership period.

Animal Ownership

- 1) Each 4-H member shall own their 4-H exhibit(s). 4-H members must be able to show ownership of market animals. Non-market animals may be co-owned or leased (dog projects cannot be leased).
- 2) The Douglas County Extension Office must approve lease arrangements. The 4-H Lease Contract must be completed and submitted to the Douglas County Extension Office.
- 3) Leases must contain date signed, three signatures (animal owner, youth leasing the animal, and youth's parent/legal guardian), and lease time frame.
- 4) Lease agreements or transfer of ownership must be in effect by *April 1*. Lease agreements are not authorized for market animals.

Animal Identification

- 1) All 4-H market animals, i.e., animals produced for consumption, must be individually identified, i.e., ear tags or other identification, at the tag-in date published in the 4-H Blast. Tag-in establishes ownership. All market animals must be owned by the established tag-in date. The tag-in date is the only time animals can be nominated for the Colorado State Fair.
- 2) The following animal IDs must be uploaded in 4HOnline by **April 1**:
 - a) Horse
 - b) Dog
 - c) Cat
 - d) Llama
- 3) Animal ID Forms must be submitted to 4HOnline by **May 1** for the following animals:
 - a) Breeding Beef
 - b) Breeding Meat Goats
 - c) Breeding Sheep
 - d) Non-Market Goats
 - e) Swine
- 4) In order for animal projects to be eligible to be exhibited at the Colorado State Fair, they must be nominated during tag-in.

Meat Quality Assurance Training Requirements

- 1) 4-H members enrolling in any beef, cavy, goat, poultry, rabbit, sheep, or swine projects for the first time regardless of age, must attend a Meat Quality Assurance (MQA) program. 4-H members will be required to attend a MQA program a minimum of twice during the course of their 4-H career – once as a junior and once again within one year after becoming a senior 4-H member. This must be done at least 45 days prior to the Douglas County Fair and Rodeo in order to be eligible to exhibit at the county and/or state fair(s). Proof of compliance must be submitted to the Douglas County Extension Office.
- 2) 4-H members are required to attend an MQA training during their first year in the following projects beef, cavy, goat, poultry, rabbit, sheep, or swine projects regardless of their age. 4-H members must also attend an MQA training when advancing to the senior age group (14-18).
- 3) 4-H members enrolled in market and/or breeding livestock projects will complete and sign the Wholesome Meat Act Agreement at the Douglas County Fair and Rodeo. By signing the agreement, 4-H members indicate their understanding of and compliance with the *Wholesome Meat Act* and the Ten Good Production Practices, i.e., taught during MQA. Additionally, the consequences of failing to comply with the Wholesome Meat Act Agreement may result in removal from all 4-H livestock projects for the 4-H member /family. This agreement must be completed for each livestock project the 4-H member is enrolled in.
- 4) If the 4-H member is unable to attend an MQA workshop in Douglas County, the 4-H member may attend an MQA workshop in another county.

Compliance with Colorado Laws

In compliance with Colorado laws, the tampering with or drugging of livestock and/or sale of adulterated meat is prohibited for all 4-H members enrolled in a 4-H animal project. If legal charges are brought against any 4-H member, they will be suspended from participation in all 4-H livestock activities, pending resolution of those charges. If found guilty, the 4-H member will be prohibited by the Douglas County Extension 4-H Program from all livestock projects for one year and characterized as a member not in good standing.

Animal Forms and Guidelines

1) Code of Show Ring Ethics

All 4-H animal project members and their parents must agree to the terms and conditions of the Code of Show Ring Ethics Agreement in order to exhibit at any county 4-H competitive event, including the Douglas County Fair. This needs to be completed one time annually regardless of the number of animal projects a 4-H member is enrolled in. **Due with animal ID's**

2) Animal Care and Housing Form

All 4-H animal project members and their parents must complete and sign the [Animal Care and Housing form](#). Even if the animal is housed at the 4-H member's place of residence, the first page must be filled out. If the animal is not housed at the 4-H member's place of residence, a hard copy form must be completed during enrollment and submitted to the Douglas County Extension Office. If a 4-H member fails to complete the Animal Care and Housing section on 4HOnline, a hard copy must be filled out and submitted to the Douglas County Extension Office. **Due with animal ID's**

4-H staff may verify this information by conducting animal site visits

3) Helmet Policy

A certified equestrian helmet with safety harness fastened in place is required in all English classes and Gymkhana events, activities and practice sessions. See the [Colorado 4-H Youth Development Policies](#) for a full explanation. All 4-H horse members are encouraged to wear helmets for all horse events.

4-H Contests, Competitions, and Fairs

Exhibition and Contests

- 1) Exhibition of 4-H projects in local, county or state fairs is considered a privilege and is voluntary on the part of the 4-H member.
- 2) Exhibiting 4-H projects provides 4-H members with an opportunity for project evaluation, display for public appreciation, engagement in wholesome competition, and participation in an educational and social environment with peers.
- 3) As project exhibition is a privilege, it is the 4-H member's responsibility to abide by all rules applicable to the respective 4-H project and exhibition. Not following the established guidelines of the projects will be grounds for exclusion from the exhibition.
- 4) The Douglas County Fair and Rodeo Junior Competition Rules lists 4-H project exhibition requirements. In order for 4-H members to exhibit at the Douglas County Fair and Rodeo Junior Contest Rules requirements must be met. 4-H members should check updated Douglas County Fair and Rodeo Junior Contest Rules requirements in the most current [Douglas County Fair and Rodeo Junior Competition Rules](#), as there are few changes from year to year.
- 5) Exhibition requirement for the Colorado State Fair can be found on the [Colorado State University Extension website](#).

Complaints at 4-H Competitive Events (Non-Fair Events)

Any complaint seeking restitution or compensation to a 4-H member must be presented in writing. The form must be accompanied by a \$100 deposit made in cash or by cashier check to the Douglas County Extension Office within 24 hours of the event. The complaint must state the name of the 4-H member, the exhibit or event in question, and the specific reason(s) for the complaint. The burden of proof resides with the party filing the complaint. The deposit will be returned if the complaint is upheld. The deposit will be forfeited to the Douglas County Extension 4-H Program if the complaint is not sustained. Complaints will be reviewed by responsible parties, i.e., the Douglas County Extension staff and/or a 4-H Advisory Committee. Decisions made by the responsible party or parties are final. Costs incurred to resolve the protest will be paid by the protester if the protest is not sustained or by the 4-H member if the protest is sustained.

4-H Liability & Safety Policies

4-H Member and Volunteer-Leader Accident Insurance

The American Income Life Insurance policy carried for injury related accidents for 4-H members and volunteer-leaders is in effect only during authorized volunteer-leader supervised 4-H club events. Only the 4-H members and volunteer-leaders who have enrolled and are active on 4HOnline are covered. The maximum amount of coverage per 4-H member and volunteer-leader is \$1,500. Insurance fees are included in the annual enrollment fee.

Liability Insurance

Volunteers participating in official 4-H activities are protected from liability for injuries to others (person or property) by the self-insured liability program of the State of Colorado as long as acts of the volunteer are not willful and wanton.

Special Event Insurance

Special event or activity (tours, day trips, one-day camps, etc.) insurance is also available on a per-day basis. Please contact the Douglas County Extension Office for a special event insurance form. Volunteer-leaders are responsible for completing insurance forms and paying necessary fees.

NOTE: All forms of insurance used by Douglas County Extension is supplemental insurance. It will not cover pre-existing conditions and may not pay all medical costs.

Chaperoning at 4-H Events

See the [Colorado 4-H Youth Development Policies](#) for more information on Chaperoning at 4-H events. Chaperones must be at least 21 years old.

4-H Members Driving Policy

See the [Colorado 4-H Youth Development Policies](#) for more information on the 4-H members driving policy.

Child Protection

- 1) Douglas County Extension 4-H staff, 4-H volunteer-leaders, and youth volunteers are expected to report suspected or observed child abuse or neglect.
- 2) When there is reasonable cause to suspect abuse or neglect, the person who has observed the behavior must report to the Organizational Club Leader and to the Douglas County Extension Office within 24 hours.
- 3) Individuals reporting in good faith are provided immunity from civil or criminal liability.

Alcohol and Drugs

The Douglas County Extension 4-H Program has no tolerance for the possession or use of alcohol or other illegal drugs, i.e., any chemical, forbidden by Federal and State laws, that affects the human body or mind when swallowed, breathed in, and/or consumed in another way, at 4-H events. 4-H prohibits the unlawful distribution, dispensation, possession, or use of controlled substances, illegal drugs, e.g., marijuana, and alcohol by youth or adults. For more information, please see the Colorado State University Extension Alcohol [Brochure](#) and [Policy](#) documents.

Dress Code

The Dress Code is designed to promote safety and inclusion for all. Clothing worn by participants should be neat, clean, and practical for the activity occurring. When participating in this event youth and adults represent themselves and their organization.

Please be advised that the following dress code will be enforced for ALL individuals attending 4-H events and activities, including chaperones, members, volunteers, and family members.

- Clothing: all clothing shall be neat, clean, and acceptable in repair and appearance, and shall be worn within the bounds of decency and good taste as appropriate for 4-H events and activities.
- Articles of clothing which display profanity, products, or slogans which promote tobacco, alcohol, drugs, sex or are in any other way distracting, are prohibited.
- Excessively baggy or tight clothing which advertises gang symbols, or affiliation, is prohibited.
- Items of clothing which expose bare midribs, bare chests, undergarments, or that are transparent (see-through) are prohibited.
- Shorts must be mid-thigh length. No cut-off shorts or short-shorts are allowed.

Note: The dress code will be relaxed slightly for female delegates opting to wear formal dresses. Dresses must still be within the bounds of decency appropriate for a 4-H event (cover cleavage, midribs, no back exposure lower than the shoulder blades, and no transparent fabric.

Contracts

In the state of Colorado, it is illegal for a minor to sign a legally binding contract even if the individual's parent or guardian also signs. Parent(s) and/or guardian(s) should be the only signing parties on contracts that are intended to be legally binding, e.g., if individuals are leasing horses to 4-H'ers.

4-H volunteer-leaders should never sign contracts for any engagement, including the use of facilities. Volunteer-leaders are prohibited from signing contracts on behalf of Douglas County Extension or the Douglas County Extension 4-H Program. If a volunteer-leader needs to have a contract signed, the Douglas County Extension Office must be contacted. Douglas County Extension 4-H staff will assist with getting the contract signed.

It *is* permissible to have an agreement between Douglas County Extension, 4-H, Colorado State

University Extension, and Douglas County Extension 4-H members regarding behavioral expectations of the youth, as they relate to the care and treatment of animals, keeping records, and exhibiting at the Douglas County Fair and Rodeo.

Social Media

Please contact the Douglas County Extension 4-H staff for policies regarding the use and application of social media including but not limited to the [Douglas County Extension website](#), [Facebook](#), Instagram, and YouTube. Also be sure to join the "Douglas County, Colorado, 4-H" private Facebook page for the latest updates!

Snow/Inclement Weather

Check our website (<https://douglas.extension.colostate.edu/>) and Facebook pages for updated cancellation messages regarding weather. Clubs are urged to make decisions regarding bad weather conditions and communicate that decision to all club 4-H members.

Communication

4-H Club Support

4-H Staff is available to help new volunteer-leaders get started and answer questions about projects, enrollments, chartering, club meetings, and more. If requested, 4-H staff members may attend first organizational club meetings if requested. New volunteer-leaders should schedule a time to come into the Douglas County Extension Office to ask questions, review project manuals, and receive assistance with completing forms.

4-H E-News Blast

- 1) 4-H members and their families should read all E-News Blasts, and emailed information from club volunteer-leaders and the Douglas County Extension Office.
- 2) 4-H Blasts can be mailed upon request.

Contact Information

The 4-H staff at the Douglas County Extension Office is dedicated to providing helpful service. To best meet the needs of 4-H members, volunteer-leaders, and the community, the Douglas County Extension Office asks that individuals call in advance with questions, concerns, requests, or to schedule an appointment with the Douglas County Extension 4-H staff. Due to Douglas County security procedures, all visitors must check in at the front reception desk and the appropriate 4-H staff member will be notified for assistance.

Douglas County Extension Office

410 Fairgrounds Road, Castle Rock, Colorado 80104

- Office hours: Monday - Friday, 8:00 AM – 12:30 PM/1:30 PM – 5:00 PM
Closed holidays
- Phone: 720-733-6940
- Website: <http://douglas.extension.colostate.edu/>

Douglas County 4-H Staff

- **Mercedes Glenn** – 4-H Youth Development/Animal & Equine Science Agent
 - Mercedes.glenn@colostate.edu
- **Jacie Rex** – 4-H Youth Development/Leadership Agent (Shooting Sports, General Projects, STEM, Outreach)
 - Jacie.rex@colostate.edu
- **Sylvia Worcester** – 4-H Administrative Head
 - Sylvia.worcester@colostate.edu

Colorado University Extension is an equal opportunity provider.
Colorado State University does not discriminate on the basis of disability and is committed to providing reasonable accommodations.
CSU's Office of Engagement and Extension ensures meaningful access and equal opportunities to participate to individuals whose first language is not English.
<https://col.st/OWMJA>

Colorado State University Extension es un proveedor que ofrece igualdad de oportunidades.
Colorado State University no discrimina por motivos de discapacidad y se compromete a proporcionar adaptaciones razonables.
Office of Engagement and Extension de CSU garantiza acceso significativo e igualdad de oportunidades para participar a las personas quines su primer idioma no es el ingles.
<https://col.st/OWMJA>