

# DOUGLAS COUNTY 4-H:

## *Policies for Success*

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HEAD



HEART



HANDS



HEALTH

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DOUGLAS COUNTY  
COLORADO STATE UNIVERSITY  
EXTENSION

# 2024-2025

# Policies for Success

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# Colorado State University Extension

## Douglas County Extension 4-H Policies for Success 2024-2025

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. 4-H members, their families, and volunteers should 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.

**The Douglas County Extension 4-H Policies are intended to cover the non-competition-related policies of the Douglas County Extension 4-H Program. 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 4-H Extension program in Colorado. At the local level, the Douglas County Extension staff (director, specialists, program associates) are responsible for administering the Douglas County Extension 4-H Program.

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## 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 1st - September 30th.

All 4-H members, including Cloverbud members and volunteer leaders, may 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. However, Colorado State University Extension and 4-H Specialist reserve the right to revoke the usage of the 4-H logo, name and emblem at anytime. Other uses must be authorized by the state 4-H Youth Development Director.

# 4-H Membership

The Douglas County Extension 4-H Program welcomes youth, ages 5-18 (as of December 31 of the current 4-H year), regardless of race, color, creed, sex, national origin or disability.

## 4-H Membership/Age

4-H age is the age of the individual on December 31 of the current 4-H year.

- 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 regarding programs 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 should enroll in the Cloverbud Project. 4-H Cloverbud members should not have ongoing projects of any kind.
3. 4-H Cloverbud members may not handle animals, firearms or firearm related equipment of any kind.
4. 4-H Cloverbud members do not conduct formal business meetings, elect officers, or handle finances.

## 4-H Membership (including Cloverbuds) Requirements

1. Be of appropriate age (5-18).
2. Complete 4-H member enrollment in 4HOnline.
3. Enroll in at least one 4-H project per year (8-18 only).
4. Pay 4-H enrollment fee.
5. Complete and submit additional required forms as required.

## 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 at least 60% of club meetings.
4. Complete at least one project during the 4-H year.
5. Abide by the Code of Show Ring Ethics Agreement (if applicable).
6. Complete Meat Quality Assurance (if applicable).
7. Submit the Animal Care and Housing form (if applicable).
8. Follow all County and State 4-H rules and policies.

\*Participation in county (including the Douglas County Fair and Rodeo), state, regional, and national events is limited to 4-H Members in Good Standing.

\*Eligibility for 4-H scholarships depends on being a Member in Good Standing.

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

- *The consequences for violating any part of this code of conduct may be as follows (this is an example.) Consequences will be dependent on severity of violation:*
  - First notice of violation may require a meeting with the 4-H Specialist 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 Specialist'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 are not limited to, dismissal from the 4-H program.
- **\*\*Dress Code violations will be addressed onsite at the Specialist's discretion. Multiple dress code violations will require a meeting with the 4-H Specialist and may result in further consequences.**
- **\*\*Bullying, misconduct, harassment, and abuse will NOT be tolerated in the Douglas County 4-H program.**

### **4-H Volunteer Leader Membership**

4-H volunteer leaders are the heart of the 4-H Program. A volunteer leader serves in many 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 in 4HOnline and provide references.
2. Undergo a national background check.
3. Complete enrollment in 4HOnline annually.
4. Complete e-learning modules through an online orientation within 45 days of enrollment.
5. Comply with federal, state, and local reporting and accountability requirements.
6. Sign the annual 4-H Volunteer Appointment Agreement in 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. Reapply 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.
12. Shooting Sports Volunteer Leaders will have additional requirements and must recertify every seven years per discipline.

### **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. This 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 a change of residence mid-year, state and local 4-H fees will be assessed in both counties.

### 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 premiums or awards for their project.**
3. Deadlines are announced in 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.

## 4-H Enrollment

All 4-H members must enroll in 4-HOnline and pay enrollment fees 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 1st** of the current 4-H year. (For this purpose, “new” 4-H members include any 4-H member who was not enrolled in Douglas County 4-H previously.)
2. **New Member Registration Fee:** October 1st – March 1st: **\$60** 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 31st** of the current 4-H year. A returning 4-H member may re-enroll up until **March 1st** but registration will increase to **\$85**.
  - **October 1st – December 31st Registration Fee: \$60** per member
  - **January 1st – March 1st Registration Fee: \$85** per member

### Cloverbud Member Enrollment

Cloverbud members can enroll at any time during the 4-H year. The registration fee is **\$40**.

#### **4-H Volunteer Leader Enrollment**

Volunteer leaders must re-enroll each year on 4HOnline to be considered a current 4-H Leader. 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.*
5. Adults serving as volunteer leaders or helping with special projects or activities are required to enroll in 4-HOnline as a volunteer leader.

#### **Enrollment Fees**

- **\$60** per new and returning 4-H member per year for unlimited projects.
- **\$40** per new and returning Cloverbud member per year.
- **\$25** late fee will be assessed to any **returning** 4-H members who re-enrolls after the December 31st 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 Insurance 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 Financial Assistance Scholarship applications will be available, if families are interested in applying, to help with the cost of enrollment fees.

#### **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**

- Must be enrolled in the animal project by **March 1st**.
- [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 second page of the AC&H form must be completed, signed, and submitted to the Douglas County Extension Office.
- 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 containing signatures of the three (3) parties (animal owner, youth, and youth's parents), date lease signed, and the time frame of lease must be completed and submitted to the Douglas County Extension Office.

## 4-H Clubs and Entities

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

### 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. 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 a community service project.
7. 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 to complete the chartering process.
  - a) EIN Application to the IRS. This is done only one time. The EIN number received 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.
  - b) Bylaws (changes must be voted on by club)
  - c) Bank statement of club funds
  - d) Financial Report
  - e) Annual Review
  - f) Club Assets
  - g) Budget
  - h) Annual Plan
8. If the 4-H club dissolves, 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.

**NOTE: It is recommended and encouraged that each club sends members as representatives to 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 performing a fundraiser, clubs must receive approval from the Douglas County Extension Office. Because 4-H is a non-profit organization and must comply with state and federal regulations, there are strict guidelines on what clubs may 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 instead rely on and expect 4-H officers to take responsibility for 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 in becoming 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. Job duties should be determined and outlined in the club by-laws.

1. **President**
2. **Vice President**
3. **Secretary**
4. **Treasurer**
5. **Reporter**
6. **Historian**
7. **Recreation Leader**
8. **Other officer positions include:**

## **Officer Books**

An award will be given for the best 4-H [Secretary](#) and [Treasurer](#) book. In addition, the club with the highest combined score for both books will receive an award. Officer books for Secretary and Treasurer must be submitted to the Douglas County Extension Office by the date published in the 4-H Blast.

## **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
- ✓ Livestock 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 or contact the Extension Office.
2. Be on the lookout for countywide workshops and educational opportunities in the weekly blast.

### Project Units

To compete in a 4-H project, the 4-H member must be enrolled in that project through 4-H Online. 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. For example, a member can participate in both Unit 2 Single Layer Cake and Unit 5 Themed Cupcakes in the Cake Decorating Project.
3. In the case of project units that are to be taken sequentially, if a member enrolls in two units of the same project in the same year and shows mastery in the lower-level unit, they are expected to exhibit in the higher-level unit.

### 4-H Project Manuals

#### Animal and Livestock Manuals

All animal projects: i.e., Beef, Sheep, Swine, Goat, Llama/Alpaca, Horse, Rabbit, Poultry, Dog, and Cat, manuals are meant to be used throughout the 4-H member's participation in the animal and livestock projects.

### 4-H Project Record Books

1. 4-H members must complete a Record Book for each project the 4-H member is enrolled in. Record Books for non-animal projects are graded by judges on Exhibit Day or by the 4-H Specialist at other times. Animal Record Books are graded by out-of-county judges arranged by the Livestock Specialist.
2. Some Record Books have a supplemental form that also must be submitted, e.g. Breeding Record.
3. If a member enrolled in Family Consumer Science, Shooting Sports, or General Projects chooses to exhibit at the Douglas County Fair and Rodeo, the Record Book will be turned in with the member's project at **Exhibit Day**. If a member does not choose to exhibit, the Record Book and project must be submitted to the 4-H specialist by the published deadline for the project to be considered complete.
4. Record Books for Dog, Horse, Llama/Alpaca, Livestock and Small Animal projects are to be checked by a club volunteer leader before being submitted to the Douglas County Extension Office by **the date published in the Blast**.
5. The official rubrics and score sheet are used when grading Record Books. 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. Record Books for [Shooting Sports](#), [Family/Consumer Science](#), [General Project](#) & [County Projects](#)\* are posted on the Colorado State University Extension Website. Record Book rubrics for animal projects are posted on the [Douglas County Extension](#) website.
6. 4-H members in animal and livestock projects must complete at least one Record Book per animal project; it is recommended, but not required, to keep specific species in one book. For example one Record Book for Chickens and Rabbits and one Record Book for Beef and Sheep or Goats, Sheep, and Swine. This makes grading easier.

7. For both animal and general projects, 4-H members are encouraged to use either the 4-H Record Book binders (which can be purchased at the Douglas County Extension Office), or sturdy thin covers. 3-ring binders are not encouraged as they take up too much space and make storing and transporting difficult.
8. At Exhibit Day, judges will rank projects 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and so on. They will also assign a “Danish” score of Blue (complete), Red (missing important parts, such as 4-H story or photos or having the wrong size tri-fold board, or not meeting some of the State Fair project requirements), White (missing several important parts or very deficient in following State Fair project requirements). Projects assigned Red or White receive penalties in rank. Shooting sports members whose projects are assigned White may not advance to State Fair.
9. \*County Projects are only eligible to compete at the County Level, not State Level.

## **4-H Project Completion**

### **Project Completion Requirements**

1. Participate in a demonstration or presentation.
2. Participate in a community service activity through or with your club.
3. Complete a Record Book for each project the 4-H member is enrolled in.
4. Exhibit your project at the fair or in a project completion interview with a 4-H specialist.

### **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 will not be able to enroll in that same project the following 4-H year (exception for hardship cases).

NOTE: Clubs may have additional participation requirements for continued club participation and for maintaining an 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.
  - Note: To enroll in the .22 Pistol and Western Heritage Projects, the member must have at least 1 year of other Shooting Sports Project experience.
2. 4-H members must participate in the 4-H Consumer Science & General Project Exhibit Day, (through interviews or project drop-off) in order to exhibit at the Douglas County Fair or participate in the State Shooting Sports competition(s).
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 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](#).
5. **A Shooting Sports 4-H Member must have at minimum of 3 official 4-H practices before they can enter in County Shoot each summer.** These practices must be recorded on the official practice card, signed by a shooting sports leader, and turned into the Douglas County Extension office by the posted deadline.
6. 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. Before a member may begin practicing in the Douglas County 4-H Shooting Sports program, a Colorado Hunter Safety certificate with completion course MUST be obtained. 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 to the member's profile in 4HOnline by **April 15**.
3. CDOW Hunter Safety certification is required to participate in Douglas County 4-H Shooting Sports practices and 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**

#### *Participation & Completion*

1. Participate in project and/or county wide project meetings.
2. Complete showmanship to your club leader, project leader, Extension Specialist, or at the Douglas County Fair and Rodeo.
3. Receive a 50% completion signature from your club leader, project leader, or Extension Specialist by the Livestock Test Night.
4. Complete your record book to 70% or better and receive club/project leader signature. This must be turned in by the date published to receive completion for your project.

\*\*\*\*\*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. An ownership period of at least a 60-days is recommended for Market Swine, Market Sheep, and Market Goat Projects. An ownership period of at least 120 days is recommended 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. 4-H members shall own and must be able to show ownership of market animals. (Brand Inspection is required in Colorado for Livestock). Non-market animals may be owned, co-owned or 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. Lease contracts are the responsibility of the 4-H youth, 4-H parents, and animal owner.
4. Leases must contain the date signed, three signatures (animal owner, youth leasing the animal, and

youth's parent/legal guardian), and lease time frame.

5. 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; with a DC ear tag 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. Those not tagged-in during this time will not be eligible to compete at the Douglas County Fair & Rodeo.
2. The following animal IDs must be uploaded in 4HOnline by **April 1**:
  - Horse
  - Dog
  - Cat
3. Animal ID Forms must be submitted to 4HOnline by **May 1** for the following animals:
  - Breeding Beef
  - Breeding Meat Goats
  - Breeding Sheep
  - Non-Market Goats
  - Swine
  - Llama
4. In order for animal projects to be eligible for exhibit at the Colorado State Fair, they must be nominated during established tag-ins.
  - NOTE: There may be a later date for State Fair Nomination tag-ins if needed. These dates, if available, will be for State Fair bound animals ONLY. The CSF Nomination tag-ins would be held approximately 2 weeks later than the Douglas County Fair & Rodeo tag-in, but will be before the State Fair nomination deadline, and will be identified in the Blast. There will NOT be a make-up date for these alternative dates. You will be allowed to tag-in during the Douglas County Fair & Rodeo tag-in or the State Fair tag-in. These alternative dates are NOT for those wishing to compete in the Douglas County Fair & Rodeo, only those wishing to nominate for State Fair(s).

### *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 IDs**.
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. **The second page is due with animal IDs.**

**\*\*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 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.

### *Meat Quality Assurance Training Requirements*

1. 4-H members, regardless of their age, are required to attend an MQA training during their first year in the following projects: beef, sheep, goat, swine, poultry, or rabbit. 4-H members must also attend an MQA training when advancing to the senior age group (14-18).  
This must be done at least 45 days prior to the Douglas County Fair and Rodeo 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 enrolled in market 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, 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.
3. 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.

## **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. As project exhibition is a privilege, the 4-H member is responsible for abiding 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.
3. The Douglas County Fair and Rodeo Junior Competition Rules is a great option to showcase 4-H project accomplishments and hardwork, however, it is optional and not required. The Douglas County Fair & Rodeo has a separate 4-H project exhibition requirements. These requirements must be met in order for 4-H members to exhibit at the Douglas County Fair and Rodeo. 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 may be changes from year to year.
4. 4. General Projects will be judged according to Colorado State Fair 4-H Exhibit Requirements. These requirements are made available in the Thursday Blast or can be found on the Colorado State University Extension website.
5. The Douglas County Fair and the CSU Extension Office of Douglas County are separate entities. We are thankful for this collaboration which allows 4-H Youth the opportunity to exhibit projects in the fair.

### **Complaints at 4-H Competitive and Non-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 may 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 events. Only the 4-H members and volunteer leaders who have enrolled and are active in 4HOnline are covered. Insurance fees are included in the annual enrollment fee.

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.

### **Protection of Minors Policy**

1. Douglas County Extension 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 Douglas County Extension Office immediately or as soon as possible.
3. Individuals reporting in good faith are provided immunity from civil or criminal liability.

### **Alcohol, Drugs, and Tobacco**

The Douglas County Extension 4-H Program has no tolerance for the possession or use of alcohol, marijuana, illegal/illicit 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), or tobacco (including e-cigarettes and vaping devices) during 4-H events/activities. 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 4-H events, 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, gang symbols, or affiliation or are in any other way distracting, are prohibited.
- Items of clothing which expose bare midriffs, 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, midriffs, no back exposure lower than the shoulder blades, and no transparent fabric).*

### **Contracts**

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 Douglas County 4-H program.

### **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.

### **Snow/Inclement Weather**

Douglas County staff and/or Clubs are urged to make decisions regarding severe weather conditions and communicate that decision to all club 4-H members.



# Communication

## **4-H Club Support**

4-H Staff are 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 organizational club meetings.

## **4-H Weekly Blast**

1. 4-H members and their families should read all Blasts, emailed information from club volunteer leaders, and the Douglas County Extension Office.
2. The 4-H Blast is our main communication tool to relay program information.

# 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 Specialist
  - [Mercedes.Glenn@colostate.edu](mailto:Mercedes.Glenn@colostate.edu)
- **Jacie Rex** – 4-H Youth Development/Leadership Specialist (Shooting Sports, General Projects, STEM)
  - [Jacie.Rex@colostate.edu](mailto:Jacie.Rex@colostate.edu)
- **Brittany Duckworth** – 4-H Administrative Assistant
  - [Brittany.Duckworth@colostate.edu](mailto:Brittany.Duckworth@colostate.edu)

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CSU's Office of Engagement and Extension ensures meaningful access and equal opportunities to participate to individuals whose first language is not English.

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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.

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