

# Kenosha County 4-H Council, Inc.



## Policy Handbook



# Kenosha County 4-H Council, Inc., Policy Handbook



The following Policies have been created by the Kenosha County 4-H Council, Inc., hereinafter referred to as 4-H Council.

## A. TRAINING/WORKSHOPS:

The 4-H Council will pay up to \$25 of the registration fee per individual requesting reimbursement in writing for workshops with the total reimbursement for that workshop not exceeding \$100 per event. For example: 4 people attending a workshop with a \$25 registration fee will each receive a \$25 reimbursement, 20 people attending a workshop with a \$25 registration fee will each receive a \$5 reimbursement.

- The 4-H Council will only reimburse workshop registration fees. No reimbursements will be given for meals or lodging.
- Prior to an event, a special budget request form must be submitted to the Board of Directors for approval, i.e., Shooting Sports Certification.

## B. GENERAL POLICIES:

**B-1** The Kenosha County 4-H Council, Inc., will fund county-wide 4-H projects based on the following equation:

$\frac{\$ \text{ amount available for projects}}{N} = \# \text{ of members in specific project}$

$N = \text{Total 4-H members in all projects with countywide leadership}$

**Example:**  $\$3,000 / 1,269 \text{ members} = 2.36$

$2.36 \times 122 = \$287.92 \text{ for project}$

The total amount allowed will change from year-to-year.

**B-2** If groups or individuals feel strongly that the 4-H Council should pay for something not currently included in their team's allocation, a special request may be brought before the Board of Directors for consideration.

**B-3** Non-chartered Kenosha County 4-H projects with countywide leadership may establish project accounts with the Kenosha County 4-H Council, Inc. in order to support educational programs for youth. These accounts will give countywide leaders the opportunity to deposit and withdraw funds as needed, and the funds can roll over from year to year. At any time, these non-chartered countywide projects may become chartered entities and transfer all funds from the Kenosha County 4-H Council, Inc., account to independent accounts.

In addition, the establishment of these accounts does not imply any supervisory authority of the Kenosha County 4-H Council, Inc., over non-chartered 4-H projects with countywide leadership. If the project should lose adult leadership, any assets remaining shall be conveyed to the Kenosha County 4-H Council Inc.

**B-4** Teams are reminded that funds allocated during the current 4-H fiscal year (July 1 – June 30) should be spent during that year. There is no carryover on accounts unless authorized under Policy B-3. These allocated funds cannot be used to purchase trophies, plaques, refreshments, professionally developed signs, tags, and/or metal bands for animal identification.

**B-5** For accountability purposes, the Kenosha County 4-H Council, Inc., will be the sole possessors of the Kenosha County 4-H Raffle License. The 4-H Council considers the goal of the 4-H programs as providing educational, hands-on opportunities for the youth of Kenosha County, and not as a fund-raising body. The Council does, however, grant the use of their Wisconsin State Raffle License to other chartered Kenosha County 4-H groups under the following conditions:

- Any teams, projects, clubs or individual wishing to sponsor a raffle **MUST** complete the Kenosha County Raffle Request Form and submit it to the 4-H Council at least two months in advance of the raffle.
- The 4-H Council will review the raffle requests and make award on a case-by-case basis.
- If a project or club wishes to co-sponsor the raffle with another project or club, all parties need to be identified on the application.
- Teams, project teams, clubs and individuals requesting the raffle are reminded that the raffle cannot be conducted at the same time as a county-wide fundraising event.
- The 4-H Council reserves the right to limit the use of the Kenosha County 4-H Raffle License.

**B-6** To be reimbursed for items on the team budget, receipts must be submitted to UW-Extension office within three months after the event but no later than June 15<sup>th</sup>. The Council Treasurer will not accept receipts without an Expense Form from the UW-Extension Office.

**B-7** Individuals are encouraged to utilize the Council tax exempt number when making purchases: ES14243.

## **C. TEAM SUPPLY POLICIES**

### **C-1 COST OF CURRICULUM MATERIALS:**

4-H members will be assessed the actual cost per book/piece of curriculum they request. Families/members may order curriculum at the time of enrollment.

### **C-2 COST OF ADDITIONAL MATERIALS:**

Project teams shall be responsible for the costs of any support materials and additional curriculum developed by project teams. Teams and projects will be billed monthly for these expenses.

### **C-3 MEETING REMINDERS AND POSTAGE:**

The UW-Extension Office will send out postcards to remind members of meetings and programs. Teams can use their Council allocation to cover the costs of the mailing.

Once a team has expended their Council allocation, the team must cover the costs of any additional mailings. In addition, only the team chairperson is authorized to request mailings. (Note: The *Home Lite* may be used as a primary source for articles and meeting notices. Deadline is the 25<sup>th</sup> of the month for each issue. Also, notices may be sent via e-mail.)

#### **C-4 PARTICIPATION COSTS FOR NON 4-H MEMBERS:**

The 4-H Council (this motion made and carried at the 4-H Council Board of Directors meeting 2/26/01) will charge any non-4-H member a fee the same as the 4-H member fee. This fee will be used to cover mailings, newsletters, insurance and countywide educational events.

#### **C-5 CO-OP MEDIA EDUCATIONAL RESOURCES:**

Teams are instructed to budget \$3.00 for every item rented from the UW-Extension Media Collection. If the rented article is damaged, lost, or missing, the team will be assessed the cost of replacement. Teams will be assessed \$1.00 per day for late return of rented items. Teams will be alerted if Co-op Media rental fees change.

### **D. 4-H INTERVIEWS**

- D-1** The interview panel will consist of three (3) judges. The majority of judges will have knowledge of the 4-H Program.
- D-2** Kenosha County UW-Extension 4-H Youth Development staff will select the judges for the interviews; recommendations from the Council may be submitted.
- D-3** All applicants are strongly encouraged to attend the face-to-face interview, but if the applicant is unable to do so a phone interview will be arranged on the same evening as the face-to-face interviews. The applicant is to work with Kenosha County UW-Extension Staff to make arrangements as to the time and phone number(s). As a last resort, if an applicant is unable to participate in the face-to-face interview or phone interview, the applicant may answer the interview questions in writing.
- D-4** The applicant is responsible for checking with the Kenosha County UW-Extension Office to verify that their application form has been received and setting up an interview time.
- D-5** Applicants are to follow the directions on the application. Incomplete or Incorrect applications may not be accepted.

### **E. 4-H TRIPS SELECTION**

- E-1** The number of Kenosha County 4-H Council, Inc. sponsored participants selected for each trip and number of alternates selected are as follows:

Trip	Amount of Scholarship	Maximum # of trip scholarships available	Maximum # of alternate spots available
Wisconsin 4-H and Youth Conference	\$150	5	5
American Spirit Trip	\$750	2	2
Citizenship Washington Focus	\$750	2	2
National 4-H Congress	\$750	1	1

**E-2** Individuals selected as alternates will be notified.

**E-3** Only one trip scholarship per member per selection year will be awarded. These trips are the Wisconsin 4-H and Youth Conference, American Spirit Trip, Citizenship Washington Focus and National 4-H Congress.

## F. 4-H AWARDS SELECTION

Awards	Maximum # of Awards given	Number of Different levels to be given
Clover Award	12	4
Memory Book	8	4
Kenosha 4-H Scholarships	3	1
Key Award	2	1

**F-1** The Kenosha County UW-Extension 4-H Youth Development Staff will select the judges; recommendations from the Council may be submitted.

**F-2** 4-H General Leaders are to submit Clover Award nominations to the Kenosha County UW-Extension office by August 31<sup>st</sup>.

**F-3** The nomination for Clover Awards includes a nomination form. There is no limit on the number of nominations. Youth of previous award winning years doesn't affect future eligibility for nominations.

**F-4** The Kenosha County UW-Extension Office will send a form to each of those nominated for the Clover Award by their 4-H club leader with questions for them to respond to and a deadline when the form is due.

**F-5** The applicant is responsible for checking with the Kenosha County UW-Extension Office to verify that their application form has been received.

**F-6** Only those applicants who have completed an application form by the due date will be recognized at the Kenosha County 4-H Awards Night.

**F-7** Memory Books are to be turned in by the youth to the UW-Extension Office by September 20<sup>th</sup>.

- F-8** The Memory books that were submitted will be on display at the Kenosha County 4-H Awards night in October. The winners will be announced at the Kenosha County 4-H Awards Night, Memory Books can be picked up that night.
- F-9** The 4-H Record Form is to be turned into the General Leader at the end of the current 4-H year. Leaders must allow at least ten days for processing.
- F-10** The 4-H Record Form is the official document to record all of your 4-H participation in a given year.

Record Form Awards	Points Earned
Bronze	25 - 50
Silver	51 - 75
Gold	76 -170
Plaque	1000

## G. 4-H ACTIVITY SCHOLARSHIPS

- G-1** The Kenosha County 4-H Council, Inc. provides partial sponsorship for the following 4-H Activity Scholarships:

Camp	Amount of Scholarship	Maximum # of spots available
Base Camp	\$20	Open
Adventure Camp	\$20	Open
4-H Space Camp	\$150	12
State 4-H Teams	\$150	Open

- G-2** The scholarships are based on a first-come first-serve basis along with the stated down payment on the application.
- G-3** Scholarships are based on the 4-H year. These scholarships are per person.
- G-4** The applicant is responsible for checking with the Kenosha County UW-Extension Office to verify that their application form has been received.
- G-5** Youth selected for State Teams are in charge of contacting the Kenosha County UW-Extension Youth Development Educator to notify that they have been selected to be on a state team.
- G-6** Youth receiving scholarship are expected to present and share their experience with the council. Youth need to make a scholarship request to the 4-H Council in order to receive funds for being on the state license. Must take place before youth leaves in June for the state team.
- G-7** Youth may be asked to present at club meetings or 4-H events to share their experience and inspire others.

## H. 4-H Hall of Fame

- H-1** The applications must be received by the UW-Extension Office by October 1<sup>st</sup>.

- H-2** Terms of service for being on the committee: Youth member -1 year, Council Member – 2 years, Current Volunteer – 1 year, Retired Volunteers 1 – 1 year and 1 – 2 years.
- H-3** Committee members are to be nominated by the current Kenosha County 4-H Council and appointed by the Council President.
- H-4** Names of selected persons will not be made public until awards night.
- H-5** The UW-Extension office will notify the nominator if their person has been chosen so they can make the presentation at the Awards Night.

## **I. AMENDMENTS**

This Policy Handbook may be altered, amended, or repealed, or new policy adopted by affirmative vote of a majority of the Board of Directors at any regular or special meeting, provided that notice in writing of the proposed additions, changes or deletions be delivered or presented to each member at least seven (7) days prior to the meeting at which such proposed additions, changes, or deletions will be considered.

This policy was last reviewed and approved on June 27, 2016.