



Pennington County 4-H Certificate of Compliance (CoC) Instructions

Intro:

South Dakota 4-H events are subject to South Dakota Board of Regents (SDBOR) and South Dakota State University (SDSU) policies, amendments, procedures, and guidelines. In response to a new SDBOR policy requirement, SDSU finalized Policy 2.29 in Fall 2023. Among other features, it requires each university sponsored youth event to receive pre-approval before implementation. Given the large number/volume of South Dakota 4-H events, our approval process includes annual approval of the 4-H Youth Programs Handbook from campus administration, and each 4-H Office will complete and upload event specific Certifications of Compliance to a shared internal drive. Completion of the CoC rests with the professionals and volunteers leading 4-H events at the club, county, state, or national levels. All club gatherings involving youth must be reported.

4-H Club Leaders or Event Leaders Steps to complete the process in Pennington County:

1. Locate the “4-H Youth Programs Handbook” on our website pennco.org at the following link:
<https://docs.pennco.org/docs/4-H/Resources/2025.4-H.Youth.Programs.Handbook.pdf>
 - a. Review this document.
 - b. Each form that must be filled out will need to fall into 1 or more of the 18 categories that are listed on page 2 of the handbook
2. You will need to email the following details by Monday prior to the event to Pennington County 4-H Educator, Kimberly Suckow, at Kimberly.suckow@sdstate.edu. If there are changes to the event, date, time, location etc. it is your responsibility to email Kimberly.suckow@sdstate.edu as soon as possible so that she can reflect the changes and get it uploaded into the state drive asap.
 - a. **Club Name**
 - b. **Event Name** (example: “Club Meeting” or “Practice”, etc.)
 - c. **Date of Event** (Month Date and Year, if reoccurring please specify day of week and week of month; ex: 1st Tuesday of each Month Oct – Sept.)
 - d. **Place of Event including city** (ex: Walter Taylor 4-H Building, Rapid City)
 - e. **Time of Event** (ex: 3:00 pm)
 - f. **Amount of Youth** (ex: 14-18)
 - g. **Age of Youth** (are you including Cloverbuds? They are 5-7 years old, you will either list 5-7, 5-18, or 8-18. Remember Cloverbuds CANNOT: Show Large Livestock, Shooting Sports, Rodeo, or win awards.
 - h. **Event Reach:** Is this event open to more than just club members and if so, county, regional, or state?
 - i. **Number of Official 4-H Volunteers and number of Approved Adults.** All 4-H events are required to have two adults present with at least one being an Official 4-H Volunteer. Approved Adults must have read “Appendix C Part II” and “Appendix D” of the “4-H Youth Programs Handbook” and be someone the 4-H Volunteer trusts. All 4-H Volunteers have gone through the





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application process with SD 4-H, paid \$15 dues to the Pennington County 4-H Office and have had a background check through SD 4-H.

Certificates of Compliance will be uploaded by the Pennington Co. 4-H Office to the state folder each week on Monday, all events need to be emailed one week in advance. In case of a Monday holiday, each leader needs to turn in their meeting information in by noon on the preceding Friday. If you indicate that your event is reoccurring for the rest of the 4-H Year, then you will not need to send this each week. Just send once at start of 4-H Year.

The 4-H Office will add the event to the office calendar and link it to the pennco.org website 4-H Calendar. All Club Leaders will also be invited to the event via email. Once the CoC is completed and submitted to the state you will see (CoC) or (Year CoC) behind the title of the event. This will prove to the Club Leader that the CoC has been submitted.

The process for making changes to your CoC include emailing the updated information as soon as possible and the 4-H Office will upload them to the state.

If you miss the Monday upload or have changes to your event, please contact the office immediately at 605-394-2188 or pennington.county@sdstate.edu, kimberly.suckow@sdstate.edu, jane.amiotte@sdstate.edu

