

# South Dakota 4-H

## Policies and Procedures Handbook

South Dakota State University  
College of Agriculture and Biological Sciences  
Cooperative Extension Service  
Brookings, South Dakota



South Dakota  
Cooperative Extension Service

SDSU.

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## **SOUTH DAKOTA 4-H POLICIES AND PROCEDURES**

Legal authority for the South Dakota 4-H program rests with the director of the South Dakota Cooperative Extension Service – South Dakota State University, College of Agriculture and Biological Sciences.

No county 4-H policy may conflict with state 4-H policy or with federal guidelines and requirements. Authorized 4-H groups at the county level may establish local policies with the approval of the responsible 4-H/Youth Development educator or program representative, as long as these policies meet and do not contradict the intent of the minimum standards outlined in this handbook. The assistant director for 4-H should be notified of any county or club policies that differ from state policies, and the assistant director for 4-H may disapprove of the policy if the policy does not positively advance the mission, philosophy, or goals of the South Dakota 4-H/Youth Development program or is contrary to law.

This South Dakota 4-H policies and procedures publication sets out certain standards and guidelines to be used in ensuring that 4-H is a positive youth-development program. County operation of the 4-H program is further guided by the local 4-H leaders' association or other advisory group or council, with support from the county Extension board.

## **DISCLAIMER**

The South Dakota Cooperative Extension Service has prepared this policies and procedures handbook for your information only. Nothing in this handbook constitutes an expressed or implied contract, a warranty of any benefit, or a guarantee of status for any period. The South Dakota Cooperative Extension Service reserves the right to revise, add to, or delete any policies or portion of this manual at any time it deems appropriate, in its sole and absolute discretion, with or without prior notice.



## 4-H\* PLEDGE

I pledge  
my head to clearer thinking  
my heart to greater loyalty  
my hands to larger service, and  
my health to better living  
for my club, my community,  
my country and my world.

## THE 4-H SYMBOLS

<b>Emblem</b>	A green four leaf clover with a white letter "H" on each leaflet. The four "H's" represent Head, Heart, Hands and Health.
<b>Colors</b>	Green and White
<b>Motto</b>	To Make The Best Better

## MEMBERS' CREED

I believe in 4-H club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the dignity it will give me to be useful, helpful, and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my county, my state, and my community, and in my responsibility for their development.

In all these things I believe and I am willing to dedicate my efforts to their fulfillment.

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\*4-H name and emblem protected by federal statute 18 U.S.C.707. Specific guidelines govern the use of the 4-H name and emblem. Contact your local Extension office for more information.

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# **SOUTH DAKOTA 4-H POLICIES AND PROCEDURES**

Membership · Participation · Safety · Risk Management · Youth Protection

4HYD511

## **1.1 South Dakota 4-H Mission Statement**

South Dakota 4-H enables youth to be engaged in the following:

- partnerships with caring adults
- positive learning environments
- developing their fullest potential
- learning life skills

## **1.2 South Dakota 4-H Values Statement**

Throughout the South Dakota Cooperative Extension Service 4-H/Youth Development program, we value

- youth, families, and communities;
- partnerships and coalitions that work for the betterment of youth in our state, and combined strength of local programming in cooperation with the land-grant university, South Dakota State University;
- every child's individuality and uniqueness;
- diversity and an inclusive environment that assures all youth access to programming;
- caring adults who volunteer to work with, mentor, and teach youth;
- the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring and citizenship (CHARACTER COUNTS!sm).

For children and youth, we believe that 4-H

- advances the acquisition of positive life skills through experiential learning;
- contributes to the development of critical communication skills, including the ability to interact with others, to speak and write with clarity, and to utilize technology with competence;
- empowers youth to be independent thinkers who are developing their critical thinking, problem solving, and decision making skills;
- encourages youth to become good citizens through leadership development, volunteerism, and community service;
- promotes the involvement of youth in community building and equal partnerships of youth working closely with adults.

Adopted January, 2003

CHARACTER COUNTS! and the Six Pillars of Character are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics that operates in South Dakota under the leadership of the 4-H/Youth Development program of the South Dakota State University Cooperative Extension Service, Brookings, South Dakota 57007. Find more information at [www.character-counts.org](http://www.character-counts.org) or at <http://4h.sdstate.edu/character>.



### 1.3 South Dakota 4-H Program Governance

The South Dakota 4-H program is administered by the South Dakota Cooperative Extension Service, College of Agriculture and Biological Sciences at South Dakota State University. The director of Extension has final authority for decisions related to the 4-H program.

Director of Extension	State 4-H Office
Box 2207D, SAG 154	Box 2207E, Agriculture Hall
South Dakota State University	South Dakota State University
Brookings, South Dakota 57007	Brookings, SD 57007
<a href="http://sdces.sdstate.edu/">http://sdces.sdstate.edu/</a>	<a href="http://4h.sdstate.edu/">http://4h.sdstate.edu/</a>

### 1.4 The Essential Elements of 4-H Guiding Principles for Youth Development

<p><b>Belonging</b>  <i>Positive relationship with a caring adult.</i>  <i>An inclusive environment.</i>  <i>A safe environment.</i></p>	<p><b>Mastery</b>  <i>Engagement in learning.</i>  <i>Opportunity for mastery.</i></p>
<p><b>Independence</b>  <i>Opportunity to see oneself as an active participant in the future.</i>  <i>Opportunity for self-determination.</i></p>	<p><b>Generosity</b>  <i>Opportunity to value and practice service for others.</i></p>

**Source:** Cathann Kress, Ph.D., Director of National 4-H Headquarters  
 Cooperative State Research, Education and Extension Service (CSREES)  
 United States Department of Agriculture (USDA)  
[www.national4-hheadquarters.gov/library/elements.ppt](http://www.national4-hheadquarters.gov/library/elements.ppt)

- Belonging:** Youth know they are cared about by others.
- Independence:** Youth know they are able to influence people and events.
- Mastery:** Youth feel and believe they are capable and successful.
- Generosity:** Youth practice helping others through their own generosity.

4-H began during the early part of the 20th century. At that time, rural youth programs became a way to introduce new agriculture technology to the adults. A.B. Graham started one such youth program in Ohio in 1902. It is considered the birth of the 4-H program in the United States. When Congress created the Cooperative Extension Service at USDA in 1914, it included boys' and girls' club work. These soon became known as 4-H clubs - Head, Heart, Hands, and Health.

Today, 4-H is a national and international program. In the United States, there are almost 7 million members and more than 500,000 teen and adult volunteers. There are Cooperative Extension personnel in every county in the country who oversee and implement the 4-H program. This premiere youth development program celebrated its centennial in 2002.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the USDA. Latif Lighari, Ph.D., Director of Cooperative Extension Service, Associate Dean, College of Agriculture and Biological Sciences, South Dakota State University, Brookings. Educational programs and materials offered without regard for race, color, creed, religion, national origin, ancestry, citizenship, age, gender, sexual orientation, disability, or Vietnam Era Veteran status.

## **2.0 4-H MEMBERSHIP AND PARTICIPATION**

### **2.1 Enrollment**

4-H is an inclusive organization. No county policy or practice should be used to arbitrarily exclude youth from membership or participation. Youth should participate in 4-H opportunities at levels and times that best suit the youth's growth and development and support family involvement.

### **2.2 South Dakota State University – Non-Discrimination Policy**

It is the policy of South Dakota State University (SDSU) not to discriminate on the basis of race, color, creed, religion, national origin, ancestry, gender, marital status, pregnancy, sexual orientation, age, disability, veteran's status or any other protected class in the offering of all benefits, services, and educational and employment opportunities.

As part of this policy, SDSU has designated a Title IX coordinator to assist individuals with any concerns about sexual discrimination in education programs or activities. This includes discrimination on the basis of sex in admission to or employment in SDSU's education programs or activities. The grievance process to address these complaints as well as any complaints of discrimination will follow the South Dakota Board of Regents human rights complaint procedures.

Discrimination complaints including complaints of harassment or sexual discrimination in educational programs should be directed to the following:

Equal Opportunity Officer/Title IX Coordinator  
Human Resources  
Administration Building, Room 324  
South Dakota State University  
Brookings, SD 57007  
Phone: (605) 688-4128  
Last updated: 11/04

### **2.3 4-H Year**

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

### **2.4 Standard Calendar – 4-H Year**

- |          |  |
|----------|--|
| October  | <ul style="list-style-type: none"><li>- 4-H year begins – enroll members</li><li>- National 4-H Week (first full week of Oct.)</li><li>- Western Junior Livestock and FCS shows, Rapid City</li><li>- county recognition events (or in Nov.)</li><li>- South Dakota Cooperative Extension Service annual conference</li><li>- ES237 reports due October 31</li></ul> |
| November | <ul style="list-style-type: none"><li>- county recognition events (see "October" above)</li><li>- National 4-H Congress, Atlanta</li><li>- National 4-H Livestock Judging Contest, Louisville</li></ul>  |
| December | <ul style="list-style-type: none"><li>- winter holiday breaks offer opportunities for programming</li></ul>  |
| January  | <ul style="list-style-type: none"><li>- Denver Western 4-H Roundup</li><li>- collect enrollment and insurance forms from individuals and clubs</li><li>- county contests for Youth In Action (scheduled at the discretion of county staff and 4-H leaders) -- through July</li></ul>   |
| February | <ul style="list-style-type: none"><li>- 4-H enrollment forms due to State 4-H Office</li></ul>   |

- March
  - market beef 4-H green tag and verification affidavit deadline (March 31)
  - National 4-H Conference, Chevy Chase, Md. (or April)
  - State 4-H Leaders' Conference (or April)
  - ending of winter sports offers opportunities for programming
- April
  - State 4-H Scholarship applications due (April 1)
  - professional development training – Extension or professional associations
- May
  - deadline for market sheep, market goat, and market swine 4-H green tag and verification affidavit and swine PQA (May 31)
  - deadline for breeding beef, breeding sheep, dairy cattle, and dairy goat verification affidavits (May 31)
  - Horse Safety Training deadline (May 31)
  - Farm Safety camps (or June)
- June
  - Teen Leadership Conference – SDSU
  - Performing Arts Camp
  - overnight camps – Camp Bob Marshall, Camp Lakodia, Camp Richardson
  - day camps (or July)
  - county horse shows
  - Citizenship Washington Focus trip (or July)
  - Range Camp
- July
  - Youth Pork Quality Assurance Training deadline (7/01)
  - State Horse Show – includes Hippology, Horse Quiz Bowl, and Horse Judging Contest
  - Livestock Judging Contest held in conjunction with Summer Spotlight
  - County Achievement Days
- August
  - County Achievement Days
  - South Dakota State Fair officially begins the Thursday before Labor Day
  - 4-H Afterschool partnerships established
- September
  - South Dakota State Fair
  - state and local – follow-up to South Dakota State Fair
  - World Dairy Expo, Madison, Wisc. (or in Oct.)

## **2.5 Enrollment Timeline**

Youth may enroll in 4-H at any time throughout the year. Local 4-H clubs/groups can be formed at anytime during the 4-H year. Likewise, youth may enroll in 4-H projects at any time throughout the year. However, a state enrollment deadline of May 31 does exist for exhibiting and participating in state activities such as South Dakota State Fair, State Horse Show, and state livestock events.

Youth may enroll in more than one club and in more than one county. If a child enrolls in clubs in two counties, there should be communication between the county Extension staff and an exchange of information about the child's participation. If a youth enrolls in more than one club, he/she must enroll in different projects in each club. Examples:

- Youth enrolls in a community club and a special interest club (shooting sports).
- Youth enrolls in a community club where he/she attends school. Youth lives in another location during the summer months and enrolls in a club in that location.
- Youth enrolls in a 4-H Afterschool club and a community club.

## 2.6 4-H Age Requirements

### Age Eligibility

- Youth between the ages of 8 and 19 are eligible for enrollment in 4-H. Youth must be 8 years of age on or before January 1 of the current 4-H year to enroll. Youth turning 19 on or before January 1 of the current 4-H year are no longer eligible for 4-H membership.
- Children with special needs/disabilities are eligible for enrollment with no maximum age limit.
- Youth in kindergarten through 3rd grade are eligible for enrollment in the South Dakota 4-H Cloverbuds program. Refer to Section 2.8 for additional information.

Age Divisions for the South Dakota 4-H program:

**Beginners:** Age 8, 9, or 10 on or before January 1 of the current 4-H year.

**Juniors:** Age 11, 12, or 13 on or before January 1 of the current 4-H year.

**Seniors:** Age 14, 15, 16, 17, or 18 on or before January 1 of the current 4-H year and have not turned 19 on or before January 1.

## 2.7 4-H Membership Options

Youth may participate in 4-H through a variety of program delivery modes, including organized 4-H clubs, 4-H special interest or short-term groups, 4-H school enrichment programs, 4-H Afterschool, 4-H camping, or as independent 4-H members.

South Dakota 4-H members are reported by county staff annually, as required by the federal ES237 (Extension Youth Enrollment Report) reporting system. Reporting the youth and volunteers served by Extension is required at the county, state, and national levels. Enrollment and participation statistics for the ES237 must be reported to the State 4-H Office no later than October 31.

All levels of the South Dakota 4-H/Youth Development program comply with the federal definitions for methods of participation as follows:

### Youth Participating in Organized 4-H Community Clubs:

An organized group of youth, usually led by an adult, with a planned program that carries on throughout all or most of the year. Refer to Appendix A: "4-H Club Management Guide" (YD4H510). The 4-H community club is a chartered group and must complete the 4-H charter process. 4-H community clubs may meet in any location and typically have elected officers and a set of rules approved by the membership to govern the club. This includes 4-H clubs (which meet these criteria) in school-age after-school settings. 4-H members in community clubs are expected to complete the requirements for participation outlined in Appendix B: "4-H Member Recognition Guide" (YD4H224).

### Youth Participating in School-Aged Afterschool Education Programs:

Educational programs offered to youth outside of school hours, usually in a school, afterschool program, or other community center, and incorporating 4-H curricula. 4-H Afterschool clubs are not required to complete the chartering process.

4-H Afterschool clubs are designed to fit a unique set of circumstances, because they are part of the programming offered by an afterschool program. Afterschool programs may be privately owned and operated, or they may be offered by the local school district. The criteria for the formation of a 4-H Afterschool club are outlined in Appendix C: "4-H Afterschool Guidelines for South Dakota Youth Development/4-H" (YD4H507).

Official Logo:



Youth Participating in 4-H Military Clubs:

Military clubs are organized by the U.S. Armed Forces, often on military installations, and principally for military dependents.

Youth Participating in "In-School" 4-H Clubs:

These are 4-H club activities formally organized and carried out during school time as part of the identified school curriculum.

Youth Participating in 4-H Special Interest/Short-term Programs:

Groups of youth meeting for a specific learning experience that involves direct teaching by Extension staff or trained volunteers, including teachers. This includes programs not part of a school curriculum and not restricted to members of 4-H clubs. Expanded Food Nutrition Education Program (EFNEP) targeted at 4-H youth audiences is reported here.

Youth Participating in 4-H Overnight Camping Programs:

Youth taking part in an Extension-planned educational experience of group living in the outdoors, which includes being away from home at least one night (resident, primitive, or travel camping) and is not restricted to members of organized 4-H clubs.

Youth Participating in Day Camps:

Youth taking part in an Extension-planned educational experience that occurs during daytime hours and does not include an overnight accommodation. Most often, it is not restricted to members of organized 4-H clubs and will be similar to a field trip experience at an off-site location. One example is Farm Safety Day Camp.

Youth Participating in 4-H School Enrichment:

Groups of youth receiving a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. This involves direct teaching by Extension staff or trained volunteers, including teachers. Refer to Appendix D: "4-H School Enrichment: A Guide for South Dakota Extension Educators" (YD4H508).

Youth Participating in 4-H Independent Study Programs:

Planned learning that occurs independent of a formal group (e.g., club) setting and is an individual or family learning effort. Independent study is self-directed and usually, excepting the assistance of parents or mentor, has limited adult involvement. Examples include self-study, home-study courses, and mentoring or shadowing with an "expert."

Independent 4-H members are expected to complete the requirements for participation outlined in Appendix B ("4-H Member Recognition Guide" [YD4H224]):

- Complete 4-H Journal. Submit "I Made It" page to county Extension office.
- Give a public presentation.

Participate in/complete two of the following:

- County Junior Leadership.
- Show project accomplishment in one project area.
- Participate in a county event or activity.
- Participate in judging at the county level.

Youth Participating in School-Aged Child Care Programs:

Educational programs incorporating 4-H curricula, offered to youth while they are present at a child care facility.

Youth Participating in Instructional TV/Video/Computer Programs:

Learning experiences offered to youth through Extension via broadcast, satellite programs, videotape replays of series, online 4-H clubs, and virtual camps.

## 2.8 Cloverbuds

4-H Cloverbuds is a non-competitive educational program offering 4-H learning experiences/situations for children enrolled in kindergarten through 3rd grade. Refer to National 4-H Headquarters Fact Sheet "Kindergarten-3rd Grade Programs in 4-H," which can be found at the following Web address: <http://www.national4-hheadquarters.gov/library/fs-cloverbuds-02-08.pdf>.

Note: Many 3rd grade students will meet the qualifying age for 4-H membership (i.e., age 8 on or before January 1 of the current 4-H year).

The non-competitive learning environment for 4-H Cloverbuds includes the following:

- developmentally appropriate activities
- cooperation, rather than competition, should be emphasized
- planned learning activities in which children are invited to be active and explore materials and ideas without the pressure of completing a specific product or exhibit
- simple, interesting activities that are fun
- encouragement of children to participate in a group activity by sharing and/or displaying their activity projects
- recognition and incentives are to be presented without rank or placing

In South Dakota, children in kindergarten through 3rd grade can participate in Cloverbuds in two ways:

1. Participating in a county Cloverbud program.
2. Enrolling in a 4-H community club as a Cloverbud member and participating in the age-appropriate activities of that club.

Cloverbud members can participate in most aspects of the 4-H program, except for a few notable exceptions:

- 4-H Cloverbud members cannot participate in large animal livestock projects (i.e., horse, dairy, dairy goats, sheep, swine and beef).
- 4-H Cloverbud members cannot participate in shooting sports at the county level.
- 4-H Cloverbud members cannot exhibit at State Fair, State Horse Show, or State Shooting Sports.
- 4-H Cloverbud members can participate in county Youth in Action events or Achievement Days, but only as a participant. They cannot compete in events or receive ribbon placing of purple, blue, red, or white. Cloverbud participation ribbons/certificates are one form of acceptable recognition.

For more information, please refer to Appendix E: "Guidelines for 4-H Cloverbuds" (YD4H219-06).

## 2.9 Participants with Special Needs

4-H programs should be designed to consider the needs of participants with special needs/disabilities, and all 4-H programs will comply with current standards under the Americans with Disabilities Act (1990).

Individuals with disabilities needing special assistance should contact their local Extension office by the deadline date of the activity or program. Every effort will be made, without causing undue financial and administrative burdens, to provide reasonable accommodation for the participation of individuals with disabilities.

All 4-H event/activity/program materials should include the question:

"Do you request any accommodation for a disability in order to participate in this program? If so, please explain."

Physical and emotional safety should always be addressed in context with the individual member's ability to participate in said activity. The assessment of reasonable accommodations should include the child, the child's parents, the leader of the activity, and the 4-H program representatives (county Extension educator or specialist).

Special safety accommodations may need to be made in advance of situations dealing with certain 4-H project areas, such as animals and shooting sports. Accommodations may include consideration of rules/policies, equipment modification, space needs, architectural barriers, or other unique circumstances.

For specific strategies in addressing accommodations and related concerns in 4-H programs, please refer to Appendix F: "Guidelines for Accommodation of Children with Disabilities" (YD4H221).

### **2.10 Married Youth**

Married members may continue their membership until they reach their 19th birthday. Married members are eligible for state and national awards, scholarships, and trips. On 4-H trips, married members are required to follow all of the established policies (chaperoning, travel, and lodging) for non-married youth delegates.

### **2.11 Change in Residence**

When 4-H members/volunteers move to another county and/or state, enrollment and participation will be transferred promptly to the new Extension unit upon request by the 4-H family. Records transferred into the county will be accepted and considered as a part of the individual's achievement records. 4-H members meeting 4-H enrollment regulations are immediately eligible to participate in county 4-H events and programs.

### **2.12 Cross-County and Cross-State-Line Participation**

A 4-H member cannot enroll in the same 4-H project area (e.g., beef [market or breeding], horse, clothing, foods) in more than one county and/or state in the same year.

Likewise, a member may not duplicate specific 4-H experiences (e.g., public speaking contest or judging team membership) in an attempt to qualify for a state event/contest by enrolling in more than one county.

A 4-H member can participate in a county 4-H club or program on a short-term basis due to family circumstances (e.g., divorce, living with one parent for the summer months) as long as the items noted above are taken into consideration.

The Extension staff of the two counties and/or the two states involved in the youth's uninterrupted and continuous participation in 4-H should communicate regarding project enrollment and activities membership to ensure that duplication does not occur.

## **3.0 4-H CLUBS AND AFFILIATED 4-H ORGANIZATIONS**

### **3.1 Requirements for Chartering a 4-H Club and Affiliated 4-H Organizations**

The South Dakota Cooperative Extension Service grants 4-H club charters, which formally recognize a club's affiliation with 4-H, and grants that club the permission to use the 4-H club name and emblem. To be a chartered 4-H club in South Dakota, the following requirements must be met and maintained:

- Club must have a name.
- Five or more youth must be members.
- Adult leadership has been identified and approved through the youth protection process, and the documentation is on file at the county office.
- An educational plan that meets the purposes of the 4-H program is in place.
- There is youth involvement in leadership and decision making.
- Club membership must be open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, or marital or parental status.
- Established club constitution and by-laws in place.
- Established club dissolution statement in place.
- IRS form #SS-4 has been completed and filed (if the club has a treasury).

For more information, please refer to Appendix G: "4-H Charter Requirements" (YD4H223).

The failure of a 4-H club to meet these requirements may result in the re-evaluation of the club charter and the potential loss of the use of the 4-H name and emblem. The loss of charter can only be accomplished in consultation with 4-H/Youth Development specialists in the South Dakota Cooperative Extension Service 4-H Office.

### **3.2 Gold Seal**

A Gold Seal is awarded to a 4-H club at the end of the club year if the club meets the following requirements when they submit documentation to their county Extension educator and/or office.

- Membership consists of five or more members.
- Holds at least 6 meetings a year.
- All members show results of project accomplishment by one of the following means:
  - a) County Achievement Day exhibit
  - b) local club tour
  - c) parents' event
  - d) submission of either a written statement of the work accomplished in the project, or, in cases where there is not an exhibit or the exhibit is of such nature that it is not practical to exhibit at achievement days, a written statement of approval by a project leader

### **3.3 Non-Discrimination Compliance**

All 4-H clubs must comply with federal and state nondiscrimination laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act.

### **3.4 Tax Exempt Status for 4-H Clubs and Affiliated 4-H Organizations**

As subsidiaries of National 4-H, chartered 4-H organizations under the control of Cooperative Extension are eligible for special exception from federal income tax. To qualify for the exemption, 4-H clubs and 4-H affiliated organizations must obtain the following:

- official recognition
- Federal Tax Identification Number or Federal EIN (employee identification number)
- certification from the assistant director for 4-H in South Dakota

Visit <http://www.irs.gov> for Form SS-4; or refer to [4-H\\_tax\\_info@csrees.usda.gov](mailto:4-H_tax_info@csrees.usda.gov).



### 3.5 Dissolution of 4-H Clubs

In order to meet the requirements for chartering a 4-H club, there must be a dissolution statement in the club's by-laws or constitution. The statement includes a provision for the liquidation of club/group assets:

*"All moneys received from 4-H fundraising programs, except those funds necessary to pay reasonable expenses, must be expended to further 4-H educational programs."*

If the club disbands or chooses not to reorganize, the procedures outlined in the dissolution statement must be followed; club members should vote on how to use the funds in accordance with this provision. Funds in the club treasury cannot be divided among the membership; dividing club funds among membership is neither legal nor ethical, in that funds collected or held by the 4-H club/group were acquired under the 4-H name and emblem—in addition, contributors, supporters, or purchasers have probably taken a tax deduction for helping a charitable organization.

#### **Dissolution Statement to be included in the Club/Organization's by-laws or constitution:**

Upon consideration of dissolution, the members of \_\_\_\_\_ 4-H organization agree to the following procedure:

The \_\_\_\_\_ 4-H organization shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the 4-H organization. The members shall also vote on how to disburse club resources for a project or activity or contribution to the betterment of the county or state 4-H program. When a 4-H club dissolves or fails to reorganize without vote of the members, the resources—after a waiting period of one year—become the property of either the county leaders' association or the South Dakota 4-H Foundation. During the one-year period, a representative of the county 4-H program will maintain the account.

Upon dissolution and termination of \_\_\_\_\_ 4-H organization for any reason, the officers shall take full account of the organization's assets and liabilities, and shall liquidate the assets and shall apply and distribute the proceeds there in the following order:

- a. To the payment of the debts and liabilities of the \_\_\_\_\_ 4-H organization.
- b. To the setting up of any reserves that the officers may deem reasonable for the purpose of paying any unforeseen liabilities or obligations of the club.
- c. The remaining balance shall be distributed to the \_\_\_\_\_ county leaders' association or the South Dakota 4-H Foundation for the purpose of program development directly related to the enrichment of the 4-H youth program.

Each of the members shall be provided a statement prepared by the \_\_\_\_\_ 4-H organization outlining the assets, liabilities, and the distribution upon complete liquidation. Upon compliance with these terms and the distribution of funds, the 4-H organization shall cease to exist.

## **4.0 4-H NAME AND EMBLEM**

### **4.1 Responsibility, Authorization, and Use**

The 4-H name and emblem and the youth program it represents has earned wide respect throughout the United States and in many countries around the world. As Cooperative Extension Service staff and volunteers associated with 4-H, it is our responsibility to protect and promote the use of the 4-H name and emblem in order to reflect the educational goals and achievements of the 4-H program.

The 4-H name and emblem is governed by National 4-H Headquarters; Cooperative State Research Education and Extension Service (CSREES) and its authorized agents, successors, or assigns. Responsibility for the 4-H name and emblem at the state level is governed by the State 4-H Office, with final approval given by the director of the Cooperative Extension Service in that state. County Extension educators bear the responsibility for ensuring that the 4-H name and emblem is being used properly at the county and club level.

### **4.2 4-H Name and Emblem Compliance Documents**

The 4-H name and emblem belongs to the 4-H Youth Development program, under the authority of USDA. Anyone wishing to use the clover must obtain permission to use it ahead of time. It is a federal mark, protected by 18 U.S.C. 707, and is entrusted by Congress to the secretary of agriculture.

4-H Name and Emblem Federal Publications. Refer to the National 4-H Headquarters website for current publications pertaining to the 4-H name and emblem:

<http://www.national4-hheadquarters.gov> (click on "Name and Emblem").

- Using the 4-H Name and Emblem
- 4-H Name and Emblem Authorization Continuum
- Granting Authorization to use the 4-H Name and Emblem
- Reporting Name & Emblem Violations

For more information about the 4-H name and emblem, please refer to Appendix H: "Using the 4-H Name and Emblem" (YD4H209-04).

## 5.0 4-H PROJECTS

### 5.1 Enrolling in 4-H Projects

Each 4-H member is required to be enrolled in at least one project area or qualifying 4-H program (e.g., performing arts, 4-H Afterschool Club), as identified by the respective 4-H program.

4-H projects are described in Appendix I: "4-H Project Selection Guide" (YD4H502-04).

**There is no statewide closing date for enrollment in 4-H projects.** However, some projects have an enrollment deadline in order for the 4-H member to participate in statewide events. See 5.2 below.

4-H members should only enroll in a reasonable number of projects each year. The number of projects carried should be based on the following:

- the ability, interest, and time available to a 4-H member to fully complete the 4-H project experience
- the 4-H member's family environment
- the practicality of the project, such as cost

When considering their project selections, 4-H members should remember that it is better to have a quality experience with a project than to have a quantity of projects. Research has shown that a minimum of 6 hours of contact time (learning) is needed per project area to acquire new knowledge and to achieve skill progression and advancement in the project area.

### 5.2 Enrollment Deadlines

Enrollment deadline for participation in statewide 4-H events:

May 31 is the statewide project enrollment deadline for exhibiting and participating in State Fair, State Horse Show, 4-H Rodeo, and State 4-H livestock events.

Ownership deadline for 4-H livestock projects:

Ownership (livestock affidavits) and/or lease agreements must be on file at the county Extension office each year by the following dates:

March 31    Market beef

May 31      Breeding beef, market swine, breeding swine, market sheep,  
breeding sheep, dairy cattle, goats, and horse

### 5.3 Curriculum for 4-H Projects

Curriculum for most South Dakota 4-H projects is available through one of the sources listed below. Members who use an Extension curriculum have the greatest probability of having a quality learning experience. Most of the curricula are available according to age and/or ability levels.

#### Sources of Curriculum for 4-H Projects:

Cooperative Extension Service, South Dakota State University

College of Agriculture and Biological Sciences

College of Family and Consumer Sciences

\*Consult specialists and county educators in the subject areas of interest.

National 4-H Curriculum available through National 4-H Headquarters:

[www.4-hcurriculum.org](http://www.4-hcurriculum.org)

National Directory of 4-H Materials (curricula and learning materials from other land-grant university Extension programs): [www.4-hdirectory.org](http://www.4-hdirectory.org)

## **5.4 Project Completion**

4-H members must show project completion in order to obtain the yearly Participation Certificate; however, project completion is not required for re-enrollment each year.

In order to document project completion, members need to show growth of knowledge and skills in the respective project area. Not every 4-H project area lends itself to a static or live animal exhibit at Achievement Days. Project completion can be accomplished or achieved in many different ways:

- an interview with an adult leader or parent
- a written report
- teaching a skill to others
- mentoring others in the project area
- exhibition or exhibit at an alternative venue (e.g., library, cultural center)
- relevant technology application
- performance (e.g., recital, clowning, performing arts troupe, miming)

## **5.5 Member Recognition**

The 4-H Member Recognition Program is designed for the 4-H member and his/her volunteer 4-H leader. To meet recognition criteria, the 4-H member and the 4-H leader discuss the member's participation, learning, and growth/development in their project work. Progress in the knowledge and skills in a project area should be an integral part of the member's goal setting, but the member may also want to set goals toward earning certificates, medals, or other recognition awards. 4-H members who achieve the required completion standards or criteria in a project may earn a pin or medal.

For more information, please refer to Appendix B: "4-H Member Recognition Guide"(YD4H224).

## **5.6 Starting New 4-H Projects**

Extension Educators, 4-H members, parents, leaders, or other volunteers may recommend the initiation of a new 4-H project area. To review current 4-H projects, please refer to Appendix I: "4-H Project Selection Guide" (YD4H502-04), .

Individuals who are interested in **a starting a new project area** may explore the topic through a special interest club or group. The group needs to research the topic, find curriculum on the topic, and explore various related activities. If there is sufficient interest, the group may approach the county Extension educator to inquire about making their information available to other counties. They may also give the information to the State 4-H Leaders' Association. It may take two to three years for interest and the project's foundations to be developed. When there is sufficient interest in three or more counties, the special interest group may present a proposal to state 4-H faculty to review. Educators, specialists, and administrators will review the proposal and determine if there is sufficient interest, timeliness, curricula, and resources to establish a new 4-H project.

## **5.7 Live Animal Projects**

### **Purpose of 4-H and 4-H Animal Projects**

One of the basic philosophies and principles of 4-H is for the 4-H member to learn by doing. This can happen best when parents and other interested adults encourage 4-H members to do their own project work, with the guidance and advice of adults as needed.

### **Ownership**

All livestock originating from outside South Dakota must have a telephone permit number. The permit number must appear on the health certificate.

All animals exhibited in the 4-H classes must be in the possession of the exhibitor by the closing enroll-

ment date for that animal. An Ownership Verification Affidavit must be filed with the county Extension office by the following dates:

Market Beef – by March 31

Breeding Beef, Market Swine, Breeding Sheep, Market Sheep, Dairy Cattle, Dairy Goat, Meat Goat, and Horse (Horse Form I) – by May 31

The closing enrollment date for market beef, both steers and heifers, is March 31 of each current year. The enrollment deadline for all breeding beef, dairy cattle, dairy goats, meat goats, horse, poultry, rabbits, sheep and swine is May 31 of each current year. Registration papers or proof of eligibility for registration must be certified on the state fair entry card by the county Extension educator.

Ownership verification will be accepted as follows:

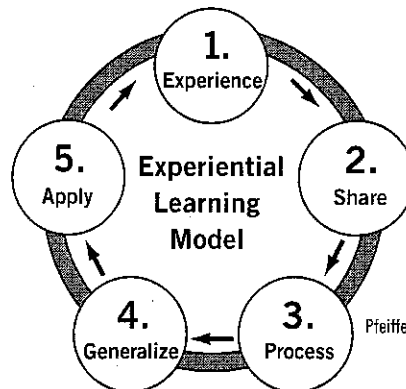
1. Animal is registered in the 4-H member's name.
2. To be eligible for all purebred registered breeding shows, beef, swine, sheep, dairy cattle, and dairy goat will be required to have registration papers in the exhibitor's name, farm name, family name, or sibling name. The exhibitor must have registration papers to their county Extension office by the local County Achievement Days.
3. Leasing agreements for some animals may be acceptable as per county policy. Lease must be on file in the county Extension office by March 31 for market beef, and by May 31 for breeding beef, sheep, swine, dairy cattle, dairy goat, and meat goat.
4. In leasing situations, the exhibitor must have registration papers to their county Extension office by the local County Achievement Days.
5. All market beef must be 4-H green-tagged by the ownership deadline of March 31. All market swine, market goat, and market sheep must be 4-H green-tagged by the ownership deadline of May 31. 4-H horses and 4-H breeding livestock, which include beef, sheep, dairy cattle, and dairy goats, must be identified and owned by the ownership deadline of May 31. Animals that do not meet these deadline requirements will not be allowed to exhibit at state-level 4-H events.

#### Care and Handling of 4-H Animals

4-H members, parents, and leaders are expected to provide proper care and treatment in handling, feeding, watering, transporting, and showing of 4-H animals. All efforts should be made whenever and wherever possible to reduce stressful situations for 4-H animals.

#### **5.8 Experiential Learning Model**

All 4-H project work should be based on the Experiential Learning Model (below). Experiential learning should be appropriate to the project area and be designed to be suitable for the age and stage of growth and development of the specific youth audience. For more information about developmental sequences and characteristics, consult Appendix J: "Ages and Stages of 4-H Youth Development" (University of Missouri Extension).



Pfeiffer, J.W., & Jones, J.E., "Reference Guide to Handbooks and Annuals"  
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## **6.0 4-H EVENTS AND ACTIVITIES**

### **6.1 Achievement Days**

Counties may host an Achievement Days event in their county to provide a forum for youth to share what they have learned in their 4-H project areas. All 4-H members (e.g., community clubs, 4-H After-school, school enrichment, military clubs) are eligible to participate. Cloverbuds may enter static and small animal exhibits; however, they do not receive a ribbon placing. Certificates of participation, or "Cloverbud ribbons," may be given. Cloverbud exhibits are not eligible for the state fair.

County Achievement Days are sometimes held in conjunction with another county event, such as a county fair; or they may be held in combination with another county or counties. The exhibit lots available and the rules for entry are determined by the county Extension office, in consultation with the 4-H Leaders' Association. 4-H volunteers work with the county Extension office to arrange for exhibits to be judged. The Danish system of judging, consisting of purple, blue, red, and white ribbons, is used for awards.

### **6.2 State Fair**

The South Dakota State Fair is held each summer in Huron, South Dakota. The State 4-H Office publishes the "South Dakota State Fair 4-H Division Fair Book" each year with guidelines for the schedule of events, registration deadlines, exhibit parameters, member eligibility, Youth in Action events, live animal policies, special awards, sponsors, and other information and regulations. In general, 4-H members (ages 8 through 18) are limited in the number of exhibits they may enter in the state fair (see "South Dakota State Fair 4-H Division Fair Book").

Restriction on Exhibits. A 4-H member must enter exhibits in a county event (but only one county event) to earn a purple ribbon. A purple ribbon qualifies that exhibit to be entered in the state fair. Live animal exhibits must have proper ownership documentation or leasing information on file with their local county Extension office by March 31 (market beef) or by May 31 (all other animals) of the year.

County Extension educators contribute to the success of events at the state fair. They are involved in planning, organizing, recruiting volunteers, and advising various committees on appropriate procedures for carrying out the 4-H events. To ensure that appropriate youth development principles and practices are followed, 4-H/Youth Development educators are called upon for their expertise.

### **6.3 State Horse Show**

The State 4-H Horse Show is held each summer at the fairgrounds in Huron, South Dakota. The State 4-H Office publishes the "South Dakota State Fair 4-H Division Fair Book" each year. The book has guidelines for the schedule of events, registration deadlines, exhibit parameters, member eligibility, Youth in Action events, live animal restrictions, special awards, sponsors, and other regulations. In general, 4-H members (ages 8 through 18) are limited in the number of exhibits they may enter in the State 4-H Horse Show (see "South Dakota State Fair 4-H Division Fair Book").

### **6.4 State Shooting Sports Match**

State 4-H Shooting Sports matches are held each year in the spring and fall in central locations within the state. 4-H members qualify in specific events based on their performances in county trials or contests.

## 6.5 Youth in Action Contests

Youth in Action events are 4-H contests and activities that provide 4-H members with an opportunity for additional educational experience at the club, county, and state level. These events involve the member as an active participant in an activity related to the youth's 4-H project work. Participation is designed to help the youth practice important life skills such as communication, decision making, and time/work management.

Refer to the "South Dakota State Fair 4-H Division Fair Book" for specific rules and regulations related to each of the contests listed below. The Youth in Action contests conducted at the state level of competition include the following:

- Information presentations – public speaking, illustrated talks, demonstrations, and Project Why.
- Special Foods contest – a comprehensive contest combining knowledge of nutrition, food preparation, food safety, menu planning, and aesthetics of table setting/entertaining.
- Fashion Revue – a comprehensive contest combining knowledge of materials, garment construction, fit, elements and principles of design, modeling, poise, grooming and interview skills.
- Judging contest – an educational program designed to help youth learn decision-making skills, recognize standards of excellence, organize information, apply logic, learn oral presentation skills, and practice leadership. Judging contests cover the following areas:
  - Family and Consumer      Horticulture
  - Photography                Visual Arts
  - Rabbit                        Dairy Cattle
  - Horse                         Other topics as deemed appropriate
  - Livestock

## 6.6 Quiz Bowl, Hippology, and Skill-a-thon

**Quiz Bowl** helps youth increase their knowledge of the 4-H project area. In addition, the youth practice important life skills, especially learning to learn, learning to organize, learning to access information, and learning to lead. Senior 4-H members may qualify for the national quiz bowl in their subject area.

Teams are made up of four senior 4-H members. Junior 4-H members may be part of a team; however, they are not eligible to attend a national quiz bowl competition. For more information, refer to Appendix K: 4-H Quiz Bowl State and County Guidelines (4HYD512). Refer to the "South Dakota State Fair 4-H Division Fair Book" for current rules and regulations.

**Hippology** is a comprehensive contest related to horse science and husbandry. It is held in conjunction with the State 4-H Horse Show in the summer in Huron, South Dakota. Each county may enter one senior team consisting of 3 or 4 members and one junior team consisting of 3 or 4 members. The event consists of four phases: written test, station identification, judging, and a team problem. See the "South Dakota State Fair 4-H Division Fair Book" for rules and regulations.

A **Skill-a-thon** is a contest based on knowledge about a specific 4-H project, such as livestock. 4-H members compete by progressing through several stations, where they complete a series of activities related to the project. For example, one station may ask the 4-H member to label or identify parts of an animal or object. Skill-a-thon covers the following areas:

- livestock
- technology
- other topics as deemed appropriate

### **6.7 State 4-H Teen Leadership Conference**

A leadership conference is held every summer, generally at South Dakota State University in June. All youth in the state ages 13 through 18 are eligible to participate. The conference is designed to involve teens in working together, learning new skills, and making friends from across the state. The conference is open to all youth, not just 4-H members. The Teen Leadership Conference is planned by the South Dakota 4-H Youth Council, working with 4-H/Youth Development specialists and educators.

### **6.8 Out-of-State Trips and Scholarships**

Trips. 4-H members may be eligible for trips to national conferences or contests based, in part, on their participation in 4-H over a period of several years. For national conferences and contests, applicants must be 4-H members who have passed their 14th birthday by January 1 of the calendar year in which the trip is taken. They must be in at least their third year of 4-H and must have received or be eligible to receive a project medal in the category for which the application is made. They can attend each national event only once. Application deadlines are published by the State 4-H Office.

Scholarships. 4-H members are eligible for college scholarships that have been funded by 4-H supporters and donors. There are several scholarships available, ranging from \$100 to \$500. Information about the various scholarships, eligibility, and application requirements are published by the State 4-H Office on or before January 1, annually.



## **7.0 EXTENSION STAFF 4-H ROLES AND RESPONSIBILITIES**

### **7.1 4-H/Youth Development Educators**

4-H/Youth Development educators are located in every field education unit (FEU) in the state of South Dakota. 4-H/YD educators are responsible for providing programming and for managing events for youth audiences (ages 5 through 19) in the FEU. Each 4-H/YD educator generally has responsibility for several counties. Programming should be conducted in cooperation with other county educators in the FEU and district.

### **7.2 County Extension Educators**

Other educators work with youth specific to their specialty area (area of emphasis) and, to the extent necessary, ensure optimum support is provided within the county to ensure a high-quality 4-H experience is available to every youth who seeks to participate. For specific information related to county educator roles, please refer to Appendix L: "4-H Program Roles and Responsibilities" (May 2007).

### **7.3 Support and Temporary Staff**

Some counties employ 4-H program assistants. Their duties vary according to the needs of the county and the directives of the county commissioners. County secretaries/support staff also carry out 4-H program support as directed by the educator(s) and county commissioners. For specific information related to county staff roles, please refer to Appendix L: "4-H Program Roles and Responsibilities" (May 2007).

4-H members who work in a temporary capacity (e.g., summer assistant, work-study) with the Cooperative Extension Service do not forfeit their right to participate either in the 4-H program or in any of the 4-H events or awards for which they qualify.

### **7.4 4-H Leader Organizations**

Each county or two or more counties may form a 4-H leaders' organization, council, or board. This organization consists of 4-H club leaders, junior leaders, 4-H parents, special interest club leaders, and 4-H Afterschool club leaders. The organization must have a constitution and by-laws. In cooperation with the county Extension educator, this group makes decisions about county 4-H events, programs, awards, and policies. Policies and/or rules adopted may not conflict with or contradict any state 4-H policies or procedures. For more information, please see Appendix G: "4-H Charter Requirements" (YD4H223).

### **7.5 Promotion and Expansion Committee**

It is the responsibility of each county, under the direction of the county Extension staff, to have a 4-H promotion and expansion committee. This committee is charged with strengthening and expanding 4-H opportunities for youth, particularly for youth who have not had full access to the program. Cooperative Extension Service programs are open to everyone. This committee works to ensure that a plan of action is in place to increase minority participation and involvement to assure a continuing condition of non-discrimination.

## **8.0 4-H HEALTH AND SAFETY**

### **8.1 Health and Safety**

In every 4-H activity, the health and safety of 4-H'ers must be a primary concern, equal to the considerations given for education and positive youth development.

Conditions that cause health and safety concerns (e.g., poor facilities or equipment, weather, and travel) cannot be ignored. If the condition of the item in question cannot be "fixed" or if an alternative cannot be found, then the 4-H activity, event, or program should be cancelled or postponed.

An Extension specialist, Extension educator, or volunteer that is responsible for any specific 4-H activity, event, or program must seriously consider their role and responsibility in protecting and preserving the health and safety of 4-H members, of livestock, and of property. Rescheduling, postponing, or finding alternative solutions may cause distress, frustration, or work, but in cases where health and/or safety are at risk, it is the appropriate and responsible response.

### **8.2 Reporting Child Abuse**

South Dakota 4-H and the Cooperative Extension Service believe in the right of every child to a safe and supportive environment. Actions against children that lead to or contribute to abuse or neglect are contrary to the values of 4-H. Such actions are inappropriate in any setting, especially where children and youth are concerned. All reasonable effort is made to comply with state of South Dakota statutes and South Dakota State University guidelines if abuse is suspected.

Extension staff and 4-H volunteers will first report incidents of suspected abuse to an immediate Cooperative Extension Service supervisor. Mandatory reporters (i.e., those individuals who encounter children through their professional capacity) must report the instance to the state's attorney of the county in which the child resides or is present, the South Dakota Department of Social Services, Child Protective Services, or law enforcement officers.

For information regarding either South Dakota reporting laws or signs of child abuse or neglect, consult the most current information at the South Dakota Department of Social Services website: <http://dss.sd.gov/cps/protective>.

South Dakota Department of Social Services (DSS) Publications:

- "Mandatory Reporting of Child Abuse and Neglect" brochure
- "Signs of Child Abuse or Neglect" fact sheet
- "Help Stop Child Abuse and Neglect" brochure

### **8.3 Use of State Vehicles for 4-H Activities or for Transportation of 4-H Members**

In accordance with South Dakota Codified Law (SDCL) 5-25-1.1, vehicles owned or leased by the state shall be used only in conducting state business. State-owned vehicles are to be used and occupied exclusively by authorized persons on official state business. State-owned vehicles are to be used for official state travel of state officers, employees, board and commission members, consultants, authorized volunteers, and authorized students of a state institution. The vehicles shall not be used for commuting to and from an employee's office and residence. State employees using state-owned vehicles are not permitted to transport family, friends, non-state business commuters, or animals (excepting "service animals").

Rules and regulations related to the use of state vehicles:

- Authorized drivers must hold a valid driver's license.
- License will be required for vehicle pick up.
- When the Homeland Security Threat Advisory reaches the high level, an SDSU or state employee ID will also be required to check out a vehicle.

- No smoking is allowed in state-owned vehicles.
- No tobacco products are used in state-owned vehicles.
- No alcoholic beverages are allowed in state-owned vehicles.
- No employee or person occupying or driving any vehicles owned or leased by the state of South Dakota shall have in their possession a firearm or dangerous weapon, unless possession of the firearm or weapon is required in order to carry out the duties of their employment with the state of South Dakota.
- Drivers shall observe all speed limits and traffic laws. This includes “no travel” advisories due to weather. DO NOT drive a state-owned vehicle on a highway that is closed. That action is classified as negligence.

Safety belts shall be worn at all times in accordance with (SDCL) 32-38-1 to 32-38-5. Because of safety and liability concerns for state-owned vehicles, 15-passenger vans have been replaced with 12-passenger vans. Because of safety concerns linked with 15-passenger vans, these vans can no longer be used in 4-H-related transportation involving 4-H members/volunteers.

Because of safety and liability concerns, the following guidelines are in place for volunteers (non-state employees) to be eligible to drive a state vehicle:

- Auto liability coverage through the Public Entity Pool for Liability (PEPL) will apply to non-state employees who are on official business for the state.
- The non-state employee driver should carry with them a copy of their own personal auto insurance card. State-owned vehicles are exempt from “proof in insurance” laws (SDCL 32-35-124). Therefore, even though liability coverage exists, state-owned vehicles carry no “proof of insurance” cards.
- The PEPL fund will not cover or pay for injuries covered by other insurance carried by the individual driver.
- The PEPL fund does not pay for losses that its agencies, employees, or identified agents did not cause or were not legally responsible for preventing.
- The PEPL fund does not cover the volunteer for damages occurring from their misconduct while operating the state vehicle.
- The PEPL fund does not have a medical payment provision. Any medical costs incurred by the volunteer in the course of an auto accident will be the responsibility of their personal insurance coverage.
- There is a \$1 million-per-occurrence limit.

**All accidents occurring with a state vehicle should be reported to the nearest law enforcement official as required by state law. Also inform SDSU Motor Pool (1-800-543-2372) and the Cooperative Extension Service supervisor immediately about the related program for which the state vehicle was being used.**

#### **8.4 Conduct Expectations – Youth and Adults**

To ensure that all youth have equal access to positive learning environments while participating in 4-H-related events and activities, South Dakota 4-H members, staff, and volunteers are expected to abide by a code of conduct that insures that the six pillars of character as defined by CHARACTER COUNTS! are followed.

The use or possession of alcohol or tobacco in any form, or of any controlled substances (excepting those prescribed by a physician), at any 4-H event by program participants is prohibited. An infraction of this rule may result in dismissal from the event or program, the withholding of awards, or other disciplinary action.

For more information, please refer to Appendix M: "South Dakota Youth Development/4-H Behavioral Expectations at County, State, and National Events" (4-H821 [for 4-H members]); and "Principles for South Dakota Youth Development/4-H Behavioral Expectations at County, State, and National Events (4-H822) [for Extension staff]).

Families and youth participating in the 4-H program trust South Dakota State University and the Cooperative Extension Service to provide quality leadership and care for the youth who are involved in Extension-sponsored programs. The opportunity to work with youth is a privilege and a responsibility, not a right. Therefore, the privilege and responsibility should be held only by those willing to demonstrate behaviors that fulfill this trust.

Refer to Section 9.0 ("Youth Protection") for further information.

## **8.5 Conduct Expectations – Chaperone Guidelines**

### **Chaperone Guidelines**

Chaperones are used in the context of South Dakota 4-H programs and activities to supervise 4-H participants during overnight trips and/or day activities. All chaperones must adhere to the standards of behavior identified for volunteers. Explicit rules and regulations are defined in Section 9.0, especially with regard to overnight trips and activities. Chaperones are not allowed to stay in rooms overnight with youth, unless they are members of the youth's immediate family. In addition, volunteers must respect, adhere to, and enforce the 4-H Code of Conduct as well as other rules, policies, procedures, and guidelines established by the South Dakota 4-H program, the South Dakota Cooperative Extension Service, and South Dakota State University.

Refer to Appendix O: "South Dakota Cooperative Extension Service Volunteer Application Form" (YD4H207-04).

Refer to Section 9.0 ("Youth Protection") for further information.

## **8.6 4-H Member Insurance**

All 4-H members must have on file in their county Extension office by May 31 of each year a signed copy of the 4-H member insurance form. This document verifies the type of insurance coverage being provided for the 4-H member during the course of 4-H-sponsored activities. If the county has elected to have 100% coverage of all 4-H members in the county, signed copies are not required.

4-H members enrolled in the 4-H Horse Project and/or 4-H Rodeo should expect to pay a higher amount for insurance coverage. Contact the county Extension office for current horse and rodeo insurance information.

4-H members can either document their personal insurance coverage or purchase a basic insurance policy through the county Extension office on an annual basis.

## **8.7 4-H Horse Insurance**

4-H members participating in 4-H horse-related events that include horses **MUST** have insurance. The 4-H member must document personal insurance coverage for horse events, or the member will have to purchase 4-H horse insurance coverage by May 1 of each year. 4-H horse insurance can be purchased through the local Extension office on a yearly basis.

To help ensure safe participation, 4-H members enrolled in the 4-H Horse Project are required to participate in safety training. Each 4-H Horse Project club member must meet the requirements of the South Dakota 4-H Horse Safety Training Program set forth by the State 4-H Horse Show Committee.

### 8.8 4-H Rodeo Insurance

4-H members participating in 4-H Rodeo MUST have insurance. 4-H members must either document personal insurance coverage for rodeo events or purchase rodeo insurance coverage by May 1 of each year. Insurance for 4-H Rodeo can be purchased through the local Extension office. This insurance program will not provide major medical coverage, but it will provide basic insurance coverage.

### 8.9 Equine/Horse Limited Liability Law

SOUTH DAKOTA CODIFIED LAWS  
TITLE 42. RECREATION AND SPORTS  
CHAPTER 42-11. EQUINE ACTIVITIES

§ 42-11-2. Persons exempt from liability. No equine activity sponsor, equine professional, doctor of veterinary medicine, or any other person, is liable for an injury to or the death of a participant resulting from the inherent risks of equine activities.

§ 42-11-3. Conduct not exempt from liability. Nothing in this chapter prevents or limits the liability of an equine activity sponsor, an equine professional, or any other person if the equine activity sponsor, equine professional, or other person:

(1) Provides the equipment or tack, and knew or should have known that the equipment or tack was faulty, and such equipment or tack was faulty to the extent that it causes the injury; or provides the animal and fails to make reasonable and prudent efforts to determine the ability of the participant to engage safely in the equine activity and determine the ability of the participant to safely manage the particular animal based on the participant's representations of his ability; (2) Owns, leases, rents, or otherwise is in lawful possession and control of the land or facilities upon which the participant sustains any injury because of a dangerous latent condition which was known to the equine activity sponsor, equine professional, or person and for which warning signs had not been conspicuously posted; (3) Commits an act or omission that constitutes willful or wanton disregard for the safety of the participant and that causes the injury; (4) Intentionally injures the participant.

§ 42-11-4. Warranty or trespass unaffected. Nothing in this chapter prevents or limits the liability of an equine activity sponsor or equine professional for any injury involving an equine if the recovery is made pursuant to warranty or trespass.

§ 42-11-5. Warning signs – Placement – Size. Each equine professional shall post and maintain the following sign:

<b>WARNING</b>
Under South Dakota law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risk of equine activities, pursuant to §42-11-2.

Such signs shall be placed in a clearly visible location on or near stables, corrals, race tracks, or arenas where the equine professional conducts equine activities. The warning notice shall appear on the sign in black letters, with each letter being a minimum of one inch in height. Each written contract entered into by an equine professional for the providing of professional services, instruction, or the rental of equipment or tack or an equine to a participant, whether or not the contract involves equine activities on or off the location or site of the equine professional's business, shall contain in clearly readable print the warning notice provided in this chapter.

### **8.10 Shooting Sports**

Youth may participate in an organized 4-H Shooting Sports activity only if a certified 4-H Shooting Sports leader is present and providing supervision. The 4-H-certified leader must have certification in the shooting discipline in which the youth is participating. 4-H certified leaders must be at least 18 years of age and must have participated in at least one state-level 4-H Leader Training Shooting Sports certification workshop in the discipline in which they are providing supervision.

### **8.11 Camping**

The goal of the 4-H Overnight Camping Program is to ensure a healthy, safe, high-quality, well-run, educational, and fun camping experience. To assure this type of experience for youth, the screening process of staff and volunteers is a critical part of the preparation for camp. Each applicant for a paid or volunteer position should complete both a personnel application form and a release agreement for a background check. Administrators and/or camp directors should conduct a personal interview with applicants. Reference checks on all prospective staff and volunteers will be conducted and documented.

(Fingerprinting and criminal-record checks of adults who work directly with children where such checks are authorized or required by state law are included in the screening process. In addition, the driving record of persons who regularly transport children will be obtained. )

A photo of each staff person or volunteer working directly with children will be attached to each individual personnel file and will be kept for identification purposes at a later time, if needed.

- Western Dakota Camp Board – Camp Bob Marshall near Custer, S.D.
- Board of Camp Lakodia – Camp Lakodia near Madison, S.D.
- North Central 4-H Camp Board – North Central 4-H Camp at Lake Richardson, northwest of Aberdeen, S.D.

### **8.12 Volunteer Liability Coverage**

According to South Dakota Codified Law 47-23-29, the Public Entity Pool for Liability (PEPL) will cover volunteers who conduct 4-H activities under the supervision of state employees (state 4-H specialists or Extension educators). In order to be eligible for coverage, a volunteer must have on file at their local county Extension office a completed "South Dakota Volunteer Application Form." Contact the Extension Specialist for Volunteer Development in Cooperative Extension at South Dakota State University for the application form.

PEPL will not cover local 4-H activities that are supervised, directed, and/or controlled at the local level—including Achievement Days, local 4-H club meetings or activities, and county-based activities.

PEPL coverage also does not extend to 4-H participants, regardless of who is supervising the activity. This means that 4-H youth—including teen volunteers—are not covered by this policy.

It is critical that the roles and responsibilities of volunteers be documented in written form before an accident happens. Extension staff must make every effort to record the activities and related plans for an event; this may be done through written programs, meeting minutes, personal notes or letters, memos, job descriptions, or rosters related to the event or activity in question. The documentation should show the role of the volunteer in the supervised activity.

County programs or individual volunteers are encouraged to purchase the personal liability coverage available each May as a measure of additional protection against the risks and liabilities associated with their role as a volunteer. Additional vehicle liability insurance (Excess Automotive Liability Coverage) is available to volunteers for a nominal fee. Contact the Extension specialist responsible for member and volunteer insurance coverage for more information.

### **8.13 Waiver of Liability**

Waivers of Liability should be used for all 4-H activities or events that constitute high risk. This includes horse and rodeo events, trips, or group activities such as Teen Leadership Conference, Performing Arts, or other special activities/events.

Refer to Appendix N for the "Release and Waiver of Liability, Assumption of the Risk and Indemnity Agreement and Consent to Medical Treatment" approved by South Dakota State University.

Template Exhibit F 9-6 (July 2003) is used for an adult involved in the event/activity that the waiver is being used for.

Template Exhibit G 9-7 (July 2003) is used for the minor child/youth involved in the event/activity that the waiver is being used for.

### **8.14 Sharing the Personal Information of Youth Participants**

#### Audio, Video, Print, and Web Media

In order to protect the identity of 4-H program participants, it is against South Dakota 4-H policy to release the name and address/phone/email of participants in the framework of a program booklet or participant list. Despite the fact that these are often "nice to have" in order to reference who participated, a booklet left behind for public access could put a particular child at risk by making his/her personal contact information public knowledge.

All participant contact information for a specific 4-H activity or event should be kept confidential by event organizers or the county Extension office. This information cannot be released without parental permission. This permission may be obtained at the time the child/youth enrolls in the 4-H program by completing the appropriate section of the 4-H enrollment form or separate media release form.

In general, any press release generated by the county Extension office may include the participant's name and home county and the name of the 4-H club. Parents and hometown are not listed. It is especially important to keep Social Security numbers confidential. If there are questions pertaining to this policy, Extension educators should contact their immediate supervisor for further clarification.

#### Web Publications

South Dakota 4-H uses the World Wide Web as a means of distributing information and providing recognition. In the interest of safety, we must do this in a responsible manner. Therefore, the following guidelines are used:

- Any picture of an individual in which the person can be identified with normal visual acuity can be reproduced only with the individual's permission. This permission may be obtained at the time the individual enrolls in the 4-H program by completing the appropriate section of the 4-H enrollment form.
- No individual's name, address, or phone number will be published without permission from the individual or parent (with the latter pertaining to a child under the age of 19).
- Lists that are provided to or created by county Extension staff for office use and that include the home addresses and phone numbers of individuals will be password protected and will not be available to the general public.

### **8.15 Equal Opportunity/Affirmative Action Policy**

By law, programs financed with public funds need to seek ways to regularly and consciously include people. Faculty, Extension educators, staff, and volunteers in 4-H/Youth Development programs must ensure both that all 4-H programs are open to those who desire to participate and that all individuals, regardless of race, color, national origin, sex, religion, age, disability, or veteran's status, are encouraged to participate. Faculty, Extension educators, staff, and volunteers must use and document reasonable efforts to make individuals aware of program opportunities. Appropriate documentation should be maintained on file in the county office. County programs are subject to Affirmative Action audits on a random/rotating basis.

The Civil Rights Act of 1964 guarantees inclusion in program opportunities. Current regulations prohibit discrimination in programs with respect to race, color, national origin, sex, religion, age, disability, or veteran status.

It is acceptable to have requirements for participation in certain activities, but the requirements must be reasonable. Requirements may not be based on personal characteristics listed in the Civil Rights Act. The goal of anti-discrimination is to make sure programs are fairly and equally delivered to the people who have funded them—the public.



## **9.0 YOUTH PROTECTION**

Refer all immediate questions regarding this policy to the Extension specialist for Volunteer Development in Cooperative Extension at South Dakota State University, Brookings, South Dakota.

Refer to Appendix O for the "South Dakota Cooperative Extension Service Volunteer Application Form" (YD4H207-04, Revised 2008).

## **10.0 NATIONAL AND STATE 4-H ORGANIZATIONS**

### **10.1 National 4-H Headquarters**

Families, Youth and Communities is one of the National Emphasis Areas in the Cooperative State Research, Education and Extension Service (CSREES). Congress created CSREES through the 1994 Department Reorganization Act. CSREES is one of four United States Department of Agriculture (USDA) agencies.

The CSREES mission is to advance knowledge for agriculture, the environment, human health and well-being, and communities supporting research, education, and Extension programs in the Land-Grant University System.

National 4-H Headquarters ([www.national4-hheadquarters.gov](http://www.national4-hheadquarters.gov)) provides national leadership for 4-H programming and related youth development for CSREES. National 4-H Headquarters provides leadership for priority programming for youth.

### **10.2 National 4-H Council**

**Mission:** To advance the 4-H youth development movement to build a world in which youth and adults learn, grow, and work together as catalysts for positive change.

**About the Council:** The National 4-H Council ([www.fourhcouncil.edu](http://www.fourhcouncil.edu)) is the national, private-sector, non-profit partner of 4-H and the Cooperative Extension System. The National 4-H Council partners with 4-H at all levels (i.e., national, state, and local) and provides training and support, curriculum development, fosters innovative programming, and facilitates meetings and connections within the 4-H partnership.

The Council is governed by its own board of trustees (<http://www.fourhcouncil.edu/boardoftrustees.aspx>), which is comprised of youth, representatives from 4-H/Extension/land-grant universities, corporate executives, and other private citizens from a wide array of backgrounds.

### **10.3 South Dakota Cooperative Extension Service**

South Dakota Cooperative Extension is supported by a unique partnership of federal, state, and local governments. South Dakota Cooperative Extension provides access to the information and educational resources that are most needed by the people of South Dakota. *County Extension advisory boards*, as established by state statute; *FEU advisory boards*; and the *State Extension Advisory Board* are partners in the development, implementation, and evaluation of educational programs. The Cooperative Extension Service of the United States Department of Agriculture is also a formal partner in the Cooperative Extension program.

South Dakota Cooperative Extension also cooperates with the 1994 Tribal Land-Grant colleges to deliver a single, coordinated, Cooperative Extension program. In this capacity, the Tribal Land-Grant colleges are equal to South Dakota State University in achieving the land-grant mission. Extension clientele are youth and adults from all of South Dakota's socioeconomic, racial, and ethnic groups.

### **10.4 South Dakota 4-H Foundation and Livestock Industry Trust Fund**

It is the mission of the South Dakota 4-H Foundation (<http://www.sd4hfoundation.org>) to provide private resources to ensure South Dakota's youth have opportunities to learn leadership, citizenship, character, and life skills through 4-H community-based youth programs. The Foundation is a not-for-profit charitable 501(c)3 corporation. The 4-H Foundation also administers the Livestock Industry Trust Fund (LITF). Please refer to Appendix P for the "The South Dakota 4-H Foundation Mission Statement."

