4-H CLUB POLICIES & PROCEDURES FOR SARASOTA COUNTY

The official 4-H year is September 1 to August 31
Revised 8-24-2010

1. All 4-H clubs and activities must conform to requirements as set forth in the Internal Management Memoranda, 6C1-6.013, entitled Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida.

2. Membership may not be prohibited on the basis of race, color, national origin, sex, creed, economic status, handicap, or geographic location in the county.

3. A member must be (5) years old and must not have passed his or her 19th birthday before September 1 of the current 4-H year or have graduated from high school. Members who graduate from high school during the current 4-H year may continue to participate in 4-H activities until August 31 of the current year.

4. Any member turning eight (8) years old after September 1 of the current 4-H year may participate at the 4-H Club level ONLY and may not participate in any 4-H large animal projects (including beef, dairy, emu, horse, goats, llama, ostrich, sheep, and swine), horse shows, or livestock shows.

5. A member may belong to more than one club provided they complete a 4-H member Enrollment Form for each club they join. However, the member pays the insurance fee only once.

6. To be enrolled the 4-H office must have a completed enrollment form for each member for the current 4-H year. If a member is re-enrolling from the previous year, the enrollment form is due in the 4-H office by October 1. Members who re-enroll after the October 1 deadline will only be allowed to participate at the club level. New enrollments will be accepted throughout the year with participation beyond the club level dependent upon age by September 1 of that year.
7. A **member** may enroll in as many different 4-H project record areas as desired with the understanding that those projects may not be covered in the 4-H club program. (The ideal situation is to have project leaders who will help with specific subject areas. Some projects can be completed without club or leader help. *Leaders and parents should encourage members to enroll in any and all areas of interest.*)

8. **Members** may not be required to own specific material resources (such as a horse, sewing machine, etc.) to enroll in a specific project.

9. A 4-H **member** can represent only one club at the County Council Meetings.

10. 4-H **members** transferring from one county to another should be accepted by that county and given full credit for their past 4-H work or achievements.

11. All **members** must conform to all 4-H rules for competitive events.

12. **Members** and **leaders** must reside in Sarasota County unless approved in writing by the Extension Agent in both counties. (*This policy does not guarantee participation in the Sarasota County Fair. Please see Fair Rules.*)

   a. Dual county 4-H enrollment and participation is encouraged when educational activities help youth achieve their learning goals.
   b. The county of residence is the primary county for 4-H enrollment. Youth are expected to enroll in their county. A 4-H member may enroll in projects and participate in events outside of the county of residence, with the written approval of the 4-H agents in both counties. In any case, a 4-H member cannot be enrolled in the same project in two different counties at the same time.
   c. To prevent misunderstanding and maintain fairness for youth participating in competitive events, identification of the member’s project enrollment county must be made in writing during the enrollment period. The individual will then follow the guidelines and rules established for competitive events.

13. The 4-H program does not require **members** or **leaders** to own an official 4-H uniform. However, many members and leaders like to wear the 4-H colors, green and white, during 4-H activities.

14. **Leaders** must have an official appointment from the 4-H Extension Agent which expires August 31 of each 4-H year. 4-H Club leadership needs will be determined by the Cooperative Extension Service with input from the 4-H Club Organizational Leader(s) and the 4-H Advisory Board. Persons seeking an official appointment must initially file a complete 4-H Volunteer Application Packet with the Cooperative Extension Service. A background check will be completed for each person submitting 4-H
Volunteer Application, followed by an interview, and required attendance at the next scheduled Mandatory Leader Orientation.

15. The 4-H Leader Renewal Form must be completed each year a leader wishes to renew the official appointment. 4-H Club leadership needs will be determined by the Cooperative Extension Service with input from the 4-H Club Organizational Leader(s).

16. The organizational leader may limit membership to specific age grouping with the understanding that these limitations must be officially recorded with the Cooperative Extension Service.

17. The organizational leader may set a maximum number for membership with the understanding that a waiting list must be maintained for those desiring membership. As membership openings are available, the first name of the list can join the club. The leader must record the maximum number for membership and the names of the waiting list with the Cooperative Extension Service.

18. A leader should officially disband a club through the 4-H Extension Agent. Club funds existing at the time that the club officially disbands will automatically be deposited in the Sarasota County 4-H Foundation, Inc. account, and all physical assets (flags, etc.) will become the property of the Cooperative Extension Service.

19. To maintain active status, 4-H clubs must have a least one meeting or activity a month and maintain a minimum enrollment of five (5) members from at least two different households.

20. If a club desires to have dues, it is best to discuss it at one meeting and vote on it at the next meeting. (A member should have ample time to discuss dues with his or her parent or guardian before voting.)

21. ALL CLUBS MUST HAVE A CONSTITUTION AND BYLAWS FILED WITH THE COOPERATIVE EXTENSION OFFICE. BOTH MUST BE APPROVED BY THE 4-H EXTENSION AGENT. Any change (for example, meeting times or day) requires filing a new Constitution with the 4-H office. Changes to the Constitution should be discussed at one meeting and voted on at the next. A current Constitution is required for active status.

22. Any club rule for determining active membership must have provisions made for excused absences, privileges lost by inactive members and a means of reinstatement to active membership. All club rules affecting membership eligibility must be approved by the 4-H Extension Agent.

23. All club decisions, including financial, are to be made by a majority vote of the members present provided there is a quorum. (A quorum is at least half of the members plus one unless the club constitution or bylaws state otherwise.)
24. All **club** decisions and activities must be kept in the minutes which must be read and approved at the next club meeting.

25. An attendance record must be kept of all **club** meetings.

26. If a **club** opens a checking or savings account, a minimum of three possible signers is to be recorded with the bank: a club leader (preferably the organizational leader), co-leader or volunteer and the club treasurer. Two signatures are required on all checks or withdrawals. Only ONE family member may be a signer on the 4-H Club accounts. A personal social security number cannot be used on the account.

27. On all **club** checking and savings accounts, the bank, account number and names of persons authorized to sign checks must be recorded with the Cooperative Extension Service with the understanding that the 4-H Extension Agent or the County Extension Director can inquire into the status of the account at any time.

28. Records must be kept of the **club**’s financial business. Receipts and invoices must be kept for all club funds disbursed. Receipts must be given for all monies received by the club. All supporting documents and a bank statement should be attached to the club treasurer’s Project Record book.

29. **Club** Secretary and Treasurer Record Books are to be kept up to date and submitted to the 4-H office each spring when all record books are due or as requested. They also must be submitted at the end of each 4-H year for an annual audit, along with the 4-H Club Annual Financial Audit Form.

30. Record books for other **club** officers (President, Vice President, Reporter, Historian, and County Council Delegate) should be submitted for evaluation in the spring when other record books are evaluated.

31. **Club** Fund Raising activities must be cleared with the 4-H Extension Agent. The Fund Raising Form must be completed and approved before the fund raiser occurs. Clubs are not encouraged to have money in excess of an operating budget for its educational needs for more than 12 months. Monies earned must be spent for educational purposes only. Raffles are not permitted under the State 4-H Guidelines (and Florida Law).

32. All **promotional** material using the 4-H name or emblem must be approved by the Cooperative Extension Service before distribution. This includes, but is not limited to, written articles for mass media (press releases), posters, flyers, advertisements, and radio announcements. (If your press release appears, please obtain a copy of the publication for the 4-H Extension Agent.)
33. Provisions must be made to allow for 4-Hers to be enrolled as independent members, but an individual will be considered for enrollment as an independent member only:

a. If there is no club, in their geographic area with membership vacancies (geographic areas as indicated on the map) or
b. If scheduled 4-H Club meetings conflict regularly with organized activity of the members. (This must be verified in writing by the director of the other activity) or

c. If other, petition (in writing) the 4-H Staff and County Director to be granted independent member status according to individual circumstance.

34. To re-enroll as an independent member, a member must have submitted a project record book the previous 4-H year, and must be responsible to maintain an up-to-date enrollment form, health form and code of conduct with the Sarasota County 4-H office.

35. Independent members are eligible to participate in a 4-H activity if they meet the requirements for that activity.

36. Independent members must participate in a community service project and 4-H Fundraiser as directed by the 4-H staff before being allowed to participate in the County Fair.

37. A 4-H Club that plans to maintain more than $25 in funds must establish its own savings and/or checking account. The first step is the authorizing or "chartering" of the 4-H club. Clubs must be chartered to be eligible for an account with the authorization to use the 4-H name and emblem. All bank accounts must be established with a federal identification number (EIN) and reported to the County Extension office. A New 4-H Club Charter Application must be submitted to the 4-H office its first year and an Annual Request for Club Charter each year thereafter.

38. An authorized chartered 4-H Club with a treasury account is subject to both state and federal laws and regulations, including tax laws. Each 4-H club also has a responsibility to file an annual Federal Income Tax Report. This report will be the IRS Form 990 for groups with income exceeding $25,000. For groups with less than $25,000, the IRS Form 990 EZ will be used. This is an annual requirement.