HAWAII 4-H POLICIES AND PROCEDURES  
(Revised 11/2013)

This shall serve as the official source of policies and procedures for the University of Hawaii 4-H Youth Development program.

THE 4-H VISION  
A world in which youth and adults learn, grow and work together as catalysts for positive change.

THE 4-H MISSION  
4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

THE MISSION OF HAWAII 4-H  
The mission of Hawaii 4-H is to provide educational opportunities for youth to become capable and contributing members of a global society. In support of this mission we will:

- provide non-formal community-focused experiential learning,  
- develop skills that benefit youth throughout life,  
- foster leadership and volunteerism in youths and adults,  
- build internal and external partnerships for programming and funding,  
- strengthen families and communities, and  
- use research-based knowledge from the land grant university system.

HISTORY, ORGANIZATION AND ADMINISTRATION  
Since its humble beginnings more than 100 years ago, 4-H has grown to become the nation’s largest youth development organization. The 4-H idea is simple: help young people and their families gain the skills they need to be proactive forces in their communities’ and develop ideas for a more innovative economy. That idea was the catalyst to begin the 4-H movement, and those values continue today.

As one of the first youth development organizations in America, 4-H opened the door for young people to learn leadership skills and explore ways to give back. 4-H revolutionized how youth connected to practical, hands-on learning experiences while outside of the classroom.

The Birth of 4-H Programs  
During the late 1800’s, researchers at public universities saw that adults in the farming community did not readily accept the new agricultural discoveries being developed on university campuses. However, they found that young people were open to new thinking and would “experiment” with new ideas and share their experiences and successes with adults. In this way, rural youth programs became an innovative way to introduce new agriculture technology to their communities.
The seed of the 4-H idea of practical and "hands-on" learning came from the desire to make public school education more connected to country life. Early programs tied both public and private resources together for the purpose of helping rural youth. Building community clubs to help solve these agricultural challenges was a first step toward youth learning more about the industries in their community.

A. B. Graham started one such youth program in Clark County, Ohio, in 1902, which is considered the birth of the 4-H program in the United States. The first club was called "The Tomato Club" or the "Corn Growing Club". T.A. "Dad" Erickson of Douglas County, Minnesota, started local agricultural after-school clubs and fairs also in 1902. Jessie Field Shambaugh developed the clover pin with an H on each leaf in 1910, and by 1912 they were called 4-H clubs.

When Congress passed the Smith-Lever Act in 1914 and created the Cooperative Extension System at USDA, it included work of various boys' and girls' clubs involved with agriculture, home economics and related subjects, which effectively nationalized the 4-H organization. By 1924, these clubs became organized as 4-H clubs, and the clover emblem was adopted.

The Cooperative Extension System is a unique partnership of the National Institute of Food and Agriculture (NIFA) within the U.S. Department of Agriculture (USDA), the 109 land-grant universities (in every state and territory) and more than 3,000 county offices. The University of Hawaii at Manoa is the land-grant institution responsible for the conduct of the CES program in Hawaii. The director of Cooperative Extension Service is responsible for the administration of all extension programs. Administration of the 4-H program is delegated to the State 4-H Program Leader.

As a publicly funded, non-formal collaborative national educational network, Cooperative Extension combines the expertise and resources of federal, state, and local governments. Cooperative Extension is designed to meet the need for research, knowledge and educational programs that enable people to make practical decisions.

Through the local, county and state offices, Extension staff provides research-based information, non-formal educational programs and technical advice directly to individuals, families and communities that enable them to be self-reliant and improve their lives. Historically, these efforts have been described in various ways - as major projects, programs, areas or core programs.

Today, 4-H has an expansive reach, serving youth in rural, urban, and suburban communities in every state across the nation. Youth currently in 4-H are tackling the nation's top issues, from global food security, climate change and sustainable energy to childhood obesity and food safety. 4-H out-of-school programming, in-school enrichment programs, clubs and camps also offer a wide variety of science, engineering, technology and applied math educational opportunities – from agricultural and animal sciences to rocketry, robotics, environmental protection and computer
science—to improve the nation’s ability to compete in key scientific fields and take on the leading challenges of the 21st century. (http://www.4-h.org/about/4-h-history/)

The purpose of 4-H is to provide positive youth development to meet the needs of young people to experience belonging, mastery, independence, and generosity—the 4-H Essential Elements. By acquiring life skills, youth learn about practical problems they will face in life. Subject matter curricula help youth understand research-based educational topics and learn how to think about and solve problems. In the broadest sense, 4-H is a human development program designed to foster a sense of confidence, a feeling of accomplishment, and a heightened level of competence.

WHAT IS 4-H YOUTH DEVELOPMENT?
According to the Center for Youth Development and Policy Research, “Youth development is the ongoing growth process in which all youth are engaged in attempting to (1) meet their basic personal and social needs to be safe, feel cared for, be valued, be useful, and be spiritually grounded, and (2) to build skills and competencies that allow them to function and contribute in their daily lives.” (Pittman, 1993, p. 8)

Youth development is a combination of all of the people, places, supports, opportunities and services that young people need to be happy, healthy and successful. Youth development currently exists in a variety of different places, forms and under all sorts of different names.

With an expansive network reaching every corner of the country, 4-H is the nation’s largest youth development organization. More than 6 million 4-H youth in urban neighborhoods, suburban schoolyards and rural farming communities stand out among their peers: building revolutionary opportunities and implementing community-wide change at an early age.

As the youth development program of the nation’s 109 land-grant universities and the Cooperative Extension System, 4-H fosters an innovative, “learn by doing” approach with proven results. The 4-H Study of Positive Youth Development, a longitudinal study conducted by the Institute for Applied Research in Youth Development at Tufts University, shows youth engaged with 4-H are:

- Nearly two times more likely to get better grades in school;
- Nearly two times more likely to plan to go to college;
- 41 percent less likely to engage in risky behaviors; and
- 25 percent more likely to positively contribute to their families and communities.
The 4-H EMBLEM, PLEDGE, MOTTO, COLORS, SLOGAN, AND NATIONAL STATEMENT

The 4-H emblem is the four-leaf clover with the bold letter “H” on each leaf representing head, heart, hands and health. The goals of 4-H Youth Development are expressed through the 4-H emblem, the 4-H pledge, 4-H motto, 4-H slogan, and 4-H national statement.

- 4-H Motto: “To Make the Best Better”
- 4-H Colors: The 4-H colors are green and white. Green is nature’s most common color and symbolizes youth, life and growth; white is for purity.
- 4-H Slogan: “Learning by Doing” emphasizes the goal of 4-H members to improve themselves, their work, and their communities.
- 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.
- 4-H National Statement: 4-H is a community of young people across America who are learning leadership, citizenship and life skills.

NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICY

The University of Hawaii at Manoa (UHM) is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, handicap, marital status, sexual orientation, and veteran status. This policy covers admission and access to, as well as participation, treatment, and employment in, UHM's programs, activities, and services. Sexual harassment is expressly prohibited. UHM strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with Federal Executive Order 11246.

- Marriage and/or parenthood shall not disqualify individuals from 4-H membership and participation, provided other requirements are met.
- Persons with disabilities can request an auxiliary aid, service, or reasonable accommodation (e.g., sign language interpreter, designated parking, or materials in alternate format), at least two weeks prior to the event. As long as the youth meets essential requirements of the activity, participation is welcomed.

MEMBERSHIP AND AGE REQUIREMENTS

- “Member” is defined as a youth of 4-H age individually enrolled at the county level in a 4-H club. The county of residence is the primary county for 4-H enrollment. Enrollment forms filed in the County Extension Office verify 4-H membership. 4-H members must be enrolled through the County Extension Office.
- Youth, age 5 through age 19, may join. 4-H age is the age of the individual on January 1 of the current 4-H year.
• In recognition of the educational and developmental needs of youth, members will be grouped for program management purposes (based on age as of January 1st) as follows:

**Classification Age:**
- Cloverbuds: 5-8 years old
- Junior: 9-11 years old
- Intermediate: 12-13 years old
- Senior: 14-19 years old

Staff and volunteers working with 4-H programs need to be trained in working with different age groups and stages of child development to guide them in recognizing and fostering age appropriate learning activities.

• Cloverbuds is a non-competitive educational program for youth ages 5 to 8 years designed to introduce young children to 4-H in a fun, noncompetitive way. When working with Cloverbuds, approved Cloverbuds curricula should be used, as they are developmentally appropriate for this age. Cloverbuds may not participate in large animal, ATV or shooting sports projects. Cloverbuds curricula are activity oriented, involve cooperative learning, and are focused on life skills taught through a broad spectrum of subject areas. Cloverbud members may be involved in lap animal projects. These are defined as: rabbits, cavies, small dogs that weigh less than the member, and chickens. 4-H members ages 9 to 19 years are eligible to participate in all programs offered by 4-H, including competitive activities/events.

• Enrollment in 4-H or any 4-H program is subject to approval by the appropriate extension personnel. To be eligible for enrollment and/or participation, previous members must be in compliance with state and county policies, and not have any outstanding debts/payments due.

• Youth may enroll in 4-H at any time throughout the year. However, local deadlines must be met to participate in specific 4-H activities or events (i.e., fairs, camps, etc.).

Program participants are expected to:
- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and provide positive role models for other youth.
- Respect, adhere to, and enforce Hawaii 4-H rules, policies, and guidelines.
- Wear clothing that is appropriate for the occasion.

**ORGANIZATION**
1. 4-H delivery modes include:
   a. **Organized 4-H Club**—an organized group of youth, having 5 members from at least two families, led by a registered adult leader, with a planned program that is carried on throughout all or most of the year. 4-H clubs may meet in any location and typically have elected officers and a set of rules approved by the membership to govern the club. If club members drop out of a club during the year and only members from one family remain in the club, they will be allowed
to still be a club for that year but will need to register other members for the next 4-H year to qualify as an official 4-H club.

i. Community clubs typically meet in the evenings or on weekends and offer self-chosen multiple learning experiences and activities.

ii. In-school clubs meet during school hours and have officers and planned activities beyond school enrichment.

iii. 4-H after-school clubs are organized within child care settings and include officers and planned activities.

iv. Military 4-H clubs are organized by the Armed Forces, often on military installations, and principally for military dependents.

b. Special Interest/Short-Term Programs—a group of youth meeting for a specific learning experience that involves a minimum of 6 hours of a planned program by Extension staff or trained volunteers, including teachers. The program is not part of the school curriculum.

c. 4-H Camping—youth taking part in an Extension-planned educational experience of group living in the out-of-doors.

i. Overnight camping includes being away from home at least one night.

ii. Day camping consists of multiple-day programs, with youth returning home each evening.

d. School Enrichment—groups of youth receiving a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. Direct teaching is done by Extension staff or trained volunteers, including teachers.

e. Individual/ Independent Learning—planned learning that occurs independently of a formal group setting.
   Since the independent member is not part of a chartered club, there are no fund raising or fund earning capabilities for this individual.

f. School-Aged Child Care Education—educational programs offered to youth outside of school hours, usually in a school or other community center and incorporating 4-H curricula. The primary purpose is to provide care for youth while parents are working or unavailable.

g. Instructional TV/Video—learning experiences through Extension via broadcast, TV, satellite, webinars, videoconferencing or videotape replays of such series.

2. The 4-H program year is October 1 through September 30.

3. 4-H enrollment constitutes a minimum of six hours of contact throughout the 4-H year.

4. Membership is voluntary and no dues are required to enroll in the 4-H Youth Development Program.
4-H CLUB CHARTERS
A 4-H Charter indicates the 4-H Club or Group is organized in accordance with objectives of the 4-H program.

- The purpose of the 4-H Charter is education, communication and accountability.
- 4-H clubs and affiliates (foundation, county/state federations, councils, alumni association) must be chartered through the State 4-H Office and must meet the criteria in accordance with laws and regulations established by Congress and the U.S. Department of Agriculture, National 4-H Headquarters and IRS. Official 4-H clubs and affiliates have the authority to use the 4-H Name and Emblem.

To be enrolled as an official charter club the following criteria must be met:
- Club consists of at least five members; however, the maximum number of club members and types of projects offered will be established by individual club leaders.
- Have a locally screened volunteer leader guide the club.
- Hold regular meetings.
- Complete 4-H member enrollment form (includes Assumption of Risk and Release, Media Release and Medical Information Summary).
- Complete 4-H Volunteer enrollment form (includes Assumption of Risk and Release, and Media Release).
- Submit 4-H Club Program Plan at start of new 4-H year.

POLICIES, PROGRAM RESPONSIBILITIES AND RELATIONSHIPS

PROGRAM MANAGEMENT
County Extension agents as faculty members of the University of Hawai`i provide educational leadership and have responsibility for the management of the 4-H Youth Development Program in their respective counties. This responsibility has been given by law (Section 707-Public Law 772-80th Congress-Chapter 645, 2nd Session, HR 3190) and can be shared and delegated, but the agents are accountable for the county 4-H Youth Development Program.

VOLUNTEER LEADER
4-H Youth Development volunteers are valued by the University of Hawaii, Cooperative Extension and the 4-H Youth Development Program. They support the mission of 4-H Youth Development to help or teach others and to enhance personal growth. There are many ways that volunteers can be involved in the program, such as providing leadership for projects or clubs, managing county or state events or programs, conducting a program into the traditional school setting, and assisting with special-interest programs, to name just a few.

The volunteer brings to the 4-H Youth Development Program these qualities:
- Belief that as a human being each youth has basic worth.
- Commitment to the personal development of all youth.
• Ability to relate to and communicate with youth, parents, and other volunteers.
• Understanding that leadership can be rewarding to both adults and youth.

It is the responsibility of all volunteers/leaders to:
• Complete a volunteer application form, including references. Criminal background check may be conducted.
• Complete and sign a 4-H leader enrollment form on an annual basis.
• Complete a 4-H orientation training.
• Comply with federal, state, and local reporting and accountability requirements.
• Keep abreast of the local, county, regional, and state opportunities for youth.
• Encourage and motivate members to learn and grow personally and teach them to evaluate their own performances so they learn from their experiences.
• Involve parents in the group framework.
• Involve members in planning.
• Teach members to set goals and keep records of their achievements and progress.
• Maintain communications with the county staff and other county groups.
• Report enrollment to the county staff annually.

Roles & Requirements
All 4-H youth development activities must be supervised by extension personnel or a certified 4-H volunteer (please refer to Volunteer Application and Certification Procedures). Non-certified adults, including non-certified volunteers, may work with 4-H youth only under the supervision of a certified volunteer or extension personnel. “Under the supervision of” means that the certified volunteer is present during the entire length of time an activity is conducted with youth.

Recognized types of volunteers and their requirements for certification follow. Organizational and project leaders must be at least 18 years old and not be currently enrolled as a 4-H member (current members may enroll as a junior leader and lead a 4-H project under the direct supervision of a certified 4-H volunteer).

Certification required:
Volunteers serving in the following roles must successfully complete the certification process:
• **Organizational Leaders** are those with overall club organization responsibility and serve as the contact person between the club and the county extension office.
• **Project Leaders** are those who work directly with 4-H members on projects.
• **Junior Leaders** are current members who lead a 4-H project under the direct supervision of a certified 4-H volunteer.
• **Indirect volunteers** who provide other types of support to the 4-H program, have direct contact with youth, or are involved in the decision making process for programs at the county or state level.
• **Resource volunteers** who have special skills, expertise or are brought into the 4-H program “as needed” to teach members their skills in unsupervised settings.
• Other individuals who support the 4-H program by serving as host families (keeping youth in their home overnight), chaperones, counselors, or providing medical care (any setting where a certified volunteer is not always present).

**Volunteer Application, Certification & Recertification**

Adults who desire to volunteer their time, energy and talents to University of Hawaii CES 4-H with the potential to serve members (minors) must complete a volunteer selection process. For a volunteer to be certified through the Hawaii 4-H Youth Development program the following steps must be completed.

**Application:**

1. Complete the *Application for a Volunteer Position in 4-H* form and submit it to the appropriate UH County Extension office for consideration.
2. Read, agree to, and sign the 4-H Volunteer Standards of Behavior Form.
3. A criminal background check and/or sex offender search may be requested and/or conducted.
   - Individuals who have been convicted of a crime against children at any time or a violent crime involving injury to others within the last ten years will not be accepted as volunteers. Other offenses identified in the criminal background check, or through references, will be evaluated based on time and relevance of the offense to the potential volunteer’s desired role.
4. A minimum of three references that are non-relatives for the volunteer applicant must be received using the *4-H Reference Form*.
5. After steps 1-4 are successfully completed, an interview will be conducted with the prospective volunteer. Interviews will be conducted by extension personnel and/or trained volunteers assigned by extension personnel.

**Certification:**

1. Accepted applicants must complete the following steps to become certified:
   • Review current *Hawaii 4-H Policies and Procedures* and sign a statement agreeing to abide by these rules.
   • Review *Volunteer Behavior Expectations* and sign the acceptance form agreeing to comply with the Code of Conduct.
2. Complete 4-H orientation training, including Child Protection Policies.
3. Complete 4-H Volunteer Form, Form 2.
4. Upon completion of these steps, a volunteer/leader certification card should be issued to the individual.

**Recertification:**

1. Each year certified volunteers must complete a 4-H Volunteer Form (Form 2).
2. Certified volunteers normally will not be required to undergo additional background checks each year; however, University of Hawaii Extension reserves
the right to request and receive additional background checks if there is a reason to do so.
3. Previously certified volunteers with a two or more years break in service must complete the entire application process to be considered for certification.

**Partnerships & Exceptions:**
- When entering into partnerships/collaborations, UH 4-H Extension educators shall work cooperatively with those entities to establish volunteer selection procedures that meet minimum requirements of all organizations.
- In partnerships where volunteers are representing UH 4-H Extension programs, the volunteers must meet minimum UH 4-H Extension selection requirements.
- In limited situations, UH 4-H Extension educators may need to implement alternative selection strategies that are not identified in the UH 4-H Extension policy. In those cases, Extension professionals shall work with the Associate Director and CTAHR Administrative Services Director.
- The following are not required to complete a selection process: one-time guest speakers; one-time group facilitators, judges for pre-fair judging; county and state fair judges; field day host; parents (providing they are not providing leadership to children other than their own); and other similar positions.

**VOLUNTEER TERMINATION**

Serving as a volunteer is a privilege, it is not a right. County 4-H Extension Educators are responsible for supervision of the 4-H Youth Development Program including the review and assessment of volunteer behavior. In the event the conduct of a volunteer is judged to be inconsistent with the Volunteer Behavior Expectations which all volunteers sign attesting to their intent to follow them, the County 4-H Extension Educator will attempt to modify that behavior through a process of progressive discipline (one warning). Where the misconduct compromises the safety of the child, termination will be immediate.

**DISPUTE RESOLUTION**

The policy of Hawaii Cooperative Extension and the University of Hawaii at Manoa is to insure that all 4-H Youth Development volunteer leaders, parents and members have a known and effective forum in which complaints can be aired and examined. Procedures involving such examination of a complaint must reflect both the requirements of the law and the usage and tradition of the 4-H Youth Development Program. The purpose of the forum is to protect not only the rights of the individual, but also the integrity of the 4-H Youth Development Program, Cooperative Extension, College of Tropical Agriculture and Human Resources and the University of Hawaii at Manoa.

**Procedure**
- Complaints by 4-H members, parents, and volunteers are first to be handled by the Cooperative Extension faculty in the county.
• If not resolved, a formal grievance must be made in writing to the county Cooperative Extension Administrator and must give an accurate, detailed statement of the complaint.
• Problems arising between/among leaders, parents, and/or members that cannot be resolved through conciliation by the County Extension faculty will be referred to the Extension Director.

LEGAL/LIABILITY ISSUES
There is a need for the Hawai`i 4-H Youth Development program to continually examine policies with regard to legal matters or issues of liability. Here are the current program management policies in these particular areas:

Liability Coverage
All authorized volunteers are covered by the State of Hawai`i’s liability coverage when in pursuance of their duties as a certified volunteer. For coverage, club leaders need to submit to their county office their 4-H Club Program Plan prior to the start of the new 4-H year. The State of Hawai`i coverage only covers accidents, not negligent acts.

Club Insurance
Accident insurance is recommended for all 4-H clubs. High liability projects such as horsemanship, shooting sports, and ATV are advised to obtain additional coverage. Check with the county 4-H office for county policy on insurance.

Many 4-H activities and events involve movement of members from place to place, or physical participation. These activities should always be planned with safety in mind. Extension Educators and volunteers are encouraged to provide health and accident insurance for participants during activities and parents are also encouraged to have medical coverage for their children. It is mandatory to have:
• Parental permission to participate in designated activities.
• A medical history of each participant.
• Permission for participant to receive medical treatment, if necessary.
It is advisable to have:
• Access to a trained medical person or certified first aid person.

American Income Life offers blanket group accident and illness plans designed specifically for the unique needs of 4-H -- providing PRIMARY, NO-DEDUCTIBLE coverage. Information can be found at: http://www.americanincomelife.com/FourHCoop.aspx

Contracts
County and state faculty and staff conduct a variety of events and activities each year that require signed contracts to use a specified facility. Additionally, in support of our mission, volunteers recruited and selected by Hawaii Extension faculty and staff conduct events and activities for youth and adults across the state. These events and activities are often times held at locations that require a signed contract.
In order to have the contract reviewed by the University of Hawaii General Counsel, the original contract must be sent to CTAHR (College of Tropical Agriculture and Human Resources. Please allow ample time (minimum of 8 weeks) for review, signature, and return. If applicable, the contract will be sent to the Office of Procurement and Real Property Management for review and signature.

If volunteers are conducting the event/activity without a faculty/staff member present (i.e. club activity/meeting), there must be a signed 4-H Volunteer Standards of Behavior Form and application on file. The volunteer(s) must have participated in a training/orientation in the past 12 months.

**No Employee or Volunteer can sign contracts when making arrangements for an event. These contracts may contain insurance requirements as well as “hold harmless” clauses or indemnification clauses. Per the University of Hawaii Risk Management Office, State employees are prohibited by law from indemnifying individuals/companies (HRS-37-42).**

**Liability for Facility Use**
Staff and volunteers are encouraged to use State public facilities (e.g. public schools) for 4-H events and activities when possible. Staff and volunteers should seek written permission to use either public or private facilities well in advance of the event or program. When using private facilities, if facility owners request a certificate/proof of insurance, the University of Hawaii can provide a Statement of Self Insurance (SOSI) from the State of Hawaii in lieu of an insurance policy. The University of Hawaii, as a state entity, is self-insured.

The request for a “Statement of Self-Insurance” (SOSI) should be submitted to the CTAHR Office of Administrative Services. The SOSI is issued by the State Department of Accounting and General Services (DAGS). This process takes time so allow 6-8 weeks for the process. No 4-H program should take place before receiving the SOSI document.

**Ownership of Property**
4-H clubs are not to own property. 4-H clubs cannot become involved in purchasing real property or in building club houses, etc. This does not include items such as flags sets and routine consumable supplies essential for operating a club. Items used for instructional purposes such as a portable sewing machine are also acceptable.

**4-H NAME AND EMBLEM**
The 4-H Name and Emblem are protected under federal statute Title 18, U.S. Code 707. This provides the 4-H Name and Emblem with the level of protection afforded other Federal marks, such as the Seal of the President of the United States.

The 4-H Name and Emblem is intended to represent the ideals of the program with its focus on serving the educational needs and interests of 4-H youth.
If you are a 4-H member or volunteer, you are permitted to use the 4-H Name & Emblem once your program is chartered with the official 4-H Charter from National 4-H Headquarters. In all use of the 4-H Emblem, the statement “18 USC 707” must legibly appear either to the right of the base of the stem or below the lower right leaf of the clover. In use internal to the Cooperative Extension System (all 4-H Youth Development Programs and clubs duly given authorization to use the 4-H Name & Emblem) use of the statement is at the discretion of the State 4-H Program Leader, or for those uses that are multi-state, regional, or national in scope, at the discretion of National 4-H Headquarters.

Use of the 4-H Name and Emblem

Use of the 4-H name and emblem is governed by Congressional action and supplemental administrative policy. Use of the 4-H name and emblem within a county is subject to approval by the County Extension office. Use on a multi-county or state basis shall be approved by the director of Cooperative Extension and State 4-H Youth Development Program Leader. In all instances such use shall conform to state and national policy and be for the furtherance of the 4-H Youth Development Program rather than for benefit of private individuals, donors or others.

(For more info, refer to: http://www.csrees.usda.gov/nea/family/res/pdfs/using_the_4h_name.pdf)

Fiscal and Tax Issue for 4-H Clubs

Chartered 4-H Clubs are encouraged to get an EIN number. Taxes must be filed on income generated by the club in the name of 4-H and intended to benefit the club or 4-H overall. If the club raises funds, it must have a federal EIN number and a General Excise Tax number in place for the funds. These clubs are also required to electronically file a 990-N with the IRS each year, even if they do not raise funds in that year.

In August 2010, after discussions with the IRS, the USDA notified all land grant Universities that they would be relinquishing their Group Exemption Number that covered 4-H operations effective May 16, 2011. All states were directed to secure tax exempt status for 4-H groups on their own.

The Hawaii 4-H Foundation has established one account for each County 4-H Extension Program to accept contributions for county programs. However, individual 4-H clubs no longer have tax exempt status. If donations are received by 4-H clubs, donors should be aware that the donations are not tax deductible. Fund-raising programs using the 4-H name or emblem or involving 4-H participants and leaders must be carried out for specific educational purposes. Such fund-raising programs must have the written approval of the appropriate Cooperative Extension office as follows:

1. Approval by the County 4-H Extension staff, if the fund-raising program is confined to a county.
2. Approval of the State 4-H Program Leader, if the fund-raising program is multi-county or statewide.

**Tax Laws and 4-H**
Please consult with your financial advisor as to what can be claimed as a tax deduction.

**Accountability of Funds**
The 4-H Extension Educator is responsible and accountable for all funds raised in the name of 4-H in each respective county. All clubs or groups must provide a yearly accounting of finances to the County Extension office. Check with your County 4-H office for local rules.

Funds may be collected to cover the cost of supplies and materials for user, conference, and event fees. Counties may charge a voluntary, nominal fee for program operation. Collecting this fee must not be a barrier to membership enrollment.

**Club Assets**
Any 4-H club that handles money or acquires material assets should have a clearly defined and known procedure for disposing of the funds or assets if the club should disband. Money or assets acquired in the name of 4-H must be used to benefit 4-H even if the original club disbands. Disbursement among the members and/or leaders of the club is not acceptable, nor is transfer of the funds to a non-4-H group. Some appropriate options include:
- Donate to County 4-H Federation
- Donate to Hawaii State 4-H Leaders’ Federation, Hawaii 4-H Alumni Association, or County and/or State 4-H Livestock Committee
- Donate to Hawaii 4-H Foundation

**Recognition - Trips & Awards**
Trips and awards recognize achievement and motivate youth to strive for excellence in project work and related activities. These awards will be provided according to the following guidelines:
1) A member must meet the specific requirements established for the trip or award.
2) A member shall not be given the same state award more than once.
3) Scholarships or other monetary awards provided by donors must be used the year in which they are received or passed to an alternate, in accordance with award or scholarship guidelines.
4) 4-H members and volunteers accepting funds to participate in 4-H activities and/or trainings are expected to meet all requirements of the activities and/or trainings. If all requirements are not met, all funds are to be repaid by the recipient.
5) The State 4-H Leader or designee must certify all state teams, individuals, or groups attending regional or national 4-H events.
6) Personal conduct of 4-H members while attending state, regional, or national events is expected to be exemplary of 4-H ideals and consistent with the code of conduct set for the event. If those in charge of the group determine behavior violates the
expectations, such person or persons may be immediately returned home to the custody of their parents or guardian. 
7) Counties planning interstate or international exchanges should inform the Hawaii 4-H Youth Development Office of their plans. All such exchanges must be approved by the State 4-H Leader.

**4-H EVENTS / CHAPERONE**

*Youth Protection:* All adults serving as chaperones for overnight events must have completed the 4-H Youth Development forms. All participants at 4-H events must have parental permission forms and/or waiver of liability form, a current health form, code of conduct form, and a medical emergency treatment form. The Hawaii 4-H Youth Development Program has no tolerance for the possession or use of alcohol or other illegal drugs at youth events. 4-H prohibits the unlawful distribution, dispensation, possession, or use of controlled substances, illegal drugs, and alcohol by youth or adults. Searches of personal rooms, vehicles and belongings may occur and law enforcement will be called if necessary.

*Age Requirements:* Supervising chaperones must be at least 21 years of age, registered and screened, and properly oriented (including event details, chaperone responsibilities and emergency phone numbers of staff). Chaperones will be provided with a copy of signed medical emergency treatment forms for each participant before trip departure for duration of trip. Staffing (educators, adult chaperones, etc.) of events will be based on the age of the participants, the nature of the event or facility and current Hawaii 4-H Guidelines.

<table>
<thead>
<tr>
<th>Ages of Youth</th>
<th>Number of Youth</th>
<th>Number of Chaperones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloverbud</td>
<td>6</td>
<td>1</td>
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<tr>
<td>Junior/ Intermediate</td>
<td>8</td>
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<tr>
<td>Senior</td>
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- For one day trips, it is recommended to have 1 chaperone for 8 youth (ages 8 and older) and overnight trips, 1 chaperone for 6 youth. It is also recommended that a minimum of 2 adults be present at all times with youth groups. In the case of an accident or emergency, one adult can supervise the children while the other adult addresses the problem.
- Overnight trips: If both male and female youth are attending, then at least 1 male and 1 female chaperone at least 21 years of age with valid and approved driver’s licenses are required at the event. Males and females will not room together. Youth will not room with adults unless adult is a parent or guardian of the youth.
- For some district and statewide events, male and female chaperones may be required for each delegation with boys and girls. Chaperones may be shared among different counties to provide required chaperone coverage (i.e. a male chaperone
may agree to chaperone a male 4-H member while at an event for a county with 2 female chaperones present).

- Regardless of the number of vehicles, if trips are for more than 100 miles one way, there must be a back-up driver in the event one of the drivers becomes incapacitated.

**Rooming:** It is not recommended that adults and young people stay in the same room. This situation allows for a greater risk of inappropriate behavior. In addition, it does not allow young people to spend free time with other youth or to practice skills like decision-making, problem-solving and assuming responsibility. There may be an exception for family members, where this may be allowed, but not encouraged because the young person’s interaction with other youth is important.

**Expectations of Chaperones:** Chaperones are accountable to the 4-H Youth Development staff person. In cases of emergencies, chaperones need to focus on the youth member and their emergency care. When faced with a situation that is uncomfortable to a chaperone, the volunteer should consult with the 4-H Youth Development staff person they report to as soon as possible so an appropriate course of action can be taken.

**Responsibilities of Chaperone:**

- Provide continuous supervision of delegation from the time trip begins until youth are returned to parents or guardians. Only leave if proper alternate supervision is arranged and approval is granted by the adult in charge of the event or delegation.
- If transporting others, always have the correct number of seat belts for number of youth in vehicle, automobile liability insurance and a valid driver’s license.
- Be sure to carry Emergency Medical Treatment forms for each 4-H member in vehicle.
- Endorse overnight event guidelines that participants will not be allowed in the sleeping areas of participants of the opposite gender and youth may not room with unrelated adult unless in dorm setting with other youth and adults. All participants (except those with special planning or program responsibilities) must be in their assigned area at curfew and shall comply with quiet-hour and lights-out regulations.
- Do not dispense medication unless certified to do so.
- Abide by the 4-H Volunteer Behavior Expectations.
- Chaperones are responsible for ensuring that all members of their delegation attend scheduled sessions and events.
- Work with the Club Organizational Leader and/or Cooperative Extension Educator to assure that all event guidelines, emergency forms, travel information, participant information and other relevant information is reviewed and clearly understood, prior to the event.
- Should a problem arise with any youth participant at the event, it should be brought to the attention of the event coordinator.
TRAVEL POLICY
It is the responsibility of the parents or guardians of 4-H youth to provide transportation to and from all 4-H activities and events.

4-H DRIVING POLICY
• Youth may not drive passengers to county events without written permission from the parents of the driver and parents of the passengers.
• All drivers must be in compliance with the State of Hawaii laws, including but not limited to: a valid driver’s license, adequate insurance, current car registration and seat belt use. Furthermore, it is expected that any vehicle used to transport 4-H members is maintained so that it is “safe and reliable” for the conditions, weather and distance in which it is to be driven.

Even with risk management planning, emergencies still happen. In case of an emergency:
• Your first priority is to provide appropriate medical attention to the injured participant. Call 911, police, or ambulance as appropriate. If it is necessary to leave the accident scene to secure emergency care, a responsible program representative should stay at the scene.
• Contact the parent or guardian.

YOUTH PROTECTION POLICY
Sexual, physical, or emotional abuse of children contradicts the goals and values of 4-H and will not be tolerated nor condoned in the organization. It is of utmost importance that suspected child abuse and neglect be reported to appropriate officials so that families have an opportunity to receive assistance. It is the policy of this organization that all volunteers who suspect that child abuse or neglect is occurring will make a report to the local Department of Public Health & Human Services.
• Any child who participates in educational programs conducted under the auspices of Hawaii Cooperative Extension is entitled to a safe environment.
• Hawaii Revised Statutes (Child Protective Act Chapter 587) requires any person who has reasonable cause to believe that a child is being abused or neglected by someone must report this to the Child Protective Services (CPS).
• The following persons are required by law to report suspected child abuse: any physician, hospital intern or resident, surgeon, dentist, osteopath, chiropractor, podiatrist, county medical examiner, nurse, psychologist, school personnel, social worker, peace officer, parent, counselor or any other person having responsibility for the care and treatment of children.

How to Report
Call the Department of Human Services, Social Services Division, Child Welfare Services at the numbers listed below. Please call the location nearest to you when reporting abuse or neglect. In the event that the number has changed, please check with the telephone operator for the current number.
• East Hawaii (Hilo) 1-800-494-3991 (Toll Free-24 hours)
  1-800-399-1615 (Toll Free-24 hours FAX line)
• West Hawaii (Kona) 1-800-494-3991 (Toll Free-24 hours)
  1-800-399-1615 (Toll Free-24 hours FAX line)
• Kau (West Hawaii Intake Hotline) 1-800-494-3991 (Toll Free-24 hours)
  1-800-399-1615 (Toll Free-24 hours FAX line)
• Kamuela 1-800-494-3991 (Toll Free-24 hours)
  1-800-399-1615 (Toll Free-24 hours FAX line)
• Maui 1-800-494-3991 (Toll Free-24 hours)
  1-800-399-1615 (Toll Free-24 hours FAX line)
• Molokai 1-800-494-3991 (Toll Free-24 hours)
  1-800-399-1615 (Toll Free-24 hours FAX line)
• Lanai 1-800-494-3991 (Toll Free-24 hours)
  1-800-399-1615 (Toll Free-24 hours FAX line)
• Kauai 1-800-494-3991 (Toll Free-24 hours)
  1-800-399-1615 (Toll Free-24 hours FAX line)
• Oahu (24 Hours) 832-5300 (24 hours), 832-5292 (24 hours FAX line)

In case of immediate threat of violence, call the police, 911.

What Kinds of Information are Needed?
The social worker will want to obtain as much of the following information as possible before referring the matter for investigation:

- Name and address of the child victim and his/her parents or other persons responsible for his/her care
- Child's birthdate or age
- Names and ages of other persons who live with the child and their relationship to the child if known
- Nature and extent of the child's abuse or neglect (including any evidence or indication of previous abuse or neglect)
- Date, time, and location of incident
- Child's current location and condition
- Identity of the alleged perpetrator
- Whereabouts of the alleged perpetrator and any history if available
- Any other information that may be helpful in determining the cause of abuse or neglect and whether or not there is a family member who can protect the child

You are statutorily required, as a mandated reporter, to provide upon request to the department any information relating to the incident of abuse or neglect that was not contained in the original report. If additional information relating to the report of abuse or neglect is not requested but available, you must provide that information as well. You are also required to allow the Child Welfare Services investigator to interview the child victim without the parents or caretakers present.
If You Are Not Sure?
You can consult with the Department of Human Services regarding your concerns or observations. You need not be prepared to prove that abuse or neglect has occurred before making a report. If the child has shared information with you about the abuse/neglect, this is enough for you to call us. Except for medical situations where history taking includes asking relevant questions to determine the appropriate kinds of tests or examination needed, the preference is that you make a referral immediately once the information is shared with you. Since the social worker may need to interview the child, it is our goal that the child not be subjected to numerous interviews about his/her abusive or neglectful situation by different people.
(http://hawaii.gov/dhs/protection/social_services/child_welfare/MANDATED%20REPORT%20HANDBOOK.pdf)
APPENDIX A

HAWAII 4-H FORMS
NAME: ___________________________________________  LAST  FIRST   MI

BIRTHDATE: ___/___/______  CONTACT PHONE: __________________  EMAIL: __________________

FAMILY’S CURRENT MILITARY AFFILIATION  
(If Any- Please check all that apply)

ACTIVE  RESERVE  GUARD

ARMY     _____  _____  _____
AIR FORCE  _____  _____  _____
NAVY     _____  _____  _____
MARINES  _____  _____  _____
COAST GUARD  _____  _____  _____

MAILING ADDRESS:

STREET  CITY  ZIP

PHYSICAL ADDRESS:

STREET  CITY  ZIP

SEX*:  
FEMALE _____  MALE _____

I LIVE: (CHECK ONE)  
_____ ON A FARM
_____ RURAL AREA OR TOWN UNDER 10,000
_____ TOWN OR CITY OF 10,000 TO 50,000
_____ SUBURB OF CITY OVER 50,000
_____ CITY OVER 50,000

GRADE: ________  SCHOOL: ________________

NAME OF 4-H CLUB OR GROUP: ___________________________

NAME OF LEADER/ADVISOR: ____________________________

PROJECT TO BE CONDUCTED:  LEADERSHIP POSITIONS HELD: (check if applicable)

(See list on last page)  

CODE  NAME  
_____  ______________________
_____  ______________________
_____  ______________________

I agree to attend and participate in meetings and complete my projects  
I approve, and will have my child attend meetings and complete projects.

Signature of Youth: ____________________  Signature of Parent/Guardian: ____________________

*This information is needed for reporting purposes only. Hawaii Cooperative Extension Service Activities and employment opportunities are available to all people Regardless of race, color, religion, sex, age, national origin, handicap, or political affiliation.
MEDICAL INFORMATION SUMMARY
For Minors in the 4-H Program

Name_________________________________________________________________________
Last   First   Middle

Mailing Address______________________________________________________________
Number & Street  City, State, Zip

Date of Birth________________ Sex______ Age______ Phone_____________________

Name of parent or legal guardian _______________________________________________

Parent phone during this program:  Home_________  Bus ___________  Cell ___________

Email___________________

Name of two alternates (relatives or friends) who may be contacted in case parent or legal guardian cannot be reached in an
emergency

Name________________________Relationship______________ Phone_____________

Name________________________Relationship______________ Phone_____________

Name of child’s physician____________________________________ Phone______________

Date last seen by physician___________________Reason_______________________________

Give name and identification number of hospital/medical insurance_______________________________

Policyholder’s name __________________________ Agent __________________

GENERAL HEALTH & MEDICAL HISTORY:

If participant has been under the care of a physician within the past 12 months or if there is any question about activity
restriction, attach a statement from a physician indicating restrictions and noting any pertinent recommendations.

1.  Any operations, serious injuries or chronic illness: Yes _______ No _______
    If yes, please specify:______________________________________________________

2.  Check communicable diseases to date:
    Measles____  Mumps ___  Chicken Pox ___
    German Measles (Rubella)______  Others_____

3.  Note any communicable diseases minor have been exposed to in the last two weeks:

4.  Give year of last immunization or booster for
    Tetanus _____  German Measles (Rubella)______  Diphtheria _____
    Measles ______ Mumps _________  Polio _________  Other _________

5.  Indicate any known allergies:
Food ___________________ Drugs ____________________
Plants ________________ Animals __________________
Insects________________ Others ____________________
Explain reaction and indicate medication used_____________
(Medication for above should be brought with you.)

6. Check if prone to any of the following conditions:
   - Asthma or respiration problems ____
   - Fainting______
   - Stomach upset____
   - Frequent headaches____
   - High blood pressure____
   - Heart problems____
   - Restlessness or sleepwalking____
   - Convulsions____
   - Other (please specify) ________
If you have checked any, please give details_____________________________

7. List medication(s) and use, including insulin. (Should be in original container with prescription and/or label.)
   - Medication_________ used for _____________ When taken _________________
   - Medication_________ used for _____________ When taken _________________
   - Medication_________ used for _____________ When taken _________________
   Does youth require help with medication? __________________
   Is refrigerator needed? Please explain______________________________

8. Any known physical, mental, social difficulties or other special information which may affect participation or for which special consideration should be given? ___ (yes) ___ (no)
   Explain_________________________________________________________________

9. Any prior activity restriction? ___ (yes) ___ (no) If yes, specify __________________

10. Any present activity restriction desired by participant, his or her parent, guardian or physician? ______
    If yes, describe __________________________________________

MEDICAL CONSENT FORM

I/We, the undersigned, consent to and authorize any medical professional and others working under their supervision to treat me for any injury or illness arising from or related to my participation in the above named program.
I/We further agree to pay any and all medical expenses, costs and other charges and to release and discharge and hold harmless the University of Hawai‘i, State of Hawai‘i, its officers, employees, agents, and assigns from and against any liability or any claims or demands arising from or connected with such medical treatment or care.

_______________________________________            ____________________
Signature of Parent (if participant is under 18 years of age)               Date

IN CASE OF EMERGENCY:

First Person to Contact: _________________________ Phone: ___________________________
Second Person to Contact: _________________________ Phone: ___________________________
Physician to Contact: ___________________________ Phone: ___________________________

___________________________________________           _____________________
Signature of Parents/Guardian(s)                               Date

___________________________________________
Print Name(s)
A. CITIZENSHIP AND CIVIC EDUCATION
AB Citizenship
AC Cultural Education
AD Global Education
AE Intergenerational Programming
AF Understanding Physical and Mental Limitations
AG Volunteerism
AH Service-Learning
AI Community Service

E. HEALTHY LIFESTYLE EDUCATION
EA Chemical Health
EB Mental and Emotional Health
EC Foods and Nutrition
ED Physical Health
EE Safety

F. PERSONAL DEVELOPMENT AND LEADERSHIP
FA Career Exploration and Employability
FB Critical Thinking Skills
FC Economics, Business and Marketing
FD Exploring 4-H
FE Hobbies and Collections
FF Leadership Skills Development
FG Leisure Education
FH Personal Development
FJ Reading Literacy
FJ Social Recreation Skills
FK Values Clarification

B. COMMUNICATIONS AND EXPRESSIVE ARTS
BA Communication Arts
BB Performing Arts
BC Visual Arts

C. CONSUMER AND FAMILY SCIENCES
CA Child Development, Child Care, Babysitting
CB Clothing and Textiles
CC Consumer Education
CD Home Environment
CE Parenting and Family Life Education

D. ENVIRONMENTAL EDUCATION AND EARTH SCIENCE
DA Environmental Stewardship
DB Earth, Water and Air
DC Energy HB Biological Sciences
DD Forests, Rangeland and Wildlife
DE Outdoor Education/Recreation
DF Waste management

G. PLANTS AND ANIMALS
GA Ag in the Classroom
GB Animals
GC Plants

H. SCIENCE AND TECHNOLOGY
HA Science/Technology Literacy
HB Biological Sciences
HC Technology and Engineering
HD Physical Science
NAME: ____________________________________________

LAST NAME: ___________________ FIRST NAME: ___________________ MI: ___________________

PHONE: __________________________ EMAIL: __________________________

FAMILY'S CURRENT MILITARY AFFILIATION
(If Any- Please check all that apply)

<table>
<thead>
<tr>
<th>ACTIVE</th>
<th>RESERVE</th>
<th>GUARD</th>
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<td>ARMY</td>
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<td>MARINES</td>
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<td>COAST GUARD</td>
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</table>

MAILING ADDRESS:
________________________________________________________________________________________________________________

STREET: ____________________________________________ CITY: ___________________ ZIP: __________

PHYSICAL ADDRESS:
________________________________________________________________________________________________________________

STREET: ____________________________________________ CITY: ___________________ ZIP: __________

SEX*: FEMALE____  MALE____

I LIVE: (CHECK ONE)
_____ ON A FARM
_____ RURAL AREA OR TOWN UNDER 10,000
_____ TOWN OR CITY OF 10,000 TO 50,000
_____ SUBURB OF CITY OVER 50,000
_____ CITY OVER 50,000

RACE*: ___________________ HISPANIC
_____ WHITE ______ BLACK ______ ASIAN PACIFIC
_____ AMER IND ______ OTHER(S) ______ HAWAIIAN

YEARS AS A 4-H LEADER COUNTING THIS YEAR_____

4-H VOLUNTEER ROLE (check one)
DIRECT _____ Unpaid support for the 4-H program through face-to-face contact with youth, by a youth or adult. e.g.: project leader, club leader, camp counselor, teacher.
INDIRECT _____ Unpaid support for the 4-H program by a youth or adult which does not include face-to-face contact with youth. e.g. boards, committees.

PROJECTS TO WHICH YOU GIVE LEADERSHIP (See code list on back).

<table>
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<tr>
<th>CODE</th>
<th>NAME</th>
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4-H Volunteer Agreement
I am volunteering my time to further the educational purpose of 4-H and will actively work toward achieving racial and sexual balance. I will not discriminate on the base of race, color, creed, religion, sex, national origin, handicap or political affiliation.

Volunteer’s Signature ____________________________________________

*This information is needed for reporting purposes only.
DATE ______________

UNIVERSITY OF HAWAI‘I
Hawai‘i 4-H Youth Development Program

Name of Adult Volunteer (Last Name, First Name, Middle Initial): ______________________________

ASSUMPTION OF RISK AND RELEASE.

I, the undersigned, certify that the above named is in good physical health and able to participate in all activities of the Hawai‘i 4-H Youth Development Program from September _________ to August __________.

I further understand that the University of Hawai‘i does not provide medical or liability insurance or otherwise indemnify individuals with respect to injuries or other liabilities arising out of participation in the Hawai‘i 4-H Youth Development Program.

I understand that participation in the Program is voluntary. In giving this consent, I understand that there are unavoidable and unforeseen risks in participating in the Program. I also acknowledge and have independently reviewed and assessed the risks. Knowing these risks, and in consideration of my participation, I agree, individually, and on behalf of my heirs, successors and personal representative(s) to assume all of the risks and responsibilities associated with my participation in the Program.

____________________________________________________    _________________________
Signature                               Date

____________________________________________________
Print Name

IN CASE OF EMERGENCY:

First Person to Contact: _________________________________________  Phone: ___________________________
Second Person to Contact: _______________________________________  Phone: ___________________________
Physician to Contact: ___________________________________________  Phone: ___________________________

___________________________________________    _________________________
Signature                               Date

___________________________________________
Print Name(s)

MEDIA RELEASE

I give the University of Hawai‘i College of Tropical Agriculture and Human Resources (CTAHR), National 4-H Council, 4-H Cooperative Extension Service, USDA/CSREES, 4-H clubs and programs, its nominees, agents, and assigns, unlimited permission to use, publish and republish for purposes of advertising, public relations, trade or any other lawful use, the right to utilize any media of or by me, including but not limited to photographs, video or audio of me (and/or my property), or any written or electronic end product created by me as a result in my participation in any 4-H project or event. Use includes but is not limited to posting it on the CTAHR website. I waive any rights, claims or interest I may have to control the use of my identity or likeness in the photographs, video, or audio and agree that any uses described herein may be made without compensation or additional consideration of me.

I also give the above fore-mentioned parties the right to utilize information I provide in any of their evaluation reports and exhibit this work publicly or privately. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

_________________________________________    _______________________
Signature                                      Date

________________________________________
Print Name

UNIVERSITY OF HAWAI‘I
Hawai‘i 4-H Youth Development Program

COOPERATIVE EXTENSION SERVICE  UNIVERSITY OF HAWAI‘I MANOA  COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES  3330 MAILE WAY, HONOLULU, HAWAI‘I 96822
The UH-CTAHR Cooperative Extension Service and the U.S. Department of Agriculture cooperate in presenting to the people of Hawai‘i programs and services without regard to race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or veteran status. The University is an equal opportunity, affirmative action institution.
**Name of 4-H Club/Group:**
**Leader/Teacher:**
**Community or School:**

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**4-H GROUP ENROLLMENT**

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**Birthdate**

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* For reporting purposes only
TYPE OR PRINT ALL INFORMATION

NAME: Last name first, then first name and middle initial, or first initial and middle name, or both names, as normally used by individual.

ADDRESS: Include rural route and box numbers or street number and name, apartment identification if applicable, city or town. Must be complete.

ZIP: Zip code.

RESIDENCE: Indicate place of residence by code number:

1 = Farm
2 = Rural Non-Farm (Towns of 2,500 people or less)
3 = Urban (Concentrations of over 2,500 people)
4 = Suburban (Suburban areas of Honolulu)

SEX*: 1 = Female 2 = Male

RACE*: The teacher/leader should indicate the race of each individual. Use these codes:

1 = White, not of Hispanic origin
2 = Black, not of Hispanic origin
3 = American Indian or Alaskan Native
4 = Hispanic
5 = Chinese
6 = SE Asian
7 = Filipino
8 = Samoan
9 = Japanese
10 = Hawaiian
11 = Korean
12 = Other

*This optional information is used for reporting purposes only.

BIRTHDAY: For members only.
Month – January = 01, May = 05, October = 10, etc.
Day – Actual day of the month
Year – Last two digits only of year of birth, e.g., 1985 = 85

GRADE: Current grade in school. Special Education, non-graded
and others not identified as in a grade group may code /99/.

YEARS IN 4-H: This includes the current year. Leaders/teachers
indicate the number of years in adult leader/teacher role
working with 4-H education.

DUPLICATE: 1 = Not currently enrolled in another 4-H club or
group.
2 = Currently enrolled in another 4-H club or group.

PROJECTS: Using the project code, indicate the project or
projects being conducted by each member. For leaders,
indicate projects for which they have responsibility.
Three digits per box. Use second line if more than 3
projects per member.

LEADER ROLE: Select the following code which best describes
the responsibility of the adult volunteer leader/teacher.

CODE:
01 = 4-H Club Organization Leader
02 = 4-H Club Project Leader
03 = 4-H Club Assistant Leader
04 = 4-H Club Resource Leader
05 = 4-H Teen Leader
06 = 4-H Junior Leader
CITIZENSHIP AND CIVIC EDUCATION
AC Cultural Education (including heritage, diversity, exchanges)
AE Intergenerational Programming
AG Volunteerism
AH Service-Learning

COMMUNICATIONS AND EXPRESSIVE ARTS
BB Drama
BC Visual Arts

CONSUMER AND FAMILY SCIENCES
CB Clothing and Textiles
CC Consumer Education
CE Parenting and Family Life Education

ENVIRONMENTAL EDUCATION AND EARTH SCIENCE
DA Environmental Stewardship (general)
DB Earth, Water and Air
DC Energy (general, home, farm, transportation)
DD Forests, Rangeland and Wildlife
DF Waste management

HEALTHY LIFESTYLE EDUCATION
EA Chemical Health
EB Mental and Emotional Health
EC Foods and Nutrition
ED Physical Health
EE Safety

PERSONAL DEVELOPMENT AND LEADERSHIP
FA Career Exploration and Employability
FD Introductory 4-H Projects (for participants 5–8 years old)
FH Personal Development (general)

PLANTS AND ANIMALS
GB Animals
GC Plants

SCIENCE AND TECHNOLOGY
HB Biological Sciences
HC Technology and Engineering
HCA Aerospace
HD Physical Science
APPENDIX B

HAWAII 4-H VOLUNTEER APPLICATION PROCESS
HAWAI‘I 4-H VOLUNTEER POLICIES AND PROCEDURES

In the Hawai‘i Cooperative Extension Service (HCES), volunteers multiply the efforts of Extension professionals. The diversity of competencies of volunteers expands the creativity of the organization. HCES personnel members are responsible for recruiting, selecting, screening, training, supervising, evaluating and recognizing HCES volunteers. HCES volunteer is a person who is appointed by and is authorized to perform services for the Hawai‘i Cooperative Extension Service. To qualify as an HCES volunteer, a person must have completed an HCES Volunteer Application and executed an HCES Volunteer Appointment Agreement form. A person remains a volunteer only for the period specified in the Volunteer Appointment Agreement. Only official registered and appointed HCES volunteers are covered under Hawaii Revised Statutes for tort liability claims and workers’ compensation claims. An appointment as an HCES volunteer does not create an employer-employee relationship.

Procedures

The following procedures will be implemented by HCES personnel when recruiting, selecting and working with an HCES volunteer.

**Position Description:** A written description of the duties and responsibilities of the volunteer’s position shall be developed by the HCES personnel containing specific criteria necessary for the position. (See Form 3 for Position Description format)

**Application:** A volunteer applicant will provide the HCES personnel a signed application form with truthful, accurate and complete information on applicant’s background, experience, abilities, and preference for type of volunteer assignment. This form shall be placed in the volunteer applicant’s file and will serve as the means to begin the screening process. (See Form 1 for Application form.)

**Screening:** A volunteer applicant will be screened by HCES personnel to determine suitability for a volunteer position. The specific written requirements of the position will be used as screening criteria. The volunteer will be contacted following the screening decision. HCES personnel will conduct a personal interview, check two references (written or telephone). In addition, a criminal background check may be conducted.

**Appointment:** A person selected to serve as an HCES volunteer will be appointed by the supervising HCES personnel member for the specific period of time and under the terms set forth in the Appointment Agreement. The HCES Volunteer Agreement form will be signed by the volunteer, the 4-H Extension faculty member, and, if appropriate, the volunteer supervisor. The Position Description describing all authorized duties and responsibilities shall be attached to the Agreement form and placed in the volunteer’s file. In addition, 4-H volunteers must complete a 4-H Enrollment form. Certificates for completion of training may be issued.
Orientation: An HCES volunteer will receive from the supervising faculty member an orientation covering the history, mission and structure of HCES; the policies of the organization; a description of duties; and responsibilities and identification of risks, benefits, duration and expectations of the specific position.

Training: HCES personnel will provide or arrange for the volunteer to receive training necessary for the HCES volunteer to carry out the responsibilities of the appointment.

Support: An HCES volunteer will be informed of the materials, facilities, support staff, and resources available to the volunteer to carry out the volunteer’s authorized duties and responsibilities. Volunteers do not have penalty mail privileges.

Supervision: An HCES volunteer shall be assigned to an HCES faculty, staff or volunteer supervisor.

Evaluation: Evaluation of volunteer staff is a continuous process. Both satisfactory and unsatisfactory performance of the volunteer will be shared with the volunteer by the supervising HCES faculty, staff or volunteer supervisor. A full assessment of the volunteer’s job performance will be executed by the supervisor if there is a change in the volunteer’s job responsibilities or at the request of the volunteer or an Extension administrator. The supervisor will consult with the volunteer and prepare a written report of the assessment. A copy of the written report will be placed in the volunteer’s file and a copy given to the volunteer. (See Annual Review form)

Recognition: An HCES volunteer will be recognized in an appropriate manner for service to HCES. Each unit will determine the appropriate recognition for its volunteers.

Reappointment: A volunteer may be reappointed to an HCES Volunteer position providing the volunteer’s job performance has been satisfactory. If the responsibilities of the position remain the same or have only minor changes, the volunteer will renew the reappointment by signing the 4-H Volunteer Job Description and Agreement form. Volunteers in good standing must renew their HCES appointment every year on this form to remain active as an Extension volunteer. If the appointment is not renewed, the volunteer must repeat the entire appointment process.

Termination: An HCES volunteer’s appointment shall terminate on the date specified in the 4-H Volunteer Job Description and Agreement form. The term of an appointment shall be determined by the 4-H Extension personnel making the appointment and the volunteer. As stated in the 4-H Volunteer Job Description and Agreement, HCES may terminate a volunteer’s appointment prior to the date specified in the volunteer’s appointment agreement if the volunteer’s supervisor mails a written notice of termination due to non-compliance of agreement. A copy of the notice will be placed in the volunteer’s file. The volunteer may terminate the agreement with HCES by giving written and verbal notice to the volunteer’s supervisor two weeks prior to resignation date. The faculty supervisor will seek the return of reference resources, unused materials and publications, group/club program files, and any equipment or keys issued to the volunteer.

Recommendations: The verification of a volunteer’s service with HCES may be provided upon written request by the volunteer to the HCES personnel supervisor.
**Organization Standards:** *(TO DO THIS SECTION BY 2002)*  All HCES volunteers are expected to adhere to the same standards of conduct as expected of the youth participants. (See Appendix H: 4-H Behavioral Expectations for Youth) and to adhere to the following policies and procedures:

a. Acquired Immune Deficiency Syndrome (AIDS) and Universal Health Care Procedures.
b. Drug and Alcohol Abuse Policy
c. Tobacco and Smoking Policy
d. Child Protection and Abuse Reporting
e. Sexual Harassment Policy
f. Affirmative Action (Including American Disabilities Act – ADA)
g. Program Forms: Additional information, release and compliance forms are required for specific programs or events.

HCES supervising faculty will insure that volunteers receive adequate training on the above policies and procedures.

**Liability Coverage Under the Hawaii TORTS Claim Act (HTCA):** The HCES volunteer may be immune from liability under HTCA for certain acts or omissions of the act or omissions occurred while the volunteer was providing an authorized service to or for the State. (HRS Chapter 90). Nevertheless, an HCES volunteer is personally liable for any act or omission of the volunteer occurring outside the scope of the authorized duties and responsibilities stated in the volunteer’s appointment agreement, or for any act or omission which was malicious or grossly negligent and for which defense of sovereign immunity is not available. (State Volunteer Services, Office of the Governor, 1992)

**Hawai‘i Workers’ Compensation Act:** Official registered HCES volunteers are covered under the Workers’ Compensation Act.

**Conflict Resolution:** Conflicts between HCES volunteers and the organization shall be promptly addressed by the volunteer’s supervisor, who shall attempt to resolve the disagreements and maintain sound relationships where possible between the volunteer and the organization. If an HCES personnel becomes aware of a conflict involving an HCES volunteer, the HCES personnel shall initiate a mediation process to give all parties the opportunity to express their concerns. The mediator should be the HCES personnel responsible for supervising the volunteer in conflict. If the conflict is between a volunteer and an HCES personnel, the mediator shall be the County Extension Administrator, Department Chairperson or State 4-H Program Leader.

If a satisfactory resolution cannot be reached at this level, the conflict should be brought to the attention of the Associate Extension Director. They will work together to reach a final decision.

**Affirmative Action:** HCES maintains a commitment not to discriminate against an HCES volunteer because of race, color, gender, religion, age, national origin, or handicap. Complaints of discrimination concerning an HCES volunteer shall be promptly addressed by the HCES volunteer’s supervising faculty member. The CTAHR Office of Personnel/Human Relations shall be immediately contacted when an HCES faculty member becomes aware of a complaint of discrimination involving an HCES volunteer.

Hawaii 4-H Policies 11/13
4-H VOLUNTEER APPLICATION PROCESS

In order to protect children involved in the Youth Development Program and to ensure the selection and placement of capable and qualified leadership in all 4-H positions, please follow the volunteer adult application process.

The volunteer adult application process is to be used with ALL NEW 4-H VOLUNTEERS.

Each step of the process must be handled in a CONFIDENTIAL manner. If any concerns regarding the application arise during the process, please contact your County Administrator or the State 4-H Program Leader.

STEP I — APPLICATION FORM
1. Have volunteer complete “Application for A Volunteer Position in 4-H.”
2. Check references using appropriate form.
3. If volunteer appears qualified for the position, schedule interview.

STEP II — INTERVIEW/REVIEW PROCESS
2. Share examples of specific job descriptions to identify appropriate roles.
3. Give the volunteer a copy of “Hawai‘i 4-H Policies and Procedures.”
4. If agreeable, recruiter and volunteer work out an individual job agreement. (This can be scheduled for later, if preferred). Be sure to give each volunteer a signed copy of the job agreement. The job description is for recruiting, and the job agreement is to be individualized after recruitment.
5. Inform volunteer of required training sessions and/or meetings.
6. Allow accepted volunteer to begin responsibilities of the position.
7. Issue identification card to 4-H registered volunteer.

STEP III — ANNUAL REVIEW
1. At the completion of the year, the supervisor and volunteer must complete and sign an annual volunteer assessment.
2. Reappointment, referral to another position or termination will take place at the completion of the annual review.
APPLICATION FOR A VOLUNTEER POSITION IN 4-H

Name

First Middle Last

Mailing Address Street City State Zip

Length of time at above address Date of Birth ___/___/____

Driver’s License

Phone: Day ( ) Best time to call: 

Night ( ) Best time to call: 

Email

Are you a 4-H alumnus? Where were you in 4-H?

Have you previously been a 4-H leader? Yes No

If yes, how many years? Where?

Why are you interested in a 4-H volunteer position?

Do you prefer to work directly with youth adults

If you prefer to work directly with youth, what grade level(s) do you prefer?

( ) Cloverbud 5-8 years

( ) Junior 9-11 years

( ) Intermediate 12-14 years

( ) Senior 15-19 years

What time commitment do you desire initially?

1-3 months 3-6 months 6-12 months

Are you available to volunteer Mornings Afternoons

Evenings Weekends

Previous Volunteer or Employment Experience: (List current or most recent experience first)

Organization or Employer Position/ Responsibilities Dates

Skills, training, or education related to working with youth: (describe)

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Hawaii 4-H Policies 11/13
Community organizations/activities (describe) ____________________________________________

Hobbies, skills, and interests that can be shared with youth in 4-H: ____________________________

Have you ever been convicted of a criminal offense? ( )yes ( )no  If yes, please give date, nature of offense and disposition:

_______________________________________________________________________________

A criminal record will not necessarily bar an applicant. A criminal record will be considered as it relates to specifics of the position for which you have applied.

References: List three persons, not related to you, who have definite knowledge of your qualifications. Must have complete addresses.

(1) Name_________________________ Mailing address________________________
    Phone________________________ City ____________________ State ____________ ZIP ______

(2) Name_________________________ Mailing address________________________
    Phone________________________ City ____________________ State ____________ Zip ______

(3) Name_________________________ Mailing Address________________________
    Phone________________________ City ____________________ State ____________ Zip ______

I authorize contact of listed references. I understand that misrepresentation or omission of facts requested is cause for non-appointment as a volunteer. I understand that a criminal background may be conducted. If appointed as a volunteer, I agree to abide by the 4-H policies and to fulfill the volunteer responsibilities to the best of my ability.

Signature_________________________ Date___________________

Return the application at your earliest convenience to assure prompt processing. Please contact us if you have any questions or wish further information.

Return to: Thank You !!!
4-H VOLUNTEER REFERENCE FORM
(For Mail References)

Information provided will be held in strict confidence and will not be shared with applicant.

____________________________________________ is applying to work with girls and boys through the 4-H Youth Development program and has given us your name as a reference.

Adults in 4-H leadership positions help boys and girls to have fun while learning new skills, increasing their abilities to work together, managing their own activities, and developing into productive adults.

The College of Tropical Agriculture and Human Resources, University of Hawai‘i Cooperative Extension Service, seeks your assistance in selecting the best qualified people to serve 4-H leadership roles and will appreciate your prompt completion of this reference form.

How long and in what capacity or position have you known the applicant?

____________________________________________

Please use this check list to evaluate the applicant’s leadership qualities. Use the following marking system:

<table>
<thead>
<tr>
<th>E= Excellent</th>
<th>G= Good</th>
<th>F= Fair</th>
<th>N= Not Known</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of Children</td>
<td>Dependability</td>
<td>Communication Skills</td>
<td></td>
</tr>
<tr>
<td>Flexibility</td>
<td>Patience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sense of Humor</td>
<td>Sense of Fairness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Organize</td>
<td>Respect for Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td>Resourcefulness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enthusiasm</td>
<td>Role Model for Youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Complete Task</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please share your impression and knowledge of the applicant’s qualifications for the position by using specific examples where possible.

1. Does the applicant interact well with children?

2. Does the applicant have the ability to work in a leadership role with youth? Other adults?

3. What additional skills, abilities and attributes does the applicant have that would be helpful in this position?

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Hawaii 4-H Policies 11/13
4. Does the applicant have any experience working with ethnic minorities, low-income audiences, or cultural differences? If so, please describe.

5. Is the applicant organized in handling records and or money?

6. How would you describe the applicant’s general outlook and stability?

7. Would you be willing to place your son or daughter, or any other child for whom you are responsible under his/her leadership? ( ) yes ( ) no Why?

8. Do you know any reason why this person should NOT be considered for this position? ( ) yes ( ) no

Signature____________________________________ Date__________________

THANK YOU!!!!

Return to:____________________________________ Date Received___________
Address____________________________________

____________________________________

Hawaii 4-H Policies 11/13
A review of volunteer contributions and performance provides important feedback for the organization and the volunteer. It helps identify strengths and weaknesses in their respective contributions, provides for greater accountability of organizational resources used and improves the overall morale of all involved.

The review should be a joint effort between the volunteer and the volunteer’s supervisor. It should focus on whether the goals of the volunteer position are being met as well as evaluating the working relationships with HCES staff and clientele.

If there are changes in a volunteer position description or if a volunteer wants to change positions, a review should be conducted prior to reassigning the volunteer.

A review may also be conducted upon request of the volunteer of HCES county or state administrators.

Problems or conflicts should be discussed and resolved as they occur. This may involve a review of the contributions and performance of the volunteer. Proper documentation must be made throughout the process.

On-going communication and feedback is crucial to making the volunteer feel that his or her work is important to the organization. Some options are:

1. Periodic meeting for all volunteers in a team or for those working on a particular assignment.
2. Conversations with recipients of the volunteer service.

An exit interview should be conducted with volunteers who leave HCES. Exit interviews can help identify problem areas and suggestions for overall improvement of the organization.
ANNUAL VOLUNTEER SELF ASSESSMENT

Name:_________________________________Appointment Period:__________________________

Position:________________________________Review Covers:______________________________

1. Was the job description, as negotiated, accurate? Comments:

2. The parts of the job we agree I handled effectively were:

3. The part, if any, of the job we agree I need improvement in is:

4. Further learning opportunities and information I need in order to increase my effectiveness in my position:

5. I did/did not receive support from supervisor. Additional support needed:

6. I would/would not like to continue in this position. Suggestion for further development or greater job satisfaction:

7. I would be interested in another position such as:

8. List mutual expectations agreed on:

9. List related learning opportunities attended this year:

Based on this volunteer’s job review, the supervisor agrees that:

( ) This person will be recommended to be re-appointed to present position.

( ) This person will be recommended for the following positions:__________________________

( ) This person’s term in this position is completed.

Volunteer’s Signature/Date ____________________________ Supervisor’s Signature/Date ____________________________
EXIT INTERVIEW QUESTIONNAIRE

We always strive to improve the performance of our volunteer management system. As one of our volunteers, we would appreciate your help in identifying areas where we might do better. Please be as complete and honest as you can in answering the following questions. All of the information collected will be kept strictly confidential.

How long did you volunteer with us?______________________

Types of volunteer positions held:

Why are you leaving? (Check all that apply)

_____Job accomplished  _____Didn’t feel well utilized
_____Didn’t like the job I was given  _____Other time commitments
_____Moving to a new location  _____Need a change
_____Other____________________

What did you like best about volunteering with us?

What suggestions would you make for changes or improvements in our volunteer effort?

Overall, how would you rate your experience in volunteering with us?

<table>
<thead>
<tr>
<th>Poor</th>
<th>Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Please return this form to:
Name______________________________
Address____________________________________________________________________
Date________________
APPENDIX C

4-H NAME AND EMBLEM
The 4-H Youth Development Program is the youth outreach program from the Land Grant Universities, Cooperative Extension Services, and the United States Department of Agriculture. The 4-H Name & Emblem is intended to represent the ideals of the program with its focus on Head, Heart, Hands, and Health. Today, it is one of the best-known and most valued images emblematic of a century of 4-H achievement. The 4-H Name & Emblem is very important to us as an organization because it represents who we are.

What is the 4-H Name & Emblem?
The official 4-H Emblem is a clover with four leaves and an “H” on each leaf. The clover’s stem must point to the right as you look at the image. The 4-H Emblem is not a plain four-leaf clover. The 4-H Emblem should appear in specific colors and in its entirety. The 4-H Name & Emblem belongs to the 4-H Youth Development Program, under the authority of USDA and anyone wishing to use it must obtain permission to use it ahead of time.

How Do I Get Permission to Use the 4-H Name and Emblem?
It depends on who you are and for what reason you wish to use the 4-H Name & Emblem: 4-H Club or Program member or volunteer leader? Commercial vendor? Event, activity or program affiliated with 4-H? Private, non-profit organization?

If you are a 4-H member or volunteer, you are permitted to use the 4-H Name & Emblem once your program is chartered with the official 4-H Charter from 4-H National Headquarters at the Institute of Food and Agriculture (NIFA), within the United States Department of Agriculture (USDA). If you are a commercial vendor, private organization or any other entity, you need to contact either the local Cooperative Extension Service office or the State 4-H Office to determine what steps you need to take for your use of the 4-H Name & Emblem. Anyone wishing to use the 4-H Name & Emblem in a way that does not specify a local or state program, should seek authorization to use the 4-H Name & Emblem from 4-H National Headquarters at USDA.

In all private and commercial use of the 4-H Emblem, the statement “18 USC 707” must legibly appear either to the right of the base of the stem or below the lower right leaf of the clover. In use internal to the Cooperative Extension System (all 4-H Youth Development programs and clubs duly given authorization to use the 4-H Name & Emblem) use of the statement is at the discretion of the State 4-H Program Leader, or for those uses that are multi-state, regional, or national in scope, at the discretion of 4-H National Headquarters.

Whoever uses such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words “4-H Club” or “4-H Clubs” or any combination of these or other words or characters in colorable imitation thereof, without being duly authorized, shall be fined not more than $5,000 for individuals and $10,000 for groups, or imprisoned not more than six months, or both.

Did You Know? The 4-H Name & Emblem is a highly valued mark within our country’s history. As such, it was granted a very unique and special status; it is in a category similar to the Presidential Seal and the Olympic Emblem. This federal protection makes it a mark into and of itself with protection that supercedes the limited authorities of both a trademark and a copyright. As a result, responsibility and stewardship for the 4-H Name & Emblem were not given to the U.S. Patent Office but were given to a higher level of the federal government, a member of the Cabinet, the Secretary of Agriculture. The Secretary has responsibility for the 4-H Name and Emblem, at the direct request of Congress. The “18 USC 707” is the statement in the United States Code that outlines the protection of the 4-H Name & Emblem.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitman Building, 14th and Independence Avenues, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

A-C 1
Using the 4-H Name & Emblem: Graphics Basics

The Official 4-H Emblem
The Official 4-H Emblem is a 4-leaf clover with an H in each leaf, with the stem turned to the right. The Emblem may be two-dimensional (flat) or three dimensional (with shadows that show depth and perspective). Authorized users of the 4-H Emblem should take care to ensure that when they use the Emblem, they have done the following:
1. They have obtained the Official 4-H Emblem and are using it in its entirety.
2. They do not “flip” the image to create a framed look. The stem on the 4-H Emblem must point to the right as you look at the image. Under no circumstances should the stem be changed to point to the left.
3. They are familiar with resizing graphics through the software application being used, and do not distort or warp the dimensions of the Emblem.
4. The 4-H Emblem is never used to imply endorsement of any product or material.
5. They follow the graphic use guidelines outlined in this document, or for additional information, contact 4-H National Headquarters.

Use the Whole Emblem
The 4-H Emblem should always appear in its entirety - meaning it should always appear as a whole and complete image - the image recognized by millions of people. This means:

- don’t remove any leaves. If you are using a clover image that has an “H” on each leaf, the leaves cannot be removed or have another image superimposed over the top of one of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem.
- Don’t place text or other images over or on top of the 4-H Emblem. The 4-H Emblem should not appear screened under words or graphics. No photo, drawing, symbol, word or other figure or object may be placed on or obscure the 4-H Emblem. This includes on web pages, where it should not appear as a “watermark” behind other information.

Keep it Upright
In general, the 4-H Emblem should not be rotated or turned on its side. There are some exceptions, such as on fabric where the emblem is scattered randomly across the fabric or in other random designs. If you are considering an exception, please contact the 4-H National Headquarters.

Color
The 4-H Emblem should never be screened, shaded, gradated, or appear in a multi-colored hue. The official and preferred color of the 4-H Emblem is 100 percent PMS 347 green. (The H’s reversed out to the color of the paper on which the emblem is printed). The clover can also be white, black, or metallic gold. The H’s on the clover can be white, metallic gold (only on a green clover), green (only on a white clover), or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background.

One-color printing requires either PMS 347 green or black. For commercial applications, the “18 USC 707” notice should be the same color as the clover leaves. Black is the only acceptable alternative to green for one-color printing and should be used only when cost prohibits green ink or color photocopies.

Two-color printing—Only PMS 347 green may be used for the leaves and “18 USC 707” notice—the H’s will be reversed out of the PMS 347 to be white or the color of the paper on which the emblem is printed. The H’s may also be printed in metallic gold (PMS 873) on a green background.

Four-color process (full color printing)—In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H’s PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no CMYK equivalent to PMS 873.
Video and Computer Screen Colors (Electronic Media) The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: \( R=51, \ G=153, \ B=102 \). No other colors are acceptable.

For exceptions to the guidance provided regarding color, especially in non-print or corollary materials, please contact 4-H National Headquarters.

Distortion and Proportion
The appearance, shape, and proportion of the 4-H Emblem should never be distorted to fit in an imprint space. Do not make the 4-H Emblem longer, taller, wider or angled. Do not alter the shape in any way. The overall size of the 4-H Emblem may be changed, but the proportions must remain intact. All standard word processing software applications allow you to scale an image while maintaining its original proportions. Before rescaling the 4-H Emblem, please consult your software manual for proper instructions. Do not make the 4-H Emblem so small that the H's are no longer clearly legible.

Using the 4-H Name
The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term “4-H” it must conform as follows:

- Numerical “4” separated from a capital “H” with a hyphen (not a dash, slash or space).

It is well documented in English usage, as well as in the most familiar style manuals, that you should never begin a sentence with a numeral. To comply with this rule, you would need to begin a sentence using “Four-H.” This language rule, however, is contrary to the regulations set down for use of the 4-H Name & Emblem; if such a situation arises in writings, it is far better to re-word the sentence slightly to avoid the language rule. An exception to this would be in writing news headlines where the 4-H name would be better served by using the familiar numeral-hyphen-letter combination to provide instant recognition.

Do not use the 4-H Emblem in place of the word “4-H” in a title or text. Avoid separation of any of the elements of the 4-H Name at the end of sentences. This can sometimes be difficult because some software programs override user commands. Often, these overrides do not become visible until after printing or posting to a web page: careful scrutiny of text after trial printing or posting is advised. If such overrides occur, try rewording your sentence to keep the entire name on the same line or add a small word or space between words to force the separated portions together on the next line.

Using the 4-H Emblem on Collateral Items
The 4-H Emblem can be used for collateral materials such as jewelry or fine art and may be made of metal (e.g. copper, bronze, gold or silver), glass, leather, or wood without conflicting with the color specifications for the 4-H Emblem. Ceramic, plaster, paper, fabric or any materials that are colored or painted must comply with the color specifications and all other guidelines.

Use of the emblem on fabric, whether painted, screen printed, embroidered, appliquéd, or some other technique, must accurately represent the 4-H Emblem in authorized colors and adhere to all other use guidelines. The 4-H Emblem is not open to reinterpretation or reconfiguration, regardless of its intended use, including the development of materials such as jewelry, sculpture, furniture, signage, crafts, or other fine art.

Using the 4-H Name and Emblem in Animation
Animation of the 4-H Name & Emblem is allowable provided that the animation is in keeping with the guidelines, and that at the end point of the animation (where the animated loop begins to repeat, if in an ongoing loop), the 4-H Name & Emblem appear in a manner that meets all guidelines for its use. Effects that may be used as part of an animation loop include: swivel and rotate, transition and dissolve, fly-by, layer, and posterization.
Animation may also show the 4-H Emblem on a waving flag, on a float that is partially hidden by crowds watching a parade, being placed in a box or behind a curtain, twirling as it “dances,” “separating” as it forms the doors opening to welcome you to the 4-H Program, being partially hidden as it forms the backdrop for a youth speaking about 4-H, slowly coming into focus or formation as the 4-H Emblem from an amorphous or other background, or completing itself as the clover leaves are added one by one to form the 4-H Emblem and each “H” is explained. In each of these cases, the 4-H Emblem may be temporarily blocked, in whole or in part, or have its shape altered. The end point of the animation must still comply with the guidelines.

For additional information or guidance related to animation applications for the 4-H Name & Emblem, contact 4-H National Headquarters.

**Using the 4-H Name and Emblem in Partnership with Others**

The 4-H Name & Emblem may be used in conjunction with the names, emblems, and word marks of other organizations and programs when 4-H is a partner, co-author, sponsor, or supporter or in some other official relationship. When feasible, the nature of the relationship among the organizations or programs should be clearly defined (e.g., in partnership with, sponsored by, etc.), and the 4-H Emblem should be given prominence consistent with its role in the relationship.

The 4-H Emblem should not be used or integrated into a larger design in such a manner that it becomes difficult to recognize or distinguish, or that is not consistent with the graphic guidelines for use of the 4-H Emblem.

To avoid the appearance of endorsement of a program, product, or service, the 4-H Emblem may not be incorporated into a larger design of a program, product, or service that is protected by trademark, service mark, copyright, or other similar laws. It is not acceptable to incorporate the 4-H Emblem into any other organization’s logo or emblem. The authority for determining the proper display and use of the 4-H Emblem rests with 4-H National Headquarters.

Permission to use the 4-H Name & Emblem is not required when the 4-H Name & Emblem is used to link to an official 4-H website in keeping with the policies and guidelines of 4-H National Headquarters.

**Downloadable Graphics**

The official 4-H Emblem and versions for print and the web are available for download at: http://www.national4-hheadquarters.gov/emblem/4h_emblems.htm.

Each of the download files contains both black and white, and two-color and three-color versions of the 4-H Emblem in EPS, TIFF and GIF formats, for Mac and PC. The EPS files are especially suited for “Postscript” printers and Mac-based units. In general, TIFF files may be used with any printer type. Test both formats with your software and printer to find which yields the best results.

**Making 4-H Name and Emblem Decisions**

This document is meant to be a quick reference for using the 4-H Name & Emblem. The 4-H National Headquarters at NIFA, USDA provides further documentation on the official headquarters web site: http://www.national4-hheadquarters.gov.

If your questions are not answered here, please go to the URL above and click on the 4-H Name & Emblem link. Carefully researching the 4-H Name & Emblem section of the 4-H National Headquarters website should answer your questions.

If you need more information or clarification contact National 4-H Headquarters for help at 4HNE@nifa.usda.gov.

Portions of the content and graphics used in this document were taken from “4-H Emblem Use and Graphic Standards,” http://4h.ifas.ufl.edu/newsandinfo/ClipArt/4h_emblem.htm, Ami Nieberger-Miller, University of Florida, Gainesville, FL. Special thanks: Laura Stone and Dallas Woodrum, N4-HYTLT, for publication design, and to the 4-H Name & Emblem Working Group.

The 4-H Name & Emblem is protected under “18 USC 707.”
CHARTERS: THE KEY TO OFFICIAL RECOGNITION

4-H Charters, either in certificate or letter form, issued by the United States Department of Agriculture (USDA) and signed by the Secretary of Agriculture’s designated representative are the only documents that officially recognize a 4-H Club and authorize its use of the 4-H Name and Emblem for the conduct of 4-H Youth Development programs. The official 4-H Charter, issued by USDA, is obtained from the 4-H National Headquarters—USDA in two formats: certificate version (most widely used), and a letter version.

As formulated under Federal regulation Title 18 U.S.C. 707, “The Cooperative Extension Service, land-grant institutions, local 4-H Clubs and groups recognized by the Secretary of Agriculture…are authorized to use the 4-H Name and Emblem.” 4-H Charters issued by USDA are the only documentation of that recognition. State and local charters that do not include a USDA signatory, are not considered official 4-H Charters.

State 4-H offices are expected to maintain documentation on the issuance of 4-H Charters to 4-H Clubs within their respective states. Charters should be issued when establishing a 4-H Club. For those 4-H Clubs that have been long established and verification of a valid Charter is not available, issuance of a new 4-H Charter is necessary.

Affiliated 4-H Organizations (such as Foundations, Councils, Camps, etc.) obtain their official recognition and authorization to use the 4-H Name and Emblem through a Memorandum of Understanding / Agreement between the organization and the Land Grant Institutions’ State or Local 4-H Extension Office.

4-H Charters are agreements. It is an agreement by the club with 4-H National Headquarters-USDA on the proper use of the 4-H Name and Emblem. And it is an agreement by the club with the Land Grant Institutions’ State or Local 4-H Extension Office to follow and abide by all state and local 4-H policies, procedures, and other requirements.

4-H Charters are agreements within the context of the overall 4-H Program. 4-H Charters do not qualify a 4-H Club as a legal entity according to state government and business policies and definitions. 4-H Charters do not allow a recognized 4-H Club to share their rights and privileges, like the use of the 4-H Name and Emblem, with any other person, group, or business. A 4-H Charter is required for any 4-H Club to use the 4-H Name and Emblem.

Examples of Frequently Asked Questions:

Q. How can I obtain copies of the USDA 4-H Charter?
A. State 4-H Offices may obtain copies of the USDA 4-H Charter, in the official formats, through the 4-H National Headquarters-USDA. Contact the Headquarters at 4HNE@nifa.usda.gov.

Q. Is there an expiration date on the Charters?
A. No. The USDA 4-H Charter, once issued, would be valid for as long as the 4-H entity receiving the 4-H Charter existed. If the 4-H entity disbanded, separated into multiple entities, or changed its name, a new charter would need to be issued. States may elect to use an expiration date on the USDA 4-H Charter prior to issuance, however, USDA does not mandate the use of an expiration date. Additionally, even with a change in the USDA designated representative, the USDA 4-H Charters remain valid until new ones are made available from the 4-H National Headquarters—USDA. However, 4-H Charters may be revoked at any time by the Land Grant Institutions’ State or Local 4-H Extension Office for failure by the club to meet any aspect of the agreement.
APPENDIX D

INTERNAL REVENUE SERVICE
GENERAL GUIDELINES FOR FILING AND REPORTING REQUIREMENTS FOR 4-H ORGANIZATIONS

1. A 4-H unit (County 4-H Federation or individual club) shall apply for an identification number (Form SS 4). This number will be used to identify the unit’s bank account.

2. Tax advisors should be consulted to determine if 4-H units need to pay federal and state taxes.

3. 4-H units that fundraise are required to pay general excise taxes.
APPENDIX E

FUND-RAISING
FUNDRAISING AND POLICIES FOR HANDLING PUBLIC FUNDS

Because of the many different programs in place in some counties and with several recent turnovers in personnel, some management procedures may not now be in harmony with policies. This should be addressed and brought into compliance quickly. The key point to remember anytime you deal with or have responsibility for “public” funds is the ability to show and prove proper accountability. If you have any questions concerning the following policies, please notify your 4-H Agent, County Administrator, State Program Leader and/or Associate Director of Extension by for information or assistance.

1. Regardless of the funding source, “4-H money belongs to the public.” Extension employees should take their fiduciary responsibilities seriously.

2. Extension faculty and clerical staffs’ signatures should NOT be on checking accounts. Youth treasurers should be empowered to handle as much as possible (with proper supervision). When handling large sums of money, the treasurer or volunteer accountant should be bonded.

3. Receipts should be provided to donors and/or buyers and signed by someone other than Extension faculty.

4. Make sure that every 4-H group or organization with cash, checks and other financial resources uses an insured financial institution. Every club or group is required to have an EMPLOYER IDENTIFICATION NUMBER.

5. Financial records should be audited annually by an appropriate group, designated by the County 4-H Advisory Committee/County Federation/Council.

6. Deposits should be made in a timely fashion (month, at least).

7. The treasurer should provide a written, financial statement for each council meeting and or club meeting including receipts, expenses and balances.

8. Every County/Community 4-H Advisory Council/Federation should have a financial committee for approving expenditures and budgets.

9. General excise taxes should be paid.

Additionally, the procedures for accounting for 4-H funds should be built around the 4-H Advisory Council/Federation in each county and should be the responsibility of the Finance Committee of the Council.

The treasurer must be a member of the Finance Committee and is responsible for receiving and disbursing funds. Checks should have two signatures. Funds should be deposited intact, with a deposit slip giving record of checks and amount of cash.
Checks are written by the treasurer on request of program chairs/leaders. Requests should be submitted using the “Request for 4-H Payment” form, which gives the amount and purpose of the check. When possible, a statement or receipt should be attached. The treasurer will have authority to write checks for items that are a part of the budget. When expenditures not in the budget are required, the executive committee of the Council/Federation (president, vice president, secretary, treasurer and leader advisor) may approve the expenditure.

Financial records should be maintained by the treasurer in the form of a checkbook and deposit slips. More detailed records should be maintained by the leader advisor and should be available upon request for County audits.

Guidelines for Raising Funds for Local 4-H Clubs

The following information is included here as a guideline to assist in securing financial resources for the 4-H Program. County Extension staff should become familiar with efforts of the Hawai‘i 4-H Foundation, state and federal policies, laws and guidelines of fundraising before undertaking such an effort. Fundraising programs using the 4-H name and emblem or involving 4-H participants or volunteers may be carried out for specific educational purposes. Organized fundraising must have the approval of Extension 4-H staff in the given geographical area and directed by an official finance committee.

Many clubs assess their own members for dues at each meeting. This is an accepted practice in some communities, but has certain undesirable features. Members should clearly understand that this money is for local club use only.

Never use the 4-H name or emblem in connection with sales of a commercial project. Commercial or consignment sales of candy, cookies or other products in competition with regular trade channels is not approved. Avoid magazine subscriptions campaigns. Discourage lotteries or games of chance. Rather, plan 4-H fundraising so the public or customer will receive full value. Remember there are state and local laws and regulations prohibiting or regulating lotteries.

Remember, the basic purpose of 4-H is education. Do not let sideline “busy work” like door-to-door canvassing get in the way of more fundamental programs of learning and doing.
INSURANCE AND LIABILITY

There is a need for the Hawai`i 4-H Youth Development Program to continually examine policies with regard to legal matters or issues of liability. Here are some of the current program management policies in these areas:

**Liability Insurance:**

If you are engaged as a volunteer serving state and local government agencies in Hawai`i, you may enjoy a form of protection from suit in negligence under the State Torte Claims Act. To be covered, you must be a registered 4-H volunteer performing a role stated in your 4-H Volunteer Position Description.

Many insurance companies that write homeowners’ policies include, or may include upon request, clauses covering their insured for any liability they may incur as volunteers. Details for such coverage would have to be supplied by the individual insurance companies.

Here are reasonable steps that can help you have a safe event:

1. All adults or parents helping with 4-H must be a current HCES volunteer and be performing a service indicated on their Volunteer Position Description.

2. Review all activities for potential hazards. Make sure you have adequate adult supervision and document the safety measures taken.

3. Permission forms should be obtained for all trips or activities. Include the mode of transportation on the form. Health information and accident insurance may also be necessary.

4. Never leave 4-H members without appropriate supervision. There should be HCES volunteers.

5. All members should have a “Behavioral Expectation” form on file at the 4-H office.

**Contracts:**

4-H volunteers need to be aware that they have no authority to sign anything on behalf of the University of Hawai`i that would obligate the University in any way, and are prohibited from signing anything that would attempt to obligate the University in any way.

**Club Insurance:**

Accident insurance is recommended for all 4-H clubs. Clubs with high liability projects, such as Horsemanship and Livestock, are advised to obtain additional medical coverage. Check with your County 4-H Agent for policy on insurance.

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APPENDIX G

BEHAVIORIAL EXPECTATIONS
HAWAI‘I 4-H BEHAVIORAL EXPECTATIONS FOR YOUTH PARTICIPANTS

A goal of the Hawai‘i 4-H program is to provide opportunities for youth to build character. Hawai‘i 4-H supports the CHARACTER COUNTS! Six pillars of character are: Trust-worthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. In order to assure that Hawai‘i 4-H programs provide positive environments for all individuals to learn and grow, 4-H participants agree to abide by these expectations of behavior.

(CHARACTER COUNTS! is a service mark of the CHARACTER COUNTS! Coalition of the Josephson Institute of Ethics.)

I will be trustworthy.

I will be worthy of trust, honor and confidence. I will be a model of integrity by doing the right thing even when the cost is high. I will be honest in all my activities. I will keep my commitments by attending all sessions of the planned event. If I am not feeling well or have a schedule conflict, I will inform my chaperone or a person in charge. I will be in the assigned area (e.g., club meeting room, building, dorm) at all times. I understand that Hawai‘i 4-H does not permit dishonesty by lying, cheating, deception or omission.

I will be respectful.

I will show respect, courtesy and consideration to everyone, including myself, other program participants and those in authority. I will act and speak respectfully. I will treat program areas, lodging areas, and transportation vehicles with respect. I will not use vulgar or abusive language or cause physical harm. I will appreciate diversity in skill, gender, ethnicity and ability. I understand that Hawai‘i 4-H does not tolerate statements or acts of discrimination or prejudice of any kind.

I will be responsible.

I will be responsible, accountable and self-disciplined in the pursuit of excellence. I will live up to high expectations so I can be proud of my work and conduct. I will be on time to all program events. I will be accountable by accepting responsibility for my choices and actions. I will abide by the established program curfew. I will be responsible for any damage, theft or misconduct in which I participate.

I will be fair.

I will be just, fair, and open. I will participate in events fairly by following the rules, not taking advantage of others, and not asking for special exceptions.

I will be caring.

I will be caring in my relationships with others. I will be kind and show compassion for others. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will help members in my group to have a good experience by striving to include all participants.
I will be a good citizen.
I will be a contributing and law-abiding citizen. I will be respectful of the environment. I will not use any illegal substances such as tobacco, alcohol and drugs.

Hawai‘i 4-H Disciplinary Policies and Procedures

Hawai‘i 4-H expects youth participating in programs to behave in an acceptable manner in accordance with Hawai‘i 4-H Behavioral Expectations. Participants who engage in conduct which may jeopardize the health or safety of participants or the integrity of 4-H will be dismissed immediately from the meeting, activity, event, or other program (for example: remainder of the fair, camp, judging trip). Parent or guardian will be responsible for picking up a child if dismissed. The following behaviors are not acceptable:

1. Possession, use, or distribution of alcohol and/or illegal drugs.
2. Possession or use of weapons or dangerous materials.
3. Possession or use of tobacco products.
4. Misuse of prescription or nonprescription drugs.
5. Sexual activity.
6. Cheating or misrepresenting project work.
7. Unauthorized absence from program site.
8. Physical, verbal, emotional, or mental abuse of another person.
9. Theft, destruction, or abuse of property.

Following the program, the Extension staff in charge may take additional disciplinary action for unacceptable conduct. In such cases:

1. The 4-H participant and his/her parent or guardian will be notified in writing of the deviation from Hawai‘i 4-H Behavioral Expectations.
2. The 4-H youth participant will have an opportunity to be heard prior to the imposition of sanctions. A parent or guardian will be permitted to be present.
3. The 4-H Extension faculty in charge may convene a review board to investigate the charges and to hear the 4-H member.
4. Sanctions, up to and including suspension from one or more 4-H meetings, activities, events and other programs for a period of up to 12 months, will be imposed based on the nature of misconduct.
5. The 4-H youth participant and his/her parent or guardian will be notified of the sanction in writing. Sanctions may be appealed in writing to the State 4-H Program Leader within seven days after receiving notice of the sanction. The decision of the State 4-H Program Leader will be final.

______________________________________            _________________________
Signature of Participant                                                                                      Date

Hawaii 4-H Policies 11/13
Volunteer Behavior Expectations

The 4-H program is the youth development program of the Cooperative Extension Service conducted in partnership with communities throughout the state. The primary purpose of these expectations is to insure the safety and well-being of all 4-H participants (i.e., members, their parents and families, staff and volunteers).

These expectations will guide volunteer behavior during involvement in the University of Hawaii 4-H Youth Development Program. Just as it is a privilege for University of Hawaii faculty and staff to work with individuals who volunteer their time and energies to 4-H, a volunteer’s involvement in 4-H is a privilege and a responsibility, not a right.

4-H Volunteers will:

- Treat others in a courteous, respectful manner and serve as a role model for youth.
- Accept supervision and work collaboratively with 4-H staff while involved in the program.
- Abide by policies and guidelines of Hawaii Extension state and county 4-H programs.
- Make all reasonable effort to assure that 4-H youth programs are accessible to youth without regard to race, color, gender, national origin, religion, disability or sexual orientation.
- Uphold an individual’s right to dignity, self-development, and self-direction.
- Avoid physical or verbal abuse of any 4-H participant and report such abuse if observed.
- Inform county 4-H staff of any incidents that may violate 4-H policies or personal rights.
- Treat animals humanely and teach youth to properly care for animals.
- Operate machinery, vehicles and other equipment in a safe and responsible manner.
- Handle fundraising and finances in an ethical manner.
- NOT consume alcohol or illegal substances or be under the influence while responsible for 4-H programs and the youth involved in 4-H.
- NOT require 4-H participants to purchase materials, equipment, animals, or services from any specific places of business.
- NOT be involved with any gambling activity while responsible for 4-H programs & the youth involved in 4-H

I have read, understand, and agree to the expectations of participation and behavior as outlined in this agreement. I understand that I may terminate this appointment without prior notice. I understand and agree that any action on my part that contradicts any portion of this agreement is grounds for the immediate suspension and/or termination of my volunteer status with the University of Hawaii Extension 4-H Youth Development Program.

__________________________________________________________  _______________
Signature of 4-H Volunteer      Date

Welcome to 4-H leadership, a wonderful opportunity for personal growth and satisfaction.

__________________________________________________________  _________________
Signature of Extension Staff responsible for Country 4-H Program

Hawaii 4-H Policies 11/13
APPENDIX H

STANDARD FOR 4-H OVERNIGHT PROGRAMS
Water should be tested and deemed safe for human consumption. If the water supply is from a well or similar source, there should be a facility documentation on file.

All buildings should be equipped with an emergency exit and smoke detection equipment. This standard does not apply to fairs, stables and stalls where the facility may be more open. However, you should have an emergency plan.

Facilities shall be accessible for persons with disabilities.

Toilets should be adequate for persons at a ratio of 1 seat for 30 females; 1 seat for fifty males.

Hand-washing facilities should be available at a ratio of 1 to 30 participants.

For more than one overnight, shower facilities should be available to participants at a ratio of 1 per 15.

Sleeping quarters should provide cross-ventilation, and there should be adequate space to move in the sleeping area. At least six-feet allowance between heads of sleepers is required. Sleeping quarters for boys and girls must be separate. There cannot be sharing of beds or sleeping bags.

Current certification in First Aid and CPR of at least one volunteer or staff should be on file.

Administration:
The committee or person(s) in charge of the program or event must identify potential hazards specific to the site. There must be a plan for managing risks, handling emergencies and crises. Parents or guardians must be informed of all potential risks related to the program, event and site before registration. A spokesperson must be identified to be the official person to communicate with media, reporters and parents in all crisis situations.

Training and/or orientation must be provided for adult/teen staff. A training program to include all aspects of the 4-H program or event must be planned and conducted.

Emergency procedures need to be clearly understood by all (participants and adults/teen staff).

Adequate health, accident and liability insurance must be in place for the event.

There is a specific procedure in place for checking participants in and out of the program with a designated process for verifying “no-shows.”

Disruptive behavior will be justification to expel participant from continuing in activity. Costs borne by participant.

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Personnel:
All 4-H chaperones for overnight events must be registered volunteers and be at least 21 years old.

If special training sessions are held, persons teaching need to be qualified in the area(s) of the training they are providing (e.g. shooting sports).

Teens working with educational program can do so in a leadership role.

Adult to youth ratio should be:
1 adult to 6 youth ages 6-8
1 adult to 8 youth ages 9-14
1 adult to 10 youth ages 15-18

Ratio of males and females is close to male/female ratio of participants.

Person in charge of overnight program must be a registered 4-H volunteer.

All adults supervising overnight camping must be registered 4-H volunteer.

Composition of adults needs to reflect participants’ ratios as close as possible.

Health Care:
An emergency plan must be developed that is reviewed by a medical doctor or registered nurse.

Participants must have access to a health-care professional if a medical person is not on site.

Local health-care units or emergency medical officials must be notified of overnight program. They need to know the number of participants, total number of people, and any known health concerns.

Current health form must be completed for each participant; forms must be kept at the site and in a confidential file.

Current code of conduct form should be completed for each participant.

A procedure must be in place for recording medications given to participants and also the name of person responsible for administering the medication.

A plan for medical transportation must be ready if needed. A first-aid kit should be available on site complete with latex gloves.
Check List For 4-H Overnight Programs and Events

Site and Facilities:
_____ Water tested recently.
_____ Water documented safe for human consumption.
_____ All buildings equipped with an emergency exit.
_____ All buildings are accessible for persons with disabilities.
_____ Toilets at a ratio of 1 seat for 30 females; 1 seat for 50 males.
_____ Hand-washing facilities at a ratio 1 to 30 participants.
_____ Shower facilities at a ratio of 1 to 15 participants for more than one overnight.
_____ Cross ventilation provided in sleeping quarters.
_____ At least six-feet space allowance between heads of sleepers.
_____ Sleeping quarters separate for boys and girls.
_____ Beds and sleeping bags NOT shared.

Personnel:
_____ All adults working with 4-H educational program are HCES volunteers
_____ Youth leaders and counselors are at least 2 years older than the group
_____ Persons teaching special sessions must be qualified in the areas of training
_____ Teens working with educational program can do so in a leadership role
_____ Adult to youth ratio: 1 adult to 6 youth ages 6-8
   1 adult to 8 youth ages 9-14
   1 adult to 10 youth ages 15-18
_____ Ratio of adult males/females is close to male/female ratio of participants

Health Care:
_____ Access to health-care in the event of an emergency.
_____ Local health-care units or emergency officials notified of overnight program.
_____ Current health form completed for each participant should be on hand.
_____ Current behavioral expectation form completed for each participant.
_____ Procedure in place for recording medications administered.
_____ Plan for medical transportation in place.
_____ First-aid kit available.
_____ Volunteer and staff not responsible for medication administered to youth.
_____ Additional waiver form which states mode of transportation.
_____ Permission forms at camp.
4-H AFFILIATES

NATIONAL 4-H COUNCIL

The mission of the National 4-H Council is to advance the 4-H youth development movement across the nation, and to build a world in which youth and adults learn, grow and work together as catalysts for positive change. The National 4-H Council works with 4-H at all levels – national, state and local.

National 4-H Council is headquartered at the National 4-H Center, 7100 Connecticut Avenue, Chevy Chase, Maryland (one mile from the D.C. border). It is incorporated exclusively for educational and charitable purposes as a tax-exempt organization. National 4-H Council serves as a primary resource for the Hawai‘i 4-H Youth Development program and is governed by a 20-member board of trustees from business, industry, the Cooperative Extension Service and the United States Department of Agriculture.

National 4-H Council establishes and maintains programs, grants, initiatives, curriculum/publications, and projects fostering innovation and shared learning for youth workers and young leaders. To accomplish this, National 4-H Council is dependent on private sector donations.

NATIONAL 4-H SUPPLY SERVICE

National 4-H Supply Service of the United States Department of Agriculture is the nationally authorized agent for the interstate sales of paraphernalia bearing the 4-H name and emblem. The 4-H name and emblem is protected under 18 U.S.C. 707.

National 4-H Supply Service Source Books (Catalogs) can be obtained at no cost. To place an order:

Phone: 301-961-2934
Hours: 8:30 a.m. to 5:00 p.m. ET

Fax: 301-961-2937

Mail: National 4-H Supply Service
7100 Connecticut Avenue
Chevy Chase, Maryland 20815-4999

Web: 4-Hmall.org

E-Mail: 4hstuff@fourhcouncil.edu
USDA/NIFA (OUR FEDERAL 4-H PARTNERS)

4-H’s federal partner is the United States Department of Agriculture, National Institute of Food and Agriculture. (See history of organization.) 4-H conducts programs in 3,150 counties throughout the United States, District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, Micronesia and the Northern Mariana Islands.

HAWAI’I 4-H FOUNDATION

The role of the Hawai`i 4-H Foundation is to receive and manage any property or funds and to use the same to best meet the needs for the advancement of the 4-H Youth Development Program in Hawai`i. Funds are used to (1) augment training programs; (2) provide incentives to develop new programs, (3) assist in financial support for educational trips and scholarships; (4) and support other programs for 4-H volunteers, participants and staff. The Foundation uses its resources to best meet the needs and interests of the 4-H Youth Development Program of the University of Hawai`i Cooperative Extension Service. It was incorporated by the state in 1961 and classified as a public foundation under Section 501(c)(3) of the Internal Revenue Code.

The Hawai`i 4-H Foundation supplements and complements public support available to the 4-H programs. The Foundation’s purpose is to provide resources that are not available from the public sector. Private (Foundation) resources are not used for regular staff positions.

An annual meeting is held for the purpose of electing trustees and officers, establishing a yearly budget, and for transacting other necessary business. In addition, quarterly meetings are normally held in April, July and October.

A constitution and by-laws document is on file at each county office and at the State 4-H Office.

HAWAI’I 4-H ALUMNI ASSOCIATION

The purposes of the Hawai`i 4-H Alumni Association are: (1) To support the objectives of the 4-H Youth Development Program and to assist in the attainment of its goals; (2) To sponsor 4-H youth participation at state, regional and national events; (3) To serve as resource persons; (4) To promote 4-H; and (5) To unite persons interested in 4-H through association membership. Membership is open to all former 4-H members, parents, volunteer leaders, and other individuals interested in promoting the 4-H Youth Development Program in Hawai`i. Annual dues are accepted throughout the year. Officers are elected annually.

A constitution and by-laws document is on file at each county office and at the State 4-H Office.
The 4-H Club Leaders’ Federation of Hawaiʻi is open to all volunteer 4-H leaders and has an annual meeting in the Spring. Membership dues and county rosters are due in the State 4-H Office by March 1.

The purpose of the 4-H Club Leaders’ Federation of Hawaiʻi is to assist the Cooperative Extension Service in considering 4-H policies; arranging for leaders’ training, exchanging ideas; securing public approval and financial support for the program; acquainting parents and the public with the volunteer leaders’ roles; and helping to develop a coordinated Extension 4-H Youth Development Program.

Officers are elected at the annual meeting. A mid-year executive meeting is held to conduct business and to plan for the following year’s annual conference. The annual conference is rotated among the counties in the following sequence: Hawaiʻi, Maui, Oʻahu, Kauaʻi, Molokaʻi/Lanaʻi. In 2002, the annual meeting will be held on Maui.

A constitution and by-laws document is on file at each county office and at the State 4-H Office.

The Hawaiʻi State 4-H Livestock Council is incorporated and governed by a Board of Directors; its purposes are to help promote the educational development of the livestock industry in Hawaiʻi through 4-H livestock projects; assist 4-H clubs and the 4-H livestock club members in the conduct of statewide livestock shows by approving and demonstrating leadership support; acquaint the public with the part played by 4-H club members in the livestock project, and establish rules and regulations for 4-H market livestock projects in order that they may culminate in a successful statewide event.

The basic responsibility of the Hawaiʻi 4-H Livestock Council lies with the sponsorship and execution of the State 4-H Livestock Show and Sale. These major responsibilities include the managing and accounting of the State Show and Sale, securing through its Buyers’ Committee sufficient buyers for the animals that are shown, and securing an auctioneer for the selling of animals at the State Show only.

A constitution and by-laws document is on file at each county office and at the State 4-H Office.