

**MICHIGAN STATE UNIVERSITY EXTENSION
BERRIEN COUNTY 4-H YOUTH PROGRAM
4-H LEADERS COUNCIL POLICIES**

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4-H AGE POLICY

Members range from age 5 through 19, based on one's 4-H age (January 1 of the current programming year). 4-H members with disabilities may continue as 4-H'ers through 4-H age 26 as we adhere to the Michigan law for students with disabilities in regard to special education services.

(Revised 08-23-04)

4-H CLUBS CHECKING ACCOUNT POLICY

The 4-H Council will establish and administer a checking account, which will be available for clubs with funds less than \$300.

The purpose of establishing this account is to provide no charge checking service, safe keeping for clubs' funds and protection of club leaders from possible loss of money.

The accounts will be managed by the 4-H Council Treasurer and audited yearly. Participating clubs will receive yearly statements. Any interest earned will revert to the 4-H Leaders Council for providing this service.

Clubs must submit a deposit/withdrawal slip to the county office for all transactions. Funds will be deposited/disbursed by the Council Treasurer. 3 to 4 days must be allowed for completion of transactions.

Withdrawals are not to exceed the amount the club has on deposit.

Withdrawals are limited to 10 per year.

(Revised 08-25-03)

4-H EQUIPMENT POLICY

This policy covers the 4-H Youth Development equipment that is housed and stored at the Berrien County MSU Extension Office on Hillandale Road.

- An inventory list will be maintained for each piece of equipment.
- A reservation log will be kept at the MSU Extension Office on Hillandale Road.
- Equipment will be lent to registered 4-H volunteers.
- Length of loan: Maximum of two weeks. Loan may be renewed if there are no other requests for the equipment.

Check-out: Reservation and scheduled pick-up is required. Person picking up equipment must inspect and verify equipment is complete and in working order prior to leaving the building. Any deficiencies must be noted and reported to MSUE staff. If equipment is found incomplete or damaged during pick-up, previous borrower will be held responsible for repair or replacement.

Check-in: An appointment is required for return of equipment. Equipment is expected to be returned on time and in good working condition. If equipment is found incomplete or damaged upon return, current borrower is responsible for repair or replacement.

(Adopted 11-26-07)

4-H EXPLORATION DAYS SCHOLARSHIP POLICY

1. Partial scholarships are available for members and leaders attending 4-H Exploration Days.
2. To be eligible for a scholarship:
 - A. Members must have reached their 12th birthday prior to the first day of Exploration Days.
 - B. Members and leaders current enrollment must be on file in the Cooperative Extension Service office no later than January 1 of the program year.
3. The amount of the scholarship will be determined by the 4-H Council.
4. Fees will not be refunded if a delegate cancels after the published date or does not attend the event. Delegates will be responsible to reimburse the MSUE for the scholarship amount as well.
5. Scholarships will only be given to delegates that have participated in the county fundraiser for the past year, or are a new 4-H member.

(Revised 2-28-06)

4-H PARTICIPATION POLICY

Only active members may participate in club projects, meetings and activities.

(Adopted 11-24-08)

ANNUAL FINANCIAL STATEMENT POLICY

The annual financial statement is due November 1 of each year. It reflects activity from September 1 – August 31 for the previous 4-H year. Forms are located in the current Michigan 4-H Treasurer's Record Book.

(Adopted 08-25-03)

CHARTER POLICY

The Berrien County 4-H Youth Development Program will follow and enforce the most current Charter Policy for 4-H groups as defined and mandated by the United States Department of Agriculture and Michigan 4-H Youth Development.

(Adopted 11-26-07)

CITIZENSHIP WASHINGTON FOCUS AND MICHIGAN CAPITOL EXPERIENCE SCHOLARSHIP POLICY

1. Partial scholarships are available for members and leaders attending either Citizenship Washington Focus or Michigan Capitol Experience.
2. To be eligible for a scholarship:
 - A. Members must meet age and/or grade requirements to attend.
 - B. Members and leaders current enrollment must be on file in the Cooperative Extension Service office no later than January 1 of the program year.
3. The amount of the scholarship will be determined by the 4-H Council.
4. Fees will not be refunded if a delegate cancels after the published date or

- Scholarships will only be given to delegates that have participated in the county fundraiser for the past year, or are a new 4-H member.

(Adopted 2-28-06)

CIVIL RIGHTS COMPLIANCE FORM POLICY

Each 4-H Club must submit a completed Civil Rights Compliance Form by November 1 of each year.

(Adopted 08-25-03)

COMPLAINTS, GRIEVANCES & CLARIFICATIONS POLICY

- Any member who has a complaint, grievance, or an issue to be clarified, is encouraged to bring the issue forward to their appropriate Project Leader or Club Coordinator.

Note: This policy and procedure pertains to all complaints, grievances and clarifications *except* those related to a leader's behavior. Concerns related to a leader's behavior are to be reported directly to the Extension 4-H Youth Agent.

- If a member does not agree with the explanation given by the Project Leader or Club Coordinator, the member must write a letter to the Berrien County 4-H Leaders Council, in care of the Berrien County 4-H Youth Agent, 1737 Hillandale Rd, Benton Harbor, MI 49022. Berrien County 4-H Youth Staff have the responsibility of gathering information, records, and data related to the complaint, grievance, or issue needing clarification, and turn this information over to the 4-H Leaders Council. The member's letter will be addressed at the next regularly scheduled Council meeting (Fourth Monday of the following months: February, March, June, July, August, September, and November).

At the Berrien County 4-H Leaders Council's discretion, and/or if the situation requires an interview with the member, the matter at hand will be handled through an appointed subcommittee and will report to the full Council.

- Once the Berrien County 4-H Leaders Council has reached a decision, the Council will issue a formal letter to the member with the Council's result and rationale for the decision.

The Council's decision is final, and the Council has the authority to issue duplicate awards based on the assessment of the complaint, grievance or issue to be clarified.

(Adopted approximately 1997-1998)

COUNTY SUPPORT FOR CONTEST EVENTS

To compete at Regional and/or State sponsored 4-H competitions; 4-H members must qualify at a county contest. Representatives will be chosen according to placings at the county contest. Teams will consist of the top four or five placings. If no county contest is conducted, representatives may be chosen by a committee. Members must register through the Berrien County MSUE Office.

Registration fees:

1. TEAMS - Registration fees will be paid for two teams per event. Example: one Junior and one Senior for Horse Quiz Bowl team, one Junior and one Senior Hippology team, etc. If necessitated by budget constraints, a maximum dollar amount may be set for each event. Under normal circumstances, registration fees will not be paid for individuals or Novice teams. Exceptions may be made in a case where there are not enough members for a team, and then registration fees may be paid for individuals or a Novice team.
2. INDIVIDUALS - In cases such as communication, poster, etc. contests where most categories are for individuals, fees will be covered for one individual per category - one Senior Demonstration, one Junior Demonstration, etc. If there is a category for a team this will be an additional option.

Additional expenses:

Overnight and travel expenses will be the responsibility of the participants.
(Revised 08-25-03)

EIN (EMPLOYER IDENTIFICATION NUMBER) POLICY

The Berrien County 4-H Youth Development Program will follow and enforce the most current EIN Policy as defined and mandated by the United States Department of Agriculture and Michigan 4-H Youth Development.
(Adopted 11-26-07)

ENROLLMENT DEADLINES POLICY

The 4-H year is from September 1 to August 31 of the next calendar year. Enrollment for the 4-H year begins September 1.

Re-enrollments and new enrollments for leaders and members are due to the Extension office no later than December 31st. Members or leaders whose enrollments are not on file by January 1st are not eligible for scholarships to 4-H events or activities. After January 1st, only current or updated enrollees will receive mailings. Clubs not adhering to these deadlines will not be allowed to function as a sanctioned 4-H Club for the current 4-H year.

At the discretion of the club coordinator, project leader(s), and/or according to their by-laws, enrollments may be added throughout the year. No additional changes will be made after June 1.

(Revised 08-25-03, effective January 1, 2004)

HOSPITAL/FLOWERS POLICY

4-H Leaders and /or members who are hospitalized will be sent a card. Upon notification, card will be mailed by the Extension 4-H Youth Agent/Staff.
(Revised 08-25-03)

LEADER TRAINING WORKSHOP POLICY

Partial scholarships are available for leaders and teens attending state and/or regional 4-H sponsored leader-training workshops.

To be eligible for a scholarship:

- A. Members must have reached the age as specified for the event.

- C. Members and leaders current year's enrollment must be on file in the extension office for the current program year.

Adults will receive approximately $\frac{1}{2}$ and teens $\frac{1}{4}$ of the cost for Kettunen Center workshops. Example: Adults \$10 and teen \$5 of the \$21 fee. Adjustments may be necessary due to budget constraints.

If a member or leader cancels after the deadline, they will be expected to pay the fee as charged by the state office.

(Revised 08-25-03)

MEMORIALS POLICY

Memorials will be made to the Berrien County 4-H Scholarship or Berrien County 4-H Foundation in the event of the death of the following:

- a. 4-H leader
- b. 4-H member
- c. Council member's
 - 1. spouse
 - 2. children, including step-children
 - 3. parents
 - 4. siblings

The memorial amount will be \$25.00.

Based on the needs of the Scholarship or Foundation accounts, allocation of memorial donations will be determined by the 4-H Council Treasurer.

(Adopted 09-28-92)

NON-SUFFICIENT FUNDS CHECK POLICY

Any check written for 4-H related business that is returned for non-sufficient funds will incur the \$25.00 bank service charge.

Reimbursement of the \$25.00 service charge in addition to the check amount is due immediately in case.

(Adopted 2-28-06)

UNIVERSITY'S POLICY ON DONATIONS

MATERIALS AND SERVICES: Individuals or businesses may make donations directly to the County 4-H Program for materials donated, but not for services. An example - a painter who donated a painting could receive credit for the canvas, paint, brushes and other materials used to paint the picture, but not for the time or the value of the painting. However, if a person purchased the painting and then donated it, they could receive credit for the purchase price of the painting. Another example: If a farrier shod horses for a

club, only the price of the shoes and nails could be credited.

It is best if people donated materials that they submit an invoice for the value. At the bottom of the invoice they could designate that the donation was made for the specified club.

MONEY: Dollar amounts may be donated through the County 4-H Program, however, if the person were ever audited, it would not show up on the MSU records and there may be some question.

Money may be donated through the University, however, it can not be returned to the county in dollars, but must be used for material or services from the University such as Exploration Days, bulletins, etc.

Money may be donated to the Berrien County 4-H Foundation through the MSU 4-H Foundation. However, it is kept by the State 4-H Foundation for several months. If they keep it for 6 months there is no penalty. If it is wanted sooner, there is a 2% fee. Also, they only remit three times a year, so you may wait quite awhile. (September, February and May) Example, a donation made in mid-September will not be paid until February and they would take 2%. If left for the six months the check would be issued in May for the donated amount.

(Adopted prior to 1995)

VSP (VOLUNTEER SELECTION PROCESS) POLICY

The Berrien County 4-H Youth Development Program will follow and enforce the most current MSU Extension Volunteer Selection Process as defined and mandated by the Michigan 4-H Youth Development.

(Adopted 11-26-07)

YOUTH-ADULT HOUSING POLICY FOR 4-H OVERNIGHT EVENTS POLICY

The Berrien County 4-H Youth Development Program will follow and enforce the most current 4-H Overnight Housing Policy as defined and mandated by Michigan State University Extension and Michigan 4-H Youth Development.

(Adopted 11-26-07)