

The University of Arizona Cooperative Extension 4-H Youth Development Policy and Procedure Handbook

Revised August 2019

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SECTION 1 – OVERVIEW

1.1 Using the 4-H Youth Development Policy and Procedure Handbook

The *4-H Youth Development Policy and Procedure Handbook* is an established set of rules, guidelines, and implementation procedures for 4-H youth development professionals to utilize as they provide leadership for 4-H youth development work and programming at various levels within the organization. Throughout this document, the words *Cooperative Extension* are used when quoting Cooperative Extension policy and legislation at the federal level. When federal language is used in this document, it is copied verbatim from National 4-H Headquarters and the United States Department of Agriculture website.

Questions surrounding the content should first be addressed to:

University of Arizona Cooperative Extension Associate Director of Arizona 4-H Youth Development (Arizona 4-H Director): Jeremy Elliott-Engel, Ph.D.

University of Arizona Cooperative Extension Director: Jeffrey C. Silvertooth, Ph.D.

1.2 4-H Policy

4-H policy provides a consistent framework for 4-H programs throughout the state. The *4-H Youth Development Policy and Procedure Handbook* is a guide for the management of these programs in Arizona. Policy is created to ensure that 4-H programming is consistent, fair, and legal.

The primary goals of an Arizona 4-H youth development professional or volunteer are to help youth develop competency in their projects, compassion for others, confidence in themselves and others, connections in their community, contributions to community life, life skills, and sound character. Adults are to help youth do what they are capable of doing and to promote teamwork, citizenship, and leadership while helping 4-H members to learn and have fun.

Failure to follow policy could result in the loss of authorization to use the 4-H name and emblem or potential dismissal from the 4-H program as deemed appropriate by the University of Arizona Cooperative Extension administration.

SECTION 2 – ARIZONA 4-H POLICY AND DETERMINATION

2.1 Policy Determination in Arizona 4-H Youth Development

Policy is first set through federal legislation, state legislation, the University of Arizona Board of Regents, Arizona Cooperative Extension administration, the Arizona 4-H director, and then again at several levels within the 4-H organization. Policy, procedure, and rule determination is indicated in the table below at various levels, including who is responsible for policy determination and who has input.

Chart 1: Definitions – Policy vs Rules vs Procedures

<p>Policy Statement of beliefs, values, and objectives of the organization that causes the association to act.</p>	<p>Procedures Processes to be followed to accomplish policy objectives.</p>
<p>Rules/Regulations/Guidelines Defines expected behaviors of members in the organization; Identifies limitations of actions for members in the organization.</p>	
<p>Policies, rules, and procedures may not contradict anything in the governing documents of the University of Arizona.</p>	

Chart 2: Policy Determination

Level	Who	Determination
National	<ul style="list-style-type: none"> • United States Department of Agriculture-National Institute of Food and Agriculture (USDA-NIFA) • Extension Committee on Organization & Policy (ECOP) - 4-H Program Leaders Working Group (PLWG) • National Teams 	4-H Name and Emblem Use
State	<ul style="list-style-type: none"> • University of Arizona Policy & Procedure • Arizona Cooperative Extension Director • Arizona 4-H Director • State Cooperative Extension Specialists & Staff • Advisory Groups (e.g. committees, Arizona 4-H Youth Foundation) 	Arizona 4-H Policy, Rules, and Procedures
County	<ul style="list-style-type: none"> • County Extension Director • 4-H Youth Development Agents (Continuing & Non-Continuing)* • 4-H Youth Development Program Coordinator* • 4-H Youth Development Educational Assistant • UACE Office Administrator/Business Administrator • AmeriCorps • Advisory Groups (e.g. Volunteer Boards/Committees, Extension Advisory Board, 4-H Council) <p>*Includes FRTEP providing 4-H programming at the individual respective organizational rank.</p>	County 4-H Rules and Procedures
Club	<ul style="list-style-type: none"> • Members • Volunteers 	4-H Club Rules and Procedures

2.2 Pertinent Federal Laws and Arizona Statutes

Arizona 4-H is the youth organization of the land-grant university system, and in Arizona, the land-grant university is the University of Arizona. The land-grant university system was established by the federal Morrill Act in 1862. Federal capacity funds are distributed through USDA-NIFA to the University of Arizona.

When the Arizona legislature accepted the provisions of the Smith-Lever Act of 1914, it empowered county governments to appropriate funds to provide additional support to each local county Extension program. It was this cooperative funding from federal, state, and county governments that led to the current name, "Cooperative Extension."

In 1921 the state legislature endorsed the organization of County Farm Bureaus to be the official, county-level sponsors for Cooperative Extension programs.

The enactment of Arizona Senate Bill 179 in 1964 repealed the 1921 legislation. This 1964 legislation established County Cooperative Extension Boards, appointed by the Board of Supervisors, to be the official sponsors of Cooperative Extension programs offered in each respective county.

House Bill 2125 passed in 1974, amended the 1964 legislation to provide greater latitude in the criteria for appointment of County Cooperative Extension Board members. This legislation also allows counties greater flexibility in the amount of their financial support of county Cooperative Extension budgets. A further revision in 1986, Senate Bill 1306, addressed the responsibility of each County Board of Supervisors to provide reasonable office space for Cooperative Extension.

The Child Protection Act of 1993 and pertinent Arizona Revised Statutes regarding reporting child abuse are covered in *Section 12: Youth Safety Policies*.

2.3 4-H Name and Emblem Regulations

The 4-H name and emblem are protected under federal statute Title 18, U.S. Code 707. This statute protects other federal emblems, like the seal of the president of the United States.

For detailed information about the use of the 4-H name and emblem, visit:

<https://nifa.usda.gov/sites/default/files/resource/Professionals-Handbook-2017.pdf>

2.4 Copyrighting of Cooperative Extension Materials

At one time, all Cooperative Extension material was in the public domain and not copyrighted. Today many Cooperative Extension materials are copyrighted, and permission should be requested from the author for use of those materials.

U.S. Copyright Law

Everyone who writes, takes photographs, makes videos, uses the internet, creates webpages, uses or creates computer software, or uses the work of others as teaching material needs knowledge of the U.S. Copyright Law.

Information on copyright law is available from the following resources:

UA Tech Launch Arizona

<https://techlaunch.arizona.edu>

This office provides information on fundamental concepts of the law, such as what a copyright is, when it comes into existence, which works are protected and which are not, who owns a copyright in a work, how one gets copyright protection and what type of copyright notice is necessary.

UA Information Security and Privacy

<https://www.arizona.edu/information-security-privacy>

U.S. Copyright Office

<http://www.copyright.gov>

2.5 The University of Arizona Nondiscrimination and Anti-Harassment Policy

<http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

The University of Arizona Cooperative Extension and Arizona 4-H will not discriminate. Specific situations will be addressed with guidance from the nondiscrimination policy on a case-by-case basis. You can find additional resources and materials through the University of Arizona Office of Institutional Equity <https://equity.arizona.edu> and a list of University resources at <https://equity.arizona.edu/resources-materials>.

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey C. Silvertooth, Associate Dean & Director, Extension & Economic Development, The University of Arizona. The following affirmative action statement shall be placed on all 4-H correspondence, materials, and publications.

The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in its programs and activities.

2.6 Affirmative Action

UA affirmative action statements:

<http://policy.arizona.edu/nondiscrimination-and-affirmative-action-statements>

Overview of the USDA civil rights statement:

<https://nifa.usda.gov/civil-rights-equal-employment-opportunity>

UA Office of Institutional Equity:

<https://equity.arizona.edu>

2.7 Religion and 4-H Youth Development Programs

The United States Department of Agriculture, home to National 4-H Headquarters and the 4-H Youth Development Program, prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, and marital

or family status. As a result, 4-H programs must have secular purposes focused on education and must not advance religion. Promoting religion, or explicitly or implicitly requiring religion or practices that specifically support one denomination, such as Christianity, as a condition for participation in 4-H club meetings or activities not only has religious purpose, it has the obvious effect of promoting one religion over others and can create a barrier for participation among other groups. If 4-H activities and programs included prescribed religious prayers, scriptures, or religious components to club bylaws, activities, or names, it would inject impermissible sectarian overtones. Such violations could create the impression that 4-H is not open to participation by all.

2.8 Arizona Cooperative Extension Policies

Cooperative Extension Program and Procedural Manual

<https://confluence.arizona.edu/display/ACEKB/Cooperative+Extension+Program+and+Procedural+Manual>

This manual is designed to be used in concert with other University of Arizona and Division of Agricultural, Life, and Veterinary Sciences and Cooperative Extension documents. Among them are:

UA Handbook for Appointed Personnel

<http://policy.arizona.edu/university-handbook-appointed-personnel>

Arizona Board of Regents Policy Manual

<http://www.azregents.edu/board-committees/policy-manual>

UA Financial Services Manual

<https://policy.fso.arizona.edu/fsm>

The contents of this manual reflect policies and procedures that most closely affect personnel of the University of Arizona Cooperative Extension. The reader should not assume that its contents are all inclusive and is encouraged to read the contents of the above publications relevant to their position as a UACE employee.

2.9 Code of Conduct

The Codes of Conduct (youth and adult) are the behavioral guidelines for the 4-H youth development program. See *Section 3.7: Code of Conduct/Behavioral Guidelines* for more details.

2.10 Use of Alcohol/Tobacco/Controlled Substances During 4-H Activities

Using or possessing alcohol or any controlled substances, not under a physicians' prescription, at any 4-H event or program, by participants, youth or adults, is prohibited. Infraction of the rules may result in dismissal from the event or program, the withholding of premiums, or other disciplinary action. Tobacco products, e-cigarettes, vape usage, etc. by 4-H youth is strictly prohibited. 4-H should **not** sponsor events where alcohol is served when youth are present.

Cooperative Extension employees, in consultation with those individuals/volunteers supervising the relevant event, will determine the appropriate disciplinary action. In the event of dismissal,

the Cooperative Extension professional responsible and the parent/guardians of the 4-H member will be contacted before the 4-H member is sent home.

2.11 County Rules and Procedures

All university and county Cooperative Extension faculty, staff, and volunteers representing the University of Arizona Cooperative Extension have the responsibility to support and implement Arizona 4-H policy. 4-H participants and families are responsible for following the policy.

Policies of the local 4-H council or advisory boards will not contradict, violate, or supersede the University of Arizona Cooperative Extension, state, or national 4-H policies. As a part of their job responsibilities, employees of the University of Arizona Cooperative Extension are expected to adhere and uphold these policies.

SECTION 3 – 4-H ELIGIBILITY

3.1 4-H Membership Classification

A 4-H member is a youth *who participates in any educational program or activity delivered by Cooperative Extension and receives Cooperative Extension-based curriculum* (as defined by the Extension Committee on Organization and Policy, approved by the Program Leaders Work Group on November 28, 2018).

4-H Contact

Individuals that come in contact with the 4-H program through office visits, recruitment efforts, exhibits or displays, ceremonies, etc. Generally, 4-H Contacts experience less than an hour of planned educational programming. These numbers are counted on AAP-5 Forms and are not inputted into the 4-H membership management system. (AAP-5 Forms can be found online at: <https://cals.arizona.edu/maricopa/garden/mgcentral/uploads/aap5.pdf>.)

4-H Educational Member

Any youth taking part in programs provided as a result of action by Cooperative Extension personnel (professional, paraprofessional, and volunteer). This includes youth participating in programs conducted through 1862 and 1890 land-grant universities, EFNEP, SNAP-ED, Project Wet, Junior Master Gardener, urban gardening and other programs which may not actually use the 4-H name and emblem with participants. These numbers are counted on AAP-5 Forms -OR- inputted into the 4-H membership management system. (4-H Group Enrollment Form can be accessed at <https://arizona.box.com/s/bnq9w7vtg2mcrbu1dfhft5uwv5j4riq9>).

Enrolled 4-H Member

Any youth who has completed individual enrollment and is aware of their involvement in 4-H. For youth to participate in any overnight programming (without exception, including camps and trips), they must be enrolled in the 4-H membership management system. Youth participating in multiple-day 4-H events (that are not sponsored by another agency) should be enrolled in the 4-H membership management system.

Chart 3: Enrollment Determination

Youth Type	AAP-5	4-H Membership Management System
UACE Youth Contact	X	
4-H Educational Member	<ul style="list-style-type: none"> • When a program does not use the 4-H name and emblem • When a 4-H youth development professional is not involved 	<ul style="list-style-type: none"> • When a 4-H program uses the 4-H name and emblem • When a 4-H youth development professional is involved
4-H Enrolled Member		X

3.2 Age Requirements

4-H is open to all youth between the ages 5 and 18, regardless of race, color, national origin, gender, religion, age, disability, sexual orientation, political beliefs, and marital or family status as determined by the following eligibility age criteria.

4-H age is determined by the age of a member at 11:59 p.m. on December 31 of the current 4-H year (October 1 through September 30).

3.3 Enrolled 4-H Member Age Requirements

Cloverbuds - 4-H age 5 to 7

Youth must be five years old on or before December 31 of the current 4-H year to enroll. Youth in this age range may only enroll in the non-competitive Cloverbuds project in which they explore 4-H through various small group learning experiences. See details in *Section 24: Cloverbud Project Policies*.

Juniors - 4-H age 8 to 10

Youth in this age range may enroll in the projects, events, and activities open to junior members.

Intermediates - 4-H age 11 to 13

Youth in this age range may enroll in the projects, events, and activities open to intermediate members.

Seniors - 4-H age 14 to 18

Youth in this age range may enroll in the projects, events, and activities open to senior members. Youth cannot have passed their nineteenth birthday on December 31 of the current 4-H year.

3.4 Participants with Special Needs/Disabilities

4-H programs can be designed to consider the needs of participants with special needs/disabilities.

All applications to any program will contain the following question:

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

When you encounter a participant, either an adult or a child, in need of or requesting accommodation for a disability, contact the UA Disability Resource Center, 520-621-3268, <http://drc.arizona.edu> for assistance in evaluating what actions might be necessary or appropriate. The 4-H youth development professionals and volunteers will work with the families on a case-by-case basis to provide a positive youth development experience.

For additional information, visit the University of Arizona Office of Institutional Equity <https://equity.arizona.edu> and the other resources cited in *Section 2.5: The University of Arizona Nondiscrimination and Anti-Harassment Policy* and *Section 2.6: Affirmative Action*.

3.5 Marriage/Parenthood

Members who are married or parents may participate provided that all eligibility requirements are met.

3.6 College

Members who attend college may participate provided that all eligibility requirements are met. County-based 4-H youth development professionals will need to refer to county rules and procedure for implementation of eligibility and substitution requirements.

3.7 Code of Conduct/Behavioral Guidelines

All participants (youth and adults) must uphold the standards of the Arizona 4-H Code of Conduct. 4-H members and 4-H volunteers must annually sign a Code of Conduct form in the 4-H membership management system at the time of enrollment. Volunteers and youth participants will be required to uphold these standards at all meetings, events, and activities where they are representing the 4-H name and emblem.

SECTION 4 – ENROLLMENT AND PARTICIPATION

4.1 Enrollment Procedures

The University of Arizona Cooperative Extension county-based 4-H youth development professionals are responsible for conducting proper enrollment procedures, following the 4-H enrollment process, and meeting Arizona 4-H payment deadlines established for state 4-H participation fees.

4.2 Enrollment Requirement

Youth participating in a series of 4-H experiences must be enrolled in the 4-H membership management system prior to participating.

Youth who are not enrolled may not participate in 4-H competitions or any overnight activities including camps, conferences, etc.

4.3 Enrollment Period

4-H Year: The Arizona 4-H program year is October 1 through September 30.

New Member Enrollment:* New youth members may enroll in 4-H at any time but ideally should enroll between October 1 and December 31.

Returning Member Enrollment:* Members who were enrolled in 4-H the previous year should reenroll between October 1 and December 31.

Adult Engagement: Volunteers must be enrolled and active in the 4-H membership management system in order to participate as a volunteer. See details in *Section 11: Adult Participation in 4-H*.

*Events, such as the county fair and certain project areas may have specific enrollment deadlines set by the county or external organizations that must be met for participation.

4.4 Types of Enrollment

Youth Enrollment

All individually enrolled 4-H members must annually complete all forms in the 4-H membership management system, including the Member Enrollment Form, Medical Release and Health History Form, Member Code of Conduct, Waiver of Liability, and the Multimedia Release. In addition, members must pay state 4-H enrollment fees and any county or 4-H program fees. The 4-H member's parent/guardian provides a signature of approval on all enrollment forms.

Adult Enrollment

All individually enrolled 4-H adult volunteers must annually complete all forms in the 4-H membership management system, including the Adult Volunteer Treatment Authorization and Health History, Adult Volunteer Code of Conduct, Waiver of Liability, and Adult Volunteer Confidential Self Disclosure.

For additional details on the volunteer screening process, see *Section 11: Adult Participation in 4-H*.

Group Enrollment

Group enrollees are youth who are under the direct supervision of another agency or other Cooperative Extension professionals do not complete the individual enrollment process. Participation is reported on the 4-H Group Enrollment Form. Youth and adult participants enrolled through the group enrollment process are not covered under 4-H youth development professional accident/sickness or liability pool insurance. Liability remains with the agency that has coalesced the youth to whom the University of Arizona Cooperative Extension professionals are providing educational support.

4.5 Annual Participation Fees

The state participation fee is \$5.00 per enrolled youth member annually. County and club fees are at the discretion of the county Cooperative Extension office.

4.6 Changes in Residence

When 4-H members change residence from one county to another county within Arizona, enrollment and participation will be transferred to the new county upon request of the 4-H family.

If the move takes place during the member reenrollment period, county-based 4-H youth development professionals should contact the Arizona 4-H office to transfer the family account in the 4-H membership management system.

If the move takes place during the 4-H year, county-based 4-H youth development professionals should contact the Arizona 4-H office to transfer the family account in the 4-H membership management system. 4-H members meeting the 4-H enrollment requirements in the county they have transferred to are eligible to participate in the respective county's 4-H events and programs.

State and county enrollment fees are paid only once. The first county will retain enrollment fees in the year of transfer. Club-level fees will be determined by the club. For the fee to be charged at the club level, a member must be able to successfully complete a project in the year of transfer.

4.7 County of Participation

Youth enroll in the county in which they reside unless they are granted an exception at the time of enrollment.

Exceptions in which a youth member wishes to enroll in a county other than that of primary residence are handled on a case-by-case basis by the county-based 4-H youth development professionals in the affected counties. Mid-4-H year transfer of county participation will not be entertained except for changes in residency.

Some examples of exceptions would be:

A member lives in one county but participates in 4-H with their parent/guardian (or family members) who reside in another county (split residence).

A member attends school in a county other than that of their residence.

A member wishes to participate in a project that is not offered in their county or within a reasonable distance from their residence.

If a youth member wishes to join an adjacent county, the member must initiate the process by notifying the Cooperative Extension 4-H youth development professionals in both counties. For the request to be granted, Cooperative Extension 4-H youth development professionals from the residence-county and the participation-county both need to approve the request. The

agreement must be documented in writing and a copy of the agreement must be held on file in each Cooperative Extension office.

4.8 Multiple-County Participation

Exceptions in which a youth member wishes to enroll in more than one county are handled on a case-by-case basis by the county-based 4-H youth development professionals in the affected counties.

If a youth member wishes to participate in another county because of an unavailable educational/learning opportunity in their residence-county (e.g. project area, educational event), the member must initiate the process by notifying the Cooperative Extension 4-H youth development professionals in both counties. For the request to be granted, Cooperative Extension 4-H youth development professionals from the residence-county and the participation-county both need to approve the request. The agreement must be documented in writing and a copy of the agreement must be held on file in each Cooperative Extension office.

If an exception is made, the following criteria must be met:

1. A member cannot enroll in the same 4-H project area in more than one county in the same year. (Example: feeder calf, market beef, and breeding beef are among those listed within the *beef project area*.)
2. A member may exhibit animals only at the county fair in the county in which they reside and may participate in only one 4-H-related premium auction during a 4-H year. County fairs determine eligibility for sale participation.
3. 4-H members may apply for county-level awards in the county where they participate in that project, as long as they are not applying for similar awards in a second county.
4. 4-H members represent the county in which they are enrolled when competing for state/national awards and scholarships. If they are selected in two or more situations for the above, they must choose which award they will accept. A member cannot receive two or more trips, awards, etc., for the same activity.

Some examples of exceptions would be:

A member lives part of the year in one county with one parent and part of the year in another county with another parent (split residence).

A member and their family have a legitimate summer residence and a legitimate winter residence.

A member wishes to participate in a project that is not offered in the primary county of residence and wishes to enroll in a second county that offers the project.

4.9 Cross-State Line & Multiple-State Participation

Approval to participate in another state must be granted by the Arizona 4-H director. Youth wishing to participate across state lines should notify their county-based 4-H youth development professional who must consult with the Arizona 4-H director. Cross-state line and

multiple-state participation must meet the same requirements as cross-county and multiple-county participation.

No out-of-state club participation will be approved for shooting sports projects. See *Section 11: Adult Participation in 4-H* and *Section 26: Shooting Sports Education (SSE) Project Policies*.

4.10 Working with FRTEP (Serving Tribal Populations)

FRTEP professionals and county-based 4-H youth development professionals work as a collaborative unit to deliver one 4-H program for the youth within their county. County-based 4-H youth development professionals provide coordination and leadership to FRTEP employees who deliver 4-H youth development programs within their county(ies). All county 4-H activities and opportunities are open to all 4-H members in the county, including youth served by FRTEP professionals and who participate on tribal sovereign territory.

Federal, state, university, and county-based rules apply to all youths participating in programs under the 4-H name and emblem.

SECTION 5 – DELIVERY MODES

5.1 Delivery Modes Overview

Youth are classified for reporting purposes as a contact, as an educational member, or as an enrolled member based on the context and characteristics of the program. Youth may participate in 4-H through a variety of program delivery modes, including organized 4-H clubs, 4-H SPecial INterest (SPIN) clubs or short-term programs, 4-H camping programs, 4-H school-enrichment programs, and after-school education programs.

5.2 Organized 4-H Clubs

An organized group of youth, led by an adult, with a planned program that is carried on throughout 9-12 months of the year. 4-H clubs may meet in any location and have elected officers and a set of rules approved by the membership to govern the club. See *Section 6: 4-H Club Standards* and *Section 18: Organizational Club Charters* for more details. Different types of clubs include the following:

Community/Project Clubs

Community 4-H clubs typically meet in the evenings or on weekends and offer self-chosen, multiple learning experiences and activities.

In-school Clubs

In-school 4-H clubs meet during school hours and offer planned activities beyond school enrichment.

After-school Clubs

After-school 4-H clubs are organized within after-school programs administered by Cooperative Extension professionals or other organizations. The young people and staff identify themselves as 4-H members and volunteers. They implement activities utilizing 4-H curriculum.

SPecial INterest (SPIN) Clubs

SPIN 4-H clubs are an organized group of youth focused on specific project areas led by a 4-H volunteer or 4-H youth development professional. SPIN clubs meet between six and ten times. The young people identify themselves as 4-H members.

Military Clubs

Military 4-H clubs are delivered on military installations and are for military dependents. Support and training is provided by 4-H youth development professionals to installation personnel.

5.3 Short-Term 4-H Programs

Groups of youth meeting for a specific learning experience that involves direct teaching by Cooperative Extension 4-H youth development professionals or trained volunteers, including teachers. The program is not part of school curriculum and not restricted to members of 4-H clubs. Multiple-day meetings, for example on college campuses, should be reported as short-term programs. The direct audience contact hours should be at least six hours for enrollment to be reported.

5.4 4-H Camping Programs

Youth taking part in a Cooperative Extension-planned high-development-context educational experience.

Overnight Camping

Overnight camping includes being away from home at least one night (resident, primitive, or travel camping) and is not restricted to members of organized 4-H clubs.

Day Camping

Day camping consists of multiple-day programs with youth returning home each evening and is not restricted to members of organized 4-H clubs.

5.5 4-H School Enrichment Programs

Arizona 4-H school enrichment programs are learning experiences delivered to youth in cooperation with public or private schools during school hours in support of school curriculum. These programs, delivered by 4-H youth development professionals, trained volunteers, or teachers, are built to enhance the subject matter being studied in the classroom and provide non-formal, hands-on education to complement formal education. 4-H school enrichment programs include approximately six hours of education and have an objective of knowledge and behavior change.

SECTION 6 – 4-H CLUB STANDARDS

6.1 4-H Club Definition

A 4-H club is an organized group of at least five youth from three different families who meet regularly with adult volunteers or 4-H youth development professionals for a long-term, progressive series of educational experiences.

6.2 Club Purpose

The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, independence, generosity, and mastery – the Essential Elements of 4-H – and to foster educational opportunities tied to the land-grant university knowledge base.

For more information the Essential Elements of 4-H, visit: <https://4-h.org/wp-content/uploads/2016/02/TheEssentialElementsof4HYouthDevelopment.pdf>.

6.3 Structure of a 4-H Club

1. Conducts a minimum of six club meetings per year.
2. Selects youth officers or youth leaders to provide leadership to the club.
3. Meets in any location – a home, community center, military installation, library, public housing site, school, after-school program, and/or many other places. All locations must have a certificate of insurance on file at the Cooperative Extension office.
4. Meets interests and needs of youth in same-age or cross-age groupings, using single project or multiple-project formats.
5. Is advised by adult 4-H youth development professionals or volunteers who have been screened, certified, and trained.

6.4 Educational and Youth Development Principles of a 4-H Club

- Uses experiential learning – learning by doing – as a primary teaching approach.
- Must provide the Eight Critical Elements of positive 4-H Youth Development: <https://nifa.usda.gov/resource/essential-elements-4-h>
- Includes planned opportunities to learn and apply life skills such as leadership, citizenship, community service, and public speaking.
- Provides individual project experiences to develop in-depth knowledge about science, engineering and technology; citizenship; and healthy living and other topics.
- Provides programs, curricula, and procedures that are based in research and are developmentally appropriate.
- Provides members and volunteers access to land-grant university resources and to county, state, and national 4-H opportunities.
- Fosters youth-adult partnerships that encourage active involvement and participation by youth and adults.
- Offers projects in a wide range of subject matter areas relevant to the land-grant university knowledge base to meet youth needs and interests.

6.5 4-H Project

A 4-H project is a planned sequence of age appropriate and research-based learning opportunities. As a result of long-term active engagement in the project, the youth gains knowledge and develops skills based on planned goals and identified outcomes. 4-H project work is guided by trained adults who help youth set goals and provide access to appropriate curricula and resources.

6.6 Recruitment

4-H clubs/groups may not recruit members who are currently involved in another 4-H club/group. Exceptions may be made for members who do not have access to a particular project in that club/group.

6.7 Club Treasury

Funds handled at the club level must comply with Arizona 4-H youth development policy and federal policy. See *Section 19: Financial Management* for details.

SECTION 7 – 4-H ADVISORY BOARDS, COMMITTEES, AND COUNCILS

7.1 Overview

Input from participants and stakeholders is a hallmark of the Cooperative Extension system. County-based 4-H youth development professionals may have multiple ways to solicit input from the community, and formal advisory boards and councils are one of those ways. Within the 4-H youth development program, advisory boards, project advisory committees, and councils are used to facilitate input to the program. This consultative input is essential for keeping Cooperative Extension and 4-H youth development programs responsive to community needs. Decisions and organizational direction are ultimately determined by the University of Arizona, UACE, and the county-based 4-H youth development professionals working with the program.

4-H advisory committees, councils, and boards are not required, but they are strongly encouraged. The 4-H program should have ways for the community to be engaged in strengthening and expanding the program.

7.2 County Extension Advisory Boards

Objective: County Extension Advisory Boards support, expand, and grow county-based Cooperative Extension programs. County Extension Advisory Boards provide consultative input to county-based Cooperative Extension professionals and assist in determining the overall direction of Cooperative Extension for all program areas, including 4-H youth development.

Membership: Board members are volunteers who are selected in a variety of methods; check with local Cooperative Extension offices for their procedure. Board membership must represent a large section of the community and reflect the diversity of the community.

Convened By: The County Extension Advisory Board is convened by the County Extension director.

Charter Requirements: County Extension Advisory Boards are not specific to 4-H and therefore are not chartered.

7.3 County 4-H Councils

Objective: County 4-H Councils serve to support, expand, and grow the 4-H Youth Development Program. Active councils provide consultative input to the county 4-H program.

Membership: County 4-H Council members are youth and adult volunteers who are selected in a variety of methods; check with local Cooperative Extension offices for their procedure. Council membership must represent a large section of the community and reflect the diversity of the community. Youth voice should be considered and is strongly encouraged.

Convened By: County 4-H Councils direct input regarding the county-based 4-H program to the county-based 4-H youth development professionals who are responsible for 4-H youth development programs in the county.

Additional Responsibilities: Many County 4-H Councils provide additional funds to support 4-H programs through scholarships to 4-H members for events and college, for leader forums, and for awards offered at county events. Councils must follow the financial management requirements found in *Section 19* of this document. Councils fall under the fiduciary responsibility of the Arizona 4-H Youth Foundation.

Charter Requirements: County 4-H Councils are chartered.

7.4 County 4-H Project Advisory Committees

(e.g. Horse Advisory Committee, Large Stock Advisory Committee, Small Stock Advisory Committee, Shooting Sports Advisory Committee, Dog Advisory Committee, General Projects Advisory Committee, Robotics Team Advisory Committee)

Objective: County 4-H Project Advisory Committees exist in many counties to support the educational opportunities offered to 4-H members regarding a specific project or set of project areas. These committees do not set county-based rules in regard to 4-H program participation and contests in their project of concern; they provide consultative input to the county-based 4-H youth development professional(s).

Membership: County 4-H Project Advisory Committee members are youth and adult volunteers who are selected in a variety of methods; check with local Cooperative Extension offices for their procedure. Membership must reflect the diversity of the community. Youth voice should be considered and is strongly encouraged.

Convened By: County 4-H Project Advisory Committees direct input regarding their project area(s) to the county-based 4-H youth development professionals who are responsible for 4-H youth development programs in the county.

Additional Responsibilities: Many County 4-H Project Advisory Committees provide additional funds to support 4-H programs to support project educational opportunities (e.g. learning

experiences, contests, and events). Committees must follow the financial management requirements found in *Section 19* of this document. Committees fall under the fiduciary responsibility of the Arizona 4-H Youth Foundation.

Charter Requirements: County 4-H Project Advisory Committees are chartered.

7.5 State 4-H Project Advisory Committees

(e.g. Horse Advisory Committee, Large Stock Advisory Committee, Small Stock Advisory Committee, Shooting Sports Advisory Committee, Dog Advisory Committee, General Projects Advisory Committee, Robotics Team Advisory Committee)

Objective: State 4-H Project Advisory Committees exist at the state-level to support the educational opportunities offered to 4-H members regarding a specific project or set of project areas. These committees do not set state rules in regard to 4-H program participation and contests in their project of concern; they provide consultative input to the Arizona 4-H director or their designee.

Membership: State 4-H Project Advisory Committee members are youth and adult volunteers who are selected in a variety of methods; check with the Arizona 4-H director for the procedure. Membership must reflect the diversity of the community. Youth voice should be considered and is strongly encouraged.

Convened By: State 4-H Project Advisory Committees direct input to the Arizona 4-H director; however, the director may delegate responsibility to committee chairs.

Additional Responsibilities: State 4-H Project Advisory Committees may raise additional funds to support 4-H programs to support project-based educational opportunities (e.g. learning experiences, contests, and events). State 4-H Project Committee funds are held by the University of Arizona in the Arizona 4-H office.

Charter Requirements: State 4-H Project Advisory Committees are not chartered. All state 4-H project money is held by the University of Arizona and managed by Arizona 4-H.

SECTION 8 – FOUNDATION

8.1 Arizona 4-H Youth Foundation (AZ4-HYF)

Objective: The Arizona 4-H Youth Foundation supports positive youth development by raising and distributing funds in support of Arizona 4-H programs. The AZ4-HYF is an umbrella organization that holds the IRS group exemption number (GEN) which allows all actively chartered 4-H clubs, councils, and committees to have tax exempt status as determined by the IRS. AZ4-HYF in conjunction with the Arizona 4-H office and the director of the University of Arizona Cooperative Extension sets financial handling procedure in accordance with UA financial guidelines and regulations. The primary objective of the AZ4-HYF is to raise money in support of the 4-H Youth Development Program.

Membership: The AZ4-HYF is comprised of people with a passion for the Arizona 4-H Youth Development Program who are committed to raising funds to support high-quality opportunities for young people.

Convened By: The AZ4-HYF is a 501(c)3 organization that operates in partnership with the University of Arizona, the University of Arizona Cooperative Extension, and the Arizona 4-H Youth Development Program through the AZ4-HYF-University of Arizona Cooperative Extension 4-H Program Memorandum of Understanding (MOU).

Additional Responsibilities: The AZ4-HYF abides by all laws that apply to nonprofit or not-for-profit corporations. The AZ4-HYF also abides by the policies, procedures, and guidelines of 4-H. “4-H” is in the title and Arizona 4-H maintains final authority in matters regarding the use of the 4-H name and emblem. See *Section 2.3: 4-H Name and Emblem Regulations*. The establishment of any local 4-H foundations must have permission from the Arizona 4-H director and the director of Cooperative Extension.

8.2 County-Based Fund Development

County-based 4-H programs should utilize the chartered 4-H council or advisory committees to raise money to support the county-based 4-H program. All monies held by chartered Arizona 4-H organizations (e.g. clubs, councils, and advisory committees) is reported to and falls under the guidance of the Arizona 4-H Youth Foundation.

SECTION 9 – PARTNERSHIPS

9.1 Partnerships Overview

How each county works with their partners is a local decision; however, there are some overarching guidelines.

If the centers or schools function as a club, they should follow the rules that govern 4-H clubs.

9.2 Programs Only Utilizing 4-H Curriculum (schools, community centers, etc.)

Definition: 4-H curriculum is public and may be utilized by any individuals and/or agencies.

Brand: Programs only utilizing 4-H curriculum are not official partners. They may not use the 4-H name and emblem.

Memorandum of Understanding: Not required.

9.3 Programs Delivered by 4-H Professionals, 4-H Volunteers, and 4-H-Trained Agency Staff to Community Agencies (schools, community centers, etc.)

Definition: Learning experiences are delivered to youth in cooperation with public or private schools during school hours in support of school curriculum. These programs, delivered by 4-H youth development professionals, 4-H volunteers, or 4-H-trained agency staff (teachers), are built to enhance the subject matter being studied in the classroom and provide non-formal, hands-on education to complement formal education.

Brand: With permission, programs delivered by 4-H youth development professionals, 4-H volunteers, or 4-H-trained agency staff may utilize the 4-H name and emblem to promote the educational activity.

Memorandum of Understanding: No MOU is required when only instruction is provided. If the context expands beyond instruction, either the charter process (e.g. clubs) or an MOU is required.

9.4 Significant and Ongoing Use of Facilities (e.g. 4-H Fab Labs, County Fairgrounds)

Definition: The 4-H program uses another organization's building, space, or property to advance the UACE 4-H Youth Development Program, and significant financial investment is being made to alter the space to provide the programming.

Brand: With permission, the use of name and emblem of 4-H and UACE can be used to promote the presence of UACE 4-H at the space and event.

Memorandum of Understanding: An MOU is required and must cover in detail (time and space) when UACE 4-H is responsible for the property. Specific use(s) of the UACE and 4-H name and emblems needs to be addressed in the MOU.

9.5 Other Youth Serving Organizations

County-based 4-H youth development professionals should never discourage participation in other youth-serving organizations and should work collaboratively with other youth-serving organizations.

Arizona Cooperative Extension professionals should support the educational objectives of all youth in the community, including FFA.

Participants in other youth serving organizations who are not also 4-H members should not be counted as enrolled 4-H members unless they have participated in 4-H educational programs and understand that they are 4-H members. (See *Section 3.1: 4-H Membership Classification* and *Section 4.4: Types of Enrollment* for more details.)

Memorandum of Cooperation between 4-H and FFA

To clarify partner roles and responsibilities, a signed Memorandum of Cooperation has been agreed to between Arizona 4-H and Arizona FFA Association.

<https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=/73974493/73980927/4HFFAmou.pdf>

9.6 Animal Sales (Livestock or Small Stock)

Money and management of livestock sales cannot be handled by 4-H or Arizona Cooperative Extension entities.

A separate 501(c)3 entity must handle the finances and implementation of the sale.

Officers of the 501(c)3 board responsible for handling the financial transactions of a livestock sale cannot match the 4-H officers on respective leadership committees. However, 4-H volunteers and parents can serve as public citizens on the 501(c)3. 4-H volunteers cannot serve on these boards in their official 4-H capacity.

501(c)3 entities cannot dictate participation or educational rules or procedures for the 4-H program. County fairs coordinate with the county-based 4-H youth development professionals to set show rules in accordance with educational objectives.

An enforced MOU between the 501(c)3 and Arizona Cooperative Extension must be in effect for the 501(c)3 to handle money or to use the 4-H name and emblem.

At no time should the 501(c)3 managing the animal sale distribute any form of communication that conflates its identity with the 4-H program. Language should be clear, stating “[501(c)3] is supporting the [County] 4-H program.”

SECTION 10 – 4-H CURRICULUM AND PROJECT PUBLICATIONS

10.1 4-H Curriculum and Project Publications

Curriculum is at the heart of the 4-H project experience. Curriculum includes project manuals, events and activities, record keeping, video resources, training and all other components that support learning in 4-H. Project materials offered through the University of Arizona Cooperative Extension 4-H Youth Development Program provide research-based, hands-on learning experiences with the intention of helping youth learn leadership, citizenship and life skills.

All counties are encouraged to order project literature and other materials from CALSmart: <https://4harizona.3dcartstores.com>

If unavailable from CALSmart, please order from National 4-H: <https://4-h.org/parents/curriculum>

SECTION 11 – ADULT PARTICIPATION IN 4-H

11.1 Adult Participation in 4-H Overview

Adults play a vital role in the ongoing growth and development of those in the 4-H youth development program.

Arizona 4-H is committed to providing safe places for youth to thrive and caring adults who build relationships with young people. To ensure these positive environments, Arizona 4-H requires a minimum level of certification for all adult volunteers. Counties may impose additional requirements.

Arizona 4-H recognizes that caring adults provide many types of service to the Arizona 4-H program, and they do this without salary or expectation of any type of compensation. This section will describe the types and requirements of service.

Adults volunteering with the Arizona 4-H program are responsible for understanding their roles and responsibilities and for maintaining proper requirements for service (e.g. certification, screening, training). Arizona 4-H youth development professionals will inform 4-H volunteers of the insurance coverage, liabilities, risk management policies and procedures on an as-needed basis for event planning purposes.

11.2 Types of Adults Providing Service to the Arizona 4-H program

Chart 4: Types of Adults Providing Service

	Certified 4-H Volunteers: University of Arizona Authorized Adults	Adults Providing Support: Adults who must be accompanied by at least one University of Arizona Authorized Adult at all times when in the presence of 4-H youth	
Job Titles Possible	Club Leader, Project Leader, Resource Participant	Accompanying Adults	Guest Presenters
Function	Leader: Club, Project	Parents, guardians, grandparents, siblings	Presenter, speaker, demonstrator, facilitator for single presentation
Amount of Participation	Regular and consistent participation	Varies	Single time within a 4-H year
Level of Authority and Responsibility	Care, custody and control of youth; line-of-sight supervision	Always accompanied by a UA Authorized Adult when in the presence of youth	Always accompanied by a UA Authorized Adult when in the presence of youth
Level of Coverage	Limited Liability Coverage and Accident Insurance	None	None
Check National Sex Offender Registry for Clearance	Prior to background check	Yes	Yes
Fingerprint-based Background Check	Prior to certification	No	No
Complete Designated Campus Colleague (DCC) Process	Yes	No	No
Trainings	University and 4-H	None	None
Registration in 4HOnline	Yes, with leadership role	Yes, without leadership role	Register on club attendance sheet, and notify the UACE

			volunteer systems manager
Review	County faculty or program coordinator, at least annually	No	County and state staff at least annually to determine appropriate service/role/future registration and training
Annual Report	Submit	No	No

Certified 4-H Volunteers (University of Arizona Authorized Adult)

- Work under the direction of 4-H youth development professionals to ensure that the objectives and standards of the Arizona 4-H program are met.
- Serve as the officially designated representatives and leaders of the 4-H program.
- Participate regularly and consistently in the 4-H youth development program by supervising and directing county and club 4-H programs and projects.
- Are authorized adults responsible for the care, custody, and control of youth during 4-H activities.
- Maintain line-of-sight supervision of all youth within their care at all times.

To serve as a certified 4-H volunteer, an adult must successfully:

1. Register in 4HOnline
 - a. Sign the Arizona 4-H Code of Conduct
2. Complete the application form
3. Pass a check of the National Sex Offender Registry
4. Interview with a 4-H youth development professional or their designee(s)
5. Pass a reference check
6. Complete the University of Arizona Authorized Adult procedures:
 - a. Pass a fingerprint-based background check
 - b. Become recognized as a designated campus colleague (DCC)
 - i. Obtain a NetID for login
 - ii. Complete the Personal Information Questionnaire
 - iii. Submit a signed Volunteer Agreement form
 - c. Complete the Youth Safety Training for Authorized Adults (Online Module)
 - i. This training informs 4-H certified volunteers of the incident reporting policies and youth protection policies.
 - d. Sign the Youth Safety Training Code of Conduct
 - e. Title 7 & 9 Training (Discrimination and Sexual Misconduct)
7. Complete all required Arizona 4-H program trainings
8. Once all screening and trainings are complete, the 4HOnline profile will be moved to “active” volunteer status.
9. Complete the University of Arizona Driver Certification if they wish to drive on university business
 - a. This training informs 4-H certified volunteers of the insurance coverage and liabilities related to driving, and it informs them of the driving privilege policies.

- b. If a certified volunteer chooses to not complete driver certification, they must be notified by the county-based 4-H youth development professional that they cannot drive on university business.
10. Complete an annual report
 - a. Each volunteer will submit an annual volunteer report indicating the kind and amount of volunteer service provided as well as the number of people reached.
11. Complete an annual review with county-based 4-H youth development professional.
12. Certified 4-H Volunteers (University of Arizona Authorized Adults) must comply with ongoing University of Arizona training requirements throughout their service.

Accompanying Adults

- Work under the direction of Cooperative Extension personnel and certified 4-H volunteers (University of Arizona authorized adults) to ensure that the objectives and standards of the Arizona 4-H program are met.
- Participate as family members who are regularly present during 4-H programs (e.g., parents, guardians, grandparents, siblings, etc.).
- Must be accompanied by a University of Arizona authorized adult when in the presence of youth.
- Are NOT permitted to drive on university business.

To serve as an accompanying adult, an adult must successfully:

1. Register in 4HOnline
 - a. Sign the Arizona 4-H Code of Conduct
2. Pass a check of the National Sex Offender Registry
3. Continued participation is dependent upon meeting the standards of the Arizona 4-H Code of Conduct

Guest Presenters

- Work under the direction of Cooperative Extension personnel and certified 4-H volunteers (University of Arizona authorized adults) to ensure that the objectives and standards of the Arizona 4-H program are met.
- Participate as presenters, speakers, or demonstrators who facilitate a single presentation within the 4-H year.
- Must be accompanied by a University of Arizona authorized adult when in the presence of youth.
- Are NOT permitted to drive on university business.

To serve as a guest presenter, an adult must successfully:

1. Be entered into the Arizona 4-H guest presenter database.
2. Pass a check of the National Sex Offender Registry
3. Screening occurs to ensure guest presenter is serving in an appropriate role and to determine future registration and training

4-H Collaborators

4-H Collaborators work or volunteer for other agencies and are partnering with Cooperative Extension to utilize 4-H programs and/or curricula in their programs. They are expected to provide appropriate reporting and updates to their supervising 4-H youth development

professional. Generally, these types of volunteers participate in 4-H afterschool, school enrichment, and military programs.

Collaborators are authorized to use 4-H curriculum. When 4-H collaborators take on roles that reflect roles in *Chart 3: Types of Adults Providing Service to the Arizona 4-H Program*, they need to adhere to the respective Arizona 4-H Policy.

Additional Certifications

Volunteers for select roles or positions (e.g., certified shooting sports instructors – see *Section 26: Shooting Sports Education Project Policies*) will be required to attend additional training. Additional required training may arise as new programs and situations dictate.

11.3 Age Requirements for Volunteers

Adults providing service to the Arizona 4-H program are individuals who are no longer eligible to participate in 4-H as a youth (they are 4-H age 19 or older). Any individual who is 4-H age 18 or younger should be enrolled as a 4-H member.

Chart 5: Age Requirements for Volunteers

Type	Age
Certified 4-H Volunteers (University of Arizona Authorized Adults)	Must be at least 21 years old
Accompanying Adults	Must be at least 19 years old
Guest presenters	Must be at least 19 years old. Youth guest presenters should be registered on the club attendance sheet as a guest.
Chaperones	Must be certified 4-H volunteers who are 21 years old
Shooting Sports Education Instructors	Must be certified 4-H volunteers who are 21 years old

11.4 Volunteer Residence

Volunteers are not restricted to service in the county in which they reside.

When a volunteer first enrolls as a 4-H volunteer, that county is automatically their primary county.

Volunteers may assist in other counties with the approval of the county-based 4-H youth development professionals in both counties. 4-H youth development professionals are obligated to verify the certification level of all adults volunteering in their county, and they may require additional county-based training.

It is the responsibility of the volunteer to inform the county-based 4-H youth development professionals in the counties impacted with any changes in residency. The county-based 4-H youth development professional has the right to accept or not accept the volunteer transfer, and they may also require additional county-based training.

To transfer their volunteer status from one county to another, the original DCC must be terminated and a new DCC relationship established.

Volunteers who lose their certification in one county may not transfer their certification to another county.

11.5 Payment for Services

Adults providing service to the Arizona 4-H program may not charge for their personal services while acting in their official capacity with Arizona 4-H and cannot require payment of services to participate in an official 4-H activity. See *Section 19: Financial Management* for reimbursement of supplies information.

Examples to consider:

A horse leader who gives horse-riding lessons cannot charge 4-H members for riding lessons during an official 4-H event.

A cake decorating leader who teaches classes cannot charge 4-H members for cake decorating classes during an official 4-H event.

11.6 Volunteer Suspension/Termination Procedure

Volunteers must adhere to the expectations of the Arizona 4-H Code of Conduct including the Office of Youth Safety behavioral expectations, University of Arizona policy, Arizona Cooperative Extension policy, and county 4-H policy.

Volunteers may be dismissed from their status as volunteers at any time. Only the Arizona 4-H director has the authority to suspend or terminate a volunteer. The University of Arizona does not provide the volunteer with a reason for their suspension or termination.

When a county-based 4-H youth development professional (in consultation with the county Extension director), decides that the actions of a 4-H volunteer are inappropriate, they must reach out to the Arizona 4-H director for assistance and provide written documentation of their concerns. The Arizona 4-H director will review the case, interview those involved, and consult with the University of Arizona Cooperative Extension volunteer systems manager. If the Arizona 4-H director determines that suspension or termination is the appropriate course of action, they will inform the volunteer through a certified postal letter.

An ad hoc committee can be convened to assess termination, suspension, and limitations when deemed necessary.

11.7 University of Arizona Volunteer Coverage

<https://risk.arizona.edu/insurance/volunteer-coverage>

Limited Liability Coverage

The University provides limited liability coverage for authorized volunteers. The University's insurance program, administered by the State of Arizona, covers liability arising from the acts of volunteers while providing service in an authorized capacity. This coverage will provide a legal defense for claims made against the volunteer for alleged harm to others or damaging the property of others. Settlement of claims and/or payment of court judgments is by the State of Arizona Risk Management Division on behalf of the University of Arizona. This insurance program is statutory, governed by Arizona Revised Statutes §41-621 et seq, which can be accessed online at: <https://www.azleg.gov>.

Accident Insurance

Volunteers who are injured while performing work for the University of Arizona are provided accident insurance to cover medical expenses incurred up to \$25,000. Coverage is excess other available insurance, and there are specific limitations and exclusions. There is no cost to volunteers for this insurance. For program details, visit:

<https://risk.arizona.edu/insurance/accident>.

Coverage Requirements

For coverage, 4-H volunteers need to submit to the county Cooperative Extension office (prior to the event) a summary of their activities. This information needs to include:

1. Name of the event
2. Date of the event
3. Club name
4. Names of leaders/coordinators
5. Location of the event
6. Estimated number of participants
 - a. Please note: Their attendance should be documented, and 4-H professionals/certified 4-H volunteers should maintain line-of-sight supervision of participants.

Worker's Compensation Insurance

Volunteers are non-employees, and therefore, they are not provided worker's compensation insurance for injuries that might arise while providing volunteer service to the university. More details can be found in the "Volunteer Agreement":

https://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS_DCC_Reference_Guide.pdf

Volunteer Safety

Departments should plan for the safety of volunteers just as they would regular employees. Tasks that require special training, certification, or equipment should only be conducted by volunteers who are appropriately equipped, qualified, and trained.

11.8 Driving on University Business

If a volunteer's duties will include driving on University business, the volunteer must be authorized by a university department or program and must complete the online registration process prior to driving on university business. Drivers must provide to their department

evidence of liability insurance for their personal vehicle as required by Arizona state law. University of Arizona Fleet Safety Policy can be accessed at: <https://policy.arizona.edu/facilities-and-safety/fleet-safety-policy-summary>

The online registration system requires user authentication with a university NetID. All university employees and students have NetIDs. Volunteers who are required to drive on university business must obtain a university NetID through the Designated Campus Colleague (DCC) process. Information about the DCC program is available at: <https://it.arizona.edu/service/designated-campus-colleague-accounts>

11.9 Use of Volunteer’s Personal Property

Volunteer’s personal property is not automatically covered by statute. Property that is not owned by the University of Arizona can be insured under the state program only if certain criteria are met. In order to qualify, there must be a contract, lease, or written agreement that makes the University of Arizona responsible. The contract must clearly identify the property to be covered and define the basis on which any loss will be valued. Please contact Risk Management at 520-621-3482 for information on this process.

SECTION 12 – YOUTH SAFETY POLICIES: SUPERVISION, ABUSE, MEDIA, AND PRIVACY

12.1 The University of Arizona Office of Youth Safety Policies

The University of Arizona Office of Youth Safety is responsible for the *Interactions with Non-Enrolled Minors* policy. The purpose of this policy is to establish reasonable and flexible safeguards for official university programs or activities open for participation by minors. (“Non-enrolled minors” are defined by the policy as individuals under the age of 18 who are not University of Arizona enrolled students.)

UA Office of Youth Safety
<https://youthsafety.arizona.edu>

UA Youth Program Planning Checklist
<https://youthsafety.arizona.edu/ua-youth-program-planning-checklist>

UA *Interactions with Non-Enrolled Minors* Policy
<http://policy.arizona.edu/ethics-and-conduct/interactions-non-enrolled-minors>

The following are excerpts from the *Interactions with Non-Enrolled Minors* policy, February 23, 2015.

A. Supervision of Minors

Authorized Representatives will avoid one-on-one interactions with Minors that cannot be observed by another Authorized Representative. There may be situations, however, in which such interactions are necessary. Examples may include off-site auditions, interviews, mentoring, and tutoring sessions. Where one-on-one interactions are

planned or can reasonably be anticipated in advance, the Program must obtain written administrative and parental or legal guardian approval using an "Administrative Approval of One-on-One Interaction with a Minor" (Appendix A: <http://policy.arizona.edu/sites/default/files/uploads/minors-APPENDIX-A.docx>) and a "Parental/Legal Guardian Disclosure of One-on-One Interaction with a Minor" form (Appendix B: <http://policy.arizona.edu/sites/default/files/uploads/minors-APPENDIX-B.docx>), or customized Program forms containing, at a minimum, all of the information required in Appendices A and B.

B. Duty to Report

1. If an Authorized Representative reasonably believes that a Minor, while participating in a Program, has been subjected to abuse or neglect, he or she will immediately report such information to a peace officer (by calling 9-1-1) and to the Program supervisor. Any Authorized Representative who is aware of an ongoing threat to the health or safety of a Minor will take such steps as are appropriate under the circumstances to immediately separate the Minor from the threat.
2. The Program will immediately take steps to prohibit anyone whose conduct has resulted in a report under this section from having any further contact with Minors until it receives suitable assurances that the individual whose conduct resulted in the report has been absolved of any wrongdoing.

C. Images of Minors

Authorized Representatives may photograph, videotape, or digitally record a Minor only (a) for programmatic purposes, and (b) with the express written authorization of the Minor's parent or legal guardian using an "Image Release" form (Appendix C: <http://policy.arizona.edu/sites/default/files/uploads/minors-APPENDIX-C.docx>) or a comparable Program-specific form providing for such consent.

D. Communications with Minors

While a Program is being conducted, Authorized Representatives may communicate with Minors by phone, social media, or other electronic means (e.g., e-mails, text messages) only to convey programmatic information, and may not have contact with Minors outside of official programmatic activities.

E. Medical Contacts with Minors

1. Depending upon a review of factors such as Program duration, location, and activities, Programs will, if appropriate, develop individualized protocols regarding medical contacts with Minors. Such protocols may include medical information to be collected about Minors, administration of medication to Minors, and use by Minors of health-care-provider-prescribed medical devices to treat emergency or chronic conditions (e.g., "Epi" pens and respiratory-related inhalers).
2. At least one Authorized Representative with current first-aid and CPR certifications shall be reasonably accessible during all Program activities.

Program staff will call 9-1-1 in the case of a medical emergency involving a Minor.

Please note: This is not a complete version of the University of Arizona Office of Youth Safety *Interactions with Non-Enrolled Minors* policy and all adults are responsible for reviewing the policy in full.

The University of Arizona requires all Authorized Representatives (all employees and volunteers) to agree to abide by the following behavioral expectations:

1. I will not consume alcohol if I am under the age of 21 and/or while on duty or responsible for the care of Minors.
2. I will not bring firearms or other weapons to any Program site unless use of such firearms or weapons is a part of officially sanctioned Program activities.
3. I will not sell, use, possess, or distribute illegal drugs or related items that would violate the law.
4. I will not provide any legal drugs, including prescription medications or over-the-counter medications, to Minors unless expressly authorized to do so in accordance with a release from the Minor's parent(s) or legal guardian(s).
5. I will not engage in any threatening or intimidating behavior, including stalking, bullying, or hazing.
6. I will not engage in behavior that will or is intended to cause physical or emotional harm either to myself or to others participating in this Program.
7. I will not engage in gambling or gaming activities while on duty or responsible for the care of Minors.
8. I will not engage in any sexual activity, sexual offenses, or activities involving sexual favors with any Minor.
9. I will not engage in or solicit prostitution or use escort or related adult entertainment services.
10. I will not engage in any discriminatory activities, including harassment or retaliation.
11. I will abide by all state and federal laws.
12. I will not conceal an act of misconduct prohibited by these Behavioral Expectations.
13. I will use audio or video recording devices only if approved by the Program for purposes consistent with authorized Program activities.
14. I will make a report by calling 9-1-1 if I believe any Minor has been the subject of abuse or neglect, with or without physical or emotional harm.
15. I will follow directions of Program supervisors that are reasonably required to fulfill my duties as a staff member.
16. I will read the University's Policy on Interactions with Non-enrolled Minors and will abide by its terms and conditions.

12.2 Duty to Report

All University of Arizona employees and volunteers are mandated reporters and are required to report suspected abuse or neglect of a minor.

A person making a report or providing information about a child is immune from civil or criminal liability unless said person has been charged with, or is suspected of, the abuse or neglect in question.

Mandated reporters must inform youth of their status when discussing sensitive issues. All youth disclosures must be considered confidential except to the relevant responsible adults.

To review the legal statutes regarding Arizona child abuse and neglect, go to the following site and review the codes: <http://law.justia.com/arizona/codes>

How to Report Suspected Abuse or Neglect of a Minor

<https://youthsafety.arizona.edu/how-report-suspected-abuse-or-neglect-minor>

Any individual in a University-Sponsored Program who knows, suspects, or receives information indicating that a Minor has been abused or neglected, or who has other concerns about the safety of a Minor MUST complete the steps below (in order) within one business day:

1. Immediately contact your supervisor.
 - a. For volunteers, this is the 4-H youth development professional in their county. UACE employees should then reach out to both their county Extension director and the Arizona 4-H director who will assist them with this process.
2. Complete a "Child Abuse, Sexual Abuse, or Neglect Incident Report." Either the county Extension director or the Arizona 4-H director will assist professionals in submitting this to the Office of Youth Safety.
 - a. The form can be found online at:
http://youthsafety.arizona.edu/sites/youthsafety/files/incident_report_form.pdf
 - b. This form should be completed and submitted, even if it is determined by the Office of Youth Safety that completing the next steps are unnecessary.
3. Call local law enforcement.
4. Call Arizona Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445).

12.3 Privacy and Confidentiality

Arizona 4-H protects the confidentiality of the names and personal information of 4-H members and volunteers. No commercial or unauthorized use is made of names, addresses, and other confidential information of its members. Access to this information is strictly limited to the University of Arizona system.

In compliance with the Children's Online Privacy Protection Act, no one under the age of 18 will be required to disclose more information than is reasonably necessary to participate in the activity as a condition of participation. To view the Children's Online Privacy Protection Act of

1998, visit: <https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>.

12.4 Multimedia Release Forms

A signed release form is required to use 4-H members' names or photographs in any 4-H publication, ad, news article, or on any website. 4-H parents/guardians must update this release form annually as part of the enrollment process.

Adult Multimedia Release Form:

<https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/adult-multimedia-release.pdf>

Youth Multimedia Release Form:

<https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/youth-multimedia-release.pdf>

12.5 Social Media

4-H youth development professionals should use an abundance of caution when friending/following 4-H volunteers, members, or parents on personal social media accounts.

4-H youth development professionals are permitted to be friends with/follow 4-H social media accounts and are welcome to post appropriate items.

A public social media profile is any profile that can be viewed by 4-H stakeholders. If a 4-H youth development professional chooses to have a public social media profile, it must uphold the values of the 4-H name and emblem.

Violations on social media will be considered the same as in-person violations.

Before engaging in social media use, review the *Interactions with Non-Enrolled Minors* policy concerning "images of minors" and "communications with minors" from *Section 12.1: UA Office of Youth Safety Policies*.

12.6 Web Postings

Arizona 4-H is sensitive of the need to protect the privacy of youth under the age of 18. As a result, personal or identifiable information will not knowingly be shared or distributed for anyone under the age of 18 without parental consent provided through the Arizona 4-H Media Release Form.

When permission is given, only limited identifying information will be posted (e.g., first name and last name, but not address, phone number, or social security number; month and day of birthday, but not year of birthday).

12.7 Medical Care

In cases of illness or injury, youth will be treated on site by an appropriate health care provider or taken to an appropriate health care provider if necessary, when a parent or guardian is not available for consultation. The parent or guardian will be contacted as soon as possible.

For more information, review the *Interactions with Non-Enrolled Minors* policy concerning “medical contacts with minors” from *Section 12.1: UA Office of Youth Safety Policies*.

SECTION 13 – 4-H COMMUNICATION AND MARKETING

13.1 4-H Newsletter Content - Hard Copy or Email

4-H newsletters are a useful vehicle for communicating information with 4-H youth and their families.

Information in 4-H newsletters should provide information about upcoming 4-H events, workshops, etc. It is not appropriate to advertise for other organizations/businesses in the newsletter. Educational events that are co-sponsored by Arizona Cooperative Extension and other nonprofit organizations, such as producer associations and commodity organizations, are appropriate to include in newsletters.

The following guidelines are intended to allow UA units to appropriately recognize supporters without overly commercializing a website. Many of these same guidelines are also appropriate for newsletters. <https://brand.arizona.edu>

1. As appropriate, you should include this non-endorsement statement:

Any products, services, or organizations that are mentioned, shown, or indirectly implied in this publication do not imply endorsement by The University of Arizona.

2. Events sponsored by 4-H clubs, including meetings, are Arizona Cooperative Extension events. Promotional materials must include appropriate use of the 4-H clover and Arizona Cooperative Extension logos and abide by the university’s non-discrimination policies.
3. Flyers, brochures, and promotional summaries from other businesses should not be included as an attachment to or within the content of the newsletter. For example, it is not appropriate to include flyers on club livestock sales or promotional summaries about fabric sales in 4-H newsletters. Again, this appears as university endorsement and is an inappropriate use of tax dollars.
4. Since our mission is education, it is appropriate to put listing and contact information for scholarships open specifically to 4-H members.
5. When youth are being recognized for achievements at Cooperative Extension-sponsored events, it is appropriate to provide a group listing of sponsors of those programs. However, the goal is to keep the focus on the recognition of the young person.

13.2 Product Endorsement or Implied Endorsement

The affiliation of a volunteer with a commercial activity or commercial product in a manner that implies Cooperative Extension or the University of Arizona endorsement is prohibited.

13.3 University of Arizona and 4-H Identifiers for Print Materials

All print materials created and distributed by Arizona Cooperative Extension 4-H youth development professionals **must** contain the following:

1. Arizona Cooperative Extension/4-H logo lockup
2. Appropriate Arizona Cooperative Extension Statements and 4-H EEO Statement
3. 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.
4. Promote a link between 4-H, Arizona Cooperative Extension, and the University of Arizona.
5. For more procedural resources, instruction and downloads, visit:
<https://brand.arizona.edu>

SECTION 14 – 4-H TRIPS AND OVERNIGHT ACTIVITIES

14.1 Overall Policies When Traveling with Youth

These policies apply to both 4-H youth development professionals and volunteers.

1. Chaperones must be University of Arizona 4-H youth development professionals and/or certified 4-H volunteers over the age of 21. All chaperones are strongly encouraged to complete the Arizona 4-H chaperone training prior to traveling with youth.
2. Require permission from parents for youth to travel with the chaperones.
3. As with any other 4-H activity, adults must avoid one-on-one interactions with 4-H youth.
4. Event rules will state when male and female chaperones are needed for mixed delegations. Occasionally, a mix of male and female chaperones at the overall event will be adequate coverage.
5. No single member is permitted to sleep in the room of an adult volunteer other than his/her parent/guardian. An unrelated member and adult volunteer must never share a bed.
6. Youth of same gender identification sleep in separate quarters. Only adult volunteers of the same gender as the member may supervise members in the sleeping and restroom areas of an event.
7. Youth and adults are not to stay in the same sleeping quarters unless dorm style facilities are provided. All appropriate efforts to separate youth and adults should be made.
8. Always travel with at least two or more youth. Drop off youth by two's or more at an agreed upon meeting site, thus not leaving adults with one single youth.

9. Chaperones must conduct regular room/bed checks.
10. Consult with the Arizona 4-H director when these recommendations are unable to be followed to identify reasonable accommodations.

14.2 Required Plans and Documentation

The following information must be documented prior to travel:

1. Risk Management Plan (see *Section 22.1: Risk Management Plans*)
2. Educational purpose/impact
3. Itinerary/length of trip
4. Budget description
5. List of chaperones and participants
6. Travel Authorization forms (required for Cooperative Extension professionals only)
7. Health forms (completed)

The following information must be documented and accompany the chaperones on the trip:

1. Risk Management Plan (see *Section 22.1: Risk Management Plans*)
2. Travel Authorization forms (required for Cooperative Extension professionals only)
3. Health forms (completed)
4. Photo Releases
5. Code of Conducts
6. Crisis Management Planning form (completed)
7. Incident Reporting resources (see *Section 22.2 Incident Reporting*)

14.3 Additional Out-of-State Trip Approval

All 4-H state-to-state exchanges, multi-state trips, and national trips must notify the Arizona 4-H director prior to the event. All appropriate documentation is to be submitted to the Arizona 4-H director prior to the trip by the 4-H youth development professional in charge of the event.

14.4 Chaperone Ratio

The minimum adult to youth ratio is 1:10 (one 4-H youth development professional or certified 4-H volunteer chaperone for every ten youth). Groups should be accompanied by certified 4-H volunteer chaperones with specifically defined responsibilities and expectations.

14.5 Chaperone Responsibilities

All organizations work under a set of written and unwritten guidelines. Prior to any activity or event, all chaperones (professional and volunteer) should understand these policies. Whether a code of conduct or an informal list of rules, it is imperative to understand what is expected of the youth as well as the adults in attendance. In addition to general discipline procedures, a clear understanding of reporting incidents should be discussed prior to the event. This may include completing any reports and notifying any 4-H youth development professionals, as well as other parties, of an incident.

County chaperones are responsible for supervision, advising, and any needed disciplinary action of their county delegation in coordination with event directors. Primary responsibility rests with

the chaperones who are acting on behalf of the county Cooperative Extension program. Youth serving in leadership roles are responsible to the county-based 4-H youth development professional advisors of said event.

In the event of an incident, inform the county-based 4-H youth development professional, county Extension director, and the Arizona 4-H director. The incident must also be reported according to *Section 22.2: Incident Reporting*.

Handling Sensitive Issues

Handling sensitive issues means being prepared for the ups and downs of working with youth. Issues need to be handled immediately and with utmost care and compassion to prevent escalation.

Driving on University Business

Refer to *Section 11.8: Driving on University Business* for chaperone driving requirements and procedures.

Statement for Use with Event

"You are representing the Arizona Cooperative Extension Program and are expected to uphold the Behavioral Guidelines as signed. As chaperones, you have volunteered to help make this event the most educational and meaningful experience possible for your delegation."

14.6 Other Adults at Overnight Events

Other adults besides the designated chaperones may attend an overnight event (e.g. tag along spouses, cooks, etc.). These individuals can be present because they are helping with overnight experiences but are not responsible for the care, custody, and control of youth. These individuals should all meet the qualifications of Adults Providing Service (see *Section 11: Adult Participation in 4-H*). They should never be put in the position of care, custody, and control.

SECTION 15 – DEFINING 4-H EVENTS

15.1 When 4-H, UACE, 4-H clubs, and 4-H volunteers host events, a 4-H event

- Is developmental
- Creates a learning environment
- Celebrates the 4-H brand and youth accomplishments

15.2 When 4-H, UACE, 4-H clubs and 4-H volunteers participate in events

- Individuals representing 4-H in an official role should uphold the Code of Conduct
- All participation should protect and uphold the positive youth development values of 4-H that are informed by USDA guidance.

Example: A parade, livestock sale, or other event is not hosted by 4-H, but those participating in the event are doing so in their official role as 4-H members.

SECTION 16 – COMPETITIVE PROGRAMS, CONTESTS, AND EVENTS

16.1 Competitive Programs, Contests, and Events

Age appropriate participation/competition is based on current research and national 4-H policy. In 4-H, competition is a tool used to foster education and positive youth development. Focusing on winning the competition and not on developing the youth can lead caring adults to overlook the 4-H mission.

Competition must be focused on the principles of experiential learning (e.g. learning by doing; Do. Reflect. Apply). In all 4-H project work youths should do their own work. Caring adults and older youths should provide developmentally appropriate support.

4-H competition is aimed at assessing youths progress towards mastery and should emphasize reflection on personal skill development in the project.

The following questions can be used to inform the development of rules/expectations regarding 4-H competition:

1. Does the rule/procedure being discussed lead to, or is it informed by, a relevant learning objective/criterion?
2. Is the 4-H member physically capable of completing the work, even if the level of expertise is different from other developmentally similar peers?
3. Does the rule/procedure being discussed address an applicable challenge experienced by a broad number of contestants?
4. Does the rule have appropriate and enforceable consequences?

A model for 4-H recognition includes five types of recognition. It is important for adults who work with 4-H members to provide appropriate recognition to all participants.

1. *Participation* – This type of recognition program emphasizes the importance of acknowledging young people who have been involved in 4-H educational experiences.
2. *Progress Toward Self-Set Goals* – Recognition for progress toward self-set goals, no matter how small, is an integral part of this type of recognition.
3. *Achievement of Standards of Excellence* – Youth can gain insight into their own efforts and abilities.
4. *Peer Competition* – Subjectively identifies, in a concrete time and place, the best team or individual. It is not appropriate for youth under age eight.
5. *Cooperation* - Helps youth learn and work cooperatively, preparing them for living in today's interdependent, global society.

16.2 Competitive Event Definition and Criteria

Criteria for 4-H Competitive Events

1. Must uphold the principles of 4-H competition: a focus on personal project skill development, assessing a youth's effort towards demonstrating their personal best, and making the best better (e.g. personal skill improvement).
2. Sponsored/co-sponsored and/or conducted by Arizona 4-H youth development professionals which provides approval to use the 4-H name and emblem.
3. Uses rules and regulations established by Arizona 4-H youth development professionals responsible for the event.
4. Participants must be enrolled in 4-H (designated as *active* by the 4-H membership management system) at the time of competitive event registration.
 - a. Exceptions will be granted for state and national contests to youth who qualified at 4-H age 18 for a contest that does not take place until they are 4-H age 19. See specific state and national contest rules for individual youth eligibility.

Danish Award Systems

To provide educational feedback, 4-H competitions utilize either a Danish Award System or a Modified Danish System depending on the preference of the event organizers. Award systems are specific to the event. Both award systems are considered a competitive form of judging and are therefore not to be used for 4-H members under the age of eight.

County, State, and National Competitions

In Arizona, 4-H youth may participate in county-level, state-level, and national-level competitions. Often, a youth will need to qualify at one level in order to progress to the next level.

16.3 Arizona 4-H State-Level Contests

County-based 4-H youth development professionals are responsible for verifying that members have met all eligibility requirements and that they are members in good standing prior to approving a member's registration for a state-level contest.

See individual contest rules for details about each Arizona 4-H state contest.

Arizona 4-H State Dog Show

Arizona 4-H State Family Consumer Science Day hosts the following contests:

- Consumer Decision-Making
- Fashion Revue
- FCS Quiz Bowl
- FCS Presentations
- FCS Skill-A-Thon
- Impromptu Speech
- Prepared Speech

Arizona 4-H State Horse Contest hosts the following contests:

Hippology
Horse Demonstrations
Horse Public Speaking
Horse Quiz Bowl

Arizona 4-H State Shooting Sports Contest

County-based 4-H youth development professionals will designate the top five juniors and top five seniors for each shooting discipline to compete at the Arizona 4-H State Shoot. See contest rules for a list of disciplines.

If eligible, participants may compete in multiple disciplines; however, scheduling conflicts may limit the number of disciplines in which a member can actually compete.

Arizona National Horse Show (ANHS) hosts the following contests:

Horse Judging

Arizona National Livestock Show (ANLS) hosts the following contests:

4-H Creed Speaking
Livestock Judging
Livestock Skill-A-Thon

16.4 Eligibility for National-Level Contests

All national 4-H competitive programs and events require state qualification for eligibility to represent Arizona 4-H at the national level.

All Arizona 4-H competitive programs, contests, and event teams/individuals will be selected based on the criteria set forth in this handbook. Arizona 4-H qualifiers for national events are determined by the Arizona 4-H director.

The Western National Roundup is the official national contest for winning competitive teams in Arizona. All registrations will be coordinated by the Arizona 4-H office.

Eligibility

1. State 4-H contestant(s) or team(s) must be selected by a recognized Arizona 4-H process and be certified as the official state entry by the Arizona 4-H director. The individual(s) or teams(s) may be selected by any procedure Arizona 4-H director believes is appropriate.
2. All contestants must be enrolled members of 4-H.
3. Individual team members must be a minimum of 4-H age 14 at the time of the qualifying event and must not have reached their 19th birthday as of January 1 of the year in which they qualified for the Western National Roundup event.
4. All contestants must meet the “good standing” requirements set forth by their county 4-H program as well as all contest eligibility requirements. Prior to confirming their registration, county-based 4-H youth development professionals are responsible for verifying that participants have met good standing requirements for their county and have met the contest eligibility requirements.

5. Contestants cannot have participated in post-secondary (college-level) coursework in the subject area of the participating national competitive event, nor can they participate in post-secondary competition in the subject area of the national 4-H competition.
6. Please see specific national contest websites for most current requirements and rules.
<http://www.westernnationalroundup.org/index.aspx>

Replacing Team Members for Designated County Team Events

If a team member (composed of members from one county) cannot attend the national contest, a replacement may be made by the county-based 4-H youth development professional in coordination with the Arizona 4-H office.

One team member may be replaced on a team. The replacement team member must have gone through a county elimination and have participated in the state qualifying event. Under no circumstances may two members be replaced as that would not be considered the same team that won the state event.

Each team member must be enrolled in the county they are representing in the national contest. National contest eligibility is determined by the rules of the specific contest.

Replacing Team Members for Designated Individual Team Events

If a team member (composed of top qualifying individuals) cannot attend the national contest, a replacement may be made by the Arizona 4-H director. The replacement team member will be the next eligible top senior individual from the qualifying event.

16.5 National-Level Contests

Below is a list of all national 4-H contests in which Arizona 4-H participates. See specific contest rules for eligibility requirements and contest details.

There is no national level contest for 4-H creed speaking or dog show.

Family Consumer Science Events

Consumer Decision-Making

- The Arizona 4-H qualifier is the Arizona 4-H State FCS Day.
- The top four senior individuals will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.

Fashion Revue

- The Arizona 4-H qualifier is the Arizona 4-H State FCS Day.
- The top four senior individuals will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.

FCS Quiz Bowl

- The Arizona 4-H qualifier is the Arizona 4-H State FCS Day.

- The top four senior individuals will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.

FCS Presentations

- The Arizona 4-H qualifier is the Arizona 4-H State FCS Day.
- The top two presentations (individual and/or team) will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.

FCS Skill-A-Thon

- The Arizona 4-H qualifier is the Arizona 4-H State FCS Day.
- The top four senior individuals will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.

Leadership and Speaking Events

Impromptu Speech

- The Arizona 4-H qualifier is the Arizona 4-H State FCS Day.
- The top three senior individuals will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.

Prepared Speech

- The Arizona 4-H qualifier is the Arizona 4-H State FCS Day.
- The top three senior individuals will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.

Horse Events

Hippology

- The Arizona 4-H qualifier is the Arizona 4-H State Horse Contest.
- The top four senior individuals will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.

Horse Demonstrations

- The Arizona 4-H qualifier is the Arizona 4-H State Horse Contest.
- The top senior individual and top senior team will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.

Horse Judging

- The Arizona 4-H qualifier is the Arizona National Horse Show (ANHS).

- The top four senior individuals will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.
- If one of the top four individuals cannot attend WN4-HR, the next eligible top senior individual will be invited to participate.

Horse Public Speaking

- The Arizona 4-H qualifier is the Arizona 4-H State Horse Contest.
- The top senior individual will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.

Horse Quiz Bowl

- The Arizona 4-H qualifier is the Arizona 4-H State Horse Contest.
- The top four senior individuals will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.

Livestock Events

Livestock Judging

- The Arizona 4-H qualifier is the Arizona National Livestock Show (ANLS).
- The top four senior individuals will be selected to attend Western National 4-H Roundup (WN4-HR) held during the National Western Stock Show (NWSS) in Denver, CO.
- The top senior team will attend the North American International Livestock Expo (NAILE) in Louisville, KY.
- Eligible competitors must choose to attend one or the other national events for Livestock Judging; they may not attend both WN4-HR and NAILE.
- If one of the top four individuals cannot attend WN4-HR, the next eligible top senior individual will be invited to participate.
- If the first-place team decides not to attend NAILE, the second-place team will be contacted by the Arizona 4-H office and will have 30 days from notification to accept the nomination as the Arizona representative at NAILE. If the second-place team does not accept the nomination, the third-place team will be extended the invitation to represent Arizona and also has 30 days from notification to accept the nomination. Arizona will not be represented at the contest for that year if all of the top three county teams decline the nomination.
- Individuals competing at WN4-HR are still eligible in the future to participate in the national contest at NAILE. However, once members have competed in the NAILE contest, they are no longer eligible to participate in the ANLS Judging Contest or in the WN4-HR Judging Contest.

Livestock Skill-A-Thon

- The Arizona 4-H qualifier is the Arizona National Livestock Show (ANLS).
- The top senior team will be selected to attend the North American International Livestock Expo (NAILE) in Louisville, KY.

- If the first-place team decides not to attend NAILE, the second-place team will be contacted by the Arizona 4-H office and will have 30 days from notification to accept the nomination as the Arizona representative at NAILE. If the second-place team does not accept the nomination, the third-place team will be extended the invitation to represent Arizona and also has 30 days from notification to accept the nomination. Arizona will not be represented at the contest for that year if all of the top three county teams decline the nomination.

Livestock Quiz Bowl

- If a state qualifier was held, Arizona 4-H would send a livestock quiz bowl team to the WN4-HR.

Shooting Sports Education Events

4-H Shooting Sports National Championships

- Only senior 4-H members are eligible to compete at the national level.
- State discipline specific teams will be selected from the state contest to attend the National 4-H Shooting Sports contest. Selection criteria for the Arizona team may include scores from the Arizona State 4-H Shooting Sports Contest, scores from a selection match, or other criteria. The Arizona 4-H director will set the qualifying criteria.
- Each state may send a team of no less than three and no more than four members in each of nine disciplines.
- A member may only compete in one discipline per year at the national level.
- The disciplines and rounds are outlined in the table below.
- Senior members may compete at the national level in a discipline only once. After a member has competed at the national level, they are no longer eligible to compete at the state level.
- Unlike Western National 4-H Roundup, participants are only eligible until the 4-H age of 18.
- National 4-H Shooting Sports Committee Minimum Standards & Best Management Practices:
<https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=/73974493/73980875/Minumum%20Standards%20and%20Best%20Practices%20of%204-H%20Shooting%20Sports%20Programs%20Boo....pdf>

The 4-H Shooting Sports National Championships consists of nine disciplines with three events in each:

Chart 6: 4-H Shooting Sports National Championships Disciplines and Events

Discipline	Event 1	Event 2	Event 3
Archery Compound	FITA Round (½ FITA)	Field Round (½ course)	3-D Round
Archery Recurve	Field Round (½ course)	FITA Round (½ FITA)	3-D Round
Air Pistol	Singe Shot-Rapid Fire	Air Pistol Silhouette	Slow Fire - Bullseye

Air Rifle	National Standard Three-Position Sporter Air Rifle	Sporter Air Rifle (Standing)	NRA Sporter Air Rifle Silhouette
Hunting	Wildlife Identification and Management LF - Archery	Hunter Skills LF - Sporting Clays	Hunter Decision-Making LF - Smallbore Rifle
Muzzle-Loading	50 Yard Bullseye	25 Yard Bottles and Haffner Combination	Muzzle-loading Rifle Silhouette
Shotgun	Sporting Clays	Skeet	Trap
Smallbore Pistol	Slow-Fire Bullseye - Single Stage	Smallbore Hunter Pistol Silhouette	Camp Perry Round (modified)
Smallbore Rifle	NRA Smallbore Silhouette Rifle	CMP Rimfire Sporter Rifle Match	NRA Three-Position

16.6 Open Shows/Pee-Wee Shows/ Non 4-H Competitive Events

Participation is encouraged in other organizational activities outside of 4-H. However, it is not appropriate to identify other organizational activities as 4-H. Only events that meet the criteria outlined in *Section 15: Defining 4-H Events* will be identified as a 4-H event.

Field days, fairs, livestock and horse shows, and other events not promoted or identified as 4-H and not identifying University of Arizona Cooperative Extension as the sponsor are not classified as 4-H events. 4-H assumes no responsibility for these events. County and state-level 4-H rules may not apply at open shows/non-4-H competitive events and vice versa.

At no time will a 4-H event allow for a Pee Wee Show. See *Section 24: Cloverbud Project Policies* for further explanation.

Progress/Prospect/Jackpot shows should follow the guidelines presented in *Section 15: Defining 4-H Events* to be considered a 4-H event. To help 4-H youth development professionals assess whether a show should be advertised as 4-H, “Tips on Managing 4-H Programs” is available: https://confluence.arizona.edu/pages/viewpage.action?spaceKey=ACEKB&title=Sample+123&previeview=/73974493/73980896/policy_progressshowtips.pdf

SECTION 17 – COUNTY AND STATE FAIRS

17.1 The Role of 4-H in County and State Fairs

The University of Arizona Cooperative Extension may hold responsibility in cooperation with the 4-H Council and local Fair Board for developing rules at county fairs and events. These rules must be consistent with the 4-H mission, affirmative action regulations, age definitions, enrollment, methods of participation, and place of residence.

Arizona counties will have different ways of determining ownership/stewardship of county fair rules and premium books. Refer to your specific county MOU to determine the roles of each entity.

Local 4-H fair rules must be in compliance with, and will not supersede, state and national 4-H policy; however, fairs may design local classes and events that enhance the educational mission of the 4-H program.

The University of Arizona Cooperative Extension holds a responsibility to establish guidelines for eligibility to show in 4-H programs that exemplify the educational outreach mandate of Cooperative Extension. A 4-H member not fulfilling established requirements may be excluded from participating in county events. To participate in county events as a 4-H member, the member must be in good standing both at the county and club level. “Good Standing” policies should be clearly communicated to 4-H members and volunteers prior to the 4-H participation/enrollment deadline.

County-based 4-H youth development professionals are responsible for upholding and communicating state and national 4-H policy to the 4-H Council and the Fair Board.

Counties should establish a grievance process in conjunction with the local 4-H Council and/or Fair Board.

Sample Memorandum of Cooperation between a county fair board and 4-H:
https://confluence.arizona.edu/pages/viewpage.action?spaceKey=ACEKB&title=Sample+123&preview=/73974493/73980925/policy_moutemplate.pdf

SECTION 18 – ORGANIZATIONAL CLUB CHARTERS

18.1 Organizational Club Charters

All Arizona 4-H clubs must be nationally chartered and state chartered. Clubs must apply for their state charter annually.

18.2 Club Names

Any organization that functions for the purpose of furthering 4-H objectives and programs and has been formally authorized to use the 4-H name and emblem by the appropriate representative of Cooperative Extension must have names that:

- Are specific to the 4-H club or organization either through a unique name or by identifying the county or location. Examples: Share-N-Win 4-H Club (unique name); Calvert County 4-H Horse Club (generic name with county)
- Contain the words “4-H” in the name
- Are not overtly religious or represent the beliefs of one denomination over another
- Do not imply that membership is limited or exclusive

- Are not offensive or generally seen as demeaning to any group protected by equal opportunity regulations

18.3 National Club Charter

Charters must be issued upon establishing a 4-H entity. The Arizona 4-H office will maintain documentation on the issuance of charters to 4-H entities within Arizona. If a 4-H club or affiliated 4-H organization has been long established and verification of a valid charter is not available, issuance of a new charter is recommended. Charter verification will be required yearly.

A National 4-H charter is required before any 4-H entity can:

1. Use the 4-H name and emblem
2. Fundraise as a 4-H club/group

To apply for a charter, visit:

https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/AZ4-H_Charter_Application%20form.pdf

18.4 IRS Compliance

Any club that wants to obtain a bank account must obtain an Employer Identification Number (EIN). In addition, clubs are required to file annual financial documents with the local county Cooperative Extension office. The county Cooperative Extension office will submit all club documents to the Arizona 4-H Youth Foundation.

Sample EIN Document:

https://confluence.arizona.edu/download/attachments/73974493/Sample_SS-4_EIN_Application_2011.pdf?version=1&modificationDate=1525128028000&api=v2

18.5 Club Constitution and By-laws

All clubs must have a constitution and by-laws. This document outlines the makeup of the 4-H club. It describes how the club operates, what offices are elected, when they are elected and the duties of each office. A current copy of the club constitution and bylaws must be kept on file in the county Cooperative Extension office and/or in 4HOnline.

Sample Constitution Template

https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/policy_constitution_0_0.pdf

Sample Bylaws Template

https://extension.arizona.edu/sites/extension.arizona.edu/files/attachment/policy_bylaws_0.pdf

18.6 Dissolution Clause

In accordance with laws governing non-profit organizations, if a 4-H club/group disbands, all funds in the club/group treasury and any other property can only be given to another 4-H entity,

such as the Arizona 4-H Youth Foundation or the county 4-H office, not to individuals in the club/group.

<https://extension.arizona.edu/sites/extension.arizona.edu/files/data/Dissolution%20Statement.pdf>

SECTION 19 – FINANCIAL MANAGEMENT

19.1 Financial Management Overview

Those who raise funds under the 4-H name and emblem are ultimately accountable and responsible for their appropriate use. Under U.S. Department of Agriculture and the University of Arizona guidelines, the county Cooperative Extension office is authorized to monitor such accounts and request audit reviews of all transactions related to finances in 4-H clubs, councils, committees, etc. (“4-H groups”) operating under the 4-H name and emblem.

Volunteers or others responsible for handling 4-H funds can be removed for misappropriation, inadequate reporting, or mismanagement of such funds.

Any 4-H group that raises funds must have an authorized checking account linked to an IRS EIN (Employer Identification Number) that is associated with the Arizona 4-H Youth Foundation IRS GEN (Group Exemption Number).

The group must be accountable to the Cooperative Extension office for the proper use of such funds. The group is also responsible to the Arizona 4-H Youth Foundation and must report annually using the correct charter and financial forms.

It is extremely important that all 4-H groups show the source or donor of any money they have raised and how it is disbursed. Funds raised in the name of 4-H must be carefully accounted for and used only in direct support of the 4-H program, and appropriate records must be maintained.

19.2 Tax-exempt Status for 4-H Groups

Tax Exempt status for all 4-H groups in Arizona is held by the Arizona 4-H Youth Foundation 501(c)3 in the form of an IRS GEN (Group Exemption Number). 4-H groups are subordinates of the Arizona 4-H Youth Foundation (AZ4-HYF). The 4-H group’s EIN is associated with the AZ4-HYF GEN during the EIN application process.

This means that formally authorized 4-H groups are exempt from paying federal income tax on funds raised on behalf of 4-H or to support educational programs. The tax-exempt status addresses only federal income tax and does not provide exemption from any state or local taxes, such as hotel tax, property tax, sales tax, or other taxes. 4-H groups can request a donor letter on AZ4-HYF letterhead from their county Cooperative Extension office to provide to donors who are making donations for which they would like to claim a tax deduction.

[https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=/73974493/73980279/501\(c\)\(3\)%20Status%20Letter%20for%20counties.pdf](https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=/73974493/73980279/501(c)(3)%20Status%20Letter%20for%20counties.pdf)

4-H group's revenues and expenditures (collected through annual chartering documents) will be reflected on the 990-series return filed by the Arizona 4-H Youth Foundation.

19.3 EIN Applications

4-H groups are required to obtain an Employer Identification Number (EIN) for banking purposes only. The group must notify the county Cooperative Extension office and the financial institution with which they do business of the number. Personal Social Security Numbers (SSN) should never be used.

19.4 Account and Money Handling Procedures

Many 4-H groups raise money to support club activities through the collection of enrollment fees or by holding specific fundraisers. Because 4-H is an educational nonprofit organization authorized through the USDA, several procedures must be followed when working with a 4-H group treasury. The key point to remember is the ability to show and prove proper accountability.

Money Handling Procedures

1. Each club/group maintaining funds (on hand or having material assets) must have a club checking and/or savings account. Accounts must be associated with the proper EIN and GEN.
2. Youth participants will be permitted, and are required to, handle money matters and serve as the elected treasurer. This can be a great learning experience. Youth treasurers may need guidance from a volunteer, but this can be given and still permit maximum participant involvement.
3. All accounts require a minimum of two, preferably four, authorized signers on the bank account. Authorized signers must not be from the same family. The persons with signature authority (non-UA employees) should be bonded if a significant amount of money (e.g., \$5,000 or more) is involved. University liability does not cover volunteer/member mishandling/absconding of money.
4. All checks are required to have two signatures.
5. Debit cards are not permitted on any account.
6. Pre-numbered duplicate copy receipts must be issued for all money at the time it is received. The duplicate copy must be kept for seven years.
7. Cash collections should be under the control of two people.
8. All cash and checks received must be deposited in the bank, intact and on a timely basis.
9. All disbursements should be made by check, and supporting documentation must be kept for each disbursement.
10. A Treasurer's book and a Secretary's book must be completed by every 4-H club every year and turned in to the county Cooperative Extension office, with the Treasurer's portfolio for audit purposes. A yearly inventory of all physical assets must be documented in the club treasurer's book. A committee of three to five persons must

review the books and financial report yearly (before submitting the club treasurer's book to the county Cooperative Extension office).

11. The reviewers who conduct the financial record review cannot be the treasurer, an account signatory, or a parent/guardian of the treasurer or of an account signatory. The reviewers do not have to be certified CPA's or accountants.
12. Minimal treasury balances are preferred unless funds are being raised for an authorized major project or endowment. Groups may only maintain two years' worth of the traditional group operating expenses. Long-range fundraising is discouraged for the following reasons:
 - a. 4-H membership is fluid. Each year, groups lose some members and gain some new ones. Therefore, those who raised the money should benefit from it.
 - b. Group leadership can also change, and there have been instances where a sum of money was abandoned in bank accounts due to lack of continuity.
 - c. 4-H is considered a nonprofit organization and therefore, comes under IRS regulations which also discourage a carry-over of funds, unless those funds are established endowments.
 - d. There must be a plan for the use of carry-over funds. If the group is saving for a major project or endowment, the money should be given to the project or endowment annually. The major project or endowment must be approved by the county-based 4-H youth development professional.
13. Expenditures are to be authorized only by group members for group purposes by vote of the membership that is notated in the Secretary's minutes. Never allow one person to control the treasurer, not even the group's leader.
14. 4-H group leaders or volunteers are not allowed to submit proposals for funding without approval from the county-based 4-H youth development professional and a vote from the group.
15. 4-H group assets are the property of the University of Arizona. As such, 4-H group money cannot be used to buy real estate or assets to be donated to another organization.
 - a. Example: A club should not use their money to buy items like trailers or pens that will be donated to another organization. If the club would like to support this effort, they can volunteer in support of the other organization's fundraising campaign.
16. 4-H groups are not to own property (land or buildings). 4-H groups cannot become involved in purchasing real property or in building club houses, etc. This does not include items such as meeting flag sets and routine consumable supplies essential for operating a club. Items used for instructional purposes, such as portable sewing machines, are also acceptable. However, careful thought as to management of the equipment should be considered prior to securing it. If items such as these are secured, all of the groups' members should benefit from it, and the purchase must be voted on and noted in the Secretary's minutes.

17. A designated county-based 4-H youth development professional *may* be listed on the bank signature card for any 4-H group account for the purpose of accessing account information and accountability. It is the policy of Cooperative Extension that employees of the University of Arizona *do not have the authority* to sign checks and should not. Special circumstances may require a professional's signature on 4-H group accounts to provide access to information or to close an account due to a group's failure to comply with financial reporting requirements or suspected mishandling of funds. Signature authority on any checking or savings account rests with designated volunteers/members.
18. County-based 4-H youth development professionals are responsible for educating 4-H groups so the groups can properly handle the issues of such organizations, including financial issues (e.g. tax and filing issues, bookkeeping, etc.).

End-of-Year Financial Report for All Groups

1. County-based 4-H youth development professionals must recruit knowledgeable volunteers to conduct an annual audit of all group financials. County-based 4-H youth development professionals must compile all group financial data and submit it to the Arizona 4-H Youth Foundation no later than November 14th of every year.
2. IRS Form 1099: Any payment of club funds to an individual or business over \$600 must be accompanied by a 1099 form. If someone wins a prize valued over \$600, a 1099 will need to be completed. The Arizona 4-H Youth Foundation needs to be notified of all 1099 forms completed. For more details, visit: <https://www.irs.gov/forms-pubs/about-form-1099-misc>

Handling Funds from Disbanded Groups

1. Any 4-H group that disbands with money left in its account must distribute those funds as stated in the group's financials and dissolution statement within a minimum of one month after disbanding. All funds in the group treasury and any other property must be dispersed to a 4-H or Arizona Cooperative Extension entity.
2. When a 4-H group is disbanded, the Arizona 4-H Youth Foundation must be notified so that the EIN number can be canceled for the group.

Handling Funds in Groups That Split Up

1. If a group decides by a vote of the youth membership to divide itself (for example, because it has become too large), creating more than one recognized and properly chartered club or group, the funds from the original group must be evenly disbursed, based on membership, in each club. Dollars are not to be distributed to individual members or leaders.
2. If a portion of the group membership voluntarily decides to leave an existing group and form a new group, the members of the old group may choose, by voting, to provide the new group with a portion of the funds from the original group. However, any sub-group that decides to leave an existing group is not automatically entitled to any funds from the original group. Leaving an existing group to start a new group relinquishes any claim

to funds from the original group, regardless of the amount of previous fundraising efforts provided by individual members. 4-H monies do not belong to individuals.

19.5 4-H Council Finances

One of the primary functions of a 4-H Council is the task of resource development, including the preparation of an annual budget and fundraising. It is appropriate for a University of Arizona county-based 4-H youth development professional or delegate, for the sake of convenience, acting on behalf of a volunteer council (association/board), to take custody of, or have in their possession, non-University Funds. These funds could include registration fees or fundraising proceeds. Such collections should be documented with:

- Signed forms by person bringing in funds
- Registration forms
- Deposit slips
- Receipts (where appropriate)

The University of Arizona Office of the Attorney General and the Department of Risk Management Services have agreed that if collecting or depositing of funds not belonging to the University is within the course and scope of Cooperative Extension employees' duties, then the University has a fiduciary responsibility for these funds.

If a county volunteer council wishes to hire anyone on a temporary basis, it is responsible for all Social Security taxes for each paid employee. This could include employees of 4-H camps, fair assistants, part time paraprofessionals, etc. The organization paying salaries of the individual(s) is liable for payment of the Social Security taxes for the respective employee(s). Such organizations need to check with their local Social Security office to find out if any employees might be exempted.

These persons would not be covered under University liability insurance if they are hired through the volunteer council. The preferred alternatives are to hire needed personnel through The University of Arizona system or through a temporary employee agency supported by the University of Arizona.

Volunteer councils (Association/Board/Program Committees) under the authority of the designated 4-H youth development professional shall be held accountable for all funds raised. All program committees must maintain their funds within the County Volunteer Council or be directly responsible to the designated 4-H youth development professional. In most cases these funds will be held in separate accounts for designated purposes. County Volunteer Councils must have their financial accounts reviewed each year.

The County Volunteer Council (Board/Association/Program Committees), in cooperation with the county-based 4-H youth development professionals, should establish an annual balanced budget. The budget must be approved by the county-based 4-H youth development professional. Project, activity, curriculum, and development committees with accounts should establish budgets that become part of the Council budget. At the end of the year, a financial summary of the income and expenses against the budget should be prepared. The budget and financial summary will be kept on file in the county Cooperative Extension office.

19.6 Sales

4-H groups may secure funds to support their goals and activities through such activities as a sale of items. These groups must request approval for their fundraising plans on amounts over \$100 from the county-based 4-H youth development professional.

This is necessary to ensure compliance with Federal Laws pertaining to the “Use of The Name and Emblem.” 4-H may not be viewed as endorsing any particular company or product. It is the responsibility of the 4-H group to follow Arizona state laws in obtaining any required licenses or permits, such as food permits. The county Cooperative Extension office may consult with clubs, councils, and/or consult the Arizona 4-H director as needed.

4-H groups that sell items may still be responsible for collecting state and local sales tax and submitting those funds to the appropriate entities.

19.7 Grants and Donations

Grants and donations are often received for the benefit of education programs for 4-H. Funds are managed in one of two ways:

1. Cooperative Extension Employee Generated Funds
 - a. Grants must be routed through the UA Sponsored Projects office:
<https://rgw.arizona.edu/services/sponsored-projects-services>
 - b. Funds generated by UA Cooperative Extension professionals through fee revenue or donations to be used to support educational programming are deposited in a UA county miscellaneous account.
2. 4-H Group Generated Funds
 - a. 4-H groups can receive donations and fundraising revenues. These funds are generated and managed by the 4-H group and must be reported on the annual financial report. A copy of the official receipt letter signed by the Arizona 4-H Youth Foundation president must be sent to the Arizona 4-H Youth Foundation:
<https://confluence.arizona.edu/display/ACEKB/Sample+123?preview=/73974493/73981375/Arizona%204-H%20Foundation%20Thank%20You%20Donation%20Letter.pdf>

19.8 Fundraising

In seeking private support for 4-H programs through fundraising, state and county Cooperative Extension employees must ensure that the funds are given and used in accordance with USDA guidelines pertaining to the 4-H program. Critical elements of these regulations and guidelines include:

1. Fundraising programs using the 4-H name and emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H name and emblem on, or associated with, products and services for such purposes must have the approval of the appropriate Cooperative Extension office (local, county, state, or national level).
2. All monies received from 4-H fundraising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational programs.

3. Private support monies should be:
 - a. Given and used for priority educational purposes.
 - b. Accounted for efficiently and fully.
4. Fundraising groups properly authorized to use the 4-H name and emblem are to be held accountable to the 4-H program granting authorization. There must be a definite plan to account for funds raised prior to authorization. Such a plan should be within the policy guidelines of the state for handling funds.
5. Any use of the 4-H name and emblem is forbidden if it exploits the 4-H programs, its volunteer leaders, 4-H youth participants, or the USDA, Cooperative Extension, land-grant institutions, or their employees.
6. The 4-H name and emblem shall not be used to imply endorsement of commercial firms, products or services. In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale:

“A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended.”

See *Section 2.3: 4-H Name and Emblem Regulations* for more details.

SECTION 20 – DISCIPLINARY ACTION FOR 4-H MEMBERS

20.1 Consequences of Violating the Code of Conduct

Arizona 4-H Youth Development Youth Code of Conduct Disciplinary Process:

1. Substantiated violations of the Arizona 4-H Youth Code of Conduct at an overnight event result in immediate removal from the program at the expense of the youth’s family.
2. The following sets forth the process for addressing violations of the Arizona 4-H Youth Code of Conduct (“Code”) that result in a need to suspend a participant for one-year or permanently terminate a participant’s future involvement with Arizona 4-H Youth Development:
 - a. The alleged offender will be notified in writing by an authorized Arizona 4-H Youth Development official that the member is being charged with violating the Code. Such notice may be hand-delivered to the alleged offender or mailed to the member at their last-known address of record using regular U.S. first class mail. The notice will describe the conduct that allegedly violates the Code, where it occurred and, as best known, the dates and times of the alleged conduct. The notice will specify which provision(s) of the Code was violated by the alleged conduct and shall set forth a recommended sanction for the alleged violation(s). The notice may include supporting materials or exhibits.
 - b. The alleged offender may respond in writing to the notice and will include all arguments and materials that the member wishes to be considered in their defense. The response will be due **within ten (10) calendar days** of the date of

hand-delivery or **fifteen (15) calendar days** of the date of mailing. Failure to submit a timely response will be deemed an acknowledgement of the violations alleged and shall entitle the authorized Arizona 4-H Youth Development official to enter a summary disposition.

- c. However, if a response is received within the time stipulated, Arizona 4-H may choose to submit a reply to the alleged offender's response **within five (5) calendar days** of receipt of such response.
- d. The charging notice, response, and reply will all be submitted to the county-based 4-H youth development professional, the county Extension director, and the Arizona 4-H director. They will have a conversation to determine the recommended action. No later than **twenty (20) days** following receipt of the objections, the Arizona 4-H director or their designee shall issue a decision. Such decision will be final.

The letter should be brief and should not give any specific reasons or leave any room for any further discussion. See the sample letter below:

Sample letter:

Dear _____,

Participation in 4-H is a privilege not a right. We have determined that your conduct negatively impacts the 4-H program, so your continued membership in the program is no longer desirable. Effective [current date], we have terminated your membership in the _____ County 4-H Program. This decision is final and not open to appeal.

Sincerely,

*4-H Youth Development Professional
County Extension Director
Arizona 4-H Director*

SECTION 21 – DISPUTE RESOLUTION

21.1 Dispute Resolution

It is the policy of The University of Arizona Cooperative Extension to ensure that all Cooperative Extension volunteers and participants of a program have a known and effective forum to air and examine complaints. The procedure for dispute resolution is as follows:

1. Complaints are first to be addressed to the 4-H youth development professional in the county. The University of Arizona Cooperative Extension employee assumes leadership for this process.
2. Problems arising between/among participants and volunteers that cannot be resolved through a conciliation process will then be addressed by the county Extension director.

An accurate, detailed statement of the complaint must be made in writing to the county Cooperative Extension office and addressed to the 4-H youth development professional.

SECTION 22 – RISK MANAGEMENT

22.1 Risk Management Plans

4-H has a good record regarding protection from potential risks. County-based 4-H youth development professionals and volunteers must develop risk management plans for all activities. A list of emergency contacts must be completed before the event. A sample document is available at:

<https://confluence.arizona.edu/download/attachments/73974493/crisismgmt.pdf?version=1&modificationDate=1525224655000&api=v2>

22.2 Incident Reporting

If an accident occurs during a 4-H event or function, the incident must be reported to the county-based 4-H youth development professional, the county Extension director, and the Arizona 4-H director.

In addition, it must be reported to the University of Arizona Department of Risk Management Services (RMS) through an official *Incident Report*.

To complete the incident report, visit <https://risk.arizona.edu/insurance/incident-reporting> and click “Submit Incident.” This will prompt you to login with your UA NetID.

22.3 Accident/Health Insurance

American Income Life Special Risk Division provides blanket group activity insurance designed to cover accidents and illnesses that may occur during youth programs and events.

All information can be found at: <https://www.aillife.com/SpecialRiskDivision>

This is optional insurance for 4-H events that will cover minor incidents. There is coverage for the whole year and coverage for special events, such as camps and other overnight events.

Accident/health Insurance is required to be purchased by the county-based youth development professional for overnight and physically risky activities (e.g. a long day hike).

22.4 Request for Certificate of Insurance

The insurance provisions in most contracts require the parties to provide written evidence that they indeed have obtained the types and amounts of insurance coverage required by the agreement. This is called a Certificate of Insurance (COI). The insurance industry uses standard forms for this purpose so there is consistency in format. Information includes coverage types, limits, dates that coverage is in effect, and names of insurance companies providing coverage.

For complete details, visit: <https://risk.arizona.edu/insurance/certificate-of-insurance>

If the other party requires an official Certificate of Insurance, these are issued by State Risk Management upon written request only. The requesting party must complete a *Request for Certificate of Insurance* form, available from RMS at the link above. If there is a contract associated with the request, State Risk Management requires that the contract be submitted along with the request.

In many cases, the party requesting evidence of coverage will accept a written statement of coverage letter from the University of Arizona in lieu of a formal Certificate of Insurance. If this approach is acceptable, the director of RMS will provide a written statement to the requesting party that describes the university's statutory insurance program, with references to the coverage statute. Contact RMS for information about obtaining a statement of coverage letter.

22.5 Consent to Participate in Impact Studies

Following 4-H events/programs, youth may be asked to voluntarily participate in a 4-H evaluation to assess educational impact and life skill development gained from 4-H participation. Information gained will be utilized to help improve 4-H programs. There should be no known risks associated with these assessments. All information obtained will be reported as aggregated data.

Studies beyond program improvement surveys and those where results will be published must be submitted to the Human Subjects Protection Program <https://rgw.arizona.edu/compliance/human-subjects-protection-program> for approval. UA Vitae reporting is not considered published.

22.6 University of Arizona Social Security Number Usage Policy

The University of Arizona Cooperative Extension shall not use Social Security numbers to identify 4-H members, employees, or other information providers, outside of those identification uses specifically required by law, such as for financial aid, payroll, reimbursements, benefit functions and background checks.

SECTION 23 – ANIMAL SCIENCE PROJECT POLICIES

23.1 Horse Helmet Policy

Arizona 4-H places a high priority on providing for the health and safety of all our participants. The potential for concussions or other traumatic brain injuries are very real possibilities in the horse program. In fact, the rate of serious injury per number of riding hours is estimated to be higher for horseback riders than for motorcyclists and automobile racers.

For many years, Arizona 4-H has required that helmets be worn in certain jumping events in English horsemanship. In addition, several county 4-H programs and 4-H horse clubs have been requiring that helmets be worn whenever a child is on a horse. The vast majority of state 4-H programs already require helmets to be worn during all horse events.

Beginning January 1, 2015, Arizona 4-H will require that an industry approved ASTM/SEI equestrian helmet be worn by all Arizona 4-H members when they are mounted on a horse and

participating in any local club, county, state or national horse event/activity/project meeting/riding practice operating under the sponsorship of the Arizona 4-H Program*. The harness must be secured and properly fitted. Any rider violating this rule at any time will be immediately prohibited from further riding until such headgear is properly in place. It is the responsibility of the rider, or the parent or guardian of the youth exhibitor to see to it that the headgear worn complies with the appropriate safety standards for protective headgear intended for equestrian use, is properly fitted, and in good condition.

In addition, 4-H horse leaders will be required to review and complete an equestrian safety training module in 4HOnline. We strongly encourage each family involved in the 4-H horse program to review the video, “Every Time, Every Ride” and learn about how the use of a helmet will help prevent serious brain injury. This video is available from your local county Extension office. For safety purposes, Arizona 4-H strongly encourages helmets to be worn around horses at all times whether or not it is a 4-H event.

*Arizona 4-H events and activities are those using the 4-H name and emblem, sponsored by 4-H or developed under the direction of University of Arizona faculty, staff or certified volunteers. Sponsored 4-H events also set rules and regulations, schedule the event, obtain facilities and provide insurance coverage.

<https://extension.arizona.edu/sites/extension.arizona.edu/files/programs/HorseHelmetPolicy-01-01-2015.pdf>

23.2 Youth for the Quality Care of Animals (YQCA) Certification

YQCA certification is a requirement for all 4-H members completing a cattle (dairy or market), goat (dairy, market, pygmy, etc.), sheep, swine, poultry and rabbit projects. In addition, many county, state, and national livestock shows require youth to be YQCA certified.

YQCA certification covers all species and is good for one year. It must be renewed annually.

Project leaders of these project areas must also have a current Quality Assurance Certification.

To complete YQCA online, visit <http://yqca.org> and register to take the online training. Members must login with their family 4HOnline account so that the certification will be visible in their profile. Individuals are responsible for their own class fee.

If you wish to complete YQCA in workshop setting (instructor-led), visit <https://cals.arizona.edu/ylqa> to see when workshops will be held. Individuals are responsible for their own class fee.

More details are available online at <https://cals.arizona.edu/ylqa>.

SECTION 24 – CLOVERBUD PROJECT POLICIES

24.1 Age of Participation

Age of Participation: Participation in Cloverbuds is limited to youth who are 4-H age five to seven as of December 31 of the current 4-H year.

In general, the policies that apply to youth who are juniors, intermediates, and seniors in the 4-H program also apply to youth in the Cloverbud program. However, there are some important differences that should be noted.

Cloverbuds is a separate program for youth who are 4-H age five to seven that may be affiliated with a community or project club. Cloverbuds do not participate alongside older youth. The Cloverbud program is significantly different.

24.2 Establishment of Cloverbud Programs

Cloverbud programs, be they clubs, special interest groups, school enrichment, etc. must be officially established with the Cooperative Extension office in your county. Children involved in the Cloverbud program must be enrolled in the 4-H membership management system.

Cloverbuds do not conduct formal business meetings or elect officers, and therefore, the 4-H Cloverbud program requires additional certified 4-H volunteers.

4-H Cloverbuds clubs handle their finances differently than clubs of older children, with the majority of funding issues handled by the adults.

24.3 Curriculum

Only Cloverbud-specific curriculum may be used (4-H curriculum appropriate for ages five to seven).

24.4 Competition vs. Exhibition

Competitive activities are not developmentally appropriate for children in this age range and are strictly prohibited.

4-H Cloverbuds members that have engaged in a group activity may *exhibit or showcase* in a noncompetitive event or can feature other items from their group activities. 4-H Cloverbud members are eligible to receive premium funds as a result of exhibition only if it is an equal distribution for participation. 4-H Cloverbud members may receive participatory ribbons but may not receive regular competitive purple, blue, red, or white 4-H ribbons.

24.5 Projects

The primary difference between a 4-H Cloverbud activity and a 4-H project is that a Cloverbud member engages in varied activities that focus on developing a specific skill or concept utilized in completing the activity rather than focusing on a long-term planned course of study in a specific project (subject) area. As a result, 4-H Cloverbud members should not have ongoing projects of any kind nor should they participate as competitive exhibitors as exhibits are intended to showcase the culmination of a long-term project.

24.6 Animals, Shooting Sports, and Equipment

Cloverbuds may not have animal projects – large or small – because within the 4-H program, animals projects are designed to be long-term. In general, the handling of animals (large or small) requires discipline and motor skills that have yet to be fully developed in most children in the K-3 age range, and when coupled with the unpredictable behavior of animals, does not provide the optimal safe educational environment.

Cloverbuds may not participate in shooting sports activities or projects.

Cloverbuds must be given appropriate support by caring adults in order to handle equipment that could be dangerous such as ovens, blenders, etc.

SECTION 25 – ALL-TERRAIN VEHICLE (ATV) PROJECT POLICIES

25.1 **ATV (All-Terrain Vehicle) Training**

The Arizona 4-H program currently does not have policies regarding ATV safety. The following link is provided for those counties with ATV programs. The 4-H ATV Safety program helps young people, parents, caregivers, and other community members come together to help ensure that every ATV ride is a safe ride.

https://confluence.arizona.edu/pages/viewpage.action?spaceKey=ACEKB&title=Sample+123&prview=/73974493/73980965/policy_atvsafety.pdf

SECTION 26 – SHOOTING SPORTS EDUCATION (SSE) PROJECT POLICIES

26.1 **Shooting Sports Education Risk Management & Oversight Committee**

The following risk management policies for the Arizona 4-H Youth Development Shooting Sports Education program provide mandatory controls and safeguards. Periodic inspection for compliance will be conducted.

An oversight committee is composed of the Arizona Cooperative Extension director, Arizona 4-H director, UA Police Department director, Safety and Risk Management staff member, a county-based 4-H youth development professional, and the Arizona 4-H Shooting Sports Education program coordinator. The oversight committee will meet annually. Problems and concerns should be directed immediately to the Arizona 4-H Shooting Sports Education program coordinator.

26.2 **Shooting Sports Education & Positive Youth Development**

The focus of all 4-H youth development programs is the development of youth as individuals and to be responsible and productive citizens. The Arizona 4-H Shooting Sports Education Program exemplifies skill development in marksmanship; the safe and responsible use of firearms, archery and air/pellet guns; the principles of hunting and archery; and much more. The

activities of the program and the support of caring adult leaders provide youth with opportunities to develop life skills, self-worth, and conservation ethics.

26.3 4-H Shooting Sports Education Instructors & Equipment Handlers

County-based 4-H Youth Development Professionals

All county 4-H youth development shooting sports education professionals who handle guns and archery equipment as part of or on behalf of the 4-H Shooting Sports Education program (even just for storage) will complete a discipline-specific Arizona 4-H Shooting Sports Education Program Certification Course.

Adult Volunteers

To become a 4-H youth development shooting sports volunteer requires the following to be completed in this specific order:

1. Be an Arizona 4-H certified volunteer (University of Arizona Authorized Adult) who is at least 21 years old.
2. Successfully complete a discipline-specific Arizona 4-H Shooting Sports Education Program Certification Course. This certification course is a 20-hour (approximately) training led in a particular discipline by a nationally-trained instructor.

All county-based youth development shootings sports education professionals and 4-H shooting sports education volunteers are responsible for secure transportation and safe handling of firearms and shooting sports equipment.

26.4 University of Arizona Board of Regents Policy

U of A property is defined as property for which there is a receipt or purchase order that can be traced to a University of Arizona account.

Arizona Board of Regents (ABOR) policy, 5-302 to -303, prohibits the use, possession, display or storage of any weapons, explosive device, or fireworks on *The University of Arizona campus and on all land and in all buildings owned or under the control of The University of Arizona on behalf of the Arizona Board of Regents*. No concealed carry permit exempts a person from this policy.

Weapons are defined by the Arizona Board of Regents as “*any object or substance designed to inflict a wound, cause injury, or incapacitate, including without limitation all firearms, BB guns, air guns, pellet guns, switchblade knives, knives with blades five inches or more long and chemicals such as mace, tear gas or oleoresin capsicum, but excluding normally available over-the-counter self-defense repellents...*”

The complete *ARBOR Weapons on Campus* Policy may be found online at:

<https://extension.arizona.edu/sites/extension.arizona.edu/files/data/Weapons%20on%20campus%20policy.pdf>

Arizona Board of Regents (ABOR) Weapons on Campus Policy Agreement form

4-H Shooting Sports Education volunteers must sign and have on file at the Arizona 4-H office an *Arizona Board of Regents (ABOR) Weapons on Campus Policy Agreement* form. A signature indicates that the volunteer has read the ABOR regulations and provisions and will follow the

UAPD approved firearms control plans. This form will be provided at the state certification training.

26.5 Purchasing Equipment

1. Cooperative Extension offices and 4-H groups (clubs, councils, committee, etc.) will **not** own nor store any weapons other than archery equipment and air/pellet guns. Cooperative Extension offices may purchase and store archery equipment and air/pellet guns as a result of a ruling at the March 9, 2006 ABOR audit committee meeting.
 - a. There will be no purchases made by Cooperative Extension 4-H programs for firearms such as shotguns, .22 rifles, or muzzleloaders.
 - i. Shotguns, .22 rifles, and muzzleloaders that were purchased in the past were transferred to entities associated with other state agencies (e.g., the Arizona Department of Game and Fish).
2. Only Cooperative Extension professionals who have UAPD approval for their 4-H Shooting Sports Education program storage and handling procedures may purchase archery equipment and air/pellet guns for the 4-H Shooting Sports Education program.
 - a. All purchase orders for archery and air/pellet guns must be reviewed by and receive final approval from the county Extension director and UAPD.
3. Cooperative Extension offices are prohibited from purchasing pass-through firearm sales.

26.6 Storage of and Access to Equipment

1. County Cooperative Extension offices conducting an approved 4-H Shooting Sports Education program must store archery equipment and air/pellet guns in locked gun safes or cabinets that are secured to a substantial wall or object. At least one gun safe or cabinet must have a combination lock.
 - a. Each county Cooperative Extension office must maintain all keys for lockable storage containers/cabinet(s) in gun cabinet or gun safe that is controlled by a combination lock.
 - b. The combination to the gun safe, along with instructions on how to change the combination, is to be kept in a sealed envelope in the county Cooperative Extension office administrative safe for access by county Cooperative Extension administration in case the identified Cooperative Extension professional leaves county employment. The gun safe combination must be changed upon the departure of any identified professional with access to the combination.
2. To limit access and liability regarding the handling of archery and air/pellet guns in the county Cooperative Extension office, only the identified Cooperative Extension professional(s) will have access to locked gun cabinet(s) or gun safe. In counties where there is only one identified professional, an alternate person must be trained in safe handling of archery and air/pellet guns in order to access locked gun cabinet(s) or gun safe in case of emergency.

26.7 Inventory and Management of Equipment

1. All archery and air/pellet guns maintained in the county Cooperative Extension 4-H Shooting Sports Education program must be carried on the UA FSP-Property Management inventory and assigned a University property number to be attached or etched on the firearm.
2. Each county Cooperative Extension office must maintain a master log of all archery equipment and air/pellet guns owned by or loaned to the county Cooperative Extension office.
 - a. A master log must be maintained in the respective on-site gun cabinet(s) or gun safe.

26.8 Compliance and Inspections

1. Identified county-based 4-H youth development professional must conduct random, independent inspections of off-site storage for 4-H Shooting Sports Education archery and air/pellet guns annually to ensure that approved control plans are being followed. The identified professional will conduct on-site inspection of storage facilities at the county Cooperative Extension office annually. A person without access to the storage unit(s) must be appointed to observe and participate in the inspection and annual inventory to be conducted by the identified professional.
2. UAPD will conduct inspection of on-site storage of archery and air/pellet guns annually.