HAWAII 4-H POLICIES AND PROCEDURES
(Revised 10/08/2013)

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

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

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

THE MISSION OF HAWAII 4-H
The mission of Hawaii 4-H is to provide educational opportunities for youth to become capable and contributing members of a global society. In support of this mission we will:
  - provide non-formal community-focused experiential learning,
  - develop skills that benefit youth throughout life,
  - foster leadership and volunteerism in youths and adults,
  - build internal and external partnerships for programming and funding,
  - strengthen families and communities, and
  - use research-based knowledge from the land grant university system.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Nearly two times more likely to get better grades in school;
- Nearly two times more likely to plan to go to college;
- 41 percent less likely to engage in risky behaviors; and
- 25 percent more likely to positively contribute to their families and communities.
The 4-H Emblem, Pledge, Motto, Colors, Slogan, and National Statement

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

- 4-H Motto: “To Make the Best Better”
- 4-H Colors: The 4-H colors are green and white. Green is nature’s most common color and symbolizes youth, life and growth; white is for purity.
- 4-H Slogan: “Learning by Doing” emphasizes the goal of 4-H members to improve themselves, their work, and their communities.
- 4-H Pledge: I pledge my Head to clearer thinking, my Heart to greater loyalty, my Hands to larger service and my Health to better living, for my club, my community, my country and my world.
- 4-H National Statement: 4-H is a community of young people across America who are learning leadership, citizenship and life skills.

Non-Discrimination and Affirmative Action Policy

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

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

Membership and Age Requirements

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

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

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

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

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

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

Program participants are expected to:

• Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and provide positive role models for other youth.

• Respect, adhere to, and enforce Hawaii 4-H rules, policies, and guidelines.

• Wear clothing that is appropriate for the occasion.

ORGANIZATION
1. 4-H delivery modes include:
   a. Organized 4-H Club—an organized group of youth, having 5 members from at least two families, led by a registered adult leader, with a planned program that is carried on throughout all or most of the year. 4-H clubs may meet in any location and typically have elected officers and a set of rules approved by the membership to govern the club. If club members drop out of a club during the year and only members from one family remain in the club, they will be allowed
to still be a club for that year but will need to register other members for the next
4-H year to qualify as an official 4-H club.
  i. *Community clubs* typically meet in the evenings or on weekends and
     offer self-chosen multiple learning experiences and activities.
  ii. *In-school clubs* meet during school hours and have officers and planned
     activities beyond school enrichment.
  iii. *4-H after-school clubs* are organized within child care settings and
     include officers and planned activities.
  iv. *Military 4-H clubs* are organized by the Armed Forces, often on military
     installations, and principally for military dependents.

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

c. **4-H Camping**—youth taking part in an Extension-planned educational
   experience of group living in the out-of-doors.
   i. *Overnight camping* includes being away from home at least one night.
   ii. *Day camping* consists of multiple-day programs, with youth returning
       home each evening.

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

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

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

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

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

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

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

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

To be enrolled as an official charter club the following criteria must be met:

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

POLICIES, PROGRAM RESPONSIBILITIES AND RELATIONSHIPS

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

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

The volunteer brings to the 4-H Youth Development Program these qualities:

- Belief that as a human being each youth has basic worth.
- Commitment to the personal development of all youth.
• Ability to relate to and communicate with youth, parents, and other volunteers.
• Understanding that leadership can be rewarding to both adults and youth.

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

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

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

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

**Volunteer Application, Certification & Recertification**

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

**Application:**

1. Complete the *Application for a Volunteer Position in 4-H* form and submit it to the appropriate UH County Extension office for consideration.
2. Read, agree to, and sign the 4-H Volunteer Standards of Behavior Form.
3. A criminal background check and/or sex offender search may be requested and/or conducted.

   Individuals who have been convicted of a crime against children at any time or a violent crime involving injury to others within the last ten years will not be accepted as volunteers. Other offenses identified in the criminal background check, or through references, will be evaluated based on time and relevance of the offense to the potential volunteer’s desired role.

4. A minimum of three references that are non-relatives for the volunteer applicant must be received using the *4-H Reference Form*.

5. After steps 1-4 are successfully completed, an interview will be conducted with the prospective volunteer. Interviews will be conducted by extension personnel and/or trained volunteers assigned by extension personnel.

**Certification:**

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

**Recertification:**

1. Each year certified volunteers must complete a 4-H Volunteer Form (Form 2).
2. Certified volunteers normally will not be required to undergo additional background checks each year; however, University of Hawaii Extension reserves
the right to request and receive additional background checks if there is a reason to do so.

3. Previously certified volunteers with a two or more years break in service must complete the entire application process to be considered for certification.

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

**VOLUNTEER TERMINATION**

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

**DISPUTE RESOLUTION**

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

**Procedure**
- Complaints by 4-H members, parents, and volunteers are first to be handled by the Cooperative Extension faculty in the county.
• If not resolved, a formal grievance must be made in writing to the county Cooperative Extension Administrator and must give an accurate, detailed statement of the complaint.

• Problems arising between/among leaders, parents, and/or members that cannot be resolved through conciliation by the County Extension faculty will be referred to the Extension Director.

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

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

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

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

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

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

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

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

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

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

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

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

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

**Use of the 4-H Name and Emblem**

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

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

**Fiscal and Tax Issue for 4-H Clubs**

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

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

The Hawaii 4-H Foundation has established one account for each County 4-H Extension Program to accept contributions for county programs. However, individual 4-H clubs no longer have tax exempt status. If donations are received by 4-H clubs, donors should be aware that the donations are not tax deductible.

Fund-raising programs using the 4-H name or emblem or involving 4-H participants and leaders must be carried out for specific educational purposes. Such fund-raising programs must have the written approval of the appropriate Cooperative Extension office as follows:

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

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

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

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

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

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

7) Counties planning interstate or international exchanges should inform the Hawaii 4-H Youth Development Office of their plans. All such exchanges must be approved by the State 4-H Leader.

4-H EVENTS / CHAPERONE

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

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

<table>
<thead>
<tr>
<th>Ages of Youth</th>
<th>Number of Youth</th>
<th>Number of Chaperones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloverbud</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Junior/ Intermediate</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Senior</td>
<td>10</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

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

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

**Responsibilities of Chaperone:**

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

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

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

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

How to Report
Call the Department of Human Services, Social Services Division, Child Welfare Services at the numbers listed below. Please call the location nearest to you when reporting abuse or neglect. In the event that the number has changed, please check with the telephone operator for the current number.
- East Hawaii (Hilo) 1-800-494-3991 (Toll Free-24 hours)
- 1-800-399-1615 (Toll Free-24 hours FAX line)
What Kinds of Information are Needed?
The social worker will want to obtain as much of the following information as possible before referring the matter for investigation:

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

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