

Kalamazoo County 4-H Leaders Council

Policies and Procedures

MSU is an affirmative-action equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

Kalamazoo County 4-H Leaders Council (Also known throughout this document as the 4-H Leaders Council.) is the organization made up of one representative from each community club which, in cooperation with the 4-H staff, makes policy, plans and assists in directing the 4-H youth program in Kalamazoo County.

Community Club Requirements:

- All 4-H youth belong to a Community Club.
- The Community Club must meet guidelines as set by MSU Extension
 - MSU Extension policy is that membership must be from at least five youth from two or more families.
 - All member and leader re-enrollments are due in the MSU Extension office by November 30. Community club leaders will be responsible for communication to ensure timely enrollment.
 - To enhance the learning experiences members/parent/guardian are encouraged to attend as many meetings as possible or as outlined in the individual club bylaws, no less than 50% of the club's meetings.
 - The club must offer at least three to five projects to members through club leaders or county wide projects.
 - Officers will be encouraged to attend the annual officer training held every fall.
 - The club must complete at least one Community Service project during the year. A Community Service Project Report must be submitted to the 4-H Office.
 - The club must follow the *Financial Accountability* guidelines located later in this document.
- All adult leaders must complete the "MSU Extension Voluntary Selection Process" including Volunteer Application Form, Criminal History Check, references, interview, and required training. Adults may not work with youth until they have completed all of the steps and have been approved as an MSU Extension, 4-H volunteer.
- **Failure to fulfil the following Community Club requirements** will result in the loss of Leaders Council benefits to include but not limited to scholarships, award trips and fall achievement.
 - An adult leader of the community club or an alternate **is expected** to attend or send a delegate to 4-H Leaders Council meetings held each month on the 4th Monday.
 - The community club **must participate in all 4-H Leaders Council county fundraisers.**
 - The community club **is required** to provide still room monitors and participate in the setup/tear down crews at the Kalamazoo County Youth Fair.
 - Award forms **must be signed** both by the Community Club Leader and by the member.

Community Club Benefits:

- Assistance and support from project superintendents and MSU Extension staff.
- Monthly 4-H newsletter.

- Club access to use of the 4-H bus for 4-H educational activities, provided a qualified and MSU Extension approved driver is available.
- Opportunity to apply for scholarships for graduating high school seniors and college upperclassmen.
- Opportunity to apply for award trips for members and leaders (ex.: Capital Experience; Citizenship Washington Focus); sponsorships for events; leader training.
- **Award Trips:** Award trips are opportunities to encourage and support youth. 4-H Capitol Experience, Citizen Washington Focus (CWF), National Conference & National Congress allow youth to participate in nationally known citizenship conferences. These opportunities will be helpful as youth are asked about their citizenship experiences in college entrance, scholarship, and job applications. It will also allow youth to apply for more than one trip in their 4-H years.
 - [4-H Capitol Experience](#) for high school age members will be awarded in odd years. The Leaders Council budget will support a maximum of six young people.
 - The [CWF](#) trip for 15–19-year-old members is held in odd years. The budget will support a maximum of four young people.
 - [National Conference](#) for youth 15-19 years old and is held in even years. The budget will support a maximum of four young people.
 - [National Congress](#) is for high school students and is held every year. The budget will support a maximum of four young people.
- **Sponsorship for Events**
 - **Exploration Days**
 - The applicant must be a current 4-H member in good standing.
 - Applicant must be at least 12 years old.
 - Applicants must complete the online Exploration Days registration form by the stated deadline.
 - All monies will be distributed between the applicants with a maximum of \$75.00, if funding is available in the current budget.
- **Leaders Council Sponsorship Policy:** The intent of this policy is to encourage and support 4-H youth as they expand their national and global experiences.
 - Sponsorship will be awarded if funding is available in the current budget.
 - Sponsorship will be considered for national and international experiences where the minimum cost is \$200.00.
 - Applicants must be current 4-H members or have completed their 4-H experience within the past year and be a member in good standing for at least two years.
 - Applicants must submit their request for sponsorship in writing to 4-H Leaders Council Executive Committee prior to the activity. The Member Record Book (completed and verified by their community club leaders) also needs to be submitted for consideration at the monthly Executive Board meeting. If found of merit, the request will be submitted to the Leaders Council.
 - The recipient will agree to make a presentation at a Leaders Council meeting within two months of their return.
 - **Scholarships: Leader Training**
 - The Leaders' Council offers reimbursement for all 4-H sponsored education events, for approved MSU Extension volunteers and teen leaders, and will consider other leader training on an individual basis.
 - Requests from the Leaders Council for expenditures of over \$125.00 must be brought to the Leaders Council Executive Committee before registering for the training.

Deadlines

- **Enrollment/Re-enrollment**
 - 4-H members and volunteers must enroll/reenroll each year, beginning September 15th. Returning members and volunteers must reenroll by November 30 and new members must enroll by April 1 to be eligible to show at the fair. New members can join 4-H anytime during the year, but they may not be able to meet all of the county, club, or project requirements to participate at the fair. All enrollments and re-enrollments occur via 4-H Online, our online database.
 - The MSU Extension, 4-H office will publish the enrollment deadline in the newsletter, on the website and through social media.
- **Animal Ownership:** Animal ownership deadlines, guidelines, and requirements for ownership by species are available on the MSU Extension website.
- **Fair Entry**
 - The fair entry deadline is set by Kalamazoo County 4-H staff in cooperation with the Kalamazoo County Fair and Family Festival.
 - Still exhibits that are not entered may still be judged but will not receive a ribbon.
 - Exhibitors not present to have their still projects judged will receive a ribbon but will not be eligible for additional special awards.

Financial Accountability

- Kalamazoo County 4-H Leaders Council, clubs and projects will follow the MSU Extension guidelines in the 4-H Financial Manuals listed below.
 - [Financial Manual for 4-H Treasurer](#)
 - [Financial Manual for 4-H Volunteers](#)
- The adult treasurer cannot be the parent/guardian of the youth treasurer.
- All clubs must have an EIN (Tax Identification Number) and be chartered in accordance with MSU Extension guidelines.
 - All clubs/projects must turn in bank statements and monthly treasurer report to the MSU Extension, Kalamazoo County 4-H Office by the 15th of each month.
 - MSU Extension staff must approve all fund-raising events by all MSU Extension 4-H groups. Each club or project area that raises money for 4-H use must follow the following procedures.
 - The [fundraising request form](#) must be submitted at least two weeks prior to the advertising or promoting the fundraising event
 - The [fundraising follow up form](#) must be filed with the county MSU Extension Office within ten days of the conclusion of each fund-raising activity.
 - Leaders are encouraged to have their club treasurer keep their books up to date so that they will be prepared for the annual financial review in the fall as required by MSU Extension guidelines.
 - All money and donations will be receipted using numbered receipts.
 - Copies of bills paid, and receipts will be kept for a minimum of 7 years, following the MSU Extension guidelines.
 - All donations require a numbered donation receipt with the top copy turned in to the 4-H Office
 - MSU Extension policies will be followed if a club or project area dissolves.