

# County 4-H Program Management

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Youth Program Management is a broad term used to describe how to design and operate an effective 4-H program. This section of the handbook is divided into following parts: Policies and Procedures; Committees (County and State); Events and Activities; County Endowment Funds; 4-H Foundation; Literature Management; and Public Relations and Marketing.

## POLICIES AND PROCEDURES

All organizations have policies and procedures that dictate the rules governing their program.

The policies and procedures for operating the Washington 4-H program are contained in the Appendix of this handbook. The policies have been approved by the Washington State University Extension. These policies and procedures will help you make decisions about topics such as membership, name and emblem restrictions, financial management, program guidelines, and EEO/Affirmative Action.

## COUNTY EXTENSION 4-H COMMITTEE

### Policy

Every county will have an active County Extension 4-H Committee. This representative group of people is responsible for giving advice on 4-H program needs, direction and management to insure a balanced program based on the county affirmative action plan.

The Affirmative Action plan requires the establishment of a special County Committee for 4-H Expansion. The purpose of the Committee for 4-H Expansion is to strengthen participants more adequately to serve those who, for whatever reason, have not had full access to the 4-H program; to help insure a balanced program in ways that provide equal access and opportunity for participation by all potential youth (between age nine or third grade and age 19), on a nondiscriminatory basis without regard to race, color, national origin, age, handicap, sex, religion or Vietnam-era veteran status.

An operation exception has been provided which permits the use of an existing County Extension 4-H Committee under specific conditions: 1) such a committee must be active and functioning effectively; 2) must meet the membership requirements for Committee for 4-H Expansion; 3) must agree to carry out the functions of the Committee for 4-H Expansion.

If your County Extension 4-H Committee meets the above criteria and the criteria under Recommended Organization, it may serve the expansion function. If the above criteria is not met in total, it is permissible to invite specific persons (those who will help meet the membership criteria) to meet with your County Extension 4-H Committee two or more times during the year to review progress toward and recommend actions needed to insure a balanced program.

If your County Extension 4-H Committee does not serve or fulfill a 4-H expansion function of Affirmative Action, then a separate Expansion Sub-Committee must be formed. The major purpose of the County Extension 4-H Committee is to work with the County Extension Educators and other members of the County Extension staff in determining 4-H program needs and direction in concert with state and national policy by:

1. Helping to analyze the needs and interests of all county youth five to 19 years of age (grades K-12).
2. Helping to insure a balanced program in regard to all potential clientele, including adults and youth five to 19 years of age (grades K-12) on a nondiscriminatory basis without regard to race, color, national origin, age, handicap, sex, religion or Vietnam-era veteran status.

3. Assisting with planning, evaluating, and recommending of 4-H educational experiences, methods, and programs related to Community and Natural Resources, Home Economics and Agriculture that will meet the needs and interest of those youth; and reviewing the program to assure that a balance of content/curriculum is offered.
4. Assisting in the recruitment and development of leadership to work with the 4-H program.
5. Seeking local financial resources as needed to conduct, promote, and expand the 4-H program.

## **Functions**

- ❖ Review and study the general youth needs, interest and concerns. Examples: education, economics, employment, use of leisure time, older youth, crime, safety, health, etc.
- ❖ Analyze and study the potential youth population and the current enrollment in 4-H programs on a nondiscriminatory basis without regard to race, color, national origin, age, handicap, sex, religion or Vietnam-era veteran status.
- ❖ Assist in developing objectives and goals of the 4-H program to meet the needs, interests, and concerns of youth in the county.
- ❖ Assist in designating methods of enrolling youth in 4-H programs.
- ❖ Assist in developing methods to recruit, train, and recognize adult volunteer 4-H advisors, key leaders, and 4-H Committee members.
- ❖ Analyze and assist in developing plans and procedures to expand 4-H and youth development to new audiences.
- ❖ Keep accurate minutes for use by members and to keep on file in the County Extension Office.
- ❖ Serve as the 4-H link with the County Extension Advisory Committee and the District 4-H Committee with representation on both committees. Also serve as the link with the State Extension 4-H Advisory Committee.

## RECOMMENDED COMMITTEE ORGANIZATIONS

### Size and Representation

Structure of the 4-H Committee may vary from county to county. Listed below are recommended organization criteria that can fit a variety of situations.

- ❖ The most effective size is 15 to 25 people that will represent a balance of population, geographical areas, males and females, youth and adults, minorities, and handicapped. Youth representation should make up one fourth to one third of the committee membership (enough representation to feel free to speak and be heard).
- ❖ Committee member qualifications that should be kept in mind at the time of committee selection are:
  1. They should be recognized for having skill in the area of program to which the committee expects to devote its attention.
  2. They should be individuals who have an interest and belief in seeing the 4-H program grow and develop. Their focus should be overall youth development as it relates to developing competent young adults.

### Method and Selection

- ❖ Committee members should be elected or appointed by the people they represent.
- ❖ In certain situations, it may be appropriate for the County Extension Educator, 4-H, to appoint individuals for the County 4-H Committee. This must be done in consultation with appropriate county professionals, district and/or state 4-H professionals.
- ❖ Related 4-H program committees must report their plans, activities, and recommendations for approval to the County Extension 4-H Committee. Method of approval is to be left to the discretion of the County 4-H Committee.
- ❖ Prospective committee members shall indicate their willingness to serve before their names are placed in nomination or they are appointed. Personal contacts need to be made with prospective committee members to help them understand the opportunities, obligations, and satisfactions involved in their responsibility.

## **Terms of Office**

To be most effective in providing guidance and direction to the program, adult committee members should serve a term of three years. A rotation plan to replace one third of the group each year will help to provide continuity. Youth representatives may be with one half replaced annually. Members should not serve more than three year terms. At least one year should lapse before a member may serve again.

## **4-H Sub-Committees**

Sub-committees need to be determined and maintained on the basis of need and program content by the Extension educators and/or in cooperation with the County Extension 4-H Committee. Criteria should include: areas of emphasis in program; size of enrollment projects; and specific educational experiences desired for advisors or members. The need for sub-committees should be reviewed each year.

As a group, they should be representative of all the major categories that make up the membership and youth potential, volunteer leadership, formal education, business and civic groups, parents, minorities and youth. Kinds of 4-H sub-committees might include:

### ❖ Standing and Ad Hoc Sub-Committees

Membership from within the County Extension 4-H Committee, with specific designated purposes. Examples: advisor training, budget and fund raising, recognition and awards, promotion and publicity.

### ❖ Special Program Clientele and Development Sub-Committees

Membership from outside the County Extension 4-H Committee, with responsibility for developing 4-H programs with a wide segment of unreached youth clientele.

These committees will have representation on the County Extension 4-H Committee. (Examples: Program Review Sub-Committee, Expanded Nutrition Program Youth Sub-Committee.)

### ❖ Project and Program Development Sub-Committee

Membership from outside the County Extension 4-H Committee except for one member from that group who will serve as liaison between the two. Such committees will be initiated and continued only when there is specific need for assistance in a given area. (Examples: County 4-H Home Economics Committee, Horse, Camping, Safety, County Fair, Beef, Small Animals, Health, etc.)

❖ Committee for 4-H Expansion

If your County Extension 4-H Committee does not serve or fulfill a 4-H expansion and review function of Affirmative Action, then a separate Committee for 4-H Expansion must be formed.

### **4-H COMMITTEE FOR EXPANSION**

The purpose of the Committee for 4-H Expansion is to work with County Extension Educator(s), 4-H Program Assistant(s), and other members of the County Extension Staff to strengthen the 4-H program by improving the balance of program participants more adequately to serve those who, for whatever reason, have not had full access to the 4-H program. Specifically, this means to help insure a balanced program in regard to all potential youth between ages of five or kindergarden and age 19 or twelfth grade on a nondiscriminatory basis without regard to race, color, national origin, age, handicap, sex, religion, or Vietnam-era veteran status. In addition, the Committee for 4-H Expansion should review the 4-H program for a balance of content/curriculum offered.

The Committee for 4-H Expansion would be a sub-committee of the County Extension 4-H Committee. It also could be an ad hoc committee that focuses on a specific targeted area/audience for a specific time to get programs initiated.

#### **Functions**

- ❖ Review and study the general youth needs, interests and concerns. For example: education, economics, employment, use of leisure time, older youth, crime, safety, health, etc.
- ❖ Analyze and study the potential youth population and the current enrollment in 4-H programs without regard to race, color, national origin, age, handicap, sex, religion, or Vietnam-era veteran status.
- ❖ Assist in developing objectives and goals of the 4-H program to meet the needs, interests, and concerns of youth in the county.
- ❖ Assist in designing methods of enrolling youth in 4-H programs.
- ❖ Assist in developing methods to recruit, train, and recognize adult volunteer 4-H advisors, key leaders, and 4-H Committee members.
- ❖ Analyze and assist with meeting Affirmative Action requirements for equal opportunity.

- ❖ Analyze and assist in developing plans and procedures to insure harmonious and balanced integration of all 4-H activities and events (including 4-H camp, shows, recognition programs, fairs, demonstration contests, exhibits, judging, etc.) and to expand 4-H to new audiences and neighborhoods.
- ❖ Make recommendations to County 4-H Committee on program implementations.
- ❖ Keep accurate minutes of meetings for use by members and to keep on file in the County Extension Office.

### **Size and Representation**

- ❖ The Committee for 4-H Expansion should be fairly small but large enough to represent a balance of population, geographical areas, males and females, youth and adult, minorities and non-minorities, and handicapped.
- ❖ Membership
  1. Youth, both present 4-H members and non-4-H members are encouraged for membership on the Committee for 4-H Expansion.
  2. Representation of minorities.
  3. Representation of handicapped.
  4. A mix of females and males.
  5. Persons who know the county and its communities as well, including rural and urban.
  6. The overall sub-committee must have representatives from area/audience targeted.
  7. Representatives of the County Extension 4-H Committee.

It is essential that there is a specific linkage from the Committee for 4-H Expansion Subcommittee to the County Extension 4-H Committee. There should be verbal and written reports and/or recommendations of 4-H program and expansion of enrollment.

The Committee for 4-H Expansion will be a sub-committee of the County Extension 4-H Committee. It will meet the membership guidelines listed above. Care should be exercised to insure that it involves more than the "traditional" 4-H efforts. It should include newer clientele groups and the functions noted above.

## **Method and Selection**

- ❖ Extension Educators, 4-H, in consultation with the County and District Extension team and the County Extension 4-H Committee should select and recruit committee members according to the guidelines stated above.
- ❖ Members of the Committee for 4-H Expansion should provide for additions or replacements.

## **COMMITTEE MEMBER RESPONSIBILITIES**

### **Long Term**

- ❖ Understand the organization of the Washington State University Extension as an educational arm of The Washington State University and the United States Department of Agriculture.
- ❖ Understand and believe in: the objectives and current direction of the 4-H program; The Washington 4-H Membership Guidelines, and overall guidelines for developing and conducting Extension 4-H youth development programs.
- ❖ Assist in assuring compliance with Affirmative Action requirements and a balanced 4-H program.
- ❖ Be aware of the development stages of youth at various age levels.
- ❖ Work with the 4-H educator (and other Extension educators) on the basis that 4-H programs and activities should be planned and evaluated on their educational merits in fulfilling the needs and interests of youth.
- ❖ Promote favorable public relations and image for the 4-H program at every opportunity.
- ❖ Support the recommendations of the Committee.
- ❖ Attend the meetings of the Committee and participate actively in discussion and in making recommendations for the 4-H program.
- ❖ Serve on sub-committees when appointed or asked to participate.

## **Immediate**

- ❖ Assume responsibility for communication to and for the group(s) represented.
- ❖ Assume the necessary leadership to make sure that the 4-H program is conducted according to the best possible standards and in concert with current issues and focus areas of the Extension program.
- ❖ Discuss local 4-H programs and activities and youth needs with the County Extension Educator(s), 4-H, and other County Extension staff as desired.
- ❖ Be alert to ways of improving the 4-H program for youth, parents, and volunteers to provide the highest quality informal education program possible.

### **EXTENSION EDUCATOR'S RESPONSIBILITIES WHEN WORKING WITH EXTENSION VOLUNTEERS**

- ❖ Provide orientation for new committee members in their overall and immediate responsibilities by helping them understand and actively accept the responsibilities they have, recognizing they are a program direction group rather than a policy-making group. It may be appropriate to provide leadership training to further develop 4-H committee members' skills and provide opportunities for them to practice these skills through additional responsibility and involvement in activities and programs.
- ❖ Provide for appropriate committee maintenance.
- ❖ Assume responsibility for relaying Extension policy and interpreting its meaning to them.
- ❖ Assist committee members in: exploring facts concerning the county youth situation; considering programs that would meet the needs and interests of youth; recommending program direction, and evaluating program efforts.
- ❖ Provide professional guidance and direction as needed. Committees are only as effective as the professional staff that works with them.
- ❖ Exercise judgment in determining the scope of the Committee's responsibilities. (Experience indicates, for example, that the professional staff members are usually in the best position to select camp counselors.)
- ❖ Assume responsibility for making final program decisions in cooperation with other Extension faculty and the County Extension Advisory Committee, considering the Committee's recommendations.

- ❖ Work with the Committee members to: keep local 4-H requirements (rules and regulations) within the framework of the policies established by the State Extension Administrative Cabinet. Policies are formulated to conduct programs effectively for the benefit of all boys and girls of 4-H age; keep local rules to a minimum since they tend to restrict rather than to expand educational opportunities for young people.
- ❖ Confer with the Committee chairman; assist in planning meeting agenda and in contacting members before each committee meeting.
- ❖ Assist Committee officers when desirable; i.e., starting and stopping on time, duplicating and distributing minutes, etc.
- ❖ Keep other Extension faculty informed.
- ❖ Educators should become familiar with the Washington 4-H Committee Education Package in working with County Extension 4-H Committee. A copy of the package is available in each County Extension Office or from your District 4-H Specialist (red notebook).

## **TECHNIQUES OF WORKING WITH VOLUNTEER 4-H COMMITTEES**

Extension educators want methods or details of successful procedures in using 4-H committees effectively. One new educator remarked, "I need to know what I can and should do right now at meetings and the long-term."

Techniques are organized as best we can to meet this educator's needs for priority.

*\*Asterisk items are of particular importance to new educators.*

### **Right Now Techniques**

1. Review the committee's role in detail and discuss it with the volunteer chairperson. The role of the committee gives the scope and serves as a guide in planning initial use of the committee.
2. Locate and spend a few hours reading the last three year's committee minutes to gain a historical perspective, an insight into trends, people who make decisions, and what kind of subjects the committee has dealt with.
3. Meet with the chairperson and committee to set up a basic outline for the entire year's work, based on a review of past year's programs and the constitution.

4. Learn about each committee members. If time permits, visit each one personally.

### **Build an Agenda**

1. The meeting agenda should be developed in consultation with the committee chairperson/president.
2. Build in a starting and stopping time. Discussion will expand to fill the time allotted to a meeting. One and one-half hours is long enough for most well-planned meetings.
3. Use accepted meeting order.
4. Print the agenda and mail copies to reach all committee members ten days before the meeting. Enclose a copy of last meeting's minutes and any other background information they may need to consider before dealing with an item on the agenda; e.g., committee reports, revised constitution, etc.
5. Share an idea with two or three committee members before bringing it up before the whole group. Suggest others bring the item up for discussion.
6. The roles and actions of committee members:
  - a. Come prepared to group meetings.
  - b. Seek common direction in working with others.
  - c. Share oneself as a resource in the group.
  - d. Be open to listen to ideas of others.
  - e. Take responsibility for helping the group make decisions and solve problems.
  - f. Speak only for oneself.
  - g. Evaluate the group effort.
  - h. Evaluate one's own contributions.
  - i. Help celebrate and honor successes. Follow up and do that which is agreed upon after the meeting of the group.

## **IDEAS FOR RAISING MONEY FOR COUNCILS AND LOCAL CLUBS**

- ❖ Sales, bazaars, auction, or roadside stands for selling products which 4-H'ers themselves have raised or processed.
- ❖ Marketing projects where 4-H members serve the general community by helping market a peak surplus of products at a bazaar or festival. Some examples are apples, nuts, vegetables, flowers, plants, crafts, or dairy products.
- ❖ Serving dinners, box suppers, social, refreshment stands at fairs or games, have been successful-- but you need to follow safe food handling practices as directed by your local health department.
- ❖ Amateur entertainment festivals such as community square dances, plays, skits and pageants, musicals, socials, and skating parties.
- ❖ Community forest or Christmas tree plot; Christmas greens.
- ❖ Recycling drives.
- ❖ Many clubs have sold candy, popcorn, potato chips and frozen food. Be certain that it's a reputable company and product.

## **ENSURING PROTECTION OF FUNDS**

To ensure the protection of funds raised by 4-H Councils, committees, and Club each unit must have Bylaws providing for:

- ❖ Officers- including a president, secretary, and treasurer.
- ❖ Purpose and methods for raising funds, or procedures for deciding these- if the club raises any funds. A budget should be approved by the club and serve as the basis for raising funds.
- ❖ Businesslike financial transactions. The club's financial records must be in line with the requirement of the Leaders Guide to the 4-H Treasures' Book (C1059)
- ❖ Sound business principles. Unless these are followed in local club treasuries, the whole educational purpose of club work may be lost. Certain items sold as fund-raisers are subject to SALES TAX.
- ❖ No careless "cigar box" practices. If you let these get started (such as throwing all cash and receipts into a box with no written ledger), you may

have accounting misunderstandings. To keep young members from dangerous situations, do not allow them to carry large sums, especially at night.

- ❖ Sound handling of club funds. This practice builds confidence, trust, and pride. Careless handling sows seeds for dissension, misunderstanding, and breakup. A designated individual or committee should be responsible for each fund-raising activity. Two individuals should work together to count and record receipts. A report of income and expenses should be reported to the club and become a part of the minutes.
- ❖ Safeguards to keep fund raising from becoming a "disease." A small success at first sometimes generates so much enthusiasm that other more important purposes are lost.
- ❖ Expenditures to be authorized only by club members for club purposes. Be sure this is done. Never allow one person or clique to control the treasury- not even the leader.
- ❖ If a club disbands, the treasury balance is to be held in escrow by the county council treasury for future new 4-H Clubs. Never allow officers to divide the balance among remaining members because many persons likely contributed to it. Clubs are to follow the procedures as outlined in the Leader's Guide to the Treasurer's Book, C1059.

### **COUNTY 4-H LEADER COUNCILS FINANCIAL RESPONSIBILITY**

The County 4-H Leaders Council is the primary fund raising arm for the county 4-H program. In order for the Council to accept and manage funds in the name of 4-H, it must be:

1. Incorporated as a non-profit educational organization in the State of Washington.
2. Registered and have an IRS Employer Identification Number.
3. File a copy of the County 4-H Leaders Council By Laws, Articles of Incorporation, and the IRS Employer Identification number, and Annual Financial Statement with the WSU Extension 4-H Office.

#### 4-H Leaders Council Funds

All program committees (project, activity, curriculum, development) must maintain their funds within the County 4-H Leaders Council or 4-H Leaders Horse Council. In most cases these funds should be in separate accounts for designated purposes.

The Leaders Council Executive Committee, in cooperation with the Extension faculty, should establish an annual balanced budget. The budget must be approved by WSU Extension through the Extension educators with 4-H responsibility. Project, activity, curriculum, and development committees with accounts should establish budgets that become part of the Leaders 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 must be shared with all 4-H leaders and kept on file in the county Extension office.

#### County 4-H Leaders Council IRS Employer I.D. Number

When establishing a checking or savings account, each county 4-H Leaders Council must have a nine digit Internal Revenue Service Employer Identification Number (EIN) required by banks and savings and loan organizations.

This number must be used by all 4-H clubs with checking and savings accounts. Individual clubs or committees should not have their own IRS Employer I.D. Number. The 4-H Leaders Council will need to report to IRS all income from all clubs.

The number must be supplied because 4-H organizations receiving interest in any calendar year are required to furnish their savings institutions with an IRS Employer Identification number, even though they are exempt from Federal income taxes. This is in accordance with 26 USC 6049 and 26 USC 6109.

If the County 4-H Leaders Council does not have an Employer Identification Number, one can be obtained by filing an "Application for Employer Identification Number" (Form SS-4) with the IRS at <http://www.irs.gov/pub/irs-pdf/fss4.pdf>. Although the form is designed primarily for organizations paying wages, it's also used by all organizations who are required to have an identifying number. Applications may be obtained from the Social Security Administration or IRS office. The completed form should be mailed to the IRS office handling the area's federal income tax returns. When completing item 10 on the form for "Nature of Business," use "Affiliated 4-H Organization- Education."

If the County 4-H Leaders' Council has gross income of \$25,000 or more for the year, it must fill out IRS Form 990. Form 990 requires two identification numbers, the IRS Employer Identification Number and the 4-H Group Exemption Number (GEN) 2704.

#### Accountability

WSU Extension County Director and the 4-H Youth Extension Educator is responsible and accountable for all funds raised in the name of 4-H.

Responsibility and accountability is achieved in partnership with the officers of the 4-H Leaders Council. The Extension educator must be part of the process of establishing the budget and expanding funds on behalf of the 4-H program.

### **HANDLING 4-H CLUB FUNDS AND ASSETS** (refer to Funding Chapter for additional detail)

#### **Club Finances**

1. Clubs having \$25.00 or more in their treasury must place it in a club bank account. The bank requires an Employer Identification because of an interest bearing on saving account, see the procedure under "County 4-H Leaders' Council Employee I.D. Number" (in the previous section entitled "4-H Leaders Council Financial Responsibility").
2. No account should be established under a member's or leader's Social Security Number. If this is done, that person becomes liable for interest issued in the account.
3. All accounts must require two signatures. It is recommended that these be:
  - a) one 4-H leader and one officer (treasurer), or
  - b) two 4-H officers (but from different families).
4. A written record of income and expenses must be maintained by the treasurer and submitted to the county Extension office each year.
5. An inventory of assets other than money must be kept and accompany the annual report in #4 above.
6. If a club disbands it must turn its assets over to the County 4-H Leaders' Council.

Funds and properties raised in the name of 4-H cannot be divided among group members upon disbandment.

#### **Suggested Management of 4-H Funds (Clubs)**

The following is a suggested procedure for the management and accountability of funds in the county.

1. Have the clubs planning to establish a checking or savings account notify the county Extension office.

2. Establish a list in the office with the club name, leader name and address, location of account and date.
3. Have the club establish the account at the financial institution, giving the name and telephone number of the county Extension office.
4. When the financial institution calls the county Extension office, give it the IRS Employer I.D. Number (IDN). (See previous section, entitled "County 4-H Leader Council Financial Responsibility.") **Do not give the number out to leaders to prevent improper use.**
5. Have 1099 Form (IRS Interest Earned Form) sent to the Extension office rather than to the leader.
6. Have all clubs submit a financial accounting to the county Extension office by February 1 for the previous year. If a club does not continue, financial accounting should be submitted by October 1.
7. Submit a copy of the clubs' financial accounting to the 4-H Leaders' Council treasurer to be included in reports required for IRS and the State of Washington.

#### **4-H Treasury Guidelines**

1. There must be a real need and purpose for developing a group or club treasury. Do not raise money for the sake of raising money. This need and purpose should be understood and supported by the group. All club money (receipts and expenses) should go through the Treasurer. The clubs are encouraged to establish a budget each year.
2. Local 4-H Club treasuries should have a minimum carry over from year to year. Those that raise the money should spend the money. If the treasury is saving for a major project the money should be given to the project annually.
3. The Treasurer should keep accurate records and report the status of the treasury at each meeting. The Washington 4-H Treasurer's Record Book, should be used and should help maintain accurate records. A treasurer's report should be given at each meeting and the secretary minutes should reflect action taken. Three or four signatories should be provided for each account, with two signatories required on all checks.
4. The club treasury should be audited annually by a committee from the club, appointed by the President, or by someone not directly associated with the Treasurer. Annually, a financial statement itemizing receipts and

expenses and copy of the audit may be asked for by the County Extension Office.

5. Money should be deposited in a local bank. Withdrawal and/or payment of bills should be by approval of the club or executive committee.
6. If a 4-H Club divides or disbands the funds in the club treasury must go the County 4-H Leaders Council to be held in escrow for new clubs. If a club votes to divide, the treasury should be divided based upon membership with equal shares per member going to the respective new clubs treasury.

If a club is divided without mutual agreement and can not decide on division of the treasury, the problem should be referred to the County 4-H Leaders Council.

7. Four-H organizations have an obligation to file with the Internal Revenue Service and Annual Information Return, Form 990, when gross receipts in the tax year exceed \$25,000.00. The Internal Revenue Service has assigned a Federal Income Tax Group Exemption Number (GEN) for use with Form 990. This number is 2704.
8. Employee Identification Number (EIN) is required when a 4-H club opens an account at a bank. Clubs need to apply for their own number by completing an IRS FORM SS-4. These forms are available on the IRS web site. For additional information on tax-exempt status or filing tax forms please refer to the tax-exempt Status of 4-H Organizations Authorized to Use the 4-H Name and Emblem.

### **REORGANIZING LARGE 4-H CLUBS**

When a club is concerned over its size there are many ways to reorganize into smaller units or clubs. Some common methods are:

- Geographical
- School area or district
- By project groups
- Age

## **RISK MANAGEMENT GUIDELINES FOR HOUSING PARTICIPANTS AND CHAPERONES IN OVERNIGHT 4-H ACTIVITIES**

A number of 4-H activities designed for youth participation require overnight housing. The purpose of this guideline is to ensure that youth or adults are not placed in situations where they are vulnerable.

### **Resident Camps (see Camping Chapter for additional detail)**

Resident camping is offered to youth who are generally in grades 4th-6th, and in some situations up to 8th grade. For camps serving youth in grades 4-8, the ratio of camp counselors to youth is recommended 1-8. For camps involving youth in grades 10-12, the ratio is recommended to be 1-10. It is recommended that at least 50% to 80% of the staff-camper ratio be met with staff 18 years of age or older. It is recommended that trained camp counselors be in grades 9-12 and that they should work with youth at least two years younger in age. In addition, the following practices should be adhered to:

1. camp counselors should be present when campers are in their cabins;
2. have at least two members of the staff present during times when youth are changing clothes (i.e.,: Bath House, Shower, etc.);
3. all children will be encouraged to change their own clothes as much as possible;
4. campers will not be alone with a counselor in his or her quarters.

For specific risk management issues refer to the Washington 4-H Resident Camp Standards.

### **Other Activities**

For all other activities (out-of-state judging contests, Ambassador Weekend, Summer Week, etc.) designed for older youth (7th-12th grades) it is recommended there be a ratio of no less than 1 chaperone/10 youth. Some activities, based on risk and type of program, will require a smaller adult/youth ratio (i.e.,: 1:7). All chaperones for overnight activities will be chosen according to chaperone guidelines in the Washington Resource and Reference Manual and will be 21 years of age or older. In situations where there are both female and male participants, there will be at least one female and one male chaperone.

Youth and adults will not be housed in the same room except when a parent stays with their own child or children. Youth members will be housed only with others of the same gender. Adult housing will be in the proximity of the youth housing for supervision purposes.

## **GUIDELINES FOR 4-H RISK MANAGEMENT PLANS**

Each county Extension office should have a risk management plan to provide employees, volunteers, and participants with a safe working environment. A separate plan should be developed for each activity where risk may be anticipated (i.e., 4-H camp, county fair, youth exchange programs, and weekend retreats). This includes most situations where groups of youth and/or adults are away from home.

Because of differences in various parts of the state, the uniqueness of each county, and the variety of 4-H programs and activities offered, it is impossible to provide a standard safety or risk management plan for every situation or activity. However, it's the responsibility of youth development professionals to do the best possible job of identifying and preventing unsafe practices and conditions in the programs and activities they work with.

### **Designing and Using a Risk Management Plan**

A risk management plan consists of provisions for dealing with health, safety, legal, and liability issues related to a specific activity. It should include plans for dealing with emergencies, such as those related to natural hazards, natural disasters, the operation of facilities or equipment, individual or group behavior, and pre-existing medical conditions. Such preparations help reduce risks through preventive measures or provide the systems to handle emergencies which occur.

Such plans should be completed and/or agreed upon by an appropriate team of individuals. The team might be a sub-committee, task force or other sub-group of the County 4-H Leaders' Council, Camp Committee, Fair Committee, etc. The team should include WSU Extension faculty, 4-H volunteers, and other appropriate resource persons (i.e., health care professionals, public relations professionals, lawyers, or law enforcement authorities).

Once a plan has been made, agreed upon, and training provided, the plan is in effect. The plan should be reviewed and/or revised periodically. This is especially true at the beginning and ending of a specific activity or program, or any time the plan has been tested in actual emergency use. A plan should also be reviewed by new staff, board members, and committee members.

Once an initial plan is completed and agreed upon, it will be much easier to make new plans for other activities or do subsequent revisions.

### **Terms**

Some of the terms used in risk management may seem confusing and technical. Some are specific to the legal insurance fields. It is important to have at least a basic understanding of these terms in order to communicate with persons in these fields to help devise management plans.

### **Risk Identification.**

A risk is an uncertainty or probability concerning the loss of resources. Risk management plans are systems to identify, reduce, prevent, or control loss of resources associated with the agency or the operation of a site or program. To identify risks, one must identify the assets exposed to risk. What do you have to lose? Do you have tangible resources such as people, monies, and/or property, or intangibles such as markets, reputation, or communication? It's important to identify all assets, whether or not they are considered insurable.

### **Types of Risk**

Areas of exposure to risks are usually in property risks, including both facilities and equipment; fidelity risks; physical and/or mental risks to adult or youth participants, paid or volunteer personnel; and contract or tort liabilities.

- ◆ **PROPERTY RISKS** refer to the exposure of buildings, equipment, and other property to loss through fire, theft, vandalism, negligence, floods, explosion, utility shutdown, etc.

- ◆ **FIDELITY RISKS** refer to exposures due to misuse, theft, destruction of money or improper performance or non-performance of accounting duties.

- ◆ **RISKS TO PARTICIPANTS AND PERSONNEL** include illness, injury, death, loss of personal property, security, abuse, harassment, etc.

Liability is primarily determined from common law and case precedence over many years. The kind of liability most likely to be encountered through 4-H is tort, or "wrongdoing against an individual." There are two kinds- intentional, in which a person wants to hurt someone; and unintentional, or negligent.

## 4-H RISK MANAGEMENT CHECKLIST

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_

Educational Aspect of Event

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### Facilities

\_\_\_\_\_ Complete all necessary communication/costs/paper work with site manager

\_\_\_\_\_ Have arrangements for liability confirmed, i.e. rental or private property forms

\_\_\_\_\_ Conduct safety inspection of site, i.e. building, arenas, open areas, etc.

\_\_\_\_\_ Review emergency procedures and equipment used at the site

\_\_\_\_\_ Aware of other groups using site (if applicable)

### Transportation

\_\_\_\_\_ Meet with all drivers to go over planned route

\_\_\_\_\_ Use clear maps and/or traffic patterns which are understood by all participants

\_\_\_\_\_ Check drivers' qualifications, age, and insurance

\_\_\_\_\_ Check the conditions and safety of all roads and vehicles

\_\_\_\_\_ Plan for meeting times and destinations in case group gets split up in traffic

\_\_\_\_\_ Other: \_\_\_\_\_

### Emergency

\_\_\_\_\_ Have participants' health forms in a designated location, accessible by coordinator

\_\_\_\_\_ Have participants' insurance records in a designated location, accessible by coordinator

\_\_\_\_\_ Have emergency action plan in place with a back up system known by all leaders

\_\_\_\_\_ Share emergency action plan with all participants

\_\_\_\_\_ Carry necessary first aid, phones, or other medical treatment items, emergency road kit

\_\_\_\_\_ Identify and schedule EMT, nurse, doctor or CPR trained personnel (on site or on call)

\_\_\_\_\_ Other: \_\_\_\_\_

**Activity or Event**

- \_\_\_\_\_ Make sure coordinators, superintendents, and/or chaperons are familiar with their job descriptions (may require meeting prior to activity)
- \_\_\_\_\_ See that animals are taken care of properly
- \_\_\_\_\_ Make sure that participants know how to handle equipment properly and safely
- \_\_\_\_\_ Organize a tracking system to know who is present, check-out system, location, emergency number, etc.
- \_\_\_\_\_ Organize event to prevent injury, fatigue, or undue stress to participants (one adult for 1-10 youth per state guidelines)
- \_\_\_\_\_ Provide enough personnel to supervise activity properly
- \_\_\_\_\_ Take steps to insure safety of youth and adults from suspicion of child abuse, mishandling of funds, or mishandling of emergency situations
- \_\_\_\_\_ Provide those participating and parents/guardians with activity itinerary and emergency phone numbers, addresses, etc.
- \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Educator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee/Activity Chair Signature

\_\_\_\_\_  
Date

**Managing 4-H Events and Activities**

Scheduling of programs, activities and events and sticking to the schedule is imperative for good time management. All county, district and state staff receive the Washington 4-H Calendar annually. Each county should develop their own annual 4-H Calendar. This should be made available to all county staff, all volunteers and 4-H Youth families.

**A Meeting and Activity Planner**

**Meeting Location**

- Is parking available?
- Is the parking lot well lit?
- Is the location easy to find or is a map provided?
- Is the building impaired-accessible?
- Is the building convenient for different ethnic, racial, economic and social groups?

**The Meeting Room**

- Is the room, clean, attractive, well-lit and well-ventilated?
- Are there enough chairs and tables?
- Is the room impaired-accessible?
- Is the room set up ahead of time?

Are a lectern, slide projector overhead projector and other teaching aids available?

- Are restrooms available and handicapped-accessible?
- Are coat racks available?
- Are the tables adequate for wheelchair access?
- Is a public-address system available?

### **The Date and Attendance**

- Is the day definitely set?
- Is the committee notified and help requested?
- Has an announcement letter and agenda been sent?
- Has a news release been sent?
- Are other forms of publicity needed (radio, posters, television)?

### **The Program**

- Will a printed program or agenda be needed?
- Have all the speakers or resource people been confirmed, in writing before the program?
- Are visual aids and equipment scheduled and ready?
- Are visuals large enough to be seen by visually impaired?
- Is the sound system set so treble is in balance for hearing- restricted people?
- Do registration forms clearly specify time, place, date and location?
- If there is a registration fee, have you made plans for change?
- Are arrangements made for someone to handle registration?

### **Speakers and Guests**

- Do you have names and titles of all speakers?
- Do you have guest list?
- Are local dignitaries invited?
- Are arrangements made for a welcoming committee?
- Will name tags be used? Do you have them?

### **Meal Arrangements**

- Is the menu selection confirmed in writing?
- Was the menu selected considering ethnic, racial, and religious practices of the clientele?
- Are alternative meals available for individuals?
- Is the eating time confirmed?
- Is the room set-up confirmed?
- Have you considered a non-religious-specific invocation?

### **After the Meeting**

- Is a follow-up news release needed and written?

- Are all bills in and paid?
- Is all the equipment returned and in operating order?
- Was the meeting room left neat and orderly?
- Are thank you notes written to speakers, guests and others?

(Adapted from the Desk Top Check List and Meeting Planner, O.S.U. Extension Affirmative Action and Equal Opportunity Subcommittee.)