

# **Alaska 4-H Procedure Handbook**

The procedures in this handbook apply to all University of Alaska Fairbanks 4-H Positive Youth Development Program activities, operations and delivery methods. These procedures cover campus, district programs, and statewide activities and events associated with the implementation of the 4-H Positive Youth Development Program (PYDP). This handbook applies to: all administrators, employee, advisory groups, volunteers, parents, and youth associated with the 4-H PYDP.

The handbook will be reviewed and revised on a regular basis with approved revisions posted on the Alaska 4-H Positive Youth Development Program website. New and revised procedures will be distributed via: email to the 4-H employee, email via enrollment system mailing lists, and email/mail via newsletters. The official handbook is the version maintained by the Alaska 4-H Positive Youth Development Program Leader and on the Alaska 4-H employee shared drive.

Alaska 4-H PYDP employee also are guided by policies and procedures applicable to only UAF paid employees. For those practices UAF employees should consult their supervisor and the UAF HR website.

## Use of this Handbook

The 4-H PYDP is a non-formal education program planned and conducted at the district level in compliance with the procedures, guidelines, and standards outlined in this handbook.

District 4-H units may establish practices that are consistent with or more restrictive than the state procedures, guidelines, and standards established in this handbook. District 4-H unit practices must be approved by District 4-H PYDP employee before being implemented. procedural changes must be publicized throughout the district through means effective in reaching all administrators, employee, advisory groups, volunteers, parents, and youth.

## Handbook Definitions

As used throughout this handbook, the following terms will be understood as follows:

4-H Adult Volunteer	A qualified individual who has been approved as a 4-H adult volunteer by the 4-H PYDP employee to assist UAF in the execution of the 4-H PYDP. A volunteer has completed all training requirements identified by the UAF, a background check, and 4-H training modules.
4-H District	A UAF Cooperative Extension Service geographically-defined region.
4-H Member	A youth from the ages of 5 through 18 years of age, who is a participant in 4-H PYDP.
4-H PYDP employees and volunteers	Representatives with responsibilities associated with UAF 4-H PYDP programming.

4-H Unit	Any of the 4-H organizational groups through which programming is delivered (e.g., clubs, special interest programs and overnight camping programs).
4-H Volunteer Advisory Organization	Volunteer Advisory Organization (VAO) is an umbrella term to describe the various 4-H program advisory boards and 4-H councils at the district and state levels. VAOs are formed to provide administrative and programmatic support of the many educational activities being conducted simultaneously in different clubs or groups throughout the district and state. Officer positions in such boards are representative of the audience served and consist of volunteers in good standing.
CES	Cooperative Extension Service. The Cooperative Extension Service is a component of UAF's IANRE.
IANRE	Institute of Agriculture, Natural Resources, and Extension. IANRE is an institute at the University of Alaska Fairbanks. IANRE houses the Cooperative Extension System. The Cooperative Extension System delivers Positive Youth Development and 4-H programming through the Cooperative Extension System.
Statewide 4-H Program Leader	The state-wide administrator who provides programmatic leadership for the 4-H PYDP throughout Alaska. The Program Leader is responsible for the development, interpretation, and implementation of UAF procedures related to the 4-H PYDP.
UAF	University of Alaska Fairbanks
USDA	United States Department of Agriculture. USDA delivers federal funding to the Cooperative Extension Service, supporting the 4-H Positive Youth Development Program.

## Alaska's 4-H PYDP Mission Statement

The University of Alaska Fairbanks 4-H Youth Development Program empowers youth to reach their full potential, working, and learning in partnership with caring adults.

## Alaska's 4-H Positive Youth Development Guiding Program Quality Principles

1. Physical and psychological safety: Youth need to feel safe in 4-H programs and be able to interact positively with others.

2. Appropriate structure: 4-H programs must have clear and consistent rules and expectations, with clear boundaries and age-appropriate monitoring.
3. Supportive relationships: Youth need to feel others care about and support them. They also need to receive clear guidance and communication from 4-H volunteers and employee.
4. Opportunities to belong: All youth need to feel included in a meaningful way in 4-H, regardless of their gender, ethnicity, sexual orientations, or ability. Youth should have opportunities to share their culture and heritage with others and to forge a positive identity.
5. Positive social norms: Youth should experience clear rules and expectations for participating in 4-H, including the values, morals, and ethical expectations of being a 4-H member.
6. Provide autonomy: Youth in 4-H should be taken seriously and respected for their ideas and contributions. Youth should be given opportunities to develop responsibility and be challenged to set and achieve goals.
7. Provide opportunities for skill building: Youth need to develop physical, psychological, intellectual, emotional, and social skills as they grow and develop. 4-H provides opportunities for youth to develop the skills that support a young person into adulthood and the workplace.
8. Integrate family, school, and community: Youth in 4-H do best when there is a connection to their 4-H experience with their family, school, and community. This is why 4-H programs begin at the local level, in the community where youth can practice their emerging leadership skills as they grow and develop.

From Eccles, J., & Gootman, J. (Eds.). (2002). Community programs to promote youth development. Washington DC: National Academy Press.

## The 4-H Emblem, Flag, and Creed

The 4-H emblem's colors are green with white. The white symbolizes high ideals and standards. The green represents nature's most common color and is emblematic of youth, life, and growth.

The 4-H emblem's symbol consists of a green, four-leafed, stemmed clover on a white background. The clover has a letter "H" in white or metallic gold on each leaf. The Hs stand for Head, Heart, Hands, and Health.

The 4-H emblem symbolizes the aim and desired results of effective learning for each individual.

**HEAD** - Problem solving: ability to sort out complex problems.

**HEART** - Emotional development: developing good attitudes toward work and learning; developing acceptance and appreciation of other people.

**HANDS** - Skills development: ability to do, skill in doing, and habit of doing.

**HEALTH** - Healthy lifestyle: exploring and practicing healthy physical and mental wellbeing.

## Use of 4-H Colors, Symbols, and Emblem

1. The use of 4-H colors, symbols, and emblem is optional. However, if 4-H colors, symbols, and emblem are used to publicize events or represent activities as official 4-H functions, their use must conform to certain regulations.

2. Suspected violations in the use of the 4-H name, colors, symbols, or emblem should be reported to the District 4-H PYDP employee. Violations that extend beyond one district or a multi-district partnership should be reported to the State 4-H Program Leader.

## The 4-H Creed

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, plan and to reason.

I believe in the training of my HEART for the nobleness it will give me to be kind, sympathetic and true.

I believe in the training of my HANDS for the ability it will give me to be helpful, skillful, and useful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my state, and my community, and in my responsibility for their development.

In all these things I believe, and am willing to dedicate my efforts to their fulfillment.

## ALASKA'S 4-H PYDP DELIVERY MODES

The Alaska 4-H Positive Youth Development Program (4-H PYDP) engages youth in developmentally appropriate educational programs and activities that are organized through a variety of delivery modes. These delivery modes are identified according to the level of 4-H PYDP employee involvement and intended outcomes of the experience. Accurate identification of the delivery mode of each activity is important for categorization and reporting of 4-H PYDP activities.

### A. Organized 4-H Clubs

Organized 4-H clubs are a formally organized group of youth members, supervised by a team of appointed 4-H adult volunteers, with a planned program that is carried out through all or most of the year. 4-H PYDP clubs generally are chartered, have elected officers, and bylaws to govern the club. For very young members, other developmentally appropriate structures and operating procedures are followed.

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

**In-school clubs** meet during school hours, but have officers and planned activities beyond school enrichment.

**After-school clubs** are organized within after-school programs administered by UAF 4-H PYDP employee or other organizations (i.e., other youth development organizations or housing authorities). They meet the above definitions of a 4-H PYDP club, and the young people and adult staff identify themselves as 4-H members and 4-H adult volunteers. They may have officers and elements of a club structure.

**Military 4-H PYDP** clubs are organized by the Armed Forces on military installations for military dependents. Military 4-H PYDP clubs do not meet the above definitions of a 4-H PYDP club. No state 4-H program fees are required since the youth are under the direct supervision of another agency and do not participate in most 4-H PYDP activities off of the military installations.

### B. 4-H PYDP Special Interest Programs

4-H PYDP special interest programs are groups of 4-H members who meet for a special learning experience that involves direct teaching by UAF 4-H PYDP employee or trained 4-H adult volunteers or teen leaders.

The program is not part of a club or school curriculum. The duration of the direct audience contact for this delivery mode is at least 6 weeks with a minimum of 6 total contact hours.

### C. 4-H PYDP Short-Term Programs

4-H PYDP short-term programs occur when groups of 4-H members meet for a special learning experience that involves direct teaching by UAF 4-H PYDP employee or trained 4-H adult volunteers or teen leaders.

The program is not part of a club or school curriculum. The duration of the direct audience contact for this delivery mode is at least 6 hours but no more than 6 weeks.

#### **D. 4-H PYDP Overnight Camping Programs**

In overnight camping programs, 4-H members participate in a 4-H PYDP planned educational experience of group-living in the outdoors. Overnight camping includes being away from home at least one night of resident, primitive, or travel camping.

#### **E. 4-H PYDP School Enrichment Programs**

4-H PYDP school enrichment programs consist of groups or classrooms 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 UAF 4-H PYDP employee, trained 4-H adult volunteers, teen leaders, classroom teachers, or other school personnel using 4-H PYDP curricula or other educational materials.

#### **F. 4-H PYDP Individual Study/Mentoring/Family Learning Programs**

In 4-H PYDP individual study, mentoring, and family learning programs, planned learning occurs independently of a formal group setting, such as a club, and usually is self-directed, with limited adult involvement except for parents/guardians or mentors. Examples include self-study, home study courses, advanced placement courses, mentoring or shadowing with an “expert,” or whole families learning together independently of others outside of the family.

#### **G. 4-H PYDP School-aged Childcare or Afterschool Education Programs**

4-H PYDP school-aged childcare or afterschool educational programs are offered outside of school hours to youth enrolled and under the supervision of another agency or school, and incorporate 4-H PYDP curricula or other educational materials/activities in their programming.

4-H clubs in school-age childcare or afterschool settings, or afterschool programs directly supervised by 4-H PYDP, should be reported under Organized 4-H Clubs in the 4-H enrollment system.

#### **H. 4-H PYDP Instructional Video/Webcast Programs**

4-H PYDP instructional videos and webcast programs offer youth learning experiences through 4-H PYDP via Internet or other screen technologies.

### **Alaska’s 4-H PYDP FEES**

Annually, the State 4-H PYDP Program Leader reviews program needs and sets the state 4-H membership fees for 4-H members. These fees cover costs associated with the 4-H PYDP and services, as well as insurance. Program fees are collected through the online enrollment system or via the local district office then sent to the university for deposit into the district and state 4-H accounts. All fees collected are subject to established UAF receipting processes developed by the university Signers’ Business Office.

### **Other Participation Fees**

For certain events, activities, or projects, the 4-H member may be responsible for additional costs to cover supplies, services, or materials. Some examples are the costs of project work and participation at camps, field trips, fairs, and competitive events.

### **Fee Waivers**

The 4-H PYDP is open and accessible to all youth, regardless of their individual ability to pay. All brochures, marketing, or other communications of the 4-H PYDP should include a notice that program fees will be waived

or reduced for eligible youth. The 4-H unit (e.g., club), 4-H volunteer management organization (e.g., council), or district account are responsible for covering program fees for eligible youth who are unable to pay them. A Request for 4-H Program Fee Waiver form should be made available for a youth's parent/guardian to fill out and submit.

## Adult Volunteer or Member Payment for Services

4-H adult volunteers or members cannot charge for the services or lessons they provide as a 4-H adult volunteer or member (e.g., junior/teen leader). Project activities must be performed free of charge. No payment to a 4-H adult volunteer or member may be accepted or solicited.

## 4-H PYDP Multiple Delivery Mode Participation

4-H members and adult volunteers may participate in one or more 4-H PYDP projects and programs in any delivery mode. 4-H members and adult volunteers must complete all enrollment forms as required by the respective delivery modes. Each member is required to pay only one membership fee; however each member is responsible for paying additional applicable fees specific to each unit, event, and/or activity in which they participate.



## MEMBERSHIP

Membership in the Alaska 4-H Youth Development Program (4-H PYDP) engages youth in a range of age-appropriate activities that lead to positive youth development and educational outcomes. Youth are involved in positive, meaningful, caring relationships with adult volunteers that help youth to develop the resources needed for successful life skill development.

For individuals who need an accommodation or for whom the outline process does not work accommodations will be made. Language access services, such as interpretation or translation of vital information, will be provided free of charge to limited English proficient individuals upon request to [amnorris2@alaska.edu](mailto:amnorris2@alaska.edu). UAF is an Affirmative Action/Equal Opportunity employer, educational institution and provider and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).

### Membership Procedure

Programs and events specifically designed for a particular age range may limit participation in consultation with, and approval of, the 4-H PYDP employee.

1. Any limitations to 4-H project participation must be based on the educational or curricular resources used in the project. Cloverbud members cannot enroll in large animal projects, horse/pony, or shooting sports.
2. When used, limitations must be well publicized and equitably enforced. It must also be announced that enrollment is on a first-come, first-served basis.
3. Limiting criteria shall not be based on a member's protected status (i.e., race, ethnicity, gender, etc.).

### 4-H Age

Youth enroll based on their age by August 15th of the upcoming 4-H program year. This is referred to as their 4-H age. Youth may participate in 4-H PYDP activities between the ages of 5 and 19, based on their age on or before August 15

1. For example: Billy turns 10 on September 10th, 2023. His 4-H age is 9 for the 4-H year that starts October 1, 2023 through September 30, 2024.
2. For example: Charleigh turns 5 on October 1, 2023. They are not eligible for enrollment until October 1, 2024.
3. For example: Kelly turns 19 on September 12, 2023. Their 4-H age is 18. They are eligible for their last year of 4-H membership through September 30, 2024.

### Youth Participation Criteria

There are different age levels of 4-H PYDP participation and involvement. Youth are eligible to participate in 4-H if they meet the following criteria:

#### Cloverbud 4-H Members

Cloverbud members must be 5 years old by August 15th of the upcoming program year. They will remain Cloverbud members until 4-H age of 8. Youth enrolling who turn 8 on or after August 15th, must participate as a Cloverbud member until September 30th of the upcoming 4-H program year.

For example: Pat turns 5 on August 29, 2023. They are not eligible to participate in Cloverbud 4-H until October 1, 2024.

For example: T.J. turns 8 on September 20, 2023. They are considered a Cloverbud member for the 4-H program year that begins October 1, 2023 and ends September 30, 2024.

### **Junior, Intermediate, Senior Members**

Youth between 4-H ages 8 and 11 may be junior 4-H members. Youth between 4-H ages 12 and 14 may be intermediate 4-H members. And, youth between 4-H ages 15-18 may be senior 4-H members.

### **Shooting Sports Members**

The Alaska 4-H PYDP Shooting Sports Program is open to all members nine (9) years of age or older, by August 15th of the program year.

### **Age-limits and exceptions**

The age standards apply to all participants. Requests for exception to an age limit must be approved by District PYDP employee and the State 4-H Program Leader.

### **Members as Adult Volunteers**

An individual must be 18 years or older to serve as an adult volunteer. A 4-H youth member cannot simultaneously be an adult volunteer.

## **Alaska's 4-H PYDP ENROLLMENT**

Youth must enroll in Alaska's 4-H PYDP to be a member and participate in Alaska 4-H PYDP activities. Individuals must complete all enrollment forms and all required training and background checks before they are approved to serve as 4-H adult volunteer members.

### **Enrollment Process**

Each UAF CES District office is responsible for conducting proper enrollment procedures, following the 4-H enrollment process, and submitting payment of state 4-H program fees. Enrollment data provides an important record of participation. It is used to report program participation to IANRE and USDA, as well as to supporters and other stakeholders. Enrollment data may also be used in the evaluation of the 4-H PYDP. Enrollment procedures vary depending on delivery mode and program category.

### **Individual Member Enrollment: Youth and Adult**

All individually enrolled 4-H members must complete all forms in the 4-H enrollment system annually. This includes the Member Enrollment Form, the Member Treatment Authorization/Medical Release and Health History Form, the Member Code of Conduct, the Parent-Guardian-Adult Participant Code of Conduct, the Parent Consent for 4-H Evaluation & Research, the Youth Waiver of Liability, the AK 4-H Youth Media Release; and must pay applicable 4-H program fees. The 4-H member's parent/guardian provides approval and signature of all enrollment forms listed above.

All individually enrolled 4-H adult volunteers must annually complete all forms in the 4-H enrollment system annually, including the Adult Volunteer Application Form, the 4-H Adult Volunteer Treatment Authorization/Medical Release and Health History Form, 4-H Adult Volunteer Code of Conduct, and the Media Release. The 4-H adult volunteer completes all enrollment forms listed above. In addition to enrollment, 4-H adult volunteers are required to complete training and background checks before they are identified as active volunteers.

## **Group Enrollment**

Group enrollees who are under the direct supervision of another agency do not complete the individual enrollment process. For example when a 4-H PYDP employee or volunteer offers a 4-H program event during the school day, at the school. Participation is reported on the Group Enrollment Form. Youth and adult participants enrolled through the group enrollment process are not covered under 4-H PYDP insurance.

## **Program Year**

Alaska's 4-H PYDP program year begins October 1 and ends the following September 30. Alaska's 4-H PYDP uses this program year for all reporting processes.

## **Member Enrollment Deadlines**

Generally, 4-H members and adult volunteer may enroll in the 4-H Positive Youth Development Program, clubs, and units at any time during the year, however, enrollment deadlines for participating in specific district programs and events may be established with approval of the 4-H PYDP employee to ensure proper planning.

## **Project Enrollment**

A member may add or delete project enrollments at any time during the 4-H year. The 4-H PYDP VAO or unit, with District 4-H PYDP employee approval, may establish project enrollment deadlines relative to participation in 4-H rally days, exhibit days, state fair, and other exhibit opportunities.

## **Married or Pregnant 4-H Members**

Married or pregnant youth are eligible to participate as 4-H members as long as they meet the age requirements. Marriage does not change eligibility for events or activities, or exempt members from program rules or code of conduct. Discrimination on the basis of marital status and/or pregnancy is prohibited.

## **Transferring Membership**

Members transferring from one district or state to another are accepted and given full credit for their past documented 4-H PYDP work and achievements. District 4-H PYDP employee may require verification of past work and achievements. Members are required to complete Alaska 4-H enrollment forms and pay the required fee if they are transferring from out of state..

## DEVELOPMENTAL APPROPRIATENESS

The 4-H PYDP is based on the needs and interests of its members. Because adult volunteers are likely to be dealing with young people at different stages of development, they should have an understanding of the characteristics of the various age groups they are guiding, so that they can help members plan and carry out a program that will be of interest and value to them.

### **Cloverbud 4-H Members (5 - 7 years old)**

The following practices should guide the delivery of educational programs and activities for Cloverbud members. Cloverbud members must exhibit in shows and fairs based on their age by August 15th of the upcoming 4-H program year regardless of when a fair, show, or event is conducted during the calendar year.

Adult volunteers should provide open-ended activities that promote skills practice.

1. Activities should focus on the process of doing things rather than the finished product.
2. Activities should make use of participants' experience and encourage exploration, rather than written or verbal lessons.
3. Activities for Cloverbud members should be limited to cooperative learning environments with no competition.
4. Cloverbud members may be encouraged to complete the Cloverbud member - Report with assistance from their adult volunteer, parents/guardians or older members. This is the only record form for Cloverbud member use.
5. Cloverbud members should be recognized for their participation at the unit level, especially at the time of "graduating" to the next age level. Certificates, ribbons, and/or pins may be used as tokens of this achievement.
6. Fairs are open to Cloverbud members for exhibit only. The use of Danish and American systems of judging is not acceptable for use with Cloverbud members. Cloverbud members should only receive recognition for their participation.
7. Cloverbud members cannot receive premium or prize money.
8. Cloverbud members may not participate in large animal projects, including horse/pony projects.
9. Cloverbud members may not participate in any 4-H PYDP shooting sports projects.

### **Junior 4-H Members (8 - 11 years old)**

The following practices should guide the delivery of educational programs and activities for junior 4-H members.

1. Activities should be limited to cooperative learning environments with limited competition.
2. Projects should cover an array of subject matter.
3. Junior members should have frequent meetings with work divided into time-limited units.
4. Meetings and group activities are important. Project lessons should be short, and individual projects should be closely supervised. Instruction should be carefully planned and given in small increments, with some recreation included at every meeting.
5. Junior members should learn about what makes up a community. Learning experiences should involve structured exposure to community engagement.
6. Junior members should be given the opportunity to develop leadership skills through assignment of appropriate leadership roles wherever possible. They should be encouraged to assist younger members and develop teamwork skills. Junior members benefit from adult support and encouragement.

7. All accomplishments and participation by junior members are reported in the member's record book forms.

### **Intermediate 4-H Members (12 - 14 years old)**

The following practices should guide the delivery of educational programs and activities for intermediate members.

1. Activities should include cooperative learning and individual work with limited competition as an evaluation tool.
2. Intermediate members should be encouraged to take an active role in decision-making at the unit level, (e.g., committees, officers, and activity planning.)
3. Projects should cover an array of subject matter.
4. Intermediate members should be encouraged to assist the younger members. They should be supported to further explore their role in helping others achieve goals. Tasks may be to notify members of meetings and to assist the adult volunteers with setup, clean up, and/or taking attendance and in demonstrating skills.
5. Advanced projects should be offered to those who are interested. Talks, discussions, tours, conferences, and group educational activities are appropriate.
6. Projects should focus on or have a component on career exploration.
7. Adult volunteers should allow project groups to function with intermediate member leadership, with counsel and guidance provided when needed and desired.
8. Adult volunteers should provide opportunities for experiences that will give each member a feeling of importance.

### **Senior 4-H Members (15 - 18 years old)**

The following practices should guide the delivery of educational programs and activities for senior members.

1. Activities should include individual and teamwork, with limited competition.
2. Senior members should be encouraged to take an active role in decision making by providing leadership, such as leading projects and serving as committee chairs or officers.
3. They should participate in implementing and evaluating activities.
4. Senior members should be encouraged to identify individual goals, acquire the resources, and do the research to pursue specific interests.
5. Senior members should be encouraged to be role models for younger members and provide leadership at the unit, district, and state levels.
6. Senior members are encouraged to enhance their role in helping others achieve goals. Responsibilities may include teaching, program management, event planning, and/or program promotion.
7. Senior member involvement should expand beyond the local unit level to district functions, community service, and getting others involved.
8. Although senior members may have sufficient knowledge and experience to function in teaching and administrative roles, for liability reasons, they are not allowed to assume the full responsibilities of adult volunteers.
9. Senior members can and should be encouraged to participate in the district and state volunteer management organization (e.g., council). Senior members can participate in advanced district and state leadership activities, including Alaska State Ambassador, State 4-H Advisory Committees, Youth in Governance, National 4-H Congress, National 4-H Conference, and Citizenship Washington Focus.

## Youth Leadership for 4-H Units, Officers

1. Youth members, under the guidance of adult volunteers, plan and carry out the work of the 4-H club or unit and are responsible for its educational goals, membership and adherence to 4-H Vision and Mission, Member Code of Conduct, and procedures.
2. Their work is guided by the unit's Bylaws.
3. Annually, officers and members prepare, present, and implement an annual program of work. The 4-H Club Program Planning Guide assists the 4-H unit in setting goals, implementing, and evaluating their work.
4. Generally, 4-H clubs have the following member officers, though 4-H units may provide for additional officers in their bylaws.

President

Vice President

Secretary

Treasurer

Historian

See the [4-H Officer's Manual \(2013\)](#) located on the volunteer resource page of the website for more information.

## Decision Making

1. 4-H officers and members are called upon to make many decisions. The decision-making process should follow 4-H PYDP procedures and further the educational goals and objectives of the 4-H PYDP.
2. 4-H units often use parliamentary procedure for conducting their business meetings. Robert's Rules of Order are a guide to parliamentary procedures that can be used for business meeting decision making. The parliamentary procedures provide courtesy and respect for each member and bring order to the meeting.
3. 4-H units often use consensus decision making in conducting their 4-H unit activities. This is usually done through committees. These committees offer an opportunity for greater participation for members in shaping the unit's activities and events.

## Youth-Adult Partnerships

Youth officers and committee members carry out their duties in partnership with adult volunteers who offer guidance, direction, and mentoring.

## 4-H PYDP Participant Code of Conduct

Behavioral guidelines and expectations have been designed to make everyone's experience at 4-H events satisfying to all attending. This means that all participants, shall adhere to the core values of the University of Alaska 4-H PYDP and respect the individual rights, safety, and property of others. See Member Code of Conduct.

### Dress Code Guidelines

4-H encourages youth and adults to express their individuality within the parameters of the following Alaska 4-H dress guidelines. Articles of clothing that display profanity, products, or slogans that promote tobacco, alcohol, drugs, and/or sex are prohibited. Clothing and footwear should be worn that is appropriate for the activity performed and the terrain in which the activity is performed. Additional clothing considerations/restrictions may apply for safety reasons (as determined by the adult in charge of the event or activity).

### Uniform Requirements

There is no uniform requirement in the 4-H PYDP, and a uniform will not be required for participation in any 4-H PYDP sponsored activity, event, meeting or occasion. For youth safety, specific clothing items may be necessary for participation. 4-H PYDP employee will inform other sponsoring organizations that the 4-H PYDP does not require uniforms.

### Reporting and Consequences

If a member violates the 4-H Code of Conduct, the infraction should be reported promptly to the adult volunteer in charge of the activity at which the behavior took place. The adult volunteer will notify the 4-H member's parent/guardian and the 4-H PYDP employee of the allegation and any action taken.. If the allegation involves a possible act of discrimination, including any act covered by Regents' Policy 01.04, Sex and Gender-Based Discrimination under Title IX, the allegation must be reported as required under Regents' Policies and University Regulation Consequences may include but are not limited to the following:

1. Sending the member home.
2. Having the member meet with 4-H adult volunteers and/or employee to talk about how the member can learn from what they did and to decide what the member should do to make up for any harm done.
3. Charging the member (or their parent(s)/guardians) for the cost of repairs to property that the member damaged.
4. Giving a warning, limiting, or barring the participant from future 4-H PYDP events.
5. Referring the incident to the appropriate law enforcement agency and/or the proper authorities.
6. Suspending or terminating 4-H PYDP membership.

## Youth Governance and Decision Making

### **Member in Good Standing**

To be considered a member in good standing, 4-H members must complete the enrollment process, be enrolled in at least one project, and comply with the Member Code of Conduct.

### **Decision Making**

The 4-H PYDP emphasizes the governance of youth activities and decisions by the youth themselves. Youth should be active participants in designing and developing 4-H educational activities at the club, district, and state levels.

### **Participation in District and State Volunteer Advisory Organizations (VAOs)**

Senior members (15-18 years old), have decision-making authority and voting rights in district and state VAOs (e.g., councils) and in program advisory committees at the district and state levels. Additionally, senior members may hold offices in the district and state VAOs, except for those of president or treasurer. Junior and Intermediate members are not allowed these privileges.

### **Participation Limitations**

Senior members participating in district and state VAOs shall not serve as adult volunteers or representatives of the University of Alaska.

## Attendance and Participation

Attendance at local 4-H meetings and programs is designed to be a valuable learning experience for youth. Participation cannot be required for membership in the 4-H PYDP.

1. Participation in any single 4-H activity is not tied to participation in another.  
 For example: attendance at club meetings is not a requirement for attending overnight camp or participating in conferences; attendance at project meetings is not a requirement for attending overnight camp or participating in conferences.
2. Attendance at local 4-H meetings and programs may be required if it is directly related to being able to meet responsibilities of a position or role or to participate safely in a related experience.  
 For example: attendance at camp counselor training meetings may be required of all camp counselors, attendance at club meetings may be required of all officers, and attendance in the horse project meetings may be required to participate safely in the horse show.
3. District 4-H employee and adult volunteers should work together to develop appropriate incentives and recognition opportunities to motivate youth to participate in meetings, activities, and events.

### **Participation in State, National, or International Activities**



Attendance at local 4-H meetings is not a requirement for participation in international travel programs or any other state or nationally-sponsored events. The only consideration for participation in state, national, or international activities is whether the 4-H member is in good standing and meets the age requirements, application deadline, and any other activity-specific requirements.

### **Diversity**

The Alaska 4-H PYDP is open to anyone in Alaska irrespective of the participants' race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, or genetic information. Specifically, 4-H PYDP is committed to understanding, valuing, and increasing diversity among youth participants and adult volunteers.

## Fundamentals of Positive Youth Development

### Project-Based Learning

4-H members participate in subject-matter projects over an extended period of time where they are guided through experiences, reflect, and then apply their learning. In this manner, youth explore, practice, and master skills that promote youth development and educational outcomes. Projects and related curriculum provide the basic foundation for 4-H PYDP learning experiences. Projects provide cooperative and collaborative learning opportunities, which help youth develop teamwork skills and promote deeper learning through group reflection. Project leaders guide the learning process through posing challenges, setting boundaries, supporting youth, facilitated and guided reflection.

### Experiential Learning Model

The Alaska 4-H Youth Development Program (4-H PYDP) uses a 3-step experiential learning model (do-reflect-apply) to promote members' sense of belonging, competence and agency. Utilizing the experiential learning model helps young people develop deeper understanding of subject matter, practice skills and gain practical wisdom through authentic experiences, guided reflection and application in new situations.

### Application of Knowledge

The 4-H PYDP emphasis is on the practical application of learning or “learning by doing” to develop skills and acquire a sense of responsibility, initiative, identity and self-worth. Youth learn through participation in authentic activities where they have personalized experiences and are able to raise questions and seek answers important to themselves, their families, peers and their community.

### Research-Based Programs

Effective youth development programs are based on basic and applied research. Developing programs for youth that will produce positive outcomes requires appropriate program design and planning, implementation, and evaluation.

1. 4-H PYDP programs must also be attractive to youth so they want to participate. It is important that these experiences are anchored in positive relationships with a caring adult. They provide a safe environment where youth are engaged and involved in their communities. Programs allow youth to develop and demonstrate their new skills.
2. 4-H PYDP members belong to organized 4-H units including clubs, special interest/short-term programs, school enrichment programs, overnight camping programs, individual study/mentoring/family learning programs, and school-age childcare or after-school education programs. Appropriate methods and curricula must be integrated into these deliveries to further the educational objectives of the 4-H PYDP.

### Program Evaluation

4-H PYDP advisors, academic coordinators, and specialists at the district and state level are responsible for evaluating the effectiveness of each delivery method used in the 4-H PYDP at their respective level. The primary tool for this evaluation will be through the use of the National 4-H Common Measures tool.

## Curriculum Content

At the center of the 4-H PYDP is high quality learning experiences fueled by age appropriate, learner-centered subject-matter content. Content can be in the broad areas of positive youth development, as well as specific subject matter associated with project learning.

## Curriculum Development

Any subject matter expert within the UAF community may develop curricula. Curricula must be experiential and inquiry-based, educationally sound, and appropriate for the developmental levels of the intended audience. New curricula should be field-tested. Curriculum may be submitted to the State 4-H Program Leader for peer review and/or publishing.

## National 4-H Curriculum

The [National 4-H Curriculum](#) is a national database of reviewed and suggested 4-H materials available for use by 4-H PYDP employee, adult volunteers, and members.

## Developmental Appropriateness of Project Curriculum

All 4-H PYDP curricula must be developmentally appropriate for participants and appropriate for the delivery mode. 4-H PYDP employee has the responsibility for approving and evaluating all curricula for local, county and state use.

## Fairs, Expositions and Other Sponsored Shows

Fairs provide opportunities for members to exhibit the best of their project work from the past year and see how their skills have grown. Fairs also share with the community what 4-H PYDP activities are taking place in their area. Each fair is governed by a set of rules that should be carefully reviewed by 4-H PYDP employee.

## Value of Participation

The 4-H PYDP recognizes the value of participation at fairs as a means to showcase, exhibit, and otherwise demonstrate an individual member's accomplishments and skill development. Fair participation, however, is not a requirement for 4-H involvement, nor should fairs be considered as a validation of the learning experience.

## Eligibility to Show

Notification of district 4-H PYDP requirements of show eligibility must be given to the member at the time of enrollment. 4-H members must complete project completion requirements and additional requirements as determined by the district 4-H PYDP to be eligible to show. Exhibiting at the state fair, district fairs or other exhibition events may have certain entrance requirements separate from the 4-H PYDP.

## Ages to Show

4-H PYDP age requirements as set forth in this Handbook are to be used for determining age requirements for fair participation. The levels of membership for 4-H are age based. Each level is defined as follows:

**Cloverbud members** must be 5 years old by August 15th of the upcoming program year. They will remain Cloverbud members until 4-H age of 8. Youth enrolling who turn eight on or after August 15th, must participate as a Cloverbud member until September 30th of the upcoming 4-H program year.

For example: Pat turns 5 on August 29, 2023. They are not eligible to participate in Cloverbud 4-H until October 1, 2024.

For example: T.J. turns 8 on September 20, 2023. They are considered a Cloverbud member for the 4-H program year that begins October 1, 2023 and ends September 30, 2024.

**Junior, Intermediate, Senior members** must be 8 years old by August 15th of the upcoming program year to be considered a 4-H Junior member. A youth may enroll in the program until they become 19 years of age on or before August 15. (See below for more information on these membership types.)

For example: Kelly turns 19 on September 12, 2023. Their 4-H age is 18. They are eligible for their last year of 4-H membership through September 30, 2024.

### **4-H Sponsored Fairs**

Local exhibit, display and experiential opportunities may be organized, managed and offered by the 4-H PYDP at the local, district level with the approval of the district 4-H PYDP employee or at the state level with the approval of state 4-H PYDP employee.

Adult volunteers secure a location, determine rules for entries, exhibits and awards, handle finances and actively manage all aspects of the event, consistent with UAF and 4-H PYDP policies and procedures.

### **Collaboration with Other Organizations**

A memorandum of understanding (MOU) is used to document the cooperation between organizations and procedures governing ownership/entrepreneurial projects and enrollment of youth who participate in fairs and expositions as members of these organizations or as independent exhibitors. MOUs are recommended when working with other youth organizations. MOU templates and review of draft MOUs can be obtained through the Statewide 4-H Program Leader.

## 4-H Adult Volunteers, Parents, Guardians, and Other Adult Participants in the 4-H Youth Development Program

Volunteers, parents/guardians, and other adult participants are a valued and essential part of the Alaska 4-H Youth Development Program (4-H PYDP) and have a profound impact on the life trajectory of 4-H members. Serving as a 4-H adult volunteer is a privilege extended by the University of Alaska. 4-H PYDP employees are responsible for supervising volunteers. The Statewide 4-H Program Leader is responsible for supervising adult volunteers that do not service within the authority of a district or whose service is conducted at the state level. It is the responsibility of the 4-H PYDP employee to identify, screen, select, train, and support 4-H adult volunteers so they can successfully carry out their duties. Adult volunteer appointments are made annually, after reviewing program needs, as well as quality of service and past performance of the volunteer. The policies set forth in this chapter are designed to assure that the 4-H PYDP engages caring, competent, and effective volunteers and provides a satisfying and rewarding experience for the adult volunteer that is beneficial to Alaska 4-H members.

### Age Requirements for 4-H Adult Volunteers

An individual must be 18 years or older to become a 4-H adult volunteer. A 4-H adult volunteer cannot simultaneously be a 4-H member. Depending upon the roles and responsibilities of a 4-H adult volunteer position, additional age restrictions can be applied. For example some rental facilities require the adult to be over 21 years of age.

### District Authority

4-H PYDP employees have the authority to maintain procedures that are more stringent or set conditional age restrictions for 4-H adult volunteers if required by the activity.

### Chaperones

A chaperone is a 4-H adult volunteer at least 25 years of age who is responsible for a delegation of youth at a 4-H PYDP event or activity. The event usually lasts more than twenty-four (24) hours with an overnight stay, and often involves travel. 4-H PYDP employees assign chaperone duties to 4-H adult volunteers who are Authorized Adults under UAF's Protection of Minors Policy.

### District Authority

4-H PYDP employees have the authority to maintain procedures that are more stringent and to set conditional restrictions based on age of the chaperone if required by the activity.

### Parents and Guardians as Chaperones

Parents/guardians who desire to serve as an overnight chaperone must be screened and appointed as a 4-H adult volunteer and an Authorized Adult prior to serving in a chaperone capacity.

### Parent/Guardian Involvement

The 4-H PYDP strives to provide quality leadership for youth participating in 4-H PYDP programs, events, and activities. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. Parents/guardians are encouraged to participate in the 4-H PYDP in a variety of supportive positions.

## **Behavior Guidelines**

When a youth joins, 4-H PYDP, 4-H PYDP employee are to provide parents/guardians with the Parent-Guardian-Adult Participant Acknowledgement of Code of Conduct. Parents/guardians participating in the 4-H PYDP are expected to abide by these guidelines.

## **Behavioral Violations**

4-H PYDP employee have the authority to bar or censor parents/guardians who do not follow these guidelines. A child whose parent/guardian has been barred from participation or censored is still eligible to participate in the 4-H PYDP.

## **Non-Participation**

Parent/guardian involvement cannot be required for youth to participate in the 4-H PYDP. However, the active support, cooperation, and involvement of parents/guardians are believed to increase the benefits to a member involved in the 4-H PYDP experience.

## **Agency and School Personnel Participation**

Paid personnel of agencies or schools may work in a collaborative role with 4-H PYDP employee in assessing community needs, identifying local resources, and conducting 4-H PYDP experiences for youth in school settings and other community youth group contexts. 4-H PYDP employee may provide research and education programs to other agencies that serve youth.

## **Use of MOU**

Prior to any collaborative effort, all parties should come to a written understanding following UAF guidelines about the roles and responsibilities of the 4-H PYDP, each agency, and the employee and volunteers of each entity. Contact the State 4-H Program Leader for further information regarding MOUs. See also:

<https://www.uaf.edu/mou-moa/>

## Adult Volunteer Roles and Responsibilities

The 4-H PYDP employee set the 4-H PYDP's educational goals and standards, and recruit and train 4-H adult volunteers to deliver the program at the district level. 4-H adult volunteers implement the programs, provide logistical support for meetings and events, and direct the educational service to youth. Close cooperation and planning between 4-H PYDP employee and 4-H adult volunteers is required to produce effective 4-H PYDP programs.

### Member Safety

Adult volunteers are responsible for the safety of members during all meetings and activities. Adult volunteers must incorporate safety awareness in project meetings and demonstrate safe practices when showing members how to carry out their project work. Adult volunteers must also be prepared for emergencies.

### Project Safety

Adult volunteers need to be familiar with activities, procedures, and processes associated with the project they are supervising. Adult volunteers must be capable of identifying those project risks that pose the potential for causing accidents, injuries, or disease exposures.

### Safety Training

Safety training should be incorporated into educational instruction/curriculum associated with all 4-H PYDP activities and may be accomplished through verbal instruction, instructor demonstrations, review of written or electronic materials, and/or viewing commercially prepared video recordings. In certain instances, members may not be allowed to participate in an activity or utilize equipment or tools until they have demonstrated their understanding of associated hazards and procedures or achieved a necessary level of proficiency.

Other types of training are also required by the university (see next section under "initial appointment"). 4-H adult volunteers are expected to perform competently as educators, mentors, and extenders of youth development materials. They are expected to attend training programs led by 4-H PYDP employee or other adult volunteers who may deliver training through: orientation and in-service workshops, video and web-based materials, 4-H publications and newsletters, district and state 4-H adult volunteer forums, conferences, and workshops, or other methodologies identified as appropriate at the local level.

### Risk Assessment

If an unacceptable risk or hazard becomes evident while an activity is taking place, adult volunteers must promptly modify the activity, establish controls to reduce the risk to an acceptable level, and/or correct the hazard. If the unacceptable risk or hazard continues to exist, the adult volunteer must discontinue the activity and, if necessary, evacuate the members from the affected area.

### Roles of Adult Volunteers

4-H adult volunteers serve in the following roles in the 4-H PYDP:

1. Organizational unit 4-H adult volunteers: administer a 4-H PYDP unit such as a club, special interest group, or camp.

2. Activity or event volunteers: provide leadership within a specific, short-term 4-H PYDP project or activity. These activity volunteers make preparations for the activity, obtain relevant literature and distribute it to adult and youth participants, and attend the activity or community event.
3. Project or program volunteers: have expertise in particular areas which they teach to participants, parents/guardians, or special interest groups.
4. Resource/key volunteers: have expertise in club organization, planning and conducting activities, or specialized subjects relating to projects. Unit volunteers and 4-H PYDP employee often ask these individuals to serve as key resources at the club or county level. Examples: visiting artist, educational expert from federal agency, etc.
5. Collegiate 4-H adult volunteers: serve in local, regional, and state roles.
6. Other 4-H adult volunteers help with transportation, management, or recruitment. They may also serve as elected or appointed officers or committee members for the VAO.

### **Limitations of the Authority of Volunteers**

1. Volunteers, units, VAOs, and other 4-H groups may not sign contracts of any kind obligating UAF and/or the Board of Regents of the University of Alaska. In the present-day business environment virtually all contractual transactions result in the parties' assumption of risk. When volunteers enter directly into business contracts they may become personally responsible for the associated liability.
2. All agreements with outside organizations, agencies, and individuals must be executed under the guidance of an 4-H PYDP employee, and must comply with all applicable UAF policies and procedures governing the particular transaction.
3. In this specific context "volunteers" is construed to mean all individuals involved in the 4-H PYDP who are not UAF employees, including but not limited to chaperones and parents/guardians.
4. In this specific context, "contracts" is construed to mean all business agreements including, but not limited to facilities use agreements, rental and lease agreements, employment contracts, grants, fundraising agreements, services, consulting, construction contracts, and so on.

### **Conflict of Interest and/or Conflict of Commitment**

Faculty, staff, and volunteers may not engage in any activities that place them in a conflict of commitment and/or of interest between their official activities and any other obligation. Such conflicts may interfere with the individual's ability to meet their obligations, or may create a potential or actual conflict of interest or commitment, or the appearance of the same.

#### **District 4-H PYDP Program Coordinator Authority**

The District 4-H Program Coordinator has responsibility and authority to designate those activities that constitute a conflict of interest and/or a conflict of commitment by a 4-H adult volunteer. If the 4-H Program Coordinator determines a 4-H adult volunteer has a conflict of interest or commitment, the 4-H Program Coordinator will notify the 4-H adult volunteer in writing and ask the adult volunteer to remove themselves from the conflict of interest or commitment or resign from their 4-H adult volunteer position. Appeals can be made to the State 4-H Program Leader.

### **Charging for Services or Instruction**

4-H adult volunteers and junior/teen leaders provide services and lessons free of charge. No payment to a 4-H adult volunteer or junior/teen leader may be solicited or accepted.



## Appointment of 4-H Adult Volunteers

The 4-H PYDP strives to provide the highest qualified pool of 4-H adult volunteers to support Alaska's 4-H PYDP members. In this effort, the 4-H PYDP has developed a process for providing 4-H adult volunteers with the skills and knowledge required to deliver quality educational youth development experiences in a safe and caring learning environment.

Alaska 4-H PYDP employee can provide alternative training methods and forms for those individuals who experience barriers to access, such as internet services and/or computer availability.

Accommodation requests related to a disability should be made five business days in advance to [office or agent] at [phone number and email]. Language access services, such as interpretation or translation of vital information, will be provided free of charge to limited English proficient individuals upon request to amnorris2@alaska.edu. UAF is an Affirmative Action/Equal Opportunity employer, educational institution and provider and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).

4-H employee and 4-H programs and councils must verify each individual has been appointed as an adult volunteer before allowing the individual to serve in any capacity.

### Paperwork, Fees, and Deadlines

Adult volunteers may participate in one or more 4-H PYDP projects and programs in any delivery mode. Adult volunteers must complete all enrollment forms as required by the respective delivery modes. Each individual is required to pay only one fee associated with the annual background check and application process; however each volunteer is responsible for paying additional applicable fees specific to each unit, event, and/or activity in which they volunteer. And, for certain events, activities, or projects, the adult volunteer may be responsible for additional costs to cover expenses associated with the adult volunteer, for example the cost of travel for field trips and competitive events.

Generally, individuals may apply to be an approved adult volunteer in the 4-H Positive Youth Development Program, clubs, and units at any time during the year, however, application deadlines for volunteering in specific district programs and events may be established with approval of the 4-H PYDP employee to ensure proper planning.

### Fee Waivers

The 4-H PYDP is open and accessible to all individuals who want to volunteer and successfully complete the volunteer process, regardless of their individual ability to pay. The 4-H unit (e.g., club), 4-H volunteer management organization (e.g., council), or district account are responsible for covering program fees for eligible volunteers who are unable to pay them.

### Initial Application and Appointment Process

An adult interested in serving as a 4-H adult volunteer is eligible for "appointment" by the District 4-H PYDP Program Coordinator after successfully completing the process below. Individuals cannot serve as volunteers until they successfully complete the application process, are authorized adults under the minor protection process, and have been entered in the system-wide registry.

1. Enroll in the 4-H enrollment system.
2. Submit 4-H adult volunteer application (online or paper form), including the Adult Volunteer Application Form, the 4-H Adult Volunteer Treatment Authorization/Medical Release and Health History Form, 4-H Adult Volunteer Code of Conduct, and the Media Release.

3. Complete background check and submit fee payment required to run the background check, to the District Office or pay online
  - a. [UA R09.12.050](#): All employees and volunteers shall submit to a criminal history background check in advance of their participation in events, programs or activities where Minors will be present and are under their care or control. At a minimum, the background checks will include a borough/county criminal background check in all boroughs/counties where the applicant has lived the last seven years; a multi-state criminal background check with Social Security Number Trace and Alias Search; and a national sex offender registry check (every three years).
4. Complete required Alaska 4-H New Volunteer Training course
5. Complete all additional university-required trainings, including but not limited to Protection of Minors, Civil Rights and Responsibilities, and UA Safe Title IX.
  - a. All university trainings are required to be completed prior to an adult being moved to “active” status as a 4-H volunteer.

### **UAF Minor Protection Policy and Authorized Adult Status**

The UAF Protection of Minors Policy (UAF Policy 05.09.41) requires a specified number of Authorized Adults to provide supervision for minors who aren’t under their parent/guardian’s care and control. At least two Authorized Adults must supervise minors; additional Authorized Adults may be required based on a variety of factors, including age and number of minors. Any 4-H PYDP activity with minors who are not under their parent/guardian’s care and control must comply with the requirements of the UAF Protection of Minors Policy. To become an Authorized Adult under the UAF Protection of Minors Policy, individuals must complete the requirements described in the Protection of Minors Policy and be approved as an Authorized Adults. UAF faculty, staff, volunteers, matriculated graduate and undergraduate students, interns, contractors, and consultants can become Authorized Adults under the UAF Minor Protection Policy.

#### **List of required trainings**

- Protection of Minors (Protection of Minors Policy 05.09.41 | Office of the Chancellor (uaf.edu)),
- Title IX (UAF Volunteers | Environmental Health, Safety, and Risk Management),
- Annual Volunteer Civil Rights Training Module
- If transporting participants, additional training is required. Please see the “Driving” tab at [www.uaf.edu/safety/risk-management.php](http://www.uaf.edu/safety/risk-management.php)

Failure to be in compliance could result in disciplinary action. Any discipline of employees will follow the employment rules governing the individual's employment category (Protection of Minors Policy-05.09.41 | Office of the Chancellor (uaf.edu)). Alaska 4-H PYDP employee are responsible for auditing compliance with minor protection/ volunteer requirements for the 4-H clubs and councils in their district. An annual audit will be completed at a minimum; more frequently if the system doesn’t prompt renewal requirements for ongoing volunteers.

### **Initial Volunteer Appointment Review**

Each UAF CES District office is responsible for conducting proper adult volunteer application procedures and submitting payment of state 4-H volunteer fees. This data provides an important record of adult volunteer involvement. It is used to report volunteer participation to IANRE and USDA, as well as to supporters and other stakeholders. Volunteer data may also be used in the evaluation of the 4-H PYDP.

The District 4-H PYDP employee has the responsibility and authority to appoint 4-H adult volunteers after careful review of all the above information and successful background check. If the individual does not have a

successful background check, District 4-H employee must consult with UAF Risk Management Office, which will advise on how to proceed.

### **Confirmation of Initial Appointment**

After reviewing all of the above information and determining that an appointment should be made, the District 4-H PYDP employee should complete the following process to make an initial appointment:

1. Move the 4-H adult volunteer to “active” status in the 4-H enrollment system.
2. Notify the 4-H adult volunteer of the appointment by email. If no email address is available, the 4-H PYDP employee will send a letter by mail.
3. If there are any limitations on the appointment, the 4-H PYDP employee will notify the 4-H adult volunteer in writing of the parameters and limitations of the appointment immediately.
4. 4-H adult volunteer appointments are annual and are valid through the end of the 4-H year (September 30). Prospective 4-H adult volunteers may begin the training process for the upcoming 4-H year (starting October 1), as early as August 1 of the preceding year.
5. The adult volunteer appointment letter must provide notice of the requirement of yearly training, the requirement of following all applicable UAF Policies and Procedures, the requirement of having at least two Authorized Adults present at all times while conducting 4-H activities and events, and that no private one-on-one interactions with youth are permitted at any time.

### **Initial Non-Appointment**

If, after reviewing the above information, the District 4-H PYDP employee determines that an appointment should not be made, the District 4-H PYDP employee should notify the applicant in writing of the non-appointment.

## **Renewal process of a 4-H Adult Volunteer**

### Adult Volunteer

#### **Request for Renewal**

For a 4-H adult volunteer to remain active in the 4-H PYDP, the adult volunteer must complete training (annually) and background screening (every 3 years). 4-H adult volunteers are independently and personally responsible for meeting all administrative requirements necessary to secure re-appointment by completing the renewal process below:

1. Enroll in Alaska 4-H
2. Complete required Returning Volunteers trainings (annually)
3. Complete background check and submit fee payment to the District Office (every 3 years)

4-H employee will review the adult volunteer’s annual renewal request and notify the volunteer whether they are re-appointed as an adult volunteer.

#### **Failure to Reapply as a 4-H Adult Volunteer (Break-in-Service)**

1. Break-in-service: volunteers who do not re-enroll to continue as an active 4-H adult volunteer are considered to have a break-in-service and are not considered approved volunteers.
2. If the person applies to be a 4-H adult volunteer after 3 or more years of uninvolvedness, they will need to reapply as a new volunteer, completing the enrollment process and training, including the background check. If the person re-applies to be a 4-H adult volunteer after less than three years of uninvolvedness,

they can reapply as a renewing adult volunteer and comply with training and background check requirements, as applicable.

### **Resignation of a 4-H Adult Volunteer**

1. A 4-H adult volunteer may resign from the 4-H PYDP at any time with written notification.
2. When a 4-H adult volunteer resigns, 4-H PYDP employee must immediately notify the State Program Leader.
3. If the person applies to be a 4-H adult volunteer at any point in the future, they will need to repeat the new volunteer application and enrollment process, including the background check.

### **employee**

### **Review of Renewal Request**

The District PYDP employee review enrollments of 4-H adult volunteers on the basis of:

1. Completion of the renewal process (annually) and successful background check (every third year).
2. Prior adherence to UAF 4-H Procedures.
3. Quality of service and previous performance, specifically including demonstration of a supportive and cooperative relationship with 4-H PYDP youth, 4-H adult volunteer peers, clientele, other program stakeholders, and 4-H PYDP employee, and adherence to the programmatic goals, code of conduct, and core values established by the 4-H PYDP program.
4. District/State 4-H PYDP program needs.

### **Renewal Confirmation**

After reviewing all of the above information and determining that a renewal should be made, the District PYDP employee should complete the following process to re-appoint the adult volunteer:

1. Approve the 4-H adult volunteer in Zsuite. Notify the 4-H adult volunteer appointment and terms of the appointment by email. If no email address is available, send a letter by USPS mail. If there are any limitations on the appointment, the 4-H PYDP employee will include written notification of the parameters and limitations of the appointment in the appointment notice.
2. 4-H adult volunteer appointments are annual and are valid through the end of the 4-H year (September 30). Renewing 4-H adult volunteers may begin the training process for the upcoming 4-H year (starting October 1), as early as August 1 of the preceding year.
3. The 4-H adult volunteer re-appointment letter must provide notice of the requirement of yearly training, the requirement of following all applicable UAF policies and procedures, the requirement of having at least two Authorized Adults present at all times while conducting 4-H activities and events, and that no private, one-on-one interactions with youth are permitted at any time.
4. 4-H adult volunteer appointments are district-specific (i.e., made to a single Alaska district) with statewide opportunities, as well.

### **Non-renewal of a 4-H Adult Volunteer**

1. The District 4-H PYDP has the authority to not re-appoint a 4-H adult volunteer after review of the submitted application materials, and consideration of the volunteer's adherence to UAF 4-H policies, quality of service and prior performance, and program needs. Upon determination that the volunteer should not be re-appointed, the District PYDP employee should notify the applicant in writing of the non-renewal.

2. When renewal of a volunteer is declined, 4-H PYDP employee must notify the State Program Leader.
3. If the individual applies to be a 4-H adult volunteer at some point in the future, they will need to complete the new volunteer application and enrollment process, including the background check.

## **Transfer of Appointment**

4-H adult volunteers who relocate from one Alaska District to another may apply for a transfer of appointment.

## **Transfer Application Process**

To apply for a transfer of their appointment, the 4-H adult volunteer must provide a written request describing the move. Upon consultation between affected District 4-H employee, new District 4-H PYDP employee may approve the transfer of the 4-H adult volunteer's appointment. The 4-H adult volunteer may be required to participate in further training, as per the discretion of the new district 4-H PYDP employee. The new District 4-H PYDP employee will notify the applicant in writing of the outcome of the request for transfer of appointment.

Adult volunteers may not transfer from an out-of-state district or state to Alaska without going through the Alaska 4-H PYDP new volunteer application and enrollment process and being approved as an adult volunteer as provided in this handbook.

## **4-H PYDP Complaints**

The 4-H PYDP employee are available to help members, 4-H adult volunteers, and parents address conflicts and create solutions to problems and for consultation and interpretation of procedures. Alaska 4-H PYDP employee will provide conflict resolution resources and assistance as needed.

## **Resolution Levels**

1. Whenever possible, the conflict or issues should be attempted to be resolved at the level where the conflict occurs e.g., project level, club level, event level, or district level.
2. On some occasions a conflict may need to be taken to the district or statewide level for assistance or resolution. In those cases the individual or the parties should complete a District 4-H Complaint Form and submit to the district 4-H PYDP employee for review and possible submission to the State Program Leader. If the conflict arises at the district level, the complaint form can be submitted directly to the State Program Leader.

## **Complaint Process**

1. All relevant information will be reviewed by the 4-H PYDP employee. This may include an inquiry into the incident and identification of any potential health and safety concerns, violations of member or 4-H adult volunteer codes of conduct, or violations of UAF/4-H PYDP procedure. See 4-H Complaint Form.
2. Depending upon the nature of the complaint, the 4-H PYDP employee may refer the complaint and all accompanying materials to the State 4-H Program Leader. In either case, the complaint will be reviewed and evaluated.
3. Taking into consideration the severity of the complaint and any past incidents, the following actions/steps may be taken:
  - a. A letter will be sent to all identified parties and as appropriate:
    - i. Identify the specific course of action to ensure the situation does not continue and identify specific expectations for continued participation in the 4-H PYDP and consequences if the changes in behavior are not sustained.
    - ii. Place limitations or restrictions on future participation or program involvement.

4. If the 4-H PYDP employee finds the allegation is so severe as to merit the suspension or removal of an adult volunteer from the program, the 4-H PYDP employee should follow the processes outlined under Suspension or Dismissal of a 4-H Volunteer in this handbook.

### **Comments and Complaints Regarding Statewide 4-H PYDP Procedures**

Comments or complaints regarding 4-H PYDP statewide procedures are to be sent to the Statewide 4-H Program Leader, who will respond to the individual who filed the comment or complaint. The Program Leader's decision on the issue will be final.

### **Suspension and/or Termination of a 4-H Adult Volunteer**

On occasion a 4-H adult volunteer may fail to complete required training, act in a manner detrimental to the best interests of the 4-H PYDP, or be in violation of the 4-H Code of Conduct, UAF policies, and/or 4-H PYDP core values. In these situations, or when the services of an adult volunteer are no longer needed, the District 4-H PYDP employee may excuse the adult volunteer pursuant to this process. In cases of allegations of discrimination the incident will be referred to the Title IX Office at UAF.

### **District 4-H PYDP employee Authority**

The District 4-H PYDP employee has responsibility and authority to terminate the services of adult volunteers at any time. 4-H adult volunteers serve at the request of UAF and, based upon employee professional judgment and the State 4-H Office, the PYDP employee may execute such a termination at any time.

### **Reasons for Suspension or Dismissal**

Causes of suspension or dismissal include but are not limited to:

1. Failure to demonstrate a supportive and cooperative relationship with 4-H youth, 4-H adult volunteer peers, clientele, other program stakeholders, and/or UAF employee.
2. Failure to adhere to the programmatic goals established by the 4-H PYDP program.
3. Violation of the 4-H Volunteer Service Agreement.
4. Violation of a UAF procedure or a state or federal law or local ordinance.
5. Providing false information in the adult volunteer application or renewal process.
6. Failure to complete required training.

### **Suspension/Dismissal Procedures - Formal Review Process**

1. Notify the district PYDP employee of concerns or issues. Discuss observations and/or document concerns about the specific issue(s) and/or the volunteer(s) with whom you are having issues.
2. The district PYDP employee will meet with the volunteer(s) to discuss concerns, review possible solutions, and create a plan of action. If the district PYDP employee and the volunteer(s) can agree on the steps to address the identified issues(s) identified, establish a written agreement including a time frame for reviewing progress. This agreement must be dated and signed by the district PYDP employee and the volunteer(s). If an agreement cannot be reached, go to step 4.
3. Evaluate progress with a volunteer. On the agreed-upon date, meet face-to-face with the volunteer(s) to review the plan of action progress. If disputes still exist that cannot be resolved, go to step 4.
4. Assemble a local review committee. If the district PYDP employee and the volunteer(s) cannot agree on the issues to be resolved, the district PYDP employee will assemble a local review committee of 3 individuals. These individuals may be chosen from Extension personnel and Extension volunteer groups, such as the 4-H Volunteer's Council. The committee will review the situation, prepare written findings,

and make recommendations to resolve the issues. Committee members must be unbiased, objective, and not involved in the dispute. The committee's written findings and recommendations will be forwarded to the volunteer(s) and the district PYDP employee. The district PYDP employee will then make a decision regarding the issue or the volunteer's status. The final decision must be conveyed in writing to the volunteer(s) and State 4-H Program Leader, along with notice of the volunteer's opportunity to appeal (set forth below).

When volunteers have issues or concerns with the district PYDP employee, contact the State 4-H Program Leader.

### **Volunteer Appeals Process**

While the opportunity to serve as a volunteer within the UAF 4-H PYDP is a privilege, not a right, a situation might arise where a volunteer believes he/she has been terminated, suspended, or otherwise treated unfairly. In these circumstances, a volunteer may choose to file an appeal following the steps described below. All reasonable efforts will be made to complete the appeal process in a timely manner. Volunteers must note that the decision of the district PYDP employee regarding the volunteer(s) status/issue(s) will be upheld and, in effect, pending the outcome of the appeals process.

1. Within thirty (30) days of the US Postal postmark on the written notice received, which became the basis for filing an appeal, the volunteer(s) must contact the State 4-H Program Leader in writing. Appeals must provide specific details and supporting documentation as to why the district PYDP employee's decision should be overturned.
2. Within thirty (30) days of the US Postal postmark on the volunteer(s) notice of appeal, or as soon as possible thereafter, the State 4-H Program Leader will review the information provided by the volunteer(s) and decide on one of the following courses of action:
  - a. Convene a joint meeting with those parties directly involved to gather additional information.
  - b. Support the volunteer(s) position and direct alternative actions to be taken by the district PYDP employee in resolving the matter.
  - c. Support the district PYDP employee decision and move forward with the proposed action(s).
3. After having reviewed the matter and reaching a decision, the State 4-H Program Leader will first notify the district PYDP employee of the decision. The State 4-H Program Leader will notify the volunteer(s) in writing of the decision, thus concluding the appeal process.

### **Exception to Formal Review Process**

On an exception basis, the District 4-H PYDP employee has discretion to suspend or dismiss the 4-H adult volunteer immediately. Examples of situations in which the review process can be waived include extreme disruption to the 4-H PYDP program, a potential threat to public safety, a notice that the 4-H adult volunteer is convicted of a barrier offense, and/or other conditions that cannot be remedied with immediate corrective action.

### **Notification of Risk Management**

When a 4-H adult volunteer is terminated at the district level, District 4-H PYDP employee must immediately notify the State 4-H Volunteer Management Administrator and the State 4-H Enrollment Administrator.

**Recourse**

A 4-H adult volunteer who feels their termination was made on an improper basis (e.g., civil rights discrimination or in retaliation of making a sexual harassment or civil rights complaint) may have recourse through the UAF Department of Equity and Compliance.



## SPECIAL PROGRAM OPPORTUNITIES

4-H special program opportunities are open to all enrolled 4-H members of the aligning membership age. Accommodation requests can be made by contacting the District PYDP employee. Some program opportunities may have additional risk management requirements.

### **Citizenship Programs**

Following the National 4-H Youth Leadership Development Pillars, Alaska 4-H PYDP places an emphasis on the importance of young people being engaged, well-informed members of their communities. Civic engagement involves working to make a positive difference in one's community and developing the combination of knowledge, skills, values, and motivation to make that difference. The 4-H PYDP provides a variety of projects, events, conferences, and study programs to further young people's learning and involvement.

### **Civic Engagement Study/Travel Programs**

Study/travel programs provide a hands-on experience that promotes teen members' appreciation and understanding of civic responsibility and civic engagement. Full participation requires the following:

1. Attendance at an orientation program.
2. Participation in all of the workshops and sessions.
3. Participation in a plan-of-action to address an issue in the local community and submission of a report to the State 4-H office.
4. Chaperones must be an appointed adult volunteer at least 25 years of age with authorization from the District 4-H PYDP employee.
5. 4-H PYDP employee must ensure that the study/travel opportunities are widely advertised using diverse modes of media (i.e. flyers, social media, emails, radio, personal communication, etc.) and are made available to all eligible 4-H members across all delivery modes. Only members and adult volunteers in good standing, as determined by District 4-H PYDP, may be selected to participate in these programs.
6. Programs should be developed with the idea of keeping costs within an affordable range so that as many members as possible can participate. Where feasible, scholarship should be made available to broaden participation.

### **Citizenship Washington Focus**

The Citizenship Washington Focus study/travel programs provide an opportunity for members and adult volunteers to attend the Citizenship Washington Focus Program in Washington, D.C. This National 4-H youth conference offers an introduction to the nation's capital and the federal government. Members are expected to report on their trips to local groups and to promote civic engagement within district programs. Citizenship Washington Focus is coordinated through the State 4-H Office. Citizenship Washington Focus member delegates must be 15 years of age by the departure date of the trip.

## 4-H Youth Development Program Exchanges

4-H PYDP exchanges promote understanding of diverse people and help members and adult volunteers learn to live in a global society. Exchanges may involve other districts, states, or nations and can exist in many forms.

## Domestic Exchanges

1. For domestic exchanges going into or out of Alaska, the Alaska 4-H PYDP Code of Conduct is in effect at all times throughout the exchange.
2. All domestic exchanges into or out of Alaska must be approved by the State 4-H Program Leader.
3. For all domestic exchanges, members must be at least 15 years of age by the time of travel departure to participate in the exchange.
4. For all domestic exchanges out of Alaska to another state, all adults in the hosting household (over the age of 18) must be an appointed 4-H adult volunteer of that state and undergo a background check as prescribed by the 4-H PYDP procedure of that state. Exchanges into and out of states with inadequate background check processes (as determined by the Alaska State 4-H Office) are prohibited.
5. For domestic exchanges into Alaska, or for exchanges within Alaska, all individuals in the hosting household 18 years of age or older must be appointed 4-H adult volunteers. The host sibling (at least one if there are multiple siblings) must be a member in good standing.

## International Exchanges

1. All international exchanges into or out of the US must be approved by the Statewide 4-H Program Leader and/or designee.
2. For international exchanges going into or out of Alaska, the Alaska 4-H Member Code of Conduct is in effect at all times throughout the exchange.
3. Members must be at least 15 years of age by the time of travel departure to participate in international exchanges.
4. For international exchanges out of Alaska to another country, all adults in the hosting household must be appointed as equivalent 4-H adult volunteers and undergo a background check as prescribed by the Alaska 4-H PYDP. International volunteers will be regarded as such on a case-by-case basis in consultation with the country's equivalent 4-H Program Leader and requirements.
5. For international exchanges into Alaska, all individuals in the hosting household 18 years of age or older must be appointed 4-H adult volunteers. The host sibling (at least one if there are multiple siblings) must be a 4-H member in good standing.

## 4-H Youth Development Program Conferences

### State Youth Development Conferences

Conferences, symposia, and workshops are held for 4-H members and adult volunteers to discuss and review programs and issues of current and critical importance. They provide a means to disseminate research information and allow members and adult volunteers to discuss decisions of importance to statewide and district programs.

### National 4-H Conference

Selected senior members (with a 4-H age of at least 15 years old) and one selected 4-H PYDP employee who acts as a chaperone attend the National 4-H Conference held in Washington, D.C. National 4-H Conference delegates have an opportunity to increase knowledge, resources, and skills that empower them to make an impact on their community in a meaningful and genuine way. The Alaska 4-H PYDP conducts an annual selection process for this conference. This conference is coordinated through the State 4-H Office.

## **National, State, Multi-District and District Events, Activities, and Competitions**

For more than a hundred years, 4-H has been dedicated to creating opportunities for youth that broaden skills and aspirations while nurturing their full potential. Many of these opportunities come in the form of 4-H events. 4-H events, viewed as activities of positive youth development programming, are framed as intentional learning experiences. Events must have an educational component, regardless of whether they are competitive or non-competitive.

### **Event Planning**

All 4-H events should be properly planned, communicated, and meet standards of program quality. They must incorporate current research and technology and have a risk management plan.

### **Proposal of New Events**

1. Any 4-H unit, VAO, group or 4-H PYDP employee member may propose to have Alaska 4-H PYDP participate in a national competition or host a statewide, District, or multi-District 4-H event.

### **Sanctioning Process for New Events**

1. All proposed new national or statewide events, activities, or competitions will be presented to the State 4-H Program Leader, who must approve the event, activity, or competition before it can be held.
2. All proposed new district or multi-district events, activities, or competitions should follow the local procedure established for the host district. For district and multi-district events the district PYDP employee or designee where the event is being held gives final approval.

## 4-H PYDP Shooting Sports

### Objectives for Shooting Sports

The Shooting Sports Program uses the skills and disciplines associated with the safe and responsible use of firearms and archery equipment to assist young people through the supervision of thoroughly trained instructors to attain knowledge and developing essential life skills. The program follows a standardized format, lists program components, and identifies clearly intended learning outcomes.

### Procedures for Shooting Sports

Procedures, guidelines, and minimum standards (*in toto*) for Alaska 4-H Shooting Sports can be found in the Alaska 4-H Shooting Sports State Plan. All 4-H Faculty, Staff, Volunteers and Members involved in the Alaska 4-H Shooting Sports Project are responsible for knowing and adhering to the Alaska 4-H Shooting Sports State Plan.

### Volunteer Certification Requirements for Shooting Sports

The Alaska 4-H program requires the use of Certified 4-H Shooting Sports Leaders to conduct classes in the various disciplines: archery, hunting skills, muzzle loading, pistol, rifle, shotgun and western heritage. The adult leader must meet the following requirements before conducting any firearms-related training:

1. Must be an approved and vetted adult volunteer.
2. Have no felony convictions.
3. Have no convictions of hunting, fishing, or gun related violations in the past five years.
4. Must be 21 years of age or older at the time they complete an approved Certified 4-H Shooting Sports Leader workshop.
5. Must be legally able and willing to possess and use a firearm.
6. Successfully complete a 12-hour mandatory leader training administered by the Alaska 4-H Shooting Sports Training Team. 4-H Shooting Sports workshops offered from other states will be accepted on a case-by-case basis. Written documentation of participation in another state's workshop must be submitted to the Alaska 4-H Shooting Sports Coordinator for acceptance.
7. Complete and submit to the district 4-H staff the Alaska Certified 4-H Shooting Sports Leader Information Form AK4H-DEB-0003. This sheet will be kept on file by the District 4-H employee.
8. Must comply with all requirements in the Alaska 4-H Shooting Sports State Plan.

## Eligibility for Shooting Sports

**Participation in the Shooting Sports Program is subject to the following requirements and restrictions:**

1. All regular 4-H members 9 to 19 years of age (certain restrictions apply to specific disciplines) and enrolled in a district 4-H program are eligible to participate in a shooting sports club. This project is not available for independent members without permission from district 4-H PYDP employee and the youth's parent completes a discipline-specific Certified 4-H Shooting Sports Leader Training.
2. Eligibility to use a firearm in the Alaska 4-H Shooting Sports Program is subject to the approval of the Certified 4-H Shooting Sports Leader. Approval is based on the member's ability to safely handle the equipment; ability to follow instructions; and consistently follow all firearms safety rules.
3. Cloverbuds are NOT allowed to participate in Shooting Sports Programs.

## **Acquisition of Firearms**

Trained and authorized Shooting Sports leaders purchasing firearms through a dealer with a Federal Firearms License (FFL), as authorized by the 4-H program, through grants or funds provided by a 4-H Association, like entity, or personal funds for use in the district 4-H program, must complete and sign Bureau of Alcohol, Tobacco, and Firearms (BATF) Form 4473 and comply with all federal, state, and local laws. When acting on behalf of the 4-H program, the leader must complete and sign Section A of the form. A written statement (AK4H-DEB-0009) must be attached to Section A stating that the firearm(s) is/are being purchased for the use and will be the property of the named 4-H program. The statement will also include the name and address of the 4-H program. Pellet rifles, pellet pistols, BB rifles, BB pistols, black powder firearms, and archery equipment are not subject to BATF regulations. Their purchase, however, must be documented on AK4H-DEB-0007 - Transfer of Firearms Form.

## **Storage and Transportation of Firearms, Ammunition, Bows, and Archery Equipment Guidelines**

Positive role modeling is a very important part of the 4-H Shooting Sports Program. The program especially promotes models that represent both safety and responsibility in handling firearms, ammunition, and archery equipment by youth and adults. It is essential that the safe storage of firearms, ammunition, and archery equipment be demonstrated at all times.

To assure safety, live ammunition should never be stored with “practice” or “dummy” rounds. Additionally, live ammunition should never be in a classroom environment when firearms are present. Live ammunition and firearms should only be available together at the range and only when monitored by a qualified range master.

### **General Policy for Storage of Firearms and Ammunition**

All firearms shall be stored unloaded. They must be stored separately from ammunition in locked metal gun cabinets or gun safes. Locked metal gun cabinets (e.g. Stack-on), should be located within locked closets and secured to the floor and/or wall within closets. When contained and when applicable the actions will be open (e.g. over/under and side by side shotguns store more easily with the actions closed). All ammunition must be stored securely and separately from the firearms. All bows will be stored unstrung with the exception of compound bows. All archery equipment should be stored in locked closets, separate from the arrows. District 4-H PYDP staff will maintain one set of keys to the cabinets in addition to the trained leader.

### **Individuals Responsible for Firearms and Permissible Uses of Firearms**

1. Trained Certified 4-H Shooting Sports Leaders or district Extension offices may store district firearms and ammunition.
2. 4-H Program firearms and archery equipment are used by Certified 4-H Shooting Sports Leaders solely for use in 4-H Shooting Sports. Under no circumstances can they be used for personal purposes, or loaned to anyone for use outside of the club setting.
3. 4-H Program firearms and archery equipment owned by a district 4-H program may be loaned to 4-H club programs. The 4-H faculty or Certified 4-H Shooting Sports Leader who has custody of firearms is responsible for maintaining a record of their current location.
4. An inventory of all equipment will be maintained that must include serial number, make and model, gauge/caliber, and or other identifying features. Date of acquisition, purchase price or estimated value and related information will be listed as appropriate.

5. All firearms, during club meetings or competitive events, are to be stored/racked with actions open. Use of clear bore indicators is encouraged; except when on the firing line. Archery equipment will be stored/racked and may be strung during club and competitive events.
6. Firearms will never be stored or transported loaded or in the same container as ammunition. All firearms and archery equipment used for live fire will be inspected by the trained Certified 4-H Shooting Sports Leader to verify they are in safe working condition before use. When in question, the services of a certified gunsmith should be employed.
7. Every 4-H activity (practice, meeting, event, etc.) will begin with a shooting safety education component to assure that all firearms and archery equipment are handled safely.
8. District 4-H faculty should contact their local public safety offices with inquiries about specific state, district, county or city ordinances/laws.
9. A firearm that needs to be removed from use/circulation and inventory, due to an inability to repair it or fire it safely, must be disposed of. Safe disposal requires that firearms be rendered inoperable. Firearms and archery equipment can be cut, with a saw or torch, or shredded in such a manner that they cannot be reassembled. Questions about firearms disposal can be directed to District 4-H PYDP employee or local, county or state law enforcement agencies.
10. Lost, stolen, or missing firearms and archery equipment must be reported to the local, county or state law enforcement, with jurisdiction, immediately upon the discovery. Once reported, notify the District PYDP employee member. Inventory records will be updated to show the case number assigned to the report.

### **Transportation of Firearms**

Alaska Statute 11.61.220 allows anyone 21 or older, who may legally carry a firearm to also carry it concealed without having to obtain a special permit. The possession of a firearm at courthouses, school yards, bars and domestic violence shelters is prohibited. Firearms carried in vehicles must either be in plain sight or, if concealed, out of reach of vehicle occupants. As a matter of safety, firearms being transported to or from the field should always be unloaded.

### **Guns and Firearms as Gifts in the 4-H PYDP**

The 4-H PYDP does not accept guns or firearms as gifts or donations. 4-H units or VAOs and district/state 4-H PYDP offices cannot accept title or ownership of guns or firearms.

## Financial and Property Management

The Alaska 4-H Youth Development Program (4-H PYDP) is a major educational effort that is central to the mission of the University of Alaska Cooperative Extension Service. This means that the University of Alaska Fairbanks Institute of Agriculture Natural Resources and Extension (IANRE) has overall responsibility for development, efficiency, and effectiveness of the 4-H PYDP in Alaska. Funds that support 4-H PYDP come from the United States Department of Agriculture (USDA), UAF, private donors, and various other sources.

### Scope of responsibilities

1. 4-H units and volunteer advisory organizations (VAOs; e.g., councils), when authorized by the issuance of a 4-H charter, are granted certain privileges and responsibilities related to financial activities.
2. IANRE expects 4-H units and VAOs to raise and manage all 4-H PYDP funds in accordance with generally accepted accounting principles and within the procedures specified in this Handbook.
3. 4-H units and VAOs are authorized by the 4-H charter to carry out a program of youth development activities using the 4-H name and emblem. This authorization also gives them the authority to organize, account, and manage the operational and fiscal concerns of the 4-H PYDP, projects, and units under their jurisdiction.
4. These procedures extend to funds generated in the name of 4-H by the adult volunteers, parents/guardians, and members of all 4-H units and VAOs.

### Authorization of Use of 4-H Name and Emblem

The statewide 4-H PYDP Program Leader is responsible for authorizing the use of the 4-H name and emblem of the statewide 4-H PYDP, working in cooperation with each District 4-H PYDP employee or designee.

1. The 4-H PYDP employee or designee is responsible for authorizing the use of the 4-H name and emblem within their jurisdiction.
2. The State 4-H Program Leader is responsible for authorizing the use of the 4-H name and emblem for statewide or multi-district use.

### Federal Employer Identification Numbers (EIN)

1. Each 4-H unit and VAO must have their own EIN.
2. When a unit or VAO is chartered a new EIN is applied for by the unit leader. The IRS letter granting the new EIN# will be provided to 4-H PYDP employee by the unit leader. The 4-H PYDP employee must maintain a record of all EIN numbers in the district.
3. The official name of a 4-H unit or VAO bank account shall not include the name of a member or adult volunteer. A social security number of an individual must not be used in lieu of the appropriate EIN.
4. The District 4-H PYDP office address must be the address of record for all district 4-H units and VAOs financial accounts. The State 4-H Office must be the address of record for the state VAO.

### Bank Accounts

1. All 4-H units and VAOs must be chartered, as provided in this handbook, to use the 4-H name and emblem to raise, allocate, and disperse funds in support of the 4-H PYDP, projects, and groups.
2. Authorization to establish one business checking and one savings account is obtained from the 4-H PYDP employee or designee upon approval of the unit's charter by the State 4-H Program Leader.

### Establishment of Accounts

Each 4-H PYDP unit and council that manages funds:

1. Is required to have an Internal Revenue Service (IRS) Employer Identification Number (EIN).
2. A 4-H PYDP unit and VAO's funds belong to the members and not an individual, therefore, the district 4-H unit or VAO/council is required to use the UAF CES district office as the address of record for the district 4-H units or VAO.
3. The State 4-H Office should be the address of record for the state VAO.
4. Is required to establish its own checking and/or savings account with at least two (2) signatures at a financial institution.

### **Signatories**

1. The signatures must be from two (2) unrelated individuals, of whom one can be a 4-H member and the other an adult volunteer. The signer may not be the same person as the payee. If the bank does not allow youth members to sign, then there should be two adult volunteers.
2. Although many banks do not allow an account to require two (2) signatures, all 4-H PYDP accounts must be set up so that two signatures are required by the 4-H unit or VAO to expend or withdraw funds.
3. No UAF CES or 4-H PYDP employee are permitted to be account holders or signatories on any 4-H unit or VAO bank accounts.

### **Use of ATM and Debit Cards**

1. 4-H units and VAOs are not allowed to apply for or use automatic withdrawal or credit cards. On-line banking transmissions are not permissible.

### **Review of Monthly Statements**

1. Adult volunteer and youth treasurers are responsible for maintaining and reconciling the bank statements for each account on a monthly basis. These constitute a record of deposits, withdrawals, fees paid, and interest earned on a monthly basis.

### **Noncompliance**

Failure to follow the policies in this Handbook can result in the revocation of the 4-H PYDP unit or VAO charter.

## **Revocation and Dissolution of a Charter**

### **Handling of 4-H Unit Assets in a Dissolution**

If a 4-H unit votes to disband, the unit must notify District 4-H PYDP employee of the dissolution. District 4-H PYDP employee will submit a Dissolution Form to the State 4-H Office at the time the 4-H Unit votes to disband. Upon deciding to dissolve, the 4-H unit shall transfer all assets (including equipment, property, bank accounts, etc.) to the District 4-H VAO to be held in escrow for three (3) years pending re-establishment of the unit before the District 4-H VAO distributes the assets in support of the District 4-H PYDP.

### **Handling of District 4-H VAO Assets in a Dissolution**

If a district 4-H VAO votes to disband, the district 4-H VAO President/Chair will notify the District 4-H PYDP employee of the dissolution, who will submit a Dissolution Form to the State 4-H Office at the time the 4-H VAO votes to dissolve. Upon deciding to dissolve, the 4-H VAO shall transfer all assets (including equipment, property, bank accounts, etc.) to the 4-H PYDP employee or designee. The assets are the responsibility of the University of Alaska, and the 4-H PYDP employee or designee will hold any unrestricted assets in escrow for up to three (3) years pending re-establishment of the district 4-H VAO before distributing the assets for support of



the District 4-H PYDP. The 4-H PYDP employee or designee will continue to disperse any restricted assets according to donor designations.

### **Handling of State 4-H VAO Assets in a Dissolution**

If a state 4-H VAO votes to disband, the state 4-H VMO President/Chair will notify the State 4-H Office employee liaison, who will submit a Dissolution Form to the State 4-H Office at the time the state 4-H VAO votes to dissolve. Upon deciding to dissolve, the state 4-H VAO shall transfer all assets (including equipment, property, bank accounts, etc.) to the State 4-H Program Leader. The assets are the responsibility of the University of Alaska. The State 4-H Leader will hold the assets in the university multiple year account for up to three (3) years pending re-establishment of the state 4-H VAO before distributing the assets for support of the 4-H PYDP in the state, as appropriate. The State 4-H Program Leader will continue to disperse restricted assets according to donor designations.

## **Club Financial Responsibilities of 4-H PYDP employee**

This section describes the roles and responsibilities of the 4-H PYDP employee in overseeing the management of funds for 4-H units and VAOs. The 4-H PYDP employee is responsible for creating an environment that encourages proper internal controls. 4-H units' records may be requested at any time.

### **Training Member and Adult Volunteer Treasurers**

1. The 4-H PYDP employee is responsible for training the member treasurers and officer/treasurer advisor for each unit and the adult volunteer treasurers for each VAO in financial management policies, procedures, and principles as appropriate to 4-H PYDP operations.
2. At a minimum, 4-H PYDP employee must conduct trainings annually. One training will be offered for the state, additional trainings may be offered at the district level.

### **Maintenance of Financial Records**

The 4-H PYDP employee is responsible for collecting and maintaining copies of the following on an annual basis:

1. Annual budgets, including proposed fundraising activities for the 4-H units and VAOs.
2. EIN records.
3. Bank statements and their signatories.
4. Annual financial statements from each 4-H unit or VAO.
5. Annual inventory reports.
6. Annual audit and/or peer review reports.

### **The 4-H PYDP employee or designee must review all 4-H PYDP unit and VAO bank statements for any discrepancies once every 3 years.**

1. 4-H PYDP employee will establish a rotating schedule so that all clubs will not submit paperwork each year.
2. 4-H PYDP employee will review, at minimum, 3 years of bank statements.
3. The monthly bank account statement cycle date must reflect the period of the first day of the month through the last day of the month (e.g., July 1 – July 31).
4. 4-H PYDP employee will initial, date, and file all statements in the District 4-H office once they complete the review.
5. The 4-H PYDP employee must immediately report any discrepancies identified in the bank statement review to the State 4-H Program Leader, who will notify the UAF Signers' Business Office.

6. The 4-H PYDP employee will investigate any discrepancies, with assistance from the State 4-H Office and (if needed) from the UAF Signers' Business Office. If the 4-H PYDP employee identify any serious discrepancies the 4-H PYDP employee will require the removal of 4-H adult volunteer signatories from the account or closure of the account and transfer of the funds to the State 4-H VAO. The funds will be held in escrow for up to 3 years.

### **4-H Unit and VAO Treasurer Responsibilities**

1. 4-H units and VAOs (e.g., councils) are obligated to follow UAF policies and procedures established to document financial activity in accordance with laws and regulations. The treasurer must be a member in good standing at the time of elections. For adult volunteers they must have a current background check on file and have completed all required volunteer trainings at the time of elections.
2. 4-H units and VAOs must demonstrate an ability to handle funds properly. The administration of all 4-H units and VAOs must be in accordance with the group's bylaws or other enabling documents, and the duly constituted governing body is responsible for administration of the 4-H unit or VAO.
3. The 4-H unit or VAO treasurer has the primary responsibility of handling the organization's funds. Failure to comply with these policies may result in withdrawal of the 4-H charter and dissolution of the 4-H unit or VAO.

#### **The treasurer of each 4-H unit and VAO must:**

1. Keep accurate financial records (copies of invoices, bills, etc.) related to the funds and property of the 4-H unit or VAO, and accounting fully for all receipts and expenditures.
2. Receive, record, and deposit all funds in an account established for the particular 4-H unit or VAO, as provided in this handbook.
3. Pay bills or make other authorized expenditures appropriated in the budget or otherwise approved by the 4-H unit or VAO membership.
4. Adult volunteer and youth treasurers are responsible for maintaining and reconciling the bank statements for each account on a monthly basis. These constitute a record of deposits, withdrawals, fees paid, and interest earned on a monthly basis.
5. Prepare an annual financial statement which includes details on income and expenditures. Financial statements must include a balance sheet and a statement of revenues and expenses (income statement). The 4-H unit or VAO treasurer must submit annual financial statements to the district 4-H PYDP employee at the end of the 4-H year and no later than November 1st.
6. Act as custodian of all funds and personal property of the 4-H unit or VAO and keeping a current list of such property. The 4-H unit or VAO secretary or other designated member or adult volunteer may also carry out this function.
7. Prepare all financial records for an annual audit or peer review, and participating periodically as a peer review team member during the financial review of 4-H units or VAOs.
8. Prepare and file IRS form 990 or 990-long with the district 4-H office. District Councils operating livestock sales are encouraged to consult a tax preparer to determine the proper course of action for their specific situation.
9. Participate in annual training of 4-H unit and VAO treasurers on financial management policies, procedures, and principles.

## **Planning and Fundraising**

This section describes the responsibilities and procedures related to planning and fundraising.

## Budgeting

1. Chartered 4-H units and VAOs are authorized to use the 4-H name and emblem for educational or informational uses that are in the best interest of 4-H. Thus, they are responsible for helping to plan and implement educational programs in their community.
2. All 4-H units and VAOs will prepare an annual program budget to establish allocation of financial resources to fulfill program needs. The proposed budget must be approved by the 4-H unit or VAO membership.
3. The 4-H unit or VAO must submit the approved budgets to the 4-H PYDP employee for review. For existing 4-H units the deadline for submission to 4-H PYDP employee is November 1st of each 4-H year. For new 4-H units, a budget must be submitted within 3 months of chartering.
4. Budget management is a primary responsibility of 4-H unit and VAO officers. Thus, officers are responsible for ensuring that members are kept abreast of the budget targets as compared to the actual expenditures. If there are deviations from the planned budget, officers are obligated to inform the members to ensure there is full agreement, support, and approval on any changes.
5. The method of fundraising and intended use of funds must be included in the annual budget proposal, and reviewed and approved by the 4-H PYDP employee or designee.
6. 4-H units and VAOs may not raise funds with no specific associated 4-H PYDP purpose.

## Revenue

The classification of income should follow the general categories of income typically used by non-profit organizations. In a nonprofit, income is the amount of cash generated minus expenses and losses. All of the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives and keeping it running; income is not distributed to the group's members, directors, or officers. Earned income is "any income that a person or company receives for work they have done." For nonprofits, types of earned income can be from 4-H mission-related sales or from services sold. If needed, subcategories can be created to better identify sources of funds.

## Authorization for 4-H PYDP Fundraising

1. Any 4-H unit or VAO that uses the 4-H name and emblem and raises, allocates, and disburses funds must be chartered.
2. All proposed fundraising activities must be approved via an adopted budget or by an affirmative vote of the membership and documented in unit meeting minutes.
3. All proposed fundraising activities of 4-H units and VAOs must be submitted to the district 4-H PYDP office for approval by the 4-H PYDP employee or designee using the Fundraising Approval Form. The 4-H PYDP employee or designee is responsible for ensuring fundraising activities comply with applicable policies.
4. Units and VAOs have the authority described in this handbook to receive private money to support the operating expenses of 4-H. All funds for these purposes, regardless of the source, must be accurately accounted for and managed.

## Guidelines for Fundraising

1. Any raising or use of funds by a 4-H unit or VAO must be for the purpose of furthering the research and education goals of the 4-H PYDP.
2. The 4-H club shall not be used as a pass through account to financially benefit the individual members.
3. All fundraising activities in support of the 4-H PYDP must comply with the following requirements:

- a. Federal law regarding the use of the 4-H name applies to all fundraising activities.
  - b. Pertinent federal rules and regulations governing [Using the 4-H Name and Emblem](#) must be followed.
  - c. The 4-H name and emblem shall not be used to imply endorsement of commercial firms, products, or services.
  - d. In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale: “A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended.”
  - e. Public, non-profit agencies, such as the 4-H PYDP must purchase gambling licenses to conduct lotteries, raffles, bingo, and other games of chance [viewer.aspx \(alaska.gov\)](#).
4. All fundraising activities conducted on behalf of outside groups or organizations must comply with the following rules:
- a. 4-H members may participate in fundraising activities in support of outside groups and organizations as part of a service learning activity.
  - b. 4-H groups may collect non-cash items (i.e. blankets or mittens for the houseless).
  - c. 4-H groups may accept cash contributions (i.e., cash or checks) to purchase supplies and materials to carry out their service learning activity.
  - d. All money received must be processed and dispersed according to the policies outlined in this Handbook.
  - e. 4-H groups may not give cash contributions (i.e., cash or checks) to any group or organization outside of 4-H without it being documented via a vote in club minutes.
  - f. Any use of the 4-H name and emblem is forbidden if it exploits the 4-H PYDP, adult volunteers, members, USDA, Cooperative Extension, land-grant institutions, or their employees.

## Grants

The above listed guidelines and authorization also applies to the pursuit of grant funding. Alaska 4-H units may, only under the direct guidance of the district and/or state PYDP employee, apply for grants if it aligns with their annual budget and plan for their local club/council. The adult volunteer may only represent their local club or council on the grant application. No adult volunteer will enter into a financial agreement in the name of the University of Alaska or the University of Alaska Fairbanks on a grant. All funds must be held in and managed by 4-H bank accounts that meet the standards listed in this handbook.

## Gifts to 4-H Units and VAOs

1. The 4-H units or VAOs may receive funds by virtue of their own fundraising efforts from individuals, organizations, or businesses. Funds donated directly to a 4-H unit or VAO by private individuals, groups, agencies or foundations are to be managed in accordance with the procedures outlined in this Handbook and must be reported in the 4-H unit's or VAO's annual financial report.
2. Any proposals of significant gifts, (e.g., those in the amount of \$1,000 or greater), that are given with or without restrictions; gifts of real estate; or gifts proposed as endowments must be reviewed and approved by the 4-H State Program Leader prior to acceptance.
  - a. Donations include gifts of both money and things (a.k.a. “in-kind donations”).
  - b. 4-H adult volunteers should refer all potential donors to the District PYDP employee, for further action.
  - c. In accordance with UAF procedure, 4-H PYDP employee may only acknowledge gifts as follows:

- i. Recognition of gifts may be made by listing the donor's name in printed material, on banners, or other signage.
- ii. Gifts may not be acknowledged by displaying corporate logos, marketing materials, web links, or other forms of promotion and/or endorsement.
- d. Donations must be acknowledged in writing by the unit receiving the gift. The Donation Receipt Template Letter is available for donation acknowledgment.

## Guns and Firearms as Gifts in the 4-H PYDP

The 4-H PYDP does not accept guns or firearms as gifts or donations. 4-H units or VAOs and district/state 4-H PYDP offices cannot accept title or ownership of guns or firearms.

## Management of Excess Funds

### Retention of Excess Funds

The goal of fundraising should be to increase the total amount of funds available to support and grow the 4-H PYDP. The retention of excess funds by a 4-H PYDP unit or VAO is strongly discouraged and must be approved by the 4-H PYDP employee or designee. "Excess funds" is defined as 20% above the annual budget at year's end.

### Investment of Excess Funds

Any investment of excess funds should be carefully considered and approved by the 4-H unit or VAO and 4-H PYDP employee. 4-H PYDP employee must approve the amount of annual carry forward funds for 4-H units and VAOs as well as determining the investment of those funds.

### Financial Processing Procedures

Officers of the 4-H units and VAOs, as well as the adult volunteers involved are accountable for all funds raised. Accountability includes responsibility for how funds are used and protected from misappropriation; this includes monitoring adult volunteer and youth treasurers' responsibilities.

## Handling Money

The 4-H unit or VAO treasurer has the responsibility for recording, disbursing, depositing, and properly accounting for and classifying the 4-H unit or VAO funds. Individual accountability for cash must be maintained throughout all cashing operations. 4-H funds must not be combined with other funds, such as private, business or other institutional funds.

### Receiving Money

1. The 4-H unit or VAO treasurer must maintain a record for all cash and checks received.
2. Any 4-H member or adult volunteer who receives cash or a check should issue a receipt for the cash or check. The 4-H unit or VAO should use pre-numbered receipts. The receipts must be turned over to the 4-H unit or VAO treasurer as soon as possible.
3. In some cases, it might not be practical to issue a receipt. In these cases, collection of funds must be documented on the Cash Collections form to be filled out daily. The completed form should indicate the name of the individual who collected the money, the total money collected (attach cash register tape), and the name of the banking institution where funds will be deposited.
4. Two individuals, one being an unrelated adult, must sign the form.

## **Depositing Money**

1. If practical, to ensure the safe handling of currency and to protect the individuals handling cash, funds should be deposited daily or turned over each day to the 4-H unit or VAO treasurer.
2. Checks must be made out to the 4-H unit or VAO and not to an individual. All received checks, currency, cashier's checks, and money orders must be endorsed by someone authorized to do so within the 4-H unit or VAO.
3. The 4-H unit or VAO treasurer must deposit all funds in the 4-H unit's or VAO's account. Treasurers are required to deposit funds received within 1 week. If, under certain circumstances, deposits cannot be made weekly, a receipt must be written and kept in a secure location. The unit leader should be made aware of any deposits not made within 1 week.
4. When the Cash Collections Form is used, the deposit receipt should be attached. As described above, the form is filled out when donations are received and a receipt is filled out when donations are received and a receipt cannot be given to the donor/payor.
5. When the treasurer makes a deposit, a deposit receipt must be obtained from the bank and filed with the checkbook. The treasurer must make a deposit entry in the checkbook; the date, amount and source of income for each individual amount received must be entered in the ledger.

## **Ledgers**

The ledgers must allow separate entries for receipts and disbursements. Entries must be made in the calendar year in which they occur. Headings for funds should be established, as appropriate, to separately account for funds from different sources and for expenses by different categories or for different purposes as established in the unit or VAO budget.

## **Other Necessary and Supporting Records**

Other documentation the unit or VAO treasurer must retain include bills, receipts, canceled checks, and written authorization for disbursement not covered in 4-H unit or VAO approved budgets or minutes of meetings.

## **Change Funds**

A change fund may be necessary to support substantial cash sales activities. The purpose of a change fund is to provide a reserve of small denomination currency and coins to make change. The change fund is not a petty cash fund and is not to be used to pay expenses. A change fund is established by writing a check for the balance to be kept in the change fund and obtaining the equivalent small denomination currency and coins. All funds should be deposited at the end of an event.

## **Cash Advances**

In general, cash advances may not be made from the 4-H unit or VAO checking or savings account. On rare occasions, it may be necessary to provide cash in advance of an expense being incurred. The advance must be approved by the unit or VAO for a specific purpose and the amount of the advance should be no greater than anticipated costs. The recipient of the advance must provide receipts for expenses incurred and return that portion of the advance not used. The persons approving the advance and signing the check must be different from the person receiving the advance.

## **Theft or Mismanagement of Funds**

If 4-H funds are stolen or mismanaged or if there is suspicion of other financial abuse, the incident must be reported immediately upon discovery to the 4-H PYDP employee and the Statewide 4-H Program Leader.

## Handling Funds for Project Groups

Project groups should plan the total cost of project materials and supplies for the year. Project groups within 4-H units or VAOs may raise funds for project-specific supplies and/or special events, such as field days, project trips, or community service activities. All monies received to support project groups including costs paid by members are to be deposited in the 4-H unit or VAO treasury. The 4-H unit or VAO treasurer should set up separate project accounts in the general ledger for each project group so that separate accountability can be maintained over funds and expenditures. The 4-H unit or VAO treasurer may also set up separate project accounts in the general ledger for each special event controlled by a project group so that separate accountability can be maintained over these funds and expenditures. All expenditures to support project groups must be made from established 4-H unit or VAO accounts.

## Disbursements

All expenditures must be made from established 4-H unit or VAO accounts.

1. Decisions concerning the disbursement of funds by a 4-H unit or VAO are to be made by the membership of the unit or VAO.
2. Financial commitments and expenditures must be in accordance with the policies established in UAF policies, this Handbook, and the 4-H unit's or VAO's approved budget.
3. If expenses are incurred for non-budgeted items, these expenses should not be paid until after the 4-H unit or VAO formally approves the non-budgeted expenditure.
4. For budgeted items, the treasurer should make payments only with proper documentation such as a purchase order, receipt, invoice, or other supporting documentation.
5. All checks must bear the signatures of two unrelated persons authorized and designated as signatories by the unit or VAO. The signer may not be the same person as the payee nor an employee of the UAF CES.
6. The check memo must include the purpose of payment.

## Payment Records

1. All money paid out must be entered in the check register or stub when the check is written.
2. All disbursements are to be made by check and must be substantiated by receipted bills, canceled checks, and written authorization (e.g., unit or VAO meeting minutes, the annual approved budget, etc.).
3. Disbursements should be made only from money that has already been deposited, not from anticipated deposits or from cash in hand.
4. Checkbook stubs must be completely filled out at the time each check is drawn or a deposit is made.

## Federal Taxes

4-H units and VAOs are not required to file federal taxes independently since they are not separately incorporated legal entities. Under the umbrella tax-exempt organization of Alaska 4-H Youth Development Programs, Inc., 4-H units and VAOs and their associated activities are treated as educational activities. Alaska 4-H Youth Development Programs, Inc. will treat all 4-H unit and VAO income and expenses as tax-exempt income and expenses on IRS Form 990. All clubs are required to submit the completed form 990 or 990long and annual financial report to the district 4-H office.

## Financial Reporting and Completion

This section describes the steps involved in preparing financial reports and completing the accounting and auditing processes. 4-H annual financial reporting follows the statewide 4-H PYDP program year and covers the period of October 1 through September 30.

### Annual Financial Report

An Annual Financial Report must be completed for each 4-H unit or VAO account annually by the 4-H unit treasurer by November 1.

1. The balance at the end of the previous statewide 4-H PYDP program year as reported on the Annual Financial Report should match the account balance at the start of the next new program year.
2. Report total monthly reconciled income and expenses and ending monthly balance.
3. Report year totals.

### Inventory Report

An Annual Inventory Report of 4-H unit or VAO property and equipment must be made by each 4-H treasurer.

1. Record items purchased on the current inventory listing. For items disposed of during the year, record the date.
2. Post donated equipment on the inventory listing, showing the date acquired, item received, the source of the donation, and its value.
3. List items an individual purchase price or fair market value of \$1,500 or more in the Annual Inventory Report . Record any similar items (e.g., three computers each worth \$500) on the inventory report.

### Financial Review Responsibilities and Requirements

1. Each 4-H unit and VAO should conduct an examination and audit of financial statements, fund balances, assets, and the established accounting system independent of the 4-H unit or VAO treasurer or others involved with the relevant finances. Independence ensures the accuracy of information, the existence of assets, and the reliability of the financial data.
2. Each 4-H unit and VAO is responsible for having their financial statements and related books and records reviewed by a peer review committee on an annual basis after the close of the 4-H program year. The peer review committee must complete the Year-End Peer Review Report and submit it to the 4-H unit or VAO treasurer.
  - a. For the 4-H unit review, the review committee should be composed of two (2) adult volunteers and two (2) youth members.
  - b. For the VAO review, the peer review committee should be composed of at least three (3) adult volunteers.
3. Under certain circumstances, a certified public accountant (CPA) or representative of UAF Business Office must conduct an audit and/or review of a 4-H unit or VAO financial statements, related books, and records. The following circumstances may indicate the need for this type of annual audit and/or review:
  - a. There are suspected irregularities related to financial activities.
  - b. The 4-H PYDP employee, 4-H unit, or VAO deems it desirable to have an independent audit and/or review by a certified public accountant of a treasurer's annual financial statements, fund balances, any other books or records and/or the accounting system.
4. All 4-H units and VAOs will be audited every 3 years by the District 4-H PYDP employee.



### **Gifts from 4-H Units and VAOs**

1. 4-H units and VAOs may not give cash gifts to individuals, businesses, or organizations without documentation of a club member motion and vote. Members with a conflict of interest will be asked by the unit leader or VAO President to self identify and not vote,
2. Non-cash gifts may be presented to individuals, businesses, or organizations for the purposes of appreciation, recognition, incentive, or sympathy if it can be demonstrated that the gift benefits the 4-H PYDP or is clearly necessary to the 4-H PYDPs fulfillment of its role as a good community citizen. Documentation of club member motion and vote for act is required.
3. Any use of the 4-H name and emblem is forbidden if it exploits the 4-H PYDP, adult volunteers, members, USDA, Cooperative Extension, land-grant institutions, or their employees.

### **Scholarships**

4-H units and VAOs may provide scholarships to 4-H members.

### **Livestock Auctions**

In situations where the 4-H member retains ownership of the animal and the proceeds from the sale pass through the 4-H organization sponsoring the livestock sale or auction and go directly to the 4-H member, the 4-H organization is only a conduit for the sale of the animal. When acting as a conduit for the sale, the sponsoring 4-H organization cannot view the sales proceeds as income to the organization and should clarify for the purchaser that they have not made a charitable contribution to the organization, but have purchased the animal through the organization for the direct benefit of the 4-H member.

## WEBSITES AND SOCIAL MEDIA

4-H members and adult volunteers shall adhere to the Website Guidelines concerning 4-H PYDP websites, chat, e-mail, and other technological communications that are transmitted, posted, or willingly received while acting in a 4-H PYDP capacity.

### Website Privacy

The privacy of youth and adult volunteers participating in the 4-H PYDP is protected by FERPA and must be protected when using web-based technologies. This includes, but is not limited to, the following items:

1. Youth addresses and phone numbers shall not be posted on websites (email address may be used in limited circumstances).
2. Youth in photographs on 4-H PYDP websites and social media should not be identified.
3. Materials identifying youth should be removed upon request.

### Social Media

4-H units and VAO must comply with the Alaska 4-H Social Media Policy, located in the appendix to this handbook.

Youth and adult volunteers acting on behalf of the 4-H PYDP shall not:

1. Transmit, post, or willingly receive correspondence, text, graphics, movies, sounds, or other media which contains: profanity, advocacy of the use or possession of illegal substances or alcoholic beverages, advocacy of the illegal use or the illegal possession of weapons, or solicitation or the advocacy of sexual misconduct.
2. Attempt to gain access to areas, information, servers, domains, or other material to which expressed permission has not been given. Also, at no time will 4-H members or adult volunteers violate the laws governing copyrighted material (includes music).
3. Harass others through the use of technology. Harassment by e-mail, chats, or otherwise shall not be tolerated. This includes but is not limited to harassment based upon protected classes (01.02.020, p.22.)
4. Misrepresent or assist someone else in misrepresenting their true identity to others through technology. Members or adult volunteers will not claim to be or represent themselves as being someone else. Those who represent the 4-H PYDP through technology do so under their own identity.
5. Seek to promote specific religious orientations or political opinions on behalf of the 4-H PYDP or UAF. While members and adult volunteers retain the right to advocate their own religious beliefs and political opinions acting as individuals, they will not advocate them in the name of the 4-H PYDP and UAF.

## Youth Protection

This policy is aligned with University of Alaska Fairbanks [Protection of Minors policy](#). These following policies are designed primarily to protect members; however, they also serve to protect adult volunteers and 4-H Positive Youth Development Program (PYDP) employee from false allegations of abuse.

### Preventing Private Interactions

The protection of members is of utmost importance in the 4-H PYDP. Research has shown that the single most effective way to prevent child abuse in a youth program such as 4-H is to prevent private, one-on-one interactions. Preventing one-on-one interactions between members, as well as between members and adult participants (volunteer and other adults), is a cornerstone of the 4-H youth protection strategy.

### Interaction with Members During 4-H Activities

4-H PYDP employee, adult volunteers, adult participants and members will adhere to the following requirements during all 4-H activities.

There will be 2 adult volunteers who are authorized Adults present with members during all 4-H activities, except when more are required under the UAF Protection of Minors Policy. "Authorized adult volunteer" means an individual that has completed the 4-H Adult Volunteer Requirements.

There may be occasions when having 2 authorized adult volunteers present is not possible due to emergencies, an illness, or other unforeseeable circumstances; in these situations there should be appointed adult volunteer and another adult participant or 4-H PYDP employee member, one of which must be at least 21 years of age.

This option is only used in cases of emergency when a previously identified adult volunteer is unable to participate.

This applies to all 4-H programming. There are some exceptions to the required 2 authorized adult volunteers for programming taking place virtually.

Exception: When adults are present, 2 adults required: 1 must be an appointed 4-H Adult Volunteer and 1 may be an adult helper in breakout spaces. In instances when there is a single adult in a breakout space with minors, there should be at least two minors in the space with the adult.

In general, no one-on-one interactions may occur in private, whether between members, or between adult volunteers and members. If individual discussions are necessary, they should be conducted in an area that is in view of other adult volunteers and members.

### Supervision Ratios

Beyond the UAF Risk Management-required minimum of 2 authorized adults, as a best practice, all 4-H program events, activities and meetings should have an adult to youth ratio of at least 2:18 for senior, junior, and intermediate members; 2:12 for Cloverbud members.

### Supervision in Vehicles

1. Youth members are not allowed to be transported in vehicles driven by non-authorized adults or other members without parental/guardian permission for 4-H events and activities.
2. Adult volunteers should not be one-on-one in a vehicle with members other than their own child. In the event that this is unavoidable, phones should be utilized to allow the youth to be in contact with a

parent or guardian for the entirety of the vehicle ride. This can occur by calling the parent and leaving the call line open for the entire ride.

3. Adult volunteers must have current Member Medical Release and Health History Form from parents/guardians for each member before transporting the members in any vehicle to a 4-H PYDP overnight and/or distant activity or event.

### **Supervision and Late Parents**

1. The member is the responsibility of the adult volunteers or 4-H PYDP employee member in charge of the meeting or event until a parent/guardian or responsible adult designated by the parent/guardian arrives.
2. The member must not be left unsupervised, transported (except by law enforcement officials or ambulance) or released to anyone not specifically authorized by the parent/guardian.
3. If parents/guardians are habitually late with no communication, participants may be denied participation in future 4-H PYDP activities.

### **Separate Sleeping Facilities**

Generally, adults 18 years of age or older shall **not** be housed in sleeping quarters (dormitory rooms, hotel rooms, tents) with unrelated minors. However, when adult presence in sleeping quarters is necessary to protect the safety and well-being of the youth (such as in large barracks or gymnasiums), it is permissible to house adults in the same room, provided that there are at least two adults. All minors must have a designated adult, 25 years of age or older, who is specifically responsible for their whereabouts and safety.

### **Restrooms**

It is strongly recommended that separate shower and bathroom facilities be provided for mixed-gender groups. When single-user restrooms or showers are not available, separate times for individual use should be delineated.

Example: a personalized shower schedule for attendees of an event

### **Respect for an Individual's Privacy**

Adult volunteers must respect the privacy of members in situations such as changing clothes and should intrude only to the extent that health and safety require. Adult volunteers must protect their own privacy in similar situations. Each youth and adult should be provided with an optional private changing area.

### **Youth Leader Training and Supervision**

Youth leaders should be trained as to what constitutes appropriate interaction during 4-H PYDP events and activities. 4-H PYDP employee and/or adult volunteers must monitor and supervise the guidance techniques used by youth leaders.

### **Constructive Discipline**

Corporal punishment is never permitted in the 4-H PYDP. Positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism must be used. 4-H PYDP employee, adult volunteers, and youth leaders will maintain age-appropriate behavior expectations and set-up guidelines and environments that minimize the need for discipline.

## Training Resources

New 4-H Adult Volunteers must take the online Protection of Minors training, along with additional required online trainings, as part of the 4-H Adult Volunteer Appointment process. 4-H Adult Volunteers will take the training as a condition of their yearly appointment. No 4-H Adult Volunteer is permitted to serve the 4-H PYDP without successful completion of this training and their acceptance as an active 4-H Volunteer. If online access is not available to a volunteer or staff member, an alternative training can be requested.

## Reporting of Child Abuse

### 4-H PYDP Adult Volunteer Reporters

In accordance with University of Alaska Fairbanks Protection of Minors procedure, 4-H Adult Volunteers are expected to report any suspected child abuse or neglect of which they have knowledge. Authorized adult volunteers, staff, and faculty are trained in the identification of child abuse and neglect. They will follow established UAF Protection of Minors protocol in reporting ([uaf.edu/safety/files/protection-minors/Reporting-Procedures.pdf](https://uaf.edu/safety/files/protection-minors/Reporting-Procedures.pdf)). Reporting abuse hotline: 1-800-478-4444.

### Reporting Requirements

4-H Adult Volunteers who suspect child abuse or neglect must report their concerns to UAF employee. However, any citizen may make an anonymous report directly to the law enforcement or child protective services. Every 4-H Adult Volunteer shall be aware and fully understand the requirements of reporting including, reporting the volunteer's concerns to UAF or directly to law enforcement or OCS with a notification to UAF. When a 4-H Adult Volunteer reporter notifies the District 4-H PYDP employee of suspected child abuse, they must follow the process of reporting under UAF Protection of Minors policy.

### Reporting Steps

Report to POM, if it falls under Title IX then would report to the local police and District PYDP employee.

### Failure to Make a Report

If the University of Alaska finds that a 4-H Adult Volunteer had knowledge of suspected child abuse or neglect and failed to make a report, the 4-H Adult Volunteer's appointment will be terminated.

### Immunity

Any 4-H Adult Volunteer who reports a known or suspected instance of child abuse shall not incur civil or criminal liability as a result of any report. If it can be proven that a false report was made and the person knew that the report was false or was made with reckless disregard of the truth or falsity of the report, then there is no expectation of immunity. Any such person who makes a report of child abuse known to be false or with reckless disregard of the truth or falsity of the report is liable for any damages caused.

## Protecting Youth Information

The safety of youth members is a priority of the Alaska 4-H program. This requires the vigilance and thoughtfulness of PYDP employee, volunteers and parents. When planning any event units are encouraged to consult the risk management checklist to ensure all safety issues have been considered.

### Mailing List

The sole purpose of UAF CES mailing lists is to deliver educational information. In accordance with UAF procedure, no 4-H PYDP mailing list will be given to other non-UAF organizations or individuals.

### Media Release

The University of Alaska periodically uses photographs of members and adult volunteers for local, regional, or state marketing. Members and their parents/guardians and adult volunteers are given the option to sign or decline media releases. When they sign the 4-H PYDP enrollment form and [UAF 4-H Youth Media Release](#), members and their parents/guardians and adult volunteers give permission to: the National 4-H Council, University of Alaska Fairbanks, 4-H Cooperative Extension Service, USDA/NIFA, 4-H clubs and programs, its nominees, agents and assigns unlimited permissions to copyright and use, publish and republish for purposes of advertising, public relations, trade or any other lawful use, information about me and reproduction of my likeness (photographic or otherwise) and my voice, whether or not related to any affiliation with 4-H, with or without my name. I hereby waive any right that I may have to inspect or approve the copy and/or finished product or products that may be used in connection therewith or the use to which it may be applied.

Individuals not enrolled in 4-H PYDP but participating in short term activities should be given the option to complete a Youth Media Release Form if publicity or program pictures are taken.

### Confidentiality of Medical Information

Members and adult volunteers are required annually to complete medical treatment forms at the time of enrollment. See the Member Treatment Authorization/Medical Release and the 4-H Adult Volunteer Treatment Authorization/Medical Release and Health History Form.

1. State and federal law and Universities policies restrict how medical information is shared within the 4-H PYDP, including camps. The information recorded on the Member Treatment Authorization/Medical Release and Health History Form should be treated as confidential.
2. 4-H PYDP employee and adult volunteers must make all reasonable efforts to see that:
  - a. Only authorized individuals have access to health, medication, and related information.
  - b. The Member Treatment Authorization/Medical Release and Health History Form and the 4-H Adult Volunteer Treatment Authorization/Medical Release and Health History Form and related health information are securely filed to prevent casual access.
  - c. Training is provided to adult volunteers (including camp personnel and chaperones) regarding the importance and process of protecting and respecting the privacy of privileged and sensitive health information.

### Steps for Handling Health Forms

4-H PYDP employee should ensure that the following steps are used in handling 4-H PYDP treatment authorization forms and health history information.

1. Signed copies of the Alaska 4-H PYDP treatment authorization forms must be kept in a file or notebook which can be accessed only by 4-H PYDP employee and adult volunteers who have a business need to access them.
2. Copies may be made and distributed to club and project adult volunteers and chaperones for emergency purposes. Club leaders, project adult volunteers, and chaperones are required to keep 4-H PYDP treatment authorization forms in a notebook or folder to reduce risk of information being distributed. The notebook or folder should be available to authorized individuals at all 4-H PYDP events.
3. For traveling, copies should be provided to adult volunteers for emergency purposes in a notebook or envelope to reduce risk of information being distributed.
4. During camp, 4-H PYDP employee and adult volunteers should provide camp counselors only with the general medical needs of campers (i.e. camper needs to visit nurse before bed rather than listing camper's name with specific medications.)
5. Chronic medical needs such as diabetes, asthma, or hemophilia should be made known to the adult volunteer coordinator, camp counselor, chaperone, etc., who have a need to be aware of the medical needs.

## Protection of Persons

### Alcohol, Drugs, and Tobacco

The following procedure applies when youth, adult volunteers, parents/guardians, 4-H PYDP employee, and participants are participating in the 4-H PYDP and while performing 4-H PYDP duties at non-4-H events.

#### Participation in 4-H Activities and Non 4-H Events

1. Adult volunteers, chaperones, and 4-H PYDP employee shall not consume or be under the influence of alcohol, illegal drugs, or tobacco while performing their 4-H PYDP duties.
2. Adult volunteers, chaperones, and 4-H PYDP employee shall not be impaired by legal drugs while performing their 4-H PYDP duties.
3. The use of alcohol, marijuana, illegal drugs, smoking and the use of smokeless tobacco products, e-cigarettes is prohibited.

### Violations

Members, participants, adult volunteers, chaperones, and 4-H PYDP employee violating this procedure will be asked to leave the activity, event, or function and may be subject to disciplinary action. See the Member Code of Conduct and Regents' Policies and University Regulations.

## Serving of Food

Any activity where food is served (potlucks, luncheon meetings, etc.) has the risk for food borne illness. All 4-H PYDP units will adhere to standard cleanliness and food safety practices. In addition:

### Compliance with Laws and Regulations

If a 4-H PYDP group plans to serve food as part of an official 4-H PYDP activity, the food preparation and service must be in compliance with all local (city and borough) health department rules, state laws, and state Department of Environmental Conservation (DEC) regulations. It is imperative that all borough- and/or community-based rules and regulations governing food service activities be observed, including securing appropriate permits.

## Helmets

### 4-H PYDP Helmet Requirements

Youth members, participants, and adult volunteers shall wear helmets during any 4-H PYDP sports activities (such as hockey, snowboarding, downhill skiing, luge, etc.), wheeled activities (such as ATV use, bicycles, etc.), and equestrian projects or at any activity or event that an adult volunteer or 4-H PYDP employee deems necessary. All members, participants, and adult volunteers are responsible for providing their own properly fitted helmet that meets current safety standards and shall wear the helmet during the sports activity.

### Parent and Guardian Responsibility

It is the responsibility of the participant's parent/guardian to ensure the participant's headgear meets current safety standards and is properly fitted and in good condition. 4-H PYDP employee and adult volunteers are not responsible for checking headgear for compliance. UAF makes no representation or warranty, expressed or implied, about such headgear and cautions sports participants that serious injury may result despite wearing headgear, as no helmet can protect against all unforeseeable injuries in any activity.

### The 4-H Equestrian Headgear Policy

4-H members participating in any 4-H equestrian activity must wear an approved helmet whenever they are mounted on an equine or are in a vehicle (cart, wagon, buggy, etc.) being pulled by an equine. This applies to all activities conducted under the auspices of a 4-H-sponsored program or activity. The only exception to this is vaulting, where a helmet is not required as long as the vaulting sessions are conducted in accordance with the vaulting rules as set forth in the U.S. Pony Club Vaulting Manual. An approved helmet meets the minimum performance standards imposed by the American Society for Testing Materials (ASTM) F1163 and includes certification and labeling required by the Safety Equipment Institute (SEI). The helmet must be properly fitted with the harness engaged and properly fastened. It is recommended that 4-H'ers wear their ASTM/SEI helmets any time they are around their horse. The rules in this book, including this helmet policy, apply to all youth and adults while participating in a 4-H-sponsored event or activity.

## Meeting and Event Place Safety

Prior to holding a meeting or event, the meeting or event organizers should evaluate the accessibility, configuration, limitations, and hazards of the space. Once these aspects of the meeting space have been evaluated, the meeting or event organizer can develop or provide guidelines, instructions, or other information to safely manage the meeting and space, as appropriate. 4-H PYDP employee and adult volunteers in charge should know what to do in case of an accident and/or evacuation. Emergency phone numbers should be available. The location of the nearest phone should be known. The location of fire extinguishers and fire alarms should be noted.

## Transportation

4-H PYDP employee members are responsible for notifying adult volunteers that they must comply with vehicular laws and regulations. This can be accomplished through adult volunteer appointment letters, newsletters, orientation meetings, and workshops. Part of the Alaska 4-H Volunteer requirements for transporting 4-H members during 4-H activities includes becoming an authorized driver through UA.

### Field Trip and Out of District Transportation



1. Adult volunteers who are transporting members in personal or commercial vehicles to any 4-H PYDP activity or event including club field trips and activities, and district, regional, or state activities must have a current Member Treatment Authorization/Medical Release and Health History Form.
2. Adult volunteers who are transporting members on field trips or long distances to official functions should carry:
  - a. A first aid kit,
  - b. Member Treatment Authorization/Medical Release and Health History Form,
  - c. Emergency accessories such as reflectors, fire extinguishers, etc.
  - d. Other supplies, such as shovels and blankets, necessary for adverse weather conditions.

## Insurance

Alaska 4-H members and adult volunteers are covered by the American Income Life Special Risk Division (AIL SRD). They are the largest blanket insurer of 4-H and Extension groups and programs nationwide and because of this specialization; they understand the unique 4-H PYDP needs and are constantly striving to meet them. The Annual Policies provide primary benefits and have no deductible for covered individuals.

### Club Insurance

This insurance covers each registered member and adult volunteer while participating in or attending regularly approved and adult supervised group activities. Coverage while traveling directly to and from the member's home and the meeting place for the purpose of participating in scheduled group activity. Club meetings need to be part of the annual club program and have adequate adult supervision to be covered by the policy.

Club policy coverage can be primary for families without personal insurance, but usually it is treated as secondary and kicks in after the family's personal insurance to cover things like co-pays, deductibles, and other out of pocket expenses that may be incurred. To be covered by the club policy, members need to be enrolled in 4-H.. Parents or guardians need to read and complete this form annually and keep it up to date if there is a change in their child's medical history.

### Non-covered items

Items NOT covered by this policy include but are not limited to eyeglass replacement, denture replacement or repair, suicide, illness, hernia in any form, losses covered under Medicare or Workman's Compensation, injuries sustained during downhill winter sports, air travel, and children under the age of 5.

### Special Event Insurance

In addition to club insurance, American Income Life also offers special event insurance. This type of insurance is recommended for special events like an end--of-the-year party or a fundraiser where there will be non-4-H members present. Event insurance is very affordable, and your 4-H PYDP employee can help you determine if this type of insurance is needed and make the purchase. The Pre-Event Planning Guide on the American Income Life Website [4H & Extension Insurance Plans | Special Risk Division of American Income Life \(ailife.com\)](https://www.ailife.com/4H-Extension-Insurance-Plans-Special-Risk-Division) is a helpful tool for accessing the level of risk, and whether or not additional insurance is needed.

## Petting Zoos and Interactive Displays as Special Activities

Increasingly, 4-H PYDP groups are involved in providing community opportunities to enjoy and learn about small animals. Extensive guidelines can be found at Public Veterinary Medicine: Public Health—Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, 2017.

Petting zoos or similar interactive animal displays can be fun and educational activities for members and the general public. However, there is a risk of illness or injury during contact with animals. These risks can be reduced or eliminated by implementing several measures, including managing the human-animal interactive experience, providing hand washing facilities, and informing visitors about safe conduct with animals.

The following must be followed when a 4-H PYDP unit wishes to host a petting zoo:

1. Petting zoos must only feature small (i.e., animals weighing 100 pounds or less), miniature, or young animals. Full grown cows, horses, hogs or other large animals pose a greater risk of injury to petting zoo visitors and may not be featured in 4-H PYDP-sponsored petting zoos.
2. Petting zoo animals shall be screened to eliminate those that exhibit aggressiveness, signs of illness, or other types of poor behavior.
3. Newborn animals are not appropriate for petting zoos and shall not be featured.
4. Petting zoo pen and enclosure areas shall be effectively managed and supervised to provide environments that are safe and healthy for both visitors and animals and their interactions.
5. In addition to any state or local regulations or fair policies, groups operating petting zoos shall follow the recommendations of the most current version of the Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, published by the National Association of State Public Health Veterinarians (NASPHV). <http://www.nasphv.org/documentsCompendia.html>)

## Civil Rights Compliance

Alaska 4-H and the Institute of Agriculture, Natural Resources and Extension (IANRE) in which it is housed celebrate the rich diversity of its clients, students and employees. We are committed to providing workplaces and programming free of discrimination. Our faculty and staff strive to provide research-based information and educational opportunities to people of all backgrounds and abilities across Alaska.

In accordance with University of Alaska policies and regulations, state and federal law, and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of illegal discrimination against any individual because of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status is prohibited.

Additionally, the USDA requires civil rights data collection and reporting on USDA requires Extension to gather race, ethnicity, and gender information about youth and adults who participate in our programs. The demographic survey is voluntary. Participants are not required to give this information. Alaska 4-H PYDP asks participants to complete demographic surveys because the information provided will be used to improve programs, to help USDA design additional opportunities for program participation, and to monitor enforcement of laws that require equal access to programs for eligible persons.

### Commitment to Diversity

4-H PYDP employee and volunteers have a key responsibility to support a welcoming and inclusive learning environment. It is an expectation that all reasonable efforts will be made to reach out to underserved and underrepresented groups. An environment of respect for and appreciation of difference helps advance the foundation of knowledge we are building in our communities.

### Accessibility of Programs

Reasonable accommodations must be made to allow members and adult volunteers with disabilities to participate. Requests for accommodation relating to a disability must be referred to the UA accessibility in the Department of Human Resources at [ua-ada@alaska.edu](mailto:ua-ada@alaska.edu).

The procedures included in this Handbook are meant to be inclusive and should not be used to exclude youth members. The 4-H PYDP emphasizes youth development and educational experiences that promote safety, relationship building, youth engagement, community involvement, skill building and learning.

[Add non-retaliation provision here – no one will be retaliated against for requesting an accommodation]

### Nondiscrimination Statement

USDA requires that a nondiscrimination statement appear on printed information used in the 4-H PYDP. The bylaws of each 4-H volunteer organization (VAO) (e.g., council) and unit (e.g., club) must also include the current USDA nondiscrimination statement. For the most current statement and requirements refer to the Alaska 4-H website.

### Reasonable Accommodations

All IANRE programs, including 4-H PYDP, are required under Regents' Policy and University Regulation to ensure that all programs are accessible to persons with disabilities. Based on U.S. Department of Agriculture (USDA) guidelines for the implementation of Section 504 of the Rehabilitation Act of 1973, 4-H PYDP employee are responsible for implementing these guidelines.

1. 4-H PYDP employee and adult volunteers may not exclude from any program or activity any person on the basis of disability.
2. 4-H PYDP employee shall take into account the needs of such persons in determining the services to be provided under the program or activity. When feasible, all efforts are to be made to encourage and provide reasonable accommodations for youth with disabilities in 4-H PYDP activities.
3. Where existing facilities are inaccessible, 4-H PYDP employee and adult volunteers must make program services that are normally provided at those sites accessible to all qualified individuals. For example, instead of holding activities at privately-owned facilities such as homes and farm buildings that are not accessible, 4-H PYDP employee should select accessible facilities for activities.
4. For activities held in publicly owned facilities outside of UAF CES, 4-H PYDP employee shall select accessible facilities wherever possible.
5. If barriers are identified, the participant should be referred to the UA HR Accessibility Team listed above to determine accessible programming. If accessible facilities are unavailable or inappropriate to the nature of the activity, 4-H PYDP employee shall use other methods to deliver program benefits, such as meeting in accessible locations, via the internet, communicating through writing, telephone calls or other available methods.
6. While some activities such as field trips cannot be held at sites accessible to those with disabilities, alternatives such as audio- or video-taping of the activity should be explored.
7. Upon request and when feasible, 4-H PYDP employee will make program materials accessible to a disabled member with sensory or mental impairments, if that member has indicated a desire to participate. For example, materials could be made available through means such as Braille, audiotapes, readers, large print formats, simplified versions, written scripts or sign-language interpreters.
8. 4-H PYDP employee and adult volunteers will make reasonable accommodations to provide camping activities that are accessible to all 4-H members. Accommodations may need to be made for health problems, physical limitations, dietary restrictions and medical requirements. UAF Disability Services will work with the member who requests an accommodation relating to a disability and employee or adult volunteer to determine the necessary accommodations. UAF Disability Services will notify the member and employee or the adult volunteer of the necessary accommodation(s). Reasonable accommodations will be supplied at no additional cost to the member.
9. All UAF CES district publications, meeting flyers, newsletters and other materials should advertise that the district offices and meeting sites are accessible, if in fact they actually are; they should also contain a statement informing individuals of the methods for requesting an accommodation (e.g., for members to reach out to UAF Disability Services and for volunteers and other participants to reach out to the UA HR accessibility team). To indicate that the meeting location is accessible to wheelchairs, use the "wheelchair accessible" logo. When appropriate, other available accommodations should be specified. The [Americans with Disabilities Act](#) website outlines some appropriate accommodations.

## Requesting an Accommodation

Individuals who need to request an ADA accommodation in order to participate in 4-H sponsored events and activities can request an accommodation by contacting the UAF Disability Services Office (members) or the UA Human Resources accessibility team (volunteers and other participants).

## Resources

For more assistance with providing appropriate experience for youth or volunteers with disabilities refer to the UAF Disability Services Office (members) or the UA Human Resources accessibility team (volunteers and other participants).

## **Civil Rights Orientation for Volunteers**

4-H PYDP employee must provide information on federal civil rights compliance obligations to adult volunteers as part of the adult volunteer orientation training.

## **Civil Rights Training**

4-H PYDP employee are required to provide adult volunteers with civil rights training to explain concepts such as nondiscrimination, parity and accessibility. 4-H PYDP employee should familiarize adult volunteers with applicable UAF and IANRE policies and procedures; provide written materials to help adult volunteers with All Reasonable Effort documentation; answer commonly-asked civil rights compliance questions; and identify resources to help adult volunteers solve problems as they arise. Volunteers should especially be knowledgeable about how to handle civil rights complaints.

## **Training Resources**

The UAF Department of Equity & Compliance provides Title IX training materials to 4-H personnel.

## **Complaint Procedure**

Discrimination complaints are to be treated seriously. Action must be taken and procedures must be followed. The University of Alaska (UA) is committed to providing a safe and respectful campus environment, free from discrimination on the basis of race; religion; color; national origin; citizenship; age; sex; physical or mental disability; status as a protected veteran; marital status; changes in marital status; pregnancy, childbirth or related medical conditions; parenthood; sexual orientation; gender identity; political affiliation or belief; genetic information; or other legally protected status. You can contact Department of Equity and Compliance 3rd Floor Constitution Hall Box 756910, Fairbanks, Alaska 99775 907-474-7300 • P.O. [uaf-deo@alaska.edu](mailto:uaf-deo@alaska.edu) for assistance,