

Richmond 4-H Club Policies & Guidelines

10/1/18 to 10/30/19

General:

The national 4-H motto is "To Make the Best Better". It is the goal of the Richmond 4-H club to do just that. All members are encouraged to make their club, their community, their country, and their world a better place.

The Richmond 4-H Club is under the direction of the Walworth County 4-H Youth Development Program. The club will hold 12 meetings a year. These will be on the second Monday of each month at 7 PM at the Richmond Town Hall, unless otherwise noted. The club members **will have the opportunity to** participate in county softball, county bowling **if offered**, county Music Fest, county Drama Fest, **Kids College**, and at least one club community service project annually. **There will also be various Club activities I.E. Ice Skating, Bowling, Picnic, and others TBD.**

The Richmond 4-H Club is family orientated and one parent is requested to be in attendance at all club meetings/activities. Parents are responsible for their child/ children during all club activities.

Members are encouraged to select projects that they will have the time to participate in properly. Sometimes it is better to take only 1 or 2 projects and complete them than to take several projects and not have the time to finish anything. The General Leader(s) will be available to help with project selection.

Members are also encouraged to participate in activities beyond the club level. There are many 4-H programs at the county, state, and national levels. The general Leader(s) will be available to guide members interested in 4-H beyond the club level.

Amendment: as of 2011; Walworth County has decided to go with a fiscal year that runs July 1 – June 30th.

Membership:

Membership in the Richmond 4-H Club is open to all qualifying youth regardless of race, color, creed, religion, national origin, disability, ancestry, sex, sexual orientation, and pregnancy, marital or parental status. Qualifying youth are those who are in third grade through the next 4-H year following their graduation from high school.

The Richmond 4-H Club will be made up of members (five or more youth not including elected officers-**age 14 and above with the exception of Sunshine-3rd grade and above** elected officers (President, Vice President, Secretary, Treasurer, and Corresponding/Sunshine Secretary), and cloverbuds. It is recommended that all incoming officers participate in the County provided Officers school. It is recommended that A General Leader(s) will oversee the club. Parents are encouraged to be volunteer project/activity leaders. All adult leadership must be approved through the UW Extension Youth Protection Program.

Youth in Kindergarten, first, and second grades may enroll in the Richmond 4-H club as cloverbuds. Cloverbuds participate in non-competitive programs primarily at the club level, can not vote at club meetings, can not enroll in specific 4-H projects, and are not eligible to participate in most county 4-H events and activities.

All members and parents must read, sign, and follow the Walworth County Family Behavior Agreement.

4-H Member in Good Standing:

In order to be eligible to reenroll in the Richmond 4-H club, a member must meet the following criteria –

- Attend at least 50% (6) of the 12 monthly club meetings held during the club year (November to October). For new members, the number of meetings will be calculated from the date of enrollment to October.
- Participate in at least one club committee besides refreshments, participate in 1 of the community service road pickups, and participate in 1 other community service project (see below).
- Follow the Walworth County 4-H Family Behavior Agreement.
- Complete at least one project a year (attend any required club or county meetings for the project and exhibit the completed project). Exhibiting can be done at the Walworth County Fair, a club meeting, or at another event approved by the club General Leader(s).
- Complete and submit to the General Leader by club deadline a Record Book that includes at a minimum, a completed PPR (Permanent Participation record) and a **minimum of one Project Record** between the green record book covers.

The club General Leader(s) will submit a list of club members "not in good standing" to the UW Extension office by October 31 each year. Only those members in good standing will be eligible to reenroll in the Richmond 4-H Club. Youth not in good standing must sit out a year, but may reenroll by December 1 of the following year.

Enrollment:

Reenrolling members must be a member in Good Standing (see above). All enrollment forms with fees must be submitted to the General Leader(s) by the club deadline (November) so that the enrollment forms can be submitted to the county by December 1.

New members may join at any time during the year. In order to show at the Walworth County Fair, all new members must submit enrollment forms with fees to the General Leader(s) by the club deadline (February), so that the enrollment forms can be submitted to the county by March 1.

Add-Drop forms should be submitted to the General Leader(s) by club deadline (February), so that they can be submitted to the county by March 1. ***This process is completed online.***

Walworth County Fair:

The Junior Department of the Walworth County Fair provides many opportunities for 4-H members to exhibit their projects. Walworth County Fair entry forms with fees must be submitted to the General Leader(s) by the club deadline (July), so that the fair entry forms can be submitted to the Walworth County Fair office by the fair deadline.

The General Leader(s) may refuse to sign a fair entry form if a member has not attended 50% of the club meetings held between the time of enrollment and fair entry sign-up.

Members who fail to submit a completed record book (PPR and Project Record Forms between the green record book covers) will not receive their fair premium check.

Awards:

The Walworth County 4-H program gives out various awards in October of each year. The Richmond 4-H club also gives out various awards at the club banquet in November of each year. Members must be in good standing to be eligible to receive awards. A committee from the club will review and evaluate Record Books each year and will submit a list of members who qualify for the various awards.

Financial:

All Richmond 4-H club funds must be deposited in a checking or savings account that bears the club's name.

The checking account shall be set up so that all checks require two signatures- those of the club treasurer and of an adult club leader who is not a parent or guardian of the treasurer.

A club budget will be completed annually which will estimate club incomes and expenses.

Fundraising will only be conducted to meet / support the financial goals of the Richmond 4-H club.

An audit of the club's financial records will be completed annually and submitted to the county by August 1.

If the Richmond 4-H Club should dissolve, any assets must be turned over to a recognized 4-H club or group with approval of the Walworth County Senior Leaders Association and the county 4-H Youth Development Program Educator.

Community Service:

The Richmond 4-H Club will conduct at least one community service project annually. For many years our club has done Adopt-A-Highway road clean-up on HWY 89, Richmond Cemetery Clean up, Richmond Township road pick-up, ***Whitewater Postal Food Drive***, and Christmas caroling at ***The Glen Assisted Living Center***. Other community service projects that have been done are Care Baskets, food pantry collections, and the county Peanut Butter and Jelly Collection. At a minimum, members are required to do 1 of the road pickups and 1 other community service project annually.

Refreshment Committee & Member Talk

Each 4-H family will be responsible for bringing refreshments to one club meeting a year. Each family on the refreshment committee will bring 3 dozen cookies and 1 gallon of juice/ drink. Drink cups are supplied by the club. The committee will arrive at the meeting 15 minutes early to setup chairs and will stay after the meeting to put away chairs, sweep the floor, and clean up the kitchen.

Each committee member will give a short (5 minute) talk. The talk can include such things as the member's favorite 4-H activity, demonstration of a favorite project, or explaining why they chose a particular project.

By joining the Richmond 4-H club, each member and the member's parent/ guardian acknowledge that these Policies & Guidelines have been read and will be followed.

Revised-October 2018