

Coffey County 4-H Policy Revised 2024

Accepted and approved by Coffey County 4-H PDC as addendum to Ks 4-H Policy with official implementation beginning in October 2016. This addendum is to serve as clarification of policy specific to Coffey County and as a supplement to the latest revised version in effect of the Kansas 4-H Policy from the KSU Extension 4-H & Youth Department.

General

IF TRANSFERRING into the Coffey County 4-H program from another county in Kansas during the 4-H year a signed enrollment card must be on file in the County Extension office of current residence. A transferring youth must:

- A. Submit a letter of transfer recommendation from the 4-H Club leader and Extension Agent where they are transferring from. Letters shall contain the following:
 1. Date youth enrolled in 4-H
 2. List of projects currently enrolled in
 3. Number of club meetings held and the number this member has attended.
 4. Number of project meetings held and number of meetings this member has attended.
 5. List of all special events participated in during the 4-H year to the time of transfer ie. Judging contests, club day, awards trips
 6. List of all special awards and recognitions received during the 4-H year to time of transfer.
 7. Any other pertinent information that may be requested by the Coffey County Extension Office.

The Coffey County Extension Executive Board shall emphasize the State 4-H policy encouraging 4-H participation in the county or unit of residence. With the exception of current non-resident 4-H members, Coffey County will restrict future 4-H membership enrollment to Coffey County residents only. Appeals to this policy will be made to the Coffey County Extension Executive Board and finalized with their approval only after an "Out-of-County 4-H Membership Request Form" is signed by club leaders and county agents has been submitted to the Board and transfer is mutually agreed upon by all entities involved as per Kansas 4-H policy.

COFFEY COUNTY KANSAS 4-H CODE of CONDUCT

Consequences of policy infractions will include:

1. Immediate parental notification
2. Parents will be required to pick up the individual from the event as soon as possible
3. Leaders have the option to immediately cancel the remainder of the trip or event and return home.

EVENT / REGISTRATION DEADLINES —Grace period has been removed.

SPECIAL ACCOMODATION for PARTICIPATION – THIS IS IN STATE POLICY – Section 2.4.3

GRIEVANCE PROCEDURE THIS IS In State Policy Section 2.8.4

4-H PDC will serve as the protest committee.

County Camp

Coffey County 4-Hers age 7 to 13 are eligible to attend the 4-H County Camp sponsored, promoted and conducted by Coffey County Extension Service. Youth participants will be expected to attend the entirety of camp. Activity participation and lodging **MUST** be done within their assigned group within the whole camp group. Only pre-approved adult volunteers will be allowed to access the camp area and activities. No “parental shadowing” will be allowed. All campers and counselors will not be permitted to leave camp.—Camp Counselors must be a minimum of 14 in 4-H age. Counselors **MUST** attend the counselor training session prior to camp each year.

All decisions regarding the organization of activities safety and management of camp are made by designated camp agents. These decisions are based on the best interests of all participants and the overall camp experience.

Coffey County 4-H Council – this needs to be in the bylaws.

Each Coffey County 4-H Club will be represented on the Coffey County 4-H Events Council by a maximum of 4 club members. 4-H Council representatives will be selected by the individual clubs from their membership for a one-year term of service with no limit to the number of consecutive terms a member may serve. Each representative will have a single vote on all matters brought before the 4-H Council body for consideration. Substitute representatives may be appointed by clubs to fulfill the role on the occasion that a regular representative is unable to attend a scheduled Council meeting. A single club leader may vote in the case of multiple absences. (rev17)

LEADERSHIP - 4-H Leaders / Junior Leaders / Leadership Project

To be recognized as a project/community leader, individuals must: be VIP certified; acknowledged by

the Extension office as “county-wide” leader OR listed on the 4-H “Club Summary” form as club level leader; have held at least 2 project meetings during the 4-H year and documented on club summary.

County Teams & Groups

JUDGING TEAMS

All judging team(s) to represent Coffey County for state and/or national level competition approved by the Extension Agents and participation fees paid for with 4-H Council funds, are to be selected from those 4-Hers who have competed in a minimum of two prior similar type contests if available and scores put on a percentage. The State livestock Sweepstakes teams are to consist of members who compile the top scores or percentages. Any youth committing to participation and then later deciding not to participate will be held financially responsible for all encumbered fees if a replacement cannot be acquired. Necessary replacements may be selected from the next eligible participants.

4-Hers participating on selected state and national judging teams will be under the guidance and direction of the designated coaches/chaperones for the entirety of the trip and competition. They are to room with and travel to and from the contest with the coaches and other team members.

Any parents choosing to attend the event will do so at their own expense and shall not hinder the plans for the team during the trip established by the coaches. Any deviation to this policy due to extenuating circumstances, shall be agreed upon and approved by coaches and Extension Agents(s).

(rev 23)

County Fair

The Coffey County Fairbook published each year will be the official rule book for the interpretation of the rules that guide participation at the Coffey County Fair. These rules as published will supersede any rules written in any other publication.

County Fair Auction Participation

Coffey County Fair board recognizes participation in a 4-H project premium auction as a privilege for youth active in their community club and the 4-H program. Therefore a 4-Her MUST attend and participate in at least 6 Community Club Meetings held from the start of the 4-H year, October 1, until the July County Fair pre-registration deadline date designated by the Extension Office.

Verification of attendance will be determined by the respective clubs Secretarial “Roll Call”. 4-Hers not meeting the 6 meeting attendance requirement may still exhibit at the Coffey County fair for ribbon premium but will not be allowed to participate in any project auction held under the direction

of the Coffey County Fair Association. This requirement is in compliance with section 10.4.1 of the Kansas 4-H Policy Handbook revised October 2023.

County Fair Participation Special Accommodations SEE State Policy Section 2.4.3

For requests related to the Coffey County Fair, this form MUST be submitted NO LATER than May 1 of the current 4-H year. Upon receipt of the “Accommodation Request Form”, arrangements will be made for presentation to the Coffey County Fairboard NO LATER than their May fairboard meeting which will review the request and determine accommodations. *(rev '23)*

Coffey County Achievement Pin

Summit Pin – This pin is unique to Coffey County and the final achievement pin to be received.

“Project Champion” Project Achievement Awards – under review

4-H'ers will submit a Kansas Project Report Form for evaluation in each project in which they wish to be considered for recognition.

Requirements for a “complete” record book and to be considered for a CF Co 4-H “County Champion” in a project:

1. Any Community Club member of 4-H age.
2. The 4-H member must be enrolled in the project for the current 4-H year.
3. 4-H member must attend 6 of the monthly community club meetings. *(should contact community leader before any meeting that absence is expected to discuss being excused.)*
4. 4-H member must attend at least 2 project related educational meetings or events *(list in section 3). (should contact project leader before any meeting that absence is expected to discuss being excused.)*
5. 4-H member must complete the project which they want judged in county competition, and “self-nominate” themselves on the “County Champion Self-Nomination” form

“Completing” a project includes:

A. *Completion of your 4-H Project Report Form for each project to be considered - (compiled in alphabetical order) and includes:*

- a. Information entered in all required pertinent sections of a Kansas “4-H Project Report Form” (a minimum of 4 entries per section *-required for area judging submission*)
- b. Completion of 4-H Personal Page including picture *(required for area judging submission)*

c. Completion of the Sec 8a "4-H Project Reflection" for the respective project. *(Full 2 pages minimum in Arial 11 pt font and 1 ½ line spacing to be eligible for area judging submission)*

d. Completed update of the Kansas 4-H Permanent Record including at least one current year entry in each section

e. Include pictures with captions. *(Minimum of 3 per each picture page to be eligible for area judging submission)*

"Report Forms" not meeting these requirements should not be signed by the Club Leaders and will not qualify for consideration in the Outstanding Club trophy points tally.

B. Exhibition of that project enrolled in, at the County Fair.

To "self-nominate" for the "Achievement Award" a 4-Her wishing to do so must also include with the 4-H Project Report Forms submitted, the updated 4-H Permanent Record completed for at least the current 4-H year with a minimum of 2 current year entries in each section.

The top ranked Junior, Intermediate and Senior "County Champion" selections in a project area will then be considered for the selection of the "Bankers' Award" recipient for that particular project area.

"Project Report Form submission for area evaluation shall be those of the project's county "Bankers Award" winner if: The "Bankers Award" recipient will be 14 years of age at the time of area evaluation; utilized the senior *Project Report Form* AND meets all the previously listed requirements. Should the "Bankers' Award" winner not meet the age requirement, the top Senior "Project Champion" meeting the minimum quality standards set above, shall be the qualifying *Project Report Form* allowed to go on to area evaluation. *Area evaluation qualifiers must also complete and submit a Resume and Cover Letter on the specified form in Arial 11 pt font for area submission. (rev 21)*

CLOVER BUDS – SEE STATE POLICY Section 14