



Albany County 4-H Council Policies & Procedures Adopted October 1st, 2024

Albany County 4-H Council adheres to the current Wyoming 4-H policies as well as the Albany County 4-H Council Operating Guidelines and the following Albany County 4-H Policies and Procedures.

Order of Business at Council Meetings:

- Call to Order
- Pledge of Allegiance and 4-H Pledge
- Reading and approval of the minutes from the past meeting
- Treasurer's report
- Public Relations report
- Reading of correspondence
- Program/Presentation
- Committee reports
 - Executive Committee
 - Awards Committee
 - Carnival Committee
 - Fundraising Committee
 - Member Activity Committee
 - Record book Committee
 - Any special committees (Nominating, Ag Banquet, Recruiting, etc.)
- Old business
- New business
- Announcements
- Adjournment

Committee Guidelines:

- Each committee will be responsible for completing their assigned duties. The Vice-President will be responsible for filling committee chair vacancies with input from the Executive Board and will do so by the October meeting each year. Each committee shall provide a list of members by December 1st to the vice president and the Albany County 4-H Educator.
- Committees will operate October 1 to September 30 of each year except for the Carnival Committee. This committee shall begin their year one month following the 4-H carnival and end one month following the next 4-H Carnival.

- Each committee will coordinate with other committees when appropriate.
- The Committee Notebook shall be kept up to date, include a copy of each annual report, and be passed on to the new chairperson each year.
- Each committee shall make a written or oral report at each 4-H Council meeting.
- Each committee is responsible to turn in a proposed budget to the Albany County 4-H Council Treasurer by September 15.

Committees:

Awards Committee:

- The committee shall be made up of at least six Adults/Youth.
- The Awards Committee shall be responsible for sponsoring the 4-H Awards at the Albany County Fair and the 4-H Achievement program.
- The Awards Committee shall provide donor contact throughout the year. Donations will be sought for 4-H Awards. All donor money received for awards will be deposited in the Awards Committee Account.
- A separate account for the Awards Committee has been established.
- The Treasurer of the Awards Committee shall be a bonded leader and submit an annual financial report at the January Albany County 4-H Council meeting. The Committee's books will be reviewed at the end of the calendar year.
- The Awards Committee will conduct the Silent Auction of gift baskets in conjunction with the Council Treasurer. Funds will go to the Albany County 4-H Council treasurer and be dispersed to clubs and Awards Committee.

Carnival Committee:

- The Committee shall be made up of at least six adults and at least one youth.
- The Committee shall be responsible for the handling of all details concerned with the operation of the Carnival: including the date, time, physical setup, prizes, and contact with the Public Relations Officer.
- Local 4-H clubs will not be allowed separate money-making projects at the Carnival.
- Only 4-H members can work in booths and assist with the Carnival. Each booth will have at least one adult supervising the booth at all times.
- No charge will be made to local 4-H sponsored activities for use of the equipment (popcorn popper, snow cone machine, etc.). The group responsible for using the equipment will be liable for repair or replacement.
- Popcorn, snow cone, cotton candy and inflatable booths will be offered to clubs not running them last year on a first come, first serve basis. Supplies will be provided for these booths, but all decorations will be the responsibility of the club. Priority will be given to clubs who have not done it before.
- There will be no rentals of equipment to any outside entities.
- Council will award \$15 to champion and \$10 to reserve champion in each age group (junior, intermediate, & senior) for the best poster.
- Council will award \$15 to champion and \$10 to reserve champion in each age group (junior, intermediate, senior, & adult) for the best-decorated cakes.
- Each 4-H member will sell or buy at least two coupons of pre-sale carnival tickets.

Clubs will be responsible for paying this amount and will be billed for the required amount per member of the club.

- There shall be no members present during judging of the booths or cakes.

Fundraising Committee:

- The Committee shall be made up of at least three adults/youth.
- The committee shall be responsible for organizing and conducting countywide fundraising projects to support the 4-H Council budget.
- All countywide fundraising projects, exclusive of projects conducted by and for local clubs, shall be presented to the Albany County 4-H Council for their approval prior to being initiated (i.e. Judging teams, trip winners). Funds raised will be deposited in the Council Account by the treasurer of the Albany County 4-H Council and are to be used only for the purpose of the fund-raising project. After a period of inactivity of two years, any remaining funds will be credited to the trips/awards line item in the budget. These funds will not be used for the Council's working budget.
- Ongoing fundraising projects and important information regarding the projects should be kept in the committee notebook.

Recruiting Committee (not a standing committee):

- The committee shall be made up of at least three adults/youth.
- The committee shall be responsible for participating in specific events to help recruit members and help new families find clubs.
- The committee will sponsor Project Exploration during National 4-H Week or close to that date. This event is held to answer any questions individuals interested in 4-H might have.
- The committee is responsible for school flyers to Project Exploration and joining 4-H.
- The committee will have a table or an information booth with items about 4-H, how to join 4-H and the project enrollment period for 4-H at the 4-H Carnival.
- The committee will set up a display advertising 4-H and provide information to those who are interested in 4-H at the Albany County Fair.
- Poster contest winners for National 4-H Week will receive awards at the discretion of the sponsoring committee. The money will come from the Project Exploration budget. Albany County 4-H Council will award \$15.00 to the champion and \$10.00 to the Reserve Champion in each age group. Posters are to showcase the member's favorite project area and encourage others to join this project.

Member Activities Committee:

- The Committee shall be made up of at least three adult/youth.
- The committee shall be responsible for the handling of all details concerned with the operation of the member activities, including date, time, location, etc.
- The committee will arrange for tickets, meals, etc. for those participating. The Albany County 4-H Council has a budgeted amount for the activities and expenses should fall within this amount. 4-H members may need to bring additional spending money for food or personal items.

- The committee will solicit input from the attendees and evaluate the activity. This evaluation will be passed on, along with activity planning details, within the committee notebook.

Nominating Committee:

- The Committee shall be made up of three adults appointed for a one-year term by the 4-H Council.
- The committee shall present a slate of nominees to the 4-H Council at its September meeting. Election shall occur at the 4-H Council's October meeting.
- The committee shall maintain a current file of names of possible leaders for the 4-H Council in the Committee Notebook and pass this notebook on to the new chairperson the following year.

Record Book Committee:

- The Committee shall be made up of three adults.
- The committee shall be responsible for the judging of record books in Albany County, and the communication with the awards committee of all record book award winners.
- All record book judges will be trained before the judging.
- Each club is responsible for 2 adults to help with record book judging. If a representative of a club is not present comments may not be provided for the club's 4-H members.
- The Chairman of the Record Book Committee will be in communication with the Awards Committee.
- All members are encouraged to turn in their Record Book.
- The method of judging of the Record Books will be in accordance with the current rubric.
- The committee notebook shall include the current rubric, the breakdown of divisions, examples of record books and a list of previous judges.

Ag Banquet Committee:

- The Committee shall be made up of three adult/youth.
- The committee shall be responsible for handling all the details pertaining to the operation of the banquet, including date, time, physical set up, and advertising.
- The committee will arrange for tickets, meals, etc., for those participating.
- 4-H judging team members will be the primary volunteers, other 4-H members will be invited to volunteer as necessary.
- The monies raised will be used for travel, food, lodging, registration fees, and other necessary supplies.
- The primary purpose of this fundraiser is to support the judging teams.
- The committee will report to the 4-H council if there are extra funds once state and national contest costs have been met, at which time the 4-H council has the discretion to utilize remaining funds.

Fair Board Meetings:

- A member of the Albany county 4-H Council Executive Team will attend monthly fair board meetings.

Countywide Project Leaders:

- Countywide project leaders shall plan and hold at least 3 educational opportunities during the 4-H year.

Illness and Memorials:

- Upon a death of a 4-Her's immediate family, \$50 may be spent on a memorial or flowers.
- Upon a death of a 4-H member or leader, \$50 may be spent on a memorial or flowers.
- Club leaders shall be responsible for notifying Council of a death.

Funding Requests:

4-H Project/Travel Assistance Fund Request:

- Before a team or individual requests funds from the council a detailed 4-H Project/Travel Assistance Fund Request form must be completed and submitted to the 4-H Council. All funds raised can only be spent on travel, food, necessary supplies, and judging aids. Any other expenses like clothing, hats, and bags must be paid for by the individuals unless these are going to be passed on to future team or trip members. If the volunteer work is not done the council may decide not to give that individual or team any more funds.
- Members may request funds to help with project expenses (excluding the purchase of market animals). The request can be up to \$150. The executive committee will review and accept or deny the requests. The council has a budgeted amount of annual funds for this. The Project Assistance Request Form also states "With this request, I understand the importance of volunteering my time to upcoming 4-H Council fundraising events which support the requested funds. I agree to volunteer at least 2 hours of my time for an upcoming event within the 4-H year per each assistance request" be signed by everyone requesting money along with the signup sheet of available volunteer opportunities. Previous volunteer time that has been documented may be used. If the volunteer work is not done the council may decide not to give that individual any more funds. The Project Assistance Request Form is on page 9.

Contests:

- Council will pay for entry fees for individual/team members competing in Show Case Showdown.
- Upon returning from their trip, a report will be made to the 4-H Council (See 4-H Project/Travel Assistance Fund Request Form).

Albany County 4-H Council Appeals Process:

- Any person/club may file a written appeal regarding any sanctioned or related activities or policies of this Council.
- The Executive Board of the Albany County 4-H Council will review any written appeal in a closed executive session of the Council. The Executive Board will decide if an oral appeal will

be heard.

- Once approved, the oral appeal shall be made in person by the person requesting action to the Executive Board. (Leaders and parents are invited to accompany a youth making an appeal.)
- The Executive Board of the 4-H Council in consultation with the 4-H Educator will then review the appeal and either accept or reject it and will notify the person/club filing the appeal by letter from the 4-H Council President.
- All appeals shall be made in a timely manner. Written appeals should be made within (30) days of the event that generates the appeal.
- An appeals form is available from the Executive Board of the 4-H Council and the Extension Office. Page 10 within this document.
- County deadlines cannot be appealed except for extenuating circumstances.

Albany County 4-H Council Financial Procedures:

- All Albany County 4-H Council bank statements shall be mailed to the Extension Office. The Treasurer shall have access to on-line bank statements.
- An “In Box” shall be placed in the Extension Office to receive mail sent or items to be referred to the Albany County 4-H Council from the Extension Office.
- Photocopies of all checks shall be made before they are deposited into the Albany County 4-H Council bank accounts.
- Monthly written Treasurer’s reports shall be given at each Albany County 4-H Council Meeting and when the Albany County 4-H Council does not meet, a written report shall be given to the President. The Treasurer’s Report shall include all income and expenditures, beginning and ending balances in all accounts, a list of all designated funds, and a budget rectification report.
- All Albany County 4-H Council bank accounts including (i.e. Shooting Sports, Awards Committee or any other accounts established in the future) shall have at least two names, as well as two names of University Extension employees, on signature card.
- All Albany County 4-H council accounts (including the Awards Committee, Shooting Sports or any other accounts established in the future) shall be reviewed on a yearly basis and a written copy of the reviewer’s report be entered into the Secretary’s minutes.
- An annual written report of all accounts (including the Awards Committee, Carnival, Ag Banquet, or any other accounts established in the future) shall be presented at the September Albany County 4-H Council meeting.
- If funds are raised in the name of Albany County 4-H (i.e. National 4-H Congress, Washington Focus, etc.) they will be deposited into the Albany 4-H Council Account. These Funds will be earmarked and reported at every Albany County 4-H Council Meeting.

Distribution:

- It shall be the duty of the Albany County 4-H Educator to provide written or electronic copies of the Albany County 4-H Council Operating Guidelines, and Policies and Procedures to the Albany County 4-H Council Executive Board, Council Committee Chairs, and Club Leadership at the beginning of each 4-H year in October.

4-H Code of Conduct:

- The 4-H Code of Conduct must be signed by Albany County 4-H members and guardians annually at the annual Code of Conduct meeting(s) in October.

Forms

(on pages 8-10)

Wyoming 4-H
UW | EXTENSION

4-H Code of Conduct

Code of Conduct paperwork must be e-signed each year by the youth enrolling in 4-H and their parent or guardian. It is part of the ZSuite enrollment process. The following behavior guidelines and expectations are designed to make everyone's experience at 4-H events positive and safe. This means that all participants, members, adult volunteers, and 4-H staff, shall adhere to the core values of the University of Wyoming 4-H Youth Development Program, respect the individual rights, safety and property of others. Everyone involved is expected to demonstrate the character traits of trustworthiness, respect, responsibility, fairness, caring and citizenship.

The 4-H Code of Conduct for youth outlined below is in effect for all activities involving 4-H. It applies to all activities coordinated through 4-H including local, county, district, state and national activities. Participants who fail to adhere to the 4-H Code of Conduct may be subject to a range of disciplinary actions. Immediate corrective action will be taken to ensure the safety and welfare of all participants at the event. Additional disciplinary action may be taken upon further investigation of the infraction or incident.

While attending 4-H meetings, projects, programs, and events as a 4-H member, I will:

1. Obey all rules established by the Wyoming 4-H program, the local club/program and all local, state, and federal laws.
2. Be honest and accept responsibility for personal choices.
3. Conduct myself in a courteous manner and be respectful the authority of adult volunteers, youth leaders and 4- H staff, and others in leadership roles.
4. Not use, accept, or carry alcohol, drugs, or tobacco, nor associate with or remain in the presence of others using the substances.
5. Not carry a weapon or threaten another person with a weapon, bodily force or language.
6. Not be overly affectionate or have sexual contact with another.
7. Not gamble for real money.
8. Not use computers or cell phones maliciously or access inappropriate websites.
9. Not participate in hazing of any kind, this includes verbal, physical or cyberbullying.
10. Acknowledge that searches of personal property may take place when there is reasonable suspicion of violations of law or policies.
11. Be courteous and respect others as well as leaving sites and public places neat and clean.
12. Not damage, tamper, misuse, or steal the property of others.
13. Use appropriate language and wear acceptable clothing.
14. Show kindness to others and give assistance when needed.
15. Honor my commitments including fully participating in any program or event.
16. Respect the individual rights, safety and property of others.

While attending overnight events as a 4-H member, I will also:

1. Not leave the activity or event unless permission is secured from the adult in charge.
2. Be in my sleeping area and honor established curfews.
3. Not enter the sleeping areas of members of the opposite gender nor will I invite non 4-H participants to the Sleeping areas.
4. Be responsible for any damage caused by, or as a result of, my actions.

If I do not live up to the Code of Conduct, I know that consequences may include any or all of the following:

1. Notification of my parents and appropriate staff members
2. Dismissed from the 4-H event at my own expense and without any refund
3. Not allowed to participate in future 4-H events
4. Pay for the financial cost of damages and repairs for damage or destruction of property
5. Released to the nearest law enforcement agency and/or proper authorities
6. Terminate my 4-H membership in club programming

I understand that any infractions of the 4-H Code of Conduct should be reported promptly by anyone observing them to the adult in charge of the delegation and to the person in charge of the event and that she/he will advise the county and/or state office of any misconduct on my part. I have read the Code of Conduct and agree to abide by it. I understand that any infraction by me will result in any or all of the actions listed above.

4-H Project/Travel Assistance Fund Request Form

Name: _____ Date: _____ Club: _____ Age: _____

Address: _____ Phone: _____ 4-H Project(s) that you are requesting funds for: _____

Amount Requested (limit of \$150 – not to be used for the purchase of market animals): _____

List items, their costs, and why you need assistance with these items:

With this request, I understand the importance of volunteering my time to upcoming 4-H Council fundraising events which support the requested funds. I agree to volunteer at least 2 hours of my time for an upcoming event with the 4-H year per each assistance request.

4-H Member's Signature

Parent's Signature

4-H Leader's Signature

(Leader is also asked to attach a statement of support.) For more information call the Extension Office at (307)721-2571. Mail this application to: Albany County Extension Office, 3520 S 3rd Street, Suite A, Laramie, WY 82070



