ILLINOIS 4-H POLICIES

Illinois 4-H policies are established to maintain uniform implementation of the 4-H program. As University of Illinois Extension employees and volunteers, it is our responsibility to carry out these policies in accordance with the mission and educational goals of 4-H. Generally speaking, University of Illinois Extension units/counties and 4-H clubs/groups retain the right to establish rules and policies that govern their respective activities and events. Such rules and policies may not supersede national and state 4-H policies.

Section 1: The 4-H Year

Section 1(a) The 4-H year begins September 1 and ends on the following August 31. Example: A 4-H year is from September 1, 2013 to August 31, 2014.

Section 2: Member Policy

Section 2(a) All youth that participate in a program that is planned, organized, delivered, and evaluated by University of Illinois Extension are referred to as 4-H members or 4-H youth participants.

Section 2(b) All persons, regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation, or disability may participate in 4-H programs. Youth who are eight years of age or in the third grade and have not yet reached their nineteenth birthday on or before September 1 of the current year may enroll in 4-H clubs/groups.

Section 2(c) A youth may enroll in 4-H clubs, 4-H groups, short-term programs, or as an individual at any time during the 4-H year.

Section 2(d) A youth may enroll and/or participate in programs in multiple 4-H clubs and groups within a county.

Section 2(e) It is preferred that youth enroll in 4-H in their county of residence. If youth wish to enroll in a 4-H club/group in another county, they must have prior approval from the University of Illinois Extension staff in the county that sponsors the 4-H club/group.

Section 2(f) After a member’s initial enrollment in 4-H, he/she must re-enroll in the program on an annual basis to retain active 4-H member status. Retain hard copies of individual youth enrollment forms on file for three years past the current 4-H year.

Section 2(g) A youth who enrolls in a 4-H club/group must attend at least one meeting, tour, workshop, or other activity of that club/group to be called a 4-H member. Youth that do not comply are not eligible to take part in 4-H exhibitions, receive 4-H premiums, or other 4-H awards and recognitions that are available to 4-H members.

Section 2(h) Members may transfer their 4-H enrollments to other 4-H clubs/groups within or outside the county at any time with permission of the Extension staff. Additionally, youth may transfer their enrollments from other states to Illinois 4-H. In cases of membership transfer, the original enrollment date will be used as a basis for determining eligibility for participation in 4-H programs and events.
Section 2(i) A member may participate in 4-H under a shared membership arrangement with another county. Extension staffs in both counties must grant approval prior to enrollment. Members may not benefit economically from participating in 4-H exhibitions, awards, etc. in multiple counties. County Extension staffs will determine eligibility to participate in 4-H and to compete for 4-H trophies that are provided locally. Members may apply for 4-H awards or recognition in only one county, preferably the county of residence.

Section 2(j) Tenure of membership refers to the cumulative number of "4-H years" in which the member is enrolled regardless of the location of that membership. Youth are recognized for their cumulative years of 4-H membership regardless of the intensity or duration of their 4-H participation, i.e., 4-H club, 4-H group, short-term program, or individual enrollment. Years of 4-H participation in another state, county, or club/group will be recognized for membership tenure in cases of membership transfers.

Section 2(k) 4-H membership may not be terminated during the 4-H year without that member's knowledge. Termination of membership may not be based on attendance.

Section 2(l) Counties are under no obligation to accept 4-H members from any county that chooses not to fund its own University of Illinois Extension programs through the agreement process with University of Illinois Extension.

Section 2(m) A minimum $20/year 4-H program fee applies to members who are part of a sustained 4-H experience. This includes youth enrolled in community clubs, school clubs, after-school clubs, military clubs, special interest clubs, community groups, school groups, after-school groups, and military groups, but not short term groups. Cloverbuds are included. The 4-H program fee also applies to adult 4-H groups with intellectual disabilities.

EFNEP and SNAP-Ed groups are not included because earmarked funding and regulations prohibit the extra fee.

Clubs and groups in which the youth have no control over whether 4-H is involved, and therefore would not be able to opt out of the enrollment, are not included.

No child will be denied the opportunity to participate in 4-H due to the inability to pay. Local Extension offices can determine the processes for determining ability to pay. 4-H program fee applies to the member not their memberships. Youth with membership in more than one 4-H club/group pays the 4-H program fee only once per year. If a youth meets criteria for shared membership between two counties, the higher of the two unit fees will apply. The county of residence should collect the fee and is the county that should pay the member for all 4-H premiums earned. It is up to each county to determine their payment deadline and to communicate that deadline clearly.

Section 2(n) All 4-H youth who meet applicable qualifications may participate in age-appropriate state 4-H activities and events, including Citizenship Washington Focus, Illini Summer Academy and other programs regardless of the intensity of their local club/group or county 4-H participation.
Section 2(o) All members, regardless of the type of club/group membership, are entitled to all the benefits of 4-H membership, including participation in 4-H events, 4-H award opportunities, and 4-H exhibit opportunities, provided they meet the specific requirements of the events or programs.

Section 3: Member Behavior Guidelines

Section 3(a) All participants of the Illinois 4-H Youth Development program, which is the youth component of programs planned, conducted, and supervised by University of Illinois Extension are responsible for their conduct to University of Illinois Extension personnel and/or volunteers of the 4-H Youth Development program.

Section 3(b) 4-H members’ behavior is expected to demonstrate the character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship. Specifically, 4-H members are expected to maintain the following standards:

1. Be courteous and respect others.
2. Obey all rules of the locality, state, and nation, and University of Illinois and Extension policies and guidelines as well as 4-H Program Guidelines and those of the local club/group. Treat all people fairly and animals humanely.
3. Respect the property of others.
4. Respect the authority of adult or youth volunteers, paid Extension staff, and others in leadership roles.
5. Use appropriate language and wear acceptable clothing at 4-H activities and events.
6. Show kindness to others and give assistance when needed.
7. Be honest and honor commitments.
8. Strive for personal best and keep trying to improve.
9. Accept responsibility for personal choices.

Section 3(c) The Illinois 4-H Member Behavior Guidelines are to be followed at 4-H club/group meetings, activities, and events. Extension staff and 4-H volunteers should include 4-H members in developing and adopting club/group behavior guidelines. Behavior guidelines written to govern 4-H clubs/groups must be consistent with the Illinois 4-H Member Behavior Guidelines. Should additional behavior guidelines be developed, Extension Unit staff must review and approve them prior to club/group use.

Section 3(d) When the safety of others is impacted, the misconduct of a youth outside of 4-H meetings and other Extension sponsored learning opportunities must be reviewed. 4-H enrollment and participation may be in jeopardy. In consultation with the 4-H member, their parent/guardian and local and state 4-H staff, several options can be explored including independent membership, parent or guardian supervision, limited participation, or suspension of membership for a specified period of time.
Section 4:  Youth Code of Conduct at 4-H Activities and Events

Section 4(a)  The Illinois 4-H Youth Code of Conduct has been established to provide a safe environment for 4-H members and guests at various 4-H events and activities on the local, regional, state, and national level. The Code of Conduct has been approved by University of Illinois Office of Legal Counsel and outlines established disciplinary actions that are to be followed by the Extension staff and/or volunteers who are in charge of the event or activity. Should additional guidelines be developed for a specific event or activity, those guidelines must be reviewed and approved by Extension staff.

Youth, their parent(s) and/or guardian(s), and adults who will be participating in events or activities should be provided with a copy of the Code of Conduct in advance of the event and sign a release acknowledging that they have read the Code and understand the disciplinary actions that will occur should the child’s conduct be inappropriate.

Section 4(b)  The following conduct will not be allowed by any youth participating in 4-H activities or events and is subject to disciplinary action: 1) possession, use, or distribution of alcohol and other controlled substances, including tobacco products--information about prescription drugs should be provided to the club/group leader or coordinator of the 4-H activity; 2) theft or destruction of public or private property; 3) involvement in sexual misconduct or harassment; 4) unauthorized possession or use of weapons or dangerous materials, including fireworks; 5) fighting or other acts of violence that endanger the safety of the participant or others.

Section 4(c)  Participants may be removed from 4-H programs or activities for misconduct. The following conduct is not allowed while participating in any 4-H activity or event and is subject to disciplinary action:

1. Willfully breaking curfew
2. Unauthorized use of vehicles
3. Leaving the site of the event without permission
4. Participating in gambling
5. Absence from the planned program
6. Intentionally interfering with or disrupting the event
7. Use of profane or abusive language
8. Disregard for public or personal property
9. Public displays of affection or inappropriate actions
10. Failure to comply with directions of Extension personnel, including designated adults acting within their duties and guidelines

Section 4(d)  Except in an emergency situation, a 4-H volunteer is expected to consult with the Extension Unit staff before responding to or taking action for misconduct that may result in removal from a specific activity. Whenever the health or safety of others is jeopardized by the actions of a 4-H participant, the volunteer should take the necessary actions to safeguard
the well being of the participants and/or volunteers. This may include immediately adjourning the meeting or activity and contacting appropriate law enforcement authorities. In cases of minor misconduct, the 4-H volunteer will warn the offender and/or provide the examples of misconduct along with a warning that continued misbehavior will result in specific consequences. Any emergency action taken by a 4-H volunteer should be reported immediately to the Extension Unit staff. An incident/accident report should be filed with the County Director.

Section 4(e) Under defined circumstances; Extension employees or designees may conduct a search and seizure of an illegal item or an item in violation of 4-H policy, providing the search is based on “reasonable” suspicion. A law enforcement official must be called whenever it is believed that a complaint or situation represents a serious or imminent risk of harm. Program participants must be informed in advance that such searches may be conducted. The participants and the participant's parent/guardian must have provided consent. Any inspections will be conducted in a reasonable manner and limited in scope to only such areas or items as deemed necessary based upon the information leading to the inspection. Under no circumstances should search of pockets or searches requiring removing clothes or touching of the member’s body be conducted.

Section 5: 4-H Youth Development Volunteer Policies

Section 5(a) 4-H Volunteer Selection: All volunteers who work directly with youth in Extension programs are required to complete full background checks as part of the volunteer selection process. This would include individuals who serve in one-on-one opportunities with youth such as mentors for Independent members or 4-H Clover Challenge Grant program members.

They are also strongly encouraged to participate in the online 4-H Volunteer Orientation session. In addition, each volunteer is required to complete the online training on youth protection titled 4-H Child Protection: A 4-H Pledge: Keeping Youth Safe components included in the 4-H Volunteer Courses found at: http://web.extension.illinois.edu/4hc/. All overnight chaperones must complete the 4-H Overnight Chaperone Orientation found at: http://web.extension.illinois.edu/4hcchaperone/.

Section 5(b) 4-H Volunteer Appointment: University of Illinois Extension County Directors and/or their professional staff designee appoint volunteers to positions of program responsibility. The ultimate authority rests with the County Director. All volunteer terms of appointment are defined by the specific role descriptions under which volunteers are appointed.

Section 5(c) 4-H Volunteer Behavior Guidelines: All volunteers who work directly with youth in Extension programs are expected to read, sign, and abide by Volunteer Behavior Guidelines. In addition, they are expected to follow the Child Safety Recommendations. Housing Recommendations are also expected to be followed.

Section 5(d) 4-H Volunteer Protection: An adult volunteer may not serve as a “roommate” with an individual youth at a 4-H event.
Section 5(e) 4-H Volunteer Felony Charges: A volunteer charged with a felony but not yet convicted will be removed from active 4-H leadership ranks and be placed on “inactive” status as determined by consultation between the unit/county staff, Regional Director, Assistant Director/Field Operations, and State 4-H Program Leadership. The volunteer will be notified (with a receipt requested) that he or she is on “inactive status” as a 4-H volunteer pending resolution of the felony charges. Upon resolution of the felony matter, the individual may request his/her volunteer appointment be restored to “active” status. The County Director, in consultation with administration and the 4-H program leadership, will determine whether the volunteer’s appointment should be restored based on the known risks at that time. If the felony charges relate to crimes that present risk to the safety of youth, the individual may be further restricted to no contact with 4-H youth.

Section 6: 4-H Volunteer Guidelines Leading to Termination
Section 6(a) Policies are provided to ensure a safe and successful experience for 4-H participants, their families, and the volunteers who work with them. Failure to comply with any of the University of Illinois Extension volunteer policies may constitute reason for dismissal. Other conduct that undermines the mission and goals of the 4-H youth development program may also be reason for dismissal. Procedures for dismissal {included in the Volunteer Delivery System Guidelines (Checklist) and in Guidelines for Evaluating Volunteer Performance} are outlined in the 4-H Volunteer section of this handbook.

Section 7: Affirmative Action and Program Access
Section 7(a) University of Illinois Extension is subject to all federal and state laws regarding equal opportunity, nondiscrimination, and affirmative action, both in employment and program delivery. As such, each Extension staff member has a responsibility to provide equal opportunity in program delivery and access to all youth and adults that wish to participate in 4-H programs.

Section 7(b) All reasonable efforts must be used to make individuals from groups that have not historically participated in 4-H aware of 4-H program opportunities and help them feel welcome to join.

Section 7(c) State Affirmative Action Plan and Extension administrative policy require each county/unit to establish a special county/unit 4-H Expansion and Review Committee. This committee is responsible for 4-H marketing and promotional needs in the county/unit and ensuring that 4-H programs are accessible to all youth and adults that wish to participate.

Section 7(d) Local, county, unit, regional, and state level 4-H planning groups, including 4-H Expansion and Review Committees, should consist of approximately one-third youth. Every effort should be made to include representatives from throughout the county’s/unit’s various service areas and include representatives of under-served groups.
Section 7(e) All reasonable effort must be made to include persons with disabilities in the 4-H program. Extension personnel will take the needs of such persons into account in determining the services to be provided under the program or activity. When feasible, all efforts to encourage and accommodate youth with disabilities in 4-H program activities should be made by providing physical access (for example, ramps) and serving other specialized needs (for example, sign language interpreters).

Section 8: 4-H Projects and Activities

Section 8(a) All 4-H youth will participate in a supervised course of study (project) relating to the development of necessary life skills.

Section 8(b) All 4-H members must be enrolled in a minimum of one project or approved course of study. The State 4-H Office, Unit Extension staff and local advisory groups define and approve the 4-H projects and activities offered in each county. Project support materials are available on national, state, regional, and local levels.

Section 8(c) Youth may add or delete project enrollments at any time during the 4-H year.

Section 8(d) Extension Units cannot add or delete a project enrollment from a member's record during the 4-H year without the member's authorization.

Section 8(e) Extension Units may establish project enrollment deadlines relative to participation in specific 4-H exhibitions, activities, or events.

Section 8(f) Weapons and ammunitions are prohibited at 4-H meetings, activities, and events unless the youth is participating in an approved Illinois 4-H Shooting Sports program administered by a certified 4-H Shooting Sports instructor.

Section 8(g) All terrain vehicle (ATV) riding projects and events are not approved as club, county, or state 4-H projects. All ATV safety education conducted with youth in programs sponsored by University of Illinois Extension should be limited to printed materials, news releases, video presentations, other visual aids or simulations, and must not include the actual operation of an ATV.

Section 9: 4-H Youth Curriculum Development

Section 9(a) Individuals or groups wishing to propose development of new 4-H youth development curricula to be supported statewide must submit a written curriculum development proposal to the State 4-H Curriculum Specialist. Contact the curriculum specialist as early as possible in the development process. A committee will review all new 4-H curricula developed by individuals or groups using 4-H Youth Development Curriculum Evaluation Rubric.

Section 9(b) Individuals or groups wishing to adopt non-Extension curriculum materials for statewide 4-H programs must submit the materials to the State 4-H Curriculum Specialist for approval. Proposed materials will undergo peer review based on the 4-H Youth Development Curriculum Evaluation Rubric.

Section 9(c) All materials proposed for use in statewide 4-H short term programs must be submitted to and approved by the Unit 4-H Youth Development
Educator. Curricula used for school programs should be consistent with Illinois Learning Standards.

Section 9(d) All state developed and supported 4-H curriculum materials will be clearly identified with University of Illinois at Urbana-Champaign (UIUC) and University of Illinois Extension information and/or logos.

Section 9(e) University of Illinois Extension Units will be charged for all state supported 4-H program support materials ordered with the exception of enrollment processing materials. How the Unit obtains the funds to purchase these publications is determined locally.

Section 9(f) All material put in a written or otherwise tangible form (i.e. web site, music, video, etc) is automatically copyrighted from the moment of creation. It is not necessary for a formal copyright statement to be included for the copyright to be enforceable.

Extension employees should assume that they need to receive permission to copy or reproduce any materials, including those written or created by Extension colleagues, unless it is absolutely clear that the intent is for broad distribution as in the case of news releases and articles.

A limited amount of material may be reproduced for a class on a one time basis provided that the inspiration for the use must come too close to the actual date of the program to permit solicitation of permission from the author/publisher. However, the material may be used only one time. Any subsequent use requires advance permission. It is important that only a small amount of material can be used. This is considered a "Fair Use."

Section 9(g) Original Work: Since all University of Illinois Extension Educators' works are considered "works for hire" and are technically owned by the university, the Extension logo along with the 4-H emblem and its protective language should be included on any original work developed by Extension Educators.

The material should also include the copyright status: "Copyright 201_ University of Illinois Board of Trustees." A statement should also be included that indicates the material's copyright requirements. The statement usually goes right after the copyright symbol and statement. If the material is freely available for distribution, the following statement should be included: "This publication may be reproduced in whole or in part provided that proper credit is given to University of Illinois Extension." More restrictive language would require the user to contact the author for permission to reproduce the materials. In that case, the following statement would be necessary: "For information on permission to copy or reproduce portions of this publication, please contact (insert contact information.)"

Section 10: County/Unit Team Membership

Section 10(a) 4-H members must participate on county teams in the county in which they hold 4-H membership. Only when their county does not offer a particular program can they participate in an adjacent county in their Unit. Notify the State Educator responsible for that particular program area (i.e. Animal Science, Robotics, Shooting Sports) to obtain permission. A shared membership form is not required.
Section 11: 4-H Exhibitions

Section 11(a) Exhibit opportunities are an integral part of the total 4-H learning experience. All 4-H exhibit opportunities should be positive learning experiences for the members. Conference judging is the preferred method of evaluation and requires 4-H members to be present to share in the evaluation of their project work.

Section 11(b) Counties must provide an exhibit opportunity for members who are eligible to receive 4-H premiums unless the individuals or groups have waived this program option. Counties may choose to provide exhibit opportunities for other 4-H members including community or school based groups, short-term program participants, etc.

Section 11(c) All 4-H exhibitions should be held in a location that can be accessed conveniently by the participants and their families and the public can observe the members’ achievements. Prior public notice of the event must be given.

Section 11(d) Participation in 4-H exhibitions is optional on the part of the 4-H member.

Section 11(e) Exhibit classes and procedures should be evaluated annually at the county level. A designated county committee should approve changes of classes, rules and/or procedures.

Section 11(f) 4-H members must be enrolled in the project areas in which they are exhibiting at local 4-H shows and fairs unless the exhibit requirements state otherwise.

Section 11(g) Members, leaders, parents, and other volunteers must be informed of exhibit opportunities, class offerings, rules, and procedures for exhibitions. This information must appear in print or be posted to the Extension Unit website.

Section 11(h) Counties may establish reasonable project enrollment deadlines for eligibility to exhibit at local 4-H shows. Such deadlines must be published.

Section 11(i) Counties may establish attendance policies for eligibility to exhibit at the county level. Should attendance policies be established, counties are responsible for the fair and impartial administration of the policies. They must be equally administered for all 4-H clubs/groups within the county. This includes 4-H clubs, community-based, after-school, or military 4-H groups, and individual enrollments.

Section 11(j) 4-H clubs may not establish club meeting attendance policies for eligibility to exhibit at the county level or beyond.

Section 12: Agricultural Premium Fund Participation

The Agricultural Premium Fund is authorized under the Agricultural Fair Act and administered by the Illinois Department of Agriculture Bureau of County Fairs. State statutes govern state aid to agricultural and 4-H fairs and exhibitions. The Department of Agriculture Administrative Code provides rules and regulations governing procedures for participating in the Agriculture Premium Fund.
Section 12(a)  Participation in the Agriculture Premium Fund is optional. Individuals, clubs, or groups may choose not to receive premium payments as awards for individual achievements in 4-H project work. Notification of non-participation must be made in writing to the local University of Illinois Extension Office at the time of 4-H enrollment.

Section 12(b)  The annual End-of-Year Agriculture Premium Fund (APF) report is due in the State 4-H Office by the annual date requested. All expenditures for judges’ fees and ribbons must be verified with receipts and other supporting documentation. Two copies of the computer-generated printout of Projected Premiums Due Exhibitor Report prepared by the 4-H Data Management System (4-H DMS) fair program (signed by the County Director and staff member generating the document) must be submitted with the annual report. All reimbursement claims must be submitted on the special form provided by the Illinois Department of Agriculture.

Section 12(c)  The State 4-H Office, in conjunction with the University of Illinois Extension Unit staff, annually certifies to the Bureau of County Fairs the number of youth eligible to participate in the Agriculture Premium Fund in each county.

Section 12(d)  The certified number of 4-H youth that are eligible to receive 4-H premiums in each county includes: 1) 4-H community-based club members; 2) 4-H school-based club members; 3) 4-H after-school club members; 4) military 4-H club members; 5) 4-H special interest club members; 6) 4-H community-based group members; 7) 4-H school-based group members; 8) 4-H after-school group members; 9) 4-H military group members; and 10) individually enrolled 4-H youth. All eligible youth must be eight years of age or in third grade and not yet nineteen years of age on or before September 1 of the 4-H year in which the 4-H enrollment figures were compiled.

NOTE: Cloverbuds (below third grade) and adults with special needs and over the age of 18 are not eligible to receive premiums offered through the 4-H Agricultural Premium Fund.

Section 12(e)  Youth that are included in the premium-eligible certification must have access to viable exhibit opportunities related to their 4-H projects. The following criteria are to be met:

1. The youth were enrolled in an approved state 4-H project.
2. A public display/exhibition where prior public notice of the event was given is available to the youth.
3. At least one 4-H exhibit class was offered for every project in which the members were enrolled.
4. The members and leaders were informed of exhibit opportunities, classes, and exhibit requirements. Extension staff must document how this information was distributed.
5. The exhibit opportunity was provided reasonably close to the completion of the project work. Counties may offer more than one exhibit opportunity during a program year.

6. Approval for the exhibition and exhibit classes were secured from the State 4-H Office not less than three weeks prior to the event.

7. The names, addresses, and birth dates of all 4-H premium award winners are on file in the 4-H Data Management System, in which they are maintained for three years.

8. Exhibit rules must adhere to all state 4-H policies and be in keeping with legislation and regulations governing 4-H exhibitions and premiums.

Section 12(f) 4-H members or youth participating in groups that do not meet the above criteria must be subtracted from the certification of county 4-H premium-eligible youth.

Section 12(g) Members that are included in the 4-H premium eligibility base must be on record by name, address, and birth date in the local Extension office. This record must be retained and maintained for a period of three years.

Section 12(h) All youth that meet membership eligibility and participate in a 4-H exhibit opportunity are eligible to receive 4-H premiums. Limited funds may necessitate establishment of a maximum amount of funds or maximum number of exhibits eligible for premium payment that any one member may receive. If this is done, it must be nondiscriminatory and apply to all classes of projects.

Section 12(i) Members may participate in 4-H exhibit opportunities offered by the county in which they are enrolled. Care must be taken in cases of members participating in 4-H programs in multiple counties. Members must secure approval by Extension staff in both counties prior to entering a 4-H exhibit at a county 4-H show outside the county in which the member lives. A member may receive 4-H premiums in only one county. The county that claims the member in its eligibility base for certification and requests 4-H premium reimbursement from the Department of Agriculture is the county that pays the member for all 4-H premiums earned. A member cannot benefit financially from exhibiting the same 4-H project in more than one county.

Section 12(j) Premiums must be paid to an exhibitor of a 4-H project that has been exhibited in a bona fide 4-H exhibition unless the exhibit has been proved to be fraudulent or the project was removed by the exhibitor prior to the conclusion of the exhibition.

Section 12(k) Distribution of the 4-H premium funds by a county office must be documented. A receipt signed by the 4-H exhibitor must be secured to acknowledge receipt of a cash premium. The 4-H Data Management System (4-H DMS) Year-End Report for Bureau of County Fairs of Projected Premiums Due Exhibitor Report may serve in lieu of individual signed receipts from 4-H members.
Section 12(l) 4-H premiums may be paid only to individual 4-H members. Premiums may not be paid to 4-H clubs, groups, leaders, teachers, or administrators of Extension programs.

Section 12(m) Should a 4-H exhibit be prepared by more than one 4-H youth, the rating received and corresponding premium earned shall be provided to each 4-H youth that took part in preparing the exhibit.

Section 12(n) A youth who enrolls in a 4-H club/group must attend at least one meeting, tour, workshop, or other activity of that club/group to be called a 4-H member. Youth that do not comply are not eligible to take part in 4-H exhibitions, receive 4-H premiums, or other 4-H awards and recognitions that are available to 4-H members.

Section 13: 4-H Recognition and Awards

Recognition and awards have always been an important part of the Illinois 4-H program. The 4-H Recognition for Excellence program provides a system for recognizing the accomplishments of all Illinois 4-H members.

Unit 4-H Recognition & Awards

Section 13(a) Any 4-H member may compete in county and state 4-H award programs providing they meet the eligibility requirements. This includes all 4-H youth enrolled.

Section 13(b) Units may determine selection criteria, policies, and procedures for local awards as long as those procedures and policies do not violate state 4-H policies.

Section 13(c) To eliminate any potential conflict of interest or appearance of impropriety, all Unit 4-H Award Selection Committees should consist of individuals who have no personal ties to any of the award applicants. “Personal ties” are defined as an immediate family member as determined by blood, marriage, or step-relationship (stepparent, guardian, sibling, aunt/uncle, grandparent, etc.) A leader of the award candidate’s 4-H club/group or an independent study mentor would also be defined as a personal tie.

Section 13(d) Candidates may receive a state-provided award medal only once in a specific award category. Continued success in any curriculum area may allow the member to receive a County Blue Award Certificate.

State 4-H Recognition & Awards – Individual Members

Section 13(e) Candidates for state award consideration must be between fifteen and eighteen years of age (inclusively) at the time of their enrollment (September 1).

Section 13(f) Candidates must have completed a minimum of one year in the 4-H program, including the current 4-H year.

Section 13(g) Candidates must be currently enrolled in 4-H at the time an application is submitted for state recognition in January. If award applications are being submitted in a specific award area, the member must be currently enrolled in a project or activity area in that award area. Members may attend National 4-H Congress at age nineteen or twenty, even though they may be 4-H alumni at the time of the event.
Section 13(h) National 4-H Dairy Conference applicants must be no more than eighteen years of age as of January 1 of the current 4-H year.

Section 13(i) Each candidate must complete the *Illinois 4-H Award Application* and submit it to their local Extension staff for review. The application must be reviewed and verified by an Extension staff member (salaried or designated volunteer) in the Extension Unit making the nomination and submitted by the Extension staff as a nomination to the State 4-H Award Selection Committee. The signatures on the application indicate verification that the application is the member’s “own work” and contains truthful information regarding the member’s 4-H experiences.

Section 13(j) Candidates for State 4-H Awards must adhere to instructions provided in each of the applications, including maximum number of pages, size of type, etc.

Section 13(k) Members may use one *Illinois 4-H Award Application* to compete in several different award areas; however, a different 4-H Story is needed for each different area in which the member competes.

Section 13(l) A 4-H member may attend National 4-H Congress or National 4-H Dairy Conference only once; however, a member may accept both award trips during the same year.

Section 13(m) Once selected as a State 4-H Award Winner; a member has the opportunity to attend National 4-H Congress or National 4-H Dairy Conference. Should the member decline the opportunity to attend the national event the year they are named a state winner, they will retain the State 4-H Award Winner title, but will not be eligible to compete for future State 4-H Winner titles or attend that national event in the future. If the member declines the State 4-H Winner title, they will be eligible to reapply for the title and trip in the future, providing they meet eligibility requirements.

Section 13(n) State Blue Award Winners, who have not previously attended National 4-H Congress, may attend the event at their own expense (registration, travel, meals, and hotel). Youth interested in this option must meet all state and national deadlines for registration. They will be a part of the Illinois 4-H delegation and therefore, will be subject to the same requirements, conduct codes, etc.

Section 13(o) Any 4-H member who has attended National 4-H Congress or National 4-H Dairy Conference (as a state winner or at his or her own expense) is not eligible to apply for the same trip again. However, the youth may apply for State 4-H Blue Award Winner status by marking the appropriate box on the *Illinois 4-H Award Application* and submitting an updated Summary of Accomplishments. The member may submit the application and be named a Blue Award Winner in the past winning area or other categories.

Section 13(p) As a means of ensuring individual rights to participate and/or resolve irregularities in the selection process, the Assistant Dean and Director of 4-H and his/her designee reserve the right to submit a candidate’s award application directly to the State 4-H Award Selection Committee in an “at-large” category.
Section 13(q)  To eliminate any potential conflicts of interest or appearance of impropriety, members of the State 4-H Award Selection Committee must not have any personal ties to any of the award applicants. “Personal ties” are defined as immediate family members as determined by blood, marriage, or step-relationship (step-parent, guardian, sibling, aunt/uncle, grandparent, etc.). A leader of the award candidate’s 4-H club/group or independent study mentor would also be defined as a personal tie.

State 4-H Recognition and Awards – Club/Group Awards

Section 13(r) 4-H clubs or groups wishing to be considered for state award consideration must be registered with their local Extension office by August 1 of the year they are submitting an application.

Section 13(s) The Illinois 4-H Club/Group Report (90231) must be completed by a volunteer leader and at least one youth leader and submitted to their local Extension office for review. The application must be reviewed and verified by an Extension staff member (salaried or designated volunteer) in the unit making the nomination and submitted by the Extension staff for nomination to the State 4-H Office no later than 5:00 p.m. on August 15. The signatures on the application indicate verification that the club/group is an enrolled/registered group in 4-HDMS and the application contains truthful information regarding the club/group’s experiences.

Section 13(t) Candidates for State 4-H Club/Group Awards must adhere to instructions provided in the application, including maximum number of pages, size of type, etc.

Section 13(u) A different 4-H Club/Group Report must be completed for each award category (curriculum area) in which the club/group wishes to enter. A club/group may enter as many different categories as they wish.

Section 13(v) A 4-H club/group may be recognized as a State 4-H Award Winner in multiple categories. However, only one cash award will be presented to a club/group each year.

Section 13(w) As a means of ensuring individual rights to participate and/or resolve irregularities in the selection process, the Assistant Dean and Director of 4-H and his/her designee reserve the right to submit a 4-H Club/Group award application directly to the State 4-H Award Selection Committee in an “at-large” category.

Section 13(x) To eliminate any potential conflicts of interest or appearance of impropriety, members of the State 4-H Club/Group Award Selection Committee must not have any personal ties to any of the award applicants. Personal ties in the Club/Group Award area are defined as immediate family members as determined by blood, marriage, or step-relationship (step-parent, guardian, sibling, aunt/uncle, grandparent, etc.) to any member or leader of the club/group. An Extension staff member from the club/group’s Extension Unit would also be defined as a personal tie.
Section 14: Use of 4-H Name and Emblem

On May 17, 1985, the U.S. Secretary of Agriculture approved newly revised regulations governing use and authorization of the Name and Emblem of 4-H Club work, as published in the Federal Register on August 2, 1985. In addition, an amendment to these regulations was published in the Federal Register on March 17, 1987. The amendment clarified definitions and further defined and expanded the use of the 4-H name and emblem in 4-H fundraising activities. These regulations serve as the U.S. Department of Agriculture’s policy statement on the use of the 4-H name and emblem. Further clarification on these regulations is offered on the 4-H National Headquarters web site at: http://www.csrees.usda.gov/nea/family/res/pdfs/using_the_4h_name.pdf

Section 14(a)
The 4-H name and emblem are held in trust by the Secretary of Agriculture of the United States Department of Agriculture for the educational and character-building purposes of the 4-H program. The 4-H name and emblem can be used only as authorized by the statute and according to the authorization of the Secretary or designated representative.

Section 14(b)
The 4-H name and emblem may be used by authorized representatives of the United States Department of Agriculture, Extension staff, land-grant institutions, and the National 4-H Council, according to the regulations, for serving the educational needs and interests of 4-H youth. The County Director may authorize local vendors, organizations, or others who apply to use the 4-H name and emblem within the geographic boundaries of the Extension Unit. If vendors, organizations, or others want to use the 4-H name or emblem for multi-unit, regional or state-wide purposes, they must contact the State 4-H Office and complete the state-wide authorization form.

Section 14(c)
The 4-H name and emblem shall not be used or imply endorsement of commercial firms, products, or services.

Section 14(d)
Any use of the 4-H name and emblem is forbidden if it exploits 4-H programs, volunteer leaders, 4-H youth participants, the United States Department of Agriculture, Extension, or the land-grant institutions, or their employees.

Section 14(e)
University of Illinois Extension employees, 4-H program participants, and volunteer leaders are responsible for protecting and promoting use of the 4-H name and emblem.

Section 14(f)
The acceptance of a 4-H Club’s annual enrollment forms by Extension staff, grants a 4-H Club authorization to use the 4-H name and emblem for the conduct of 4-H Youth Development programs and to be included under the Federal Tax Exemption Status.

Section 14(g)
Extension Units will secure Memorandum of Agreements (MOA) with 4-H affiliated organizations to authorize the use of the name and emblem. The agreement will be signed between the affiliate and the University of Illinois Board of Trustees. The agreement will have an annual renewal clause, but appropriate fiscal and legal documents will need to be provided to the
County Director each year. Copies will be kept at the local Extension office and with the affiliate.

Section 14(h) All Extension staff, volunteers, and 4-H members must be informed of and act upon their obligations to report alleged misuses of the 4-H name and emblem, including misuse of funds.

Section 14(i) Accompanying the authorization to grant permission to use the 4-H name and emblem includes the responsibility to ensure that the regulations are followed. Procedures for reporting violations are as follows:

1. Any alleged violation should be identified in writing accompanied by adequate documentation to the appropriate individual at the county, state, or national level at which the violation occurred:
   a. Administrator, Extension Service, or Deputy Administrator, 4-H Youth Programs, if the violation is nationwide or involves more than one state.
   b. Director of Extension or State 4-H Office if the violation is statewide or involves more than one county/unit.
   c. County Extension staff if the violation occurs within a specific county/unit.

2. If, after reviewing the facts of the alleged violation, it appears that there is cause, a written notification stating the reasons for the appearance of violation and a request to desist should be submitted to the person or firm in question.

3. If such notification does not result in satisfactory action on the part of the person or firm in question, the matter should then be turned over to legal counsel of the Office of the General Counsel, USDA (in the case of violations at the national level) or to the land-grant university attorney (in cases of offenses at the state or county level).

Section 14(j) Alleged activities that involve the unauthorized use of the 4-H name and emblem can be prosecuted under Public Law 772, Title 18, U.S.C. 707. Local, State and Federal criminal statutes can be used to prosecute. This applies to salaried staff and volunteers, in addition to those not directly authorized to be part of the 4-H program.

Section 15: 4-H Fiscal Policies

4-H clubs and groups are authorized by their local University of Illinois Extension office to use the 4-H name and emblem. This privilege brings a degree of accountability -- to the USDA, the University of Illinois, and the local community served by the 4-H club/group. The following policies are intended to help clubs/groups fulfill their fiduciary duties in order to ensure that accountability. Additional information is available on the 4-H National Headquarters web site at:

Section 15(a) Clubs/groups that hold no assets, nor plan to conduct fundraising activities must complete the Indication of Financial Activity Statement certifying that information and submit it to the local University of Illinois Extension office.
Section 15(b) Each 4-H club with fiscal activity and/or a club treasury (checking or savings account) at a financial institution must have an Employer Identification Number (EIN) in order to open the account. The official club name and EIN must be linked to the group exemption number (GEN) assigned by IRS to the Illinois 4-H Central Organization for federal tax exempt status. The EIN application process for new 4-H clubs is “on hold” until further notice.

Section 15(c) All 4-H clubs and groups that collect money or raise funds to maintain their clubs and groups should deposit their monies in a financial institution. 4-H clubs/groups that raise or hold less than twenty dollars ($20) in the treasury are not required to hold the funds in a public financial institution. However, the group’s treasurer is required to maintain adequate and accurate records of the funds and be accountable for those monies to the members, leaders, and public.

Section 15(d) Clubs/groups which maintain club/group funds are required to select a treasurer from the membership, who may be a signatory on the club’s/group’s fiscal account (depending on age). A minimum of two (2) elected or designated adults also will be signatories on the account. Two signatures are required on all checks, which may include the treasurer and that of one adult. The account number must be recorded in the club’s Illinois 4-H Treasurer’s Record Book. Club/group monies must not be commingled in personal or other accounts.

Section 15(e) Each 4-H club/group that maintains a treasury or holds financial assets must present annually to the local Extension office a statement of accounting, which consists of a fiscal review of the club’s Illinois 4-H Treasurer’s Record Book for the year being reviewed. Three persons, including a parent, leader, and member of the club/group must review the statement of accounting. The fiscal review committee’s signatures must be recorded in the club’s Illinois 4-H Treasurer’s Record Book. The fiscal reviewers shall not be signatories on the bank account, nor shall they be related to those with signatory authority. If all members and leaders are related, arrangements should be made to secure assistance outside the club/group ranks. Extension staff may arrange for a review of all information used in the club/group fiscal review. A copy of the financial statement that is provided in the club’s Illinois 4-H Treasurer’s Record Book should be uploaded to the 4-H Document Repository annually and maintained in the unit office for a period of five years plus the current year. The original treasurer’s record book shall be returned to the club/group.

Section 15(f) 4-H clubs/groups must maintain a current club inventory of all equipment and other items purchased with club funds or received as gifts. This will be included in the annual Treasurer Record Book for the club/group.

Section 15(g) Receipt of the Illinois 4-H Treasurer’s Record Book and confirmation of a favorable fiscal review shall be required for re-authorization of the club’s/group’s use of the 4-H name and emblem for the following year. Clubs/groups will not be re-enrolled until this requirement is met.

Section 15(h) The 4-H club is not allowed to accumulate excessively large club treasury balances unless there is a specific project or activity that has been identified by the 4-H club. The maximum 4-H club balance must not exceed
the current year of club expenses recorded in the 4-H Club Annual Financial Statement plus one additional year of the same expense dollars. When the total club treasury balance exceeds this amount, the 4-H club must prepare and submit a Long Term Spending Plan to the County Director for approval.

Section 15(i) Illinois 4-H clubs/groups may not obtain or use ATM, debit, or credit cards in the name of University of Illinois, University of Illinois Extension, or 4-H.

Section 15(j) Fundraising activities and decisions on expenditures of funds should be central to the interests of youth and substantially involve the youth in the decision-making process. Adult volunteers should not be permitted to unilaterally make decisions about the management and expenditure of club/group resources.

Section 15(k) When planning or conducting a fundraiser, all Illinois 4-H clubs/groups should receive advance approval from Extension staff by submitting the 4-H Fundraising Approval Form to the local Extension office at least two weeks before the 4-H fundraising activity is to be promoted. This will ensure that the club/group is operating within the policies and guidelines relating to the use of the 4-H name and emblem and fiscal policies of University of Illinois Extension. All money raised using the 4-H name and emblem must be used for 4-H educational programs and activities.

Section 15(l) 4-H clubs may purchase equipment with a value greater than $500 if this equipment is necessary for club activities. This equipment may include, but is not limited to, computers and computer related hardware, drill presses and other machine tools, welding equipment, tillers, gardening sheds and cargo trailers. Equipment purchased with funds from a University of Illinois account must have a P-tag (Illinois property tag number). Equipment should be stored at the club’s normal meeting place. If this is not possible, or if equipment is moved off site, the University’s Off-Campus Equipment Loan form at http://www.obfs.uillinois.edu/forms/equipment-management-surplus/ should be completed and kept with the club’s files. Equipment purchased with club funds must be used for 4-H activities and events by a club member or volunteer. Equipment is intended for educational purposes that further the club’s activities.

Section 15(m) 4-H clubs must follow all local, state, and federal laws when conducting local fundraisers.

Section 15(n) University of Illinois Extension County Directors and designated academic staff are responsible for following federal, state, and university fiscal policies related to fiscal management of local 4-H clubs and groups. Extension staff shall provide necessary leadership, support, and training to assist 4-H leaders and club/group officers or youth in a leadership role to understand and properly execute their fiscal responsibilities.

Section 15(o) Actions must be taken against individuals who have allegedly been involved in situations that include, but are not limited to, improper handling, accounting, receiving, or expenditure of funds by salaried staff or volunteers. Included in this category are situations in which money is raised in the name of 4-H but then diverted to another organization or
individual account. Actions can vary from “cease and desist” letters to full criminal prosecution.

Section 15(p) When a 4-H club/group votes to disband or wants to cease operations under the 4-H name and emblem, the club/group needs to provide for the liquidation of club/group assets. This provision may be made through a dissolution statement. Funds raised and assets purchased under the 4-H name and emblem belong to 4-H. These funds may neither be distributed nor retained by the defunct organization or a successor organization that is independent of the University of Illinois Extension 4-H program. Funds and assets shall be retained in the county where raised and used for other 4-H or youth development purposes at the recommendation of the local Extension staff.

Section 16: Charitable Activities

Section 16(a) Clubs/groups that raise money on behalf of another charity must inform the public of the charity’s identity and indicate that the funds are not being raised for 4-H. The preferred method of payment is for checks to be made payable to the designated charity. However, if checks are received in the name of the 4-H club/group on behalf of the charity, these funds can be deposited into the club/group account using a separate deposit slip. A single check should be issued to the charitable cause/organization in the exact amount reflected on the deposit slip.

Section 16(b) Through a majority vote of the membership, 4-H clubs/groups may provide financial donations to an organization or charity from monies generated by club/group efforts. Such actions must be recorded in the club’s Illinois Secretary’s Record Book and annually submitted to the Extension Unit Office.

Section 16(c) Illinois 4-H clubs/groups must secure approval from the local County Extension Director or his/her designee prior to making a contribution of $100 or more to any organization or charity.

Section 16(d) Illinois 4-H club/groups may raise money on behalf of a collaborative event organized with other non 4-H groups. The public must be made aware that the event is not sponsored by 4-H and the funds collected will not be used by 4-H. Funds collected for collaborative events can be deposited directly into an account on behalf of the collaborative organization.

Section 17: Federal Tax Exemption Status

Section 17(a) Illinois 4-H clubs/groups with an EIN will receive their federal tax exempt status as a subordinate of the new 4-H Central Organization who will provide oversight for this IRS approved group exemption.

Section 17(b) In order for a new 4-H club/group with an EIN to become a subordinate, the club/group must approve and submit three documents (Group Tax Exemption Authorization, Articles of Organization, and Indication of Financial Activity Statement) to the local Extension office. These will be uploaded to the 4-H Document Repository by county staff.
Section 17(c) Existing 4-H club/groups with an EIN must submit the 2-page Annual Financial Statement at the close of the 4-H fiscal year in August to maintain their subordinate status with the 4-H Central Organization. These financial statements will also be uploaded to the 4-H Document Repository by county staff.

Section 18: Risk Management Policies

Section 18(a) The Illinois State 4-H Office pays for year round accident insurance for all enrolled 4-H members who pay the program fee. Units have the option to pay for year round accident coverage for all enrolled 4-H adult volunteers. Special activities coverage may be obtained for events involving volunteers, parents, siblings, or non-members.

Section 18(b) Acknowledgement of risk forms must be completed by parents/guardians of youth participating in low risk, medium-high risk, and shooting sports activities.

Section 18(c) Photo and Video Release forms must be signed by parents/guardians of youth and by adults in the 4-H program. These allow Extension staff to use photos in publicity. The forms must be signed annually.

Section 18(d) Incident/Accident Reporting: Each time there is an incident or accident that causes harm or injury to a youth, volunteer, or staff member, an incident/accident report form must be completed and shared with the County Director, Regional Director, Assistant Director/Field Operations, and the State 4-H Program Leader.

Section 18(e) Registration materials including health forms, photo releases, and an acknowledgement of risk forms should be maintained for a minimum of three years by the local Extension office. If there is an incident/accident, the forms for participants involved should be kept for four years past the time the youth turns 18.

Section 18(f) Horse Gaming and Jumping Liability Insurance: 4-H is required to obtain additional liability coverage for "gaming and jumping" classes included in 4-H horse shows.

Section 18(g) Shooting Sports Liability Insurance Coverage: The Illinois State 4-H Office will obtain additional liability insurance coverage for all youth enrolled in the 4-H shooting sports program.

Section 18(h) Bus Coverage: Extension units must follow the university policies for charter bus company business. Local 4-H clubs must follow the same guidelines. Additional information is included in the 4-H Risk Management section of this handbook for situations when a University approved vendor is not available within 50 miles of the county/unit.

Section 18(i) Employees of the University of Illinois are prohibited by state statutes from signing agreements that contain hold harmless or similar clauses. In event that the lessor will not waive the hold harmless or similar clauses, the event must be changed to another location. This also pertains to volunteers that are providing leadership for University of Illinois Extension programs.
Section 18(j) Clubs with capital equipment as outlined in Section 15(l) should give careful consideration to protect these assets with some type of insurance policy at the club’s expense. Consult with a local insurance agent for guidance based on specific needs and activities. In addition, clubs with equipment such as tools and cargo trailers should also determine if liability insurance is necessary for these assets. In the case of trailers, these may be covered by the driver’s liability insurance. Volunteers who will be driving trailers should check with their personal insurance carrier to verify coverage.

Section 18(k) Special Interest (SPIN) clubs whose activities include meetings or events in which non 4-H youth are invited to participate and possibly join the club should purchase accident/medical insurance for these youth. Insurance for non 4-H youth can be purchased online through a Special Activities policy with American Income Life Insurance. When completing the form, a club can list multiple events or meetings in a single month with estimates of the number of non 4-H participants who may attend. At the end of the month, the leader should total the number of non-4-H youth participants for each event to calculate the amount due. The premium is subject to an $8.00 minimum per month.

Section 19: 4-H Federations

Section 19(a) 4-H Federation bank accounts are University bank accounts, using the University of Illinois EIN. As such, they must follow all University fiscal policies and guidelines including the new audit procedures introduced in July 2013.

Section 19(b) Stewardship and accountability for the proper use of the 4-H Federation account rest with the designated University of Illinois Extension academic professional in the Unit in which the 4-H Federation functions.

Section 19(c) Two people must sign checks. A unit academic professional and/or civil service staff member designated by the County Director must be a signatory to the 4-H Federation account. The Extension Council may authorize additional persons to sign checks. The authorization of approved signatories must be renewed annually and recorded in the 4-H Federation and Extension Council minutes.

Section 19(d) 4-H Federation is not allowed to accumulate an excessively large treasury balance unless there is a specific project or activity that has been identified by the group. The maximum 4-H Federation balance must not exceed the current year of expenses recorded in the Annual Financial Statement plus one additional year of the same expense dollars. When the total treasury balance exceeds this amount, the group must prepare and submit a Long Term Spending Plan to the County Director for approval.

Section 19(e) Sales tax must be collected and submitted to campus monthly using the Report of Sales spreadsheet for all fundraising efforts sponsored by a 4-H Federation.

Section 19(f) New policies for cash handling and fundraising events for 4-H Federation groups will be announced later this fall.
Section 20: 4-H/Extension Foundations

Section 20(a) 4-H/Extension Foundations may elect to be a separate 501(c)(3) Foundation or affiliate with University of Illinois Foundation for their tax exempt status. The initial Memorandum of Agreement (MOA) has an auto-renewal clause outlining the roles, responsibilities, and partnership between all parties involved. County foundations with their own 501(c) (3) status must submit all fiscal and legal documents necessary to maintain their tax exempt and non-profit status and provide annual proof to the County Director of their compliance. University of Illinois Foundation files fiscal and legal documents on behalf of their affiliates.

Section 20(b) Separate 501(c)(3) County 4-H/Extension Foundations need to consider how to address liability issues. The University of Illinois program of insurance does not extend to cover these organizations, their directors, officers, or volunteer members. Each separate 501(c)(3) Foundation should give consideration to purchasing liability insurance coverage to protect its officers, members, and the foundation as an organization. Foundations can contact their local insurance agents to request a quote based on their goals and activities.

Section 20(c) University of Illinois Foundation affiliates and their activities are included in the University of Illinois program of insurance and qualify for legal representation as one of the benefits of their affiliation.

Section 21: 4-H Mailing Lists

Section 21(a) State and local 4-H Foundations do not have the authority to use mailing lists of Extension cooperators on behalf of fundraising interests. There are no exceptions to this regulation to allow 4-H Foundations access to Extension mailing address information.

Section 21(b) Mailing lists are for the sole use of Extension personnel and shall not be furnished directly or indirectly to any other person, firm, association, or federal government agency. These mailing lists are compiled for official use only and are confidential. Extension mailing lists are not federal records and are not subject to the provisions of the Federal Freedom of Information Act.

Section 22: Open Meetings Act

Section 22(a) It is the public policy of the State of Illinois that public bodies such as University of Illinois Extension exist to aid in the conduct of the people’s business and that the people have a right to be informed as to the conduct of their business. In order that the people shall be informed, programs operating under the auspices of University of Illinois Extension will abide by the provisions of the Open Meetings Act.
Section 23: Raffles

Section 23(a) Raffles cannot be conducted by University of Illinois Extension. This Extension policy applies to all Extension Units, 4-H Federations, and other Extension offices. 4-H Clubs are also included in this policy. This does not apply to separate county 501(c)(3) Foundations and associations affiliated with U of I Foundation, and other independent groups that support Extension through their fund raising activities. These groups are solely responsible for determining their involvement in raffles and meeting the requirements of the Raffles Act.

Section 24: Youth Livestock Auction Policy

Section 24(a) The Youth Livestock Auction will be a non-Extension sponsored event, with 4-H members participating by choice. The Youth Livestock Auction must have a separate bank account and Employer Identification Number (EIN) not associated with county Extension Office funds. A 4-H Federation or Extension In & Out account is not an approved revenue stream for auction monies.

Section 24(b) The livestock auction must be sponsored by an outside business, community organization, or other entity. 4-H volunteers can still help this sponsoring group with the planning, on-site implementation, and follow-up responsibilities related to the event. Examples of such a sponsoring organization include, but are not limited to a separate 501(c)(3) County 4-H/Extension Foundation (not a UIF affiliate), Farm Bureau, fair association, commodity group, building association, local business, bank, or chamber of commerce.

Section 24(c) An Authorization to Use the 4-H Name & Emblem for Youth Livestock Auctions form must be completed annually by the sponsoring organization and submitted to the County Director for approval in order to use the 4-H name and emblem in its activities and promotions throughout the year. This document also describes the major tasks agreed upon by the sponsoring organization (conduct the event using sound financial practices, issue the checks, acknowledge donors with receipts, and provide liability insurance for the event).

Section 24(d) Extension staff will not be allowed to take an active role in the planning or coordination of the livestock auction, but may attend committee meetings in an advisory role. Staff may also attend the auction as a visitor to support the efforts of 4-H youth and adult volunteers during the event.
Section 24(e)  The Extension Office will continue to be the approved source of some pertinent information such as 4-H membership records, 4-H fair entries, and 4-H Show results once the Authorization to Use the 4-H Name & Emblem for Youth Livestock Auctions form has been signed. Since this will be vital to the success of the sponsoring group or organization and its volunteers, Extension staff are authorized to:

- Verify 4-H youth membership and eligibility for exhibition
- Collect livestock sale cards for 4-H participants
- Assist volunteers in using office equipment for making copies
- Provide show weights
- Provide show results
- Provide assistance in developing livestock auction guidelines
- Attend Youth Livestock Auction for visibility

Section 24(f)  At the discretion of the County Director, the Extension Office may also demonstrate their support and appreciation of these community partnerships by including information about the youth livestock auction in their 4-H fair book, schedule of events, and correspondence as long as the sponsoring organization is clearly identified. Livestock auction checks issued by the sponsoring organization may also be made available at the Extension office for 4-H members’ convenience in picking up after the fair.