AGE:
1. The age the 4-H member is for the current year as of January 1 (4-H age) will be the age we consider for all 4-H activities. Members must be between the ages of 5 and 19 years of age (4-H age). Cloverbuds are 5-8 years old (4-H age). Members with a handicap or disability may continue as 4-H'ers through age 26 (4-H age).

2. The maximum Fair participation eligibility date for 4-H members will be 19 4-H age. Ages for exhibitor’s in Charlevoix County will be determined as of January 1 of the year of the Fair. 4-H members must be at least 5 years old (by January 1 of each program year) and participation eligibility ends at age 19, with the exception of the 4-H handicap or disabled member. All exhibitors are also subject to additional age requirements as determined by the Emmet-Charlevoix County Fair Advisory Council, and individual Charlevoix and Emmet 4-H Councils and Associations.

3. Leaders must be 21 years of age and Co-Leaders must be at least 19 years of age by January 1st of the year in which they apply.

4. A Jr. Leader is a TEEN/Young Adult 4-H member volunteer.

5. Regional and State events/activities may have different age requirements for participation. It is the responsibility of the participant to be aware of and comply with those requirements.

RESIDENCY:
1. Members and leaders must be registered in a Charlevoix County Club(s) to be eligible for participation in any Charlevoix County 4-H events, regional and/or state events in which they will be representing Charlevoix County 4-H youth development.

2. Members may live in nearby counties, but will be encouraged to seek membership in clubs within their own counties before joining the Charlevoix County 4-H program.

3. Members may have residency in any county in the state of Michigan. However, members are encouraged to reside in close proximity of the county in which their club is registered by Dec 1st of the year of the fair. This is to encourage participation in club and county meetings and events.

LEADER REQUIREMENTS:
All individuals wishing to become a 4-H Leader in Charlevoix County must complete the following procedures:

- Complete an application
- Submit to a Criminal History Check
- Participate in an Interview
- Complete online E-Learning courses
- Attend a Leader In-Service
- Complete and return the “Charlevoix County 4-H Code of Conduct” and the “Request for Official Establishment of a 4-H Club”
- Complete Enrollment forms for leaders and members
- Attend at least 5 Charlevoix County 4-H Council meetings/approved events per 4-H calendar year with at least 3 of them being council meetings (Sept 2016-August 2017) *no meeting in August.*
• Event Committee Chair (attendance keeper) to be responsible for turning in participation attendance list to recording secretary.

• All 4-H Sports & Fitness Program Leaders are encouraged to attend 1 Charlevoix County 4-H Council meeting during a quarter in which they are actively involved. The Council invites these leaders to present a post season wrap report.

NOTE: In addition to the above process, individuals applying to be a 4-H Leader must first serve as a Co-Leader for one year and are encouraged to attend a 4-H Volunteer Training Workshop in their project area. Scholarship money is available through the 4-H Council for training.

CLUB REQUIREMENTS:

1. Be open to all without regard to race, color, national origin, sex, sexual identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

2. Provide a welcoming and safe environment to all members.

3. Agree to follow state and county 4-H policies and procedures, and state and national 4-H guidelines for using the 4-H name and emblem.

4. Have at least 5 members from 2 or more families.

5. Have a volunteer leader who has successfully undergone the Michigan State University Extension Volunteer Process.

6. Be appropriately structured, with a leadership team of officers.

7. Have a calendar of planned educational programs and activities.

8. Follow all financial guidelines for 4-H groups outlined in the Michigan Financial Manuals for 4-H Treasurers and Volunteers including preparing and providing to the county 4-H Extension staff an Annual Summary Financial Report for any funds raised or collected in the name of 4-H including account numbers and balances.

9. Collect the 4-H member participation fees and submit them to the MSU county Extension office.

10. Submit a minimum of 6 club minutes per 4-H calendar year (September 2016-August 2017).

11. Complete a regular enrollment process for 4-H members and volunteers.

12. In the case of group dissolution, turn over all property and funds to the County 4-H staff on behalf of the Council.

13. Clubs and club leaders may determine the maximum size of their group, the age of club members, and how often they meet.

14. Club leaders need to contact the Charlevoix County 4-H office to inform them when the 4-H club has reached it membership limits, to ensure that no further referrals are made to that club.

15. Club leaders need to let members know what is expected of them and their parents, club activities, financial responsibilities, etc.
16. 4-H Members are required to purchase American Income Life Annual Accident Insurance coverage for $2 per year through the MSU Extension office or show documentation/receipt from this specific insurance program. Leaders are optional.

17. All clubs must donate or participate in at least 1 Charlevoix County 4-H Council fundraiser.

**ATTENDANCE:**

1. Clubs and councils may establish their own attendance requirements, providing they are fair and impartial for their individual club(s).

2. Members are responsible for knowing and abiding by the requirements designated by their individual 4-H club regarding attendance at club meetings.

3. Members are responsible for knowing and abiding by the requirements designated by their individual county 4-H councils – Market Livestock, Horse Developmental and Animal Husbandry - regarding attendance at County meetings to be eligible for Emmet-Charlevoix County Fair participation.

4. 4-H Members (age 9-19) are required to attend 3 Charlevoix County 4-H Council meetings / educational events per 4-H calendar year with at least 2 of them being a council meeting (September 2016-August 2017) in order to be eligible to participate in the 4-H classes at the Emmet-Charlevoix County Fair 2017. *no meeting in August.

5. 4-H Leaders are required to attend at least 5 Charlevoix County 4-H Council meetings /approved events per 4-H calendar year with at least 3 of them being council meetings (Sept 2016-August 2017) *no meeting in August. Event Committee Chair (attendance keeper) to be responsible for turning in participation attendance list to recording secretary.

6. All 4-H Sports & Fitness Program Leaders are required to attend 1 Charlevoix County 4-H Council meeting during a quarter in which they are actively involved.

7. 4-H Members (age 5-19) incentive monthly meeting prize drawing.

8. 4-H Members (age 5-19) attending 6 or more meetings will be eligible for a 4-H year end award.

**REGISTRATIONS / ENROLLMENTS:**

1. To maintain their status as a leader, leaders will be required to complete various reports during the program year:
   - Current Club Membership Re-Enrollments
   - Contracts, enrollments and registrations for all animal projects- see individual registrations
   - Financial Statement for the current 4-H calendar year (September 2016 – August 2017)
   - Fair Registrations for members and clubs
   - Attend the annual 4-H leader in-service
   - Submit 6 club minutes to the 4-H Coordinator
   - Submit yearly club calendar each October
   - Attend at least 5 Charlevoix County 4-H Council meetings /approved events per 4-H calendar year with at least 3 of them being council meetings (Sept 2016-August 2017) *no meeting in August.
• Event Committee Chair (attendance keeper) to be responsible for turning in participation attendance list to recording secretary.

2. Enrollments for new members are due:
   • December 1st for participation in the county fair; additional requirements will be determined by individual Councils such as Market Livestock, Animal Husbandry, and Horse Developmental Council. Enrollments will be accepted from leaders 365 days a year. HOWEVER, they must be received in the Charlevoix County office on or before December 1st to insure eligibility for the Fair.

3. Club leaders and members are required to submit a signed “Code of Conduct” and “Media Release” on a yearly basis.

4. A 4-H Participation fee of $10.00 per member will be collected for each new 4-H Program year, with a maximum of $30 per family with 3 or more youth enrolled. For low income eligible families, a waiver can be applied for through the Charlevoix County 4-H Council office. The 4-H Participation fee will be the individual member’s responsibility and will be collected in the Charlevoix County MSU Extension Office. Clubs wishing to raise funds to provide for the 4-H participation fee will be welcomed!

5. 4-H Members are required to purchase American Income Life Annual Accident Insurance coverage for $2 per year through the MSU Extension office or show documentation/receipt from this specific insurance program. Leaders are optional.

**CLUB FUNDS & FUNDRAISING:**

1. All clubs and programs are required to have a checking and/or savings account through a Financial Institution and will need to apply for an “Employer Identification Number” (EIN) through the Charlevoix County MSU Extension Office.

2. All clubs and programs checking and/or savings accounts are required to have 319-B North Lake Street, Boyne City, MI 49712 as their mailing address listed on the account.

3. Current monthly or quarterly bank statements are required to be on file at MSU Extension Office. Paper bank statements that are mailed to the MSU Extension office will be copied then placed in the club file and the original will be mailed to the club leader. However, if the paper bank statements are not mailed to the MSU Extension office, then online access to the bank account statement needs to be recorded and given to the MSU Extension office so they can access the statements and print them off to put in the club file.

4. Clubs may choose to have dues as part of their club operations. Dues may be waived to avoid discrimination against those with a qualified low income.

5. Any funds remaining in a club or council account following the disbanding of that club or council will by USDA mandate revert back to the Charlevoix County 4-H Council or Charlevoix County 4-H. All property belonging to the group must be disbursed in the same manner. (In accordance with the Michigan Financial Manuals for 4-H Treasurers and Volunteers)

6. Clubs may organize fundraising activities, providing they meet the following criteria:
   • Leaders must complete a “Request to Raise Funds/Accept Donations” application prior to the planned event
   • Funds must be raised and used for the promotion of the 4-H club, its membership and the county program – not individual members
   • A 4-H Fund Raiser Report Form must be completed after the fund raiser.
   • A yearly 4-H Financial manual, accompanied by a bank statement, must be completed by each 4-H club and council.
COUNCILS / COMMITTEES:

1. County planning committees, sub-committees and developmental councils are to review their by-laws, rules and other policies as required by their individual mission statements.

2. An annual financial report, accompanied by a bank statement, must be completed by each county council.

3. Adults wishing to serve in officer roles on any of the county’s developmental councils must be registered leaders at the time of the elections. Exceptions will be made only to those individuals who have submitted a leader application. Those individuals, if elected, will be considered an “officer-elect” until their leadership process is finalized. In the event that the individual does not complete the leadership process, they will lose their officer-elect position and the developmental council would appoint a replacement, according to the process outlined in their by-laws.

ANIMAL PROJECT REQUIREMENTS:
Refer to Emmet Charlevoix 4-H Market Livestock Associations rules/guidelines
Refer to Emmet Charlevoix 4-H Horse Development Council rules/guidelines.
Refer to Emmet Charlevoix 4-H Small Animal Superintendents.

TRIPS / OVERNIGHT ACTIVITIES:

1. Clubs or groups may, from time to time, plan events or activities that require them to travel out of the county. For this to occur, the following procedures must be followed in order for those involved to be covered by 4-H accident and liability insurance and to ensure proper communication with all parties involved:

   • The County 4-H staff must be notified of the planned event within 30 days of the start of the event, whenever possible;
     ▪ County 4-H staff must receive a complete itinerary of the event, including:
       ▪ Where the group is going;
       ▪ Who will be participating;
       ▪ Who the adult chaperones are;
       ▪ Copies of drivers license photos and insurance forms on EVERY potential driver;
       ▪ An emergency phone number;
       ▪ Copies of parental consent/health forms must be on file in the county office for each participant before leaving on the trip. Copies of health forms are to remain with the chaperones.
       ▪ An approved Volunteer Selection Process (VSP) chaperone must be present of the same sex.
       
       NOTE: In addition to the above county policies, any new rules and regulations from the State 4-H Office must also be abided by (see “Keeping Kids Safe!” attachment).

CONDUCT POLICY:

Anyone participating in a 4-H sponsored event who is not abiding by the signed “4-H Code of Conduct” shall immediately be sent home at his/her own expense. In cases where illegal activity has occurred, the proper legal authorities will be notified for a possible criminal investigation.

Any violations of the above policy at county, regional, state or national events, or any violations of the “County Fair Conduct Policy” will result in immediate termination of membership in the Charlevoix County 4-H program for the remainder of the program year. If the current program year concludes within six months, the member's termination will carry over into the next program year.
At the end of their termination period, the member may request to be re-enrolled in a county 4-H club. Depending on the severity of the situation the member may be accepted back into the 4-H county club. Each situation will be dealt with on an individual basis under the direction of the 4-H Staff person. If the member is granted participation back into a 4-H Club the member will be given specific guidelines and restrictions during that program year and must complete all club and county requirements for behavior, attendance, paperwork and registrations to continue their enrollment in the program.

**PENALTIES FOR MISBEHAVIOR**

4-H members, leaders, co-leaders, jr-leaders, volunteers, parents, etc. will be expected to act in an acceptable and approved manor in accordance with the Michigan 4-H Mission Statement. *We are a youth development program that involves volunteers in providing positive, experiential, educational opportunities for and with youth. Our mission is to create environments, through collaborations, that build strong, healthy youth who are proactive in a complex and changing world.* If a criminal offense occurs, any of the above individuals will be terminated immediately by a Charlevoix County 4-H Coordinator and a written notice will be sent to the offending party. Appropriate club or program individuals will be notified as well.

If behaviors are inappropriate by members, leaders, co-leaders, jr-leaders, volunteers, parents, etc notification needs to be made in writing to the Charlevoix County 4-H Coordinator. Depending on the severity of the situation and if satisfactory evidence has been obtained that a 4-H rule(s) has been violated, a verbal warning followed by a written notice will be provided that will serve as a last warning. Again, depending on the severity of the offense the leader or member will be given specific guidelines and restrictions that apply to the individual situation. A second offense will result in the offending party being terminated from Charlevoix County 4-H. In addition, all written notices will be communicated to the offender, parents, leader, and appropriate 4-H staff. Procedures for dealing with dismissal of an adult volunteer will be in accordance with the policies that are outlined in the Volunteer Selection Process.

*Approved by the Charlevoix County 4-H Coordinator and the Charlevoix County 4-H Council on October 3th, 2016.*