



UNIVERSITY OF ILLINOIS
EXTENSION



County 4-H Policies In Effect as of September 1, 2015

In an effort to support a quality 4-H experience in Kane County, the following **policies are in effect** for 4-H members, independent members, and clubs. These policies were established so that those involved in 4-H in this county will know that there are minimal expectations regarding participation. These policies are in addition to State 4-H Policies.

Members

Goal: To encourage a well-rounded 4-H experience.

Policy: *Youth must participate in a minimum of four 4-H meetings, tours, workshops, and/or other 4-H activities in Kane County (or representing Kane County) to be considered a 4-H member in Kane County. Two of those activities must be club meetings; the other two are at the member's choosing. Those who do not meet this requirement will not be eligible to take part in 4-H exhibitions, receive 4-H premiums or other 4-H awards and recognition that are available to 4-H members. Youth at residential college/trade school may be exempt from this policy provided they present a grade report from the completed spring semester (of the current 4-H year) at their residential college/trade school.*

Goal: To provide a well-rounded 4-H experience.

Policy: *We have implemented a program fee for all community and SPIN 4-H club members and Cloverbud members. This program fee helps to cover the cost of medical insurance for members and volunteers, mailings, and other items associated with 4-H program management on a countywide basis. It will not change the policy of charging for publications and other events and activities (i.e. workshops, international night, etc.). The program fee is assessed annually. For this program year, the program fee for each 4-H and Cloverbud member is \$20; however, there will be a \$60 cap for 4-H families. The program fee must be paid when you submit your 4-H enrollment to your club leader. Youth will not be officially enrolled until this payment is received. Checks for the program fee should be made payable to: University of Illinois Extension.*

Goal: To encourage 4-H'ers to participate in the County Fair.

Policy: *Only 4-H'ers who are exhibiting at the County Fair will receive a season/exhibitor pass for free admission into the fair.*

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Independent Members

Goal: To encourage a well-rounded 4-H experience.

Policy: Each year independent 4-H'ers will submit the Independent Member Plan form to be considered a 4-H member in Kane County. Plans must align with the 4-H Member Standards of Excellence as they relate to the age of the 4-H member. Additionally, independent members must submit in their plan the name of their project mentor (must be someone other than a parent/guardian) and a schedule that details a minimum of 4 meetings. The independent member must present this plan to Extension 4-H staff by December 1 of each year. A brief report outlining the plan accomplishments to date must be submitted with exhibit registration in order to exhibit. If the 4-H'er chooses not to exhibit, the report must be submitted by the end of the 4-H year in order to re-enroll the following year.

Goal: To provide a well-rounded 4-H experience.

Policy: Independent members must also pay a program fee. This program fee helps to cover the cost of medical insurance for members and volunteers, mailings, and other items associated with 4-H program management on a countywide basis. It will not change the policy of charging for publications and other events and activities (i.e. workshops, international night, etc.). The program fee is assessed annually. For this program year, the program fee for each 4-H and Cloverbud member is \$20; however, there will be a \$60 cap for 4-H families. The program fee must be paid when you submit your 4-H enrollment. Youth will not be officially enrolled until this payment is received. Checks for the program fee should be made payable to: University of Illinois Extension.

Goal: To encourage independent 4-H members to participate in the County Fair.

Policy: Only independent 4-H'ers who are exhibiting at the County Fair will receive a season/exhibitor pass for free admission into the fair.

Goal: To enhance communication and the volunteer experience.

Policy: Independent members must have an adult representative attend all leader/parent meetings.

Clubs

Goal: To encourage a well-rounded 4-H club experience.

Policy 1: All clubs will submit a Club Program Plan by December 1 of each program year. Clubs are encouraged to use the Club Standards of Excellence as a starting point for establishing their annual plan.

Policy 2: All clubs will submit a Club Information Form by December 1 of each program year.

Policy 3: All clubs will keep a secretary book with attendance records for all club meetings and activities. All clubs must submit their secretary book at the end of the 4-H year to the Kane Extension Office.

Policy 4: Any club that maintains a treasury is required to keep a treasury record and supporting documentation which must be submitted to the Kane Extension Office at the end of the 4-H year. Club treasuries must be audited at the end of the program year and the Financial Statement must have the required signatures before submitting it to the office. Failure to submit these records will prohibit re-enrollment of the club the following year.

Policy 5: Any club that plans and conducts fundraising events/activities is required to have those events/activities pre-approved by U of I Extension, 4-H Youth Development staff at least two (2) weeks prior to **publicizing** the event/activity. Additionally, a completed accounting of the fundraiser event/activity results must be submitted to the Extension Office within thirty (30) days after the event/activity is conducted.

Questions regarding these policies may be addressed to:

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