



ORANGE COUNTY 4-H POLICIES AND PROCEDURES*



I. Enrollment

- 4-H membership is free and open to all Orange County youth ages 5-18 (as of September 1st) Membership, either as a youth or adult volunteer, requires the completion of the 4-H online enrollment process. This should occur within one month of your initial involvement with 4-H. To enroll visit: <https://florida.4honline.com/>
- Enrollment in at least one 4-H project constitutes 4-H membership.
- Individuals not participating in a club are considered members-at-large. They must comply with all of the above procedures. It is expected that they will identify a mentor to oversee their 4-H project(s). The 4-H Office should be notified once this relationship has been established. Members-at-large must meet with their mentor on at least a quarterly basis (See Appendix A).
- Your enrollment is not finalized until you receive a confirmation email from 4-H Online. In instances where your form is incomplete you will be asked to make corrections and resubmit the form electronically.

II. Club Management

- All 4-H clubs must be chartered. Initial chartering requires the completion of the “New Charter Application”. Chartered clubs must submit a “Charter Continuance Form” by October 31st of each club year in order to retain their club status.
- All clubs must submit a signed copy of the Affirmative Action letter to the 4-H office on an annual basis.
- The 4-H name and emblem are federally copyrighted and subject to strict usage rules. Please refer to the following publication for further details: <http://www.national4hheadquarters.gov/library/4-Hguidelines-v4-26-04.pdf>
- Orange County 4-H is a 501c3 nonprofit organization. All related entities, including 4-H clubs, fall under this classification. This entitles your club to apply for tax exempt status. Club’s apply for tax exempt status by filing the SS4 Form with the IRS (now available online) and applying for a Consumer’s Certificate of Exemption with the Florida Department of Revenue. Under no circumstances can you use the county tax identification number for club purchases.
- 4-H clubs are eligible to hold \$100 as petty cash. Remaining club funds will be held on account with the 4-H Office. Accounting forms are available at: <http://orange.ifas.ufl.edu/4h/clubleaders.html>
- All Orange County 4-H members are covered under the 4-H accident insurance policy with American Income and Life Insurance. For further details on this coverage visit: <http://www.americanincomelife.com/FourHCoop.aspx>
- A yearly audit should be performed on all club accounts. The audit should be performed by a non-signature on the account. Audit forms should be filed by July 31st of each year with the 4-H office. Refer to the 4-H Treasurer’s Handbook for further details.
- Any club wishing to conduct a fundraiser must complete the *Orange County 4-H Club Fund-raiser Form* and turn it into the 4-H office for review. All 4-H club fundraisers must be approved by the 4-H office prior to collecting funds.
- Failure to comply with the above procedures will result in the suspension of club privileges.

III. Events

- Orange County 4-H has **no role** in the governance of Central Florida Fair livestock contests. Each of the Central Florida Fair livestock events is governed by a committee of volunteers, led by an event superintendent, that serve under the direction of the Fair's Livestock and Education Manager. These committees are responsible for deciding contest specific rules and regulations. All Central Florida Fair livestock contest related complaints should be forwarded to the Livestock and Education Manager.
- A number of 4-H related activities are available to youth at the county, district, state and national levels. For more information on upcoming events visit: <http://orange.ifas.ufl.edu/4h/events.html>
- Youth must complete online enrollment prior to attending **any** out of county event
- Many 4-H events require the completion of a registration form. This form must be turned in on or before the stated deadline in order for youth to attend the event. Late registrations will **only** be accepted in instances of a family medical emergency.
- Only written registration forms and full payment guarantee registration for a 4-H event. **No** verbal registrations are accepted. Each event has a limited number of spaces. It is best to register **early** to ensure that you secure a space.
- Registration for all 4-H events is contingent upon payment. No registrations will be processed without full remittance of all associated fees.
- Youth must notify their club leader if they plan on attending an out of county event.
- Once registration forms are completed you will have until the cancellation deadline to terminate your registration. Some events have a cancellation fee.

IV. Volunteers

- The Orange County 4-H program welcomes new volunteers. Individuals who wish to volunteer must complete the Orange County 4-H volunteer packet.
- There are two categories of 4-H volunteers:
 - **Direct Service** volunteers serve in roles that involve six or more hours of one-on-one contact with children
 - **Program Service** volunteers provide other services in support of the 4-H program
- Screening Process
 - All Direct Service volunteers must complete background screening **prior** to beginning volunteer service.
 - Completed paperwork should be turned in to the 4-H Administrative Specialist, who will then contact the Orange County Office of Professional Standards to schedule fingerprinting.
 - Upon completion of fingerprinting and background screening, the potential volunteer will receive a letter by mail notifying them of the status of their application.
 - Individuals are not eligible to serve as a 4-H volunteer until they have successfully completed the above steps and received written confirmation of their eligibility to volunteer.
- The 4-H office offers a variety of trainings for volunteers through the 4-H Academy. It is strongly encouraged that volunteers attend these trainings.

IV. Communication

- Information about 4-H events and activities will **only** be sent to individuals that have completed 4-H Online enrollment.
- A weekly e-newsletter (4-H Hi Lites) will be sent by email to all 4-H members and volunteers. The 4-H agents coordinate the production of the newsletter, with contributions from 4-H staff, club leaders and youth members.
- There are a number of 4-H events held throughout the year at the county, district and state levels. These events are publicized through a combination of the 4-H Hi-Lites, County Council meetings, the 4-H website, and social media.

- Refer to the Orange County 4-H Handbook and the Florida 4-H Events and Activities Handbook for further information on 4-H activities. A calendar of 4-H events for the year is available in the Orange County 4-H Handbook.
- The 4-H staff aims to ensure that members are well informed about upcoming activities. Feel free to contact us with any questions you may have.

IV. Protocol for Handling Complaints**

- When a member or parent has a complaint the first step is to inform the 4-H Club Organizational Leader.
- If the 4-H Club Organizational Leader cannot resolve the issue, the problem should be reported in writing to the 4-H Program Coordinator.
- If the 4-H Program Coordinator cannot resolve the issue then it should be brought to the attention of the County Extension Director through the form of a written complaint.
- Unless issues are illegal or involve discrimination, *they should not be forwarded* to the Regional Specialized Agent, District Extension Director, State 4-H Program Leader, or County Officials.

V. Resources

- The 4-H office has a variety of materials available for check out by its membership. These materials are available on a first come, first serve basis.
- It is preferred that 4-H club leaders pick up project materials for their members. If necessary, parents or guardians can pick up materials at the 4-H office, provided that they make arrangements in advance.
- All equipment must be signed out with the Administrative Specialist prior to leaving the 4-H office.
- It is expected that all materials checked out from the 4-H office be returned in good working order. In the event that items are lost or broken, the individual or individuals who checked out the item(s) will be responsible for any and all replacement costs.
- The Extension Center has classrooms seating 16, 24 and 50 people available for use by 4-H clubs. These rooms need to be checked out in advance. Contact the 4-H Administrative Specialist for all reservation requests.
- All clubs that utilized meeting space at the Extension Center are required to submit a signed *Orange County 4-H Rules for Classroom Use*.

*These are local 4-H policies. All 4-H clubs are expected to operate in a manner consistent with Florida 4-H policy. The Florida 4-H policy manual is available online at: <http://florida4h.org/about/policies.shtml>

**Procedures for addressing complaints are taken directly from the Florida 4-H Publication entitled *Conflicts, Concerns, and Complaint Protocol in Florida 4-H Programs*.

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