

# Lewis and Clark County 4-H Operational Guidelines

The Operational Guidelines are comprised of existing known guidelines and policies which have been compiled into a central location to provide insight and clarity into the program as well as a point of reference in which to continue to grow and operate the program.

Created: May 2015

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## 2. Document Revision Notes

### 2.1 Document Changes

Date	Individual Modifying Document	Brief Notes

### **3. History**

#### **3.1 History: Lewis and Clark County 4-H**

4-H was established in 1914 with the purpose of passing knowledge and education about agriculture and agriculturally based activities to youth throughout the nation. Montana State University added oversight of 4-H organizations to its youth outreach program and 4-H blossomed in the State of Montana. MSU oversees County 4-H programs, which provides learning opportunities to 4-H clubs and youth throughout the county.

Lewis and Clark County 4-H evolved from the Boys and Girls Club organization around the 1920's. As most things do 4-H had meager beginnings as a vessel to channel agricultural knowledge to youth in the community. With the knowledge of growing crops and livestock as a springboard, the topics spread to tractors and farm implements, from harvest preservation to the multitude of uses for crops. Currently there are multiple project areas available, everything from Robotics and Shooting Sports, Arts and Photography, Cooking and Sewing, to the original project areas of Livestock and Agriculture that the program was founded on.

Lewis and Clark County 4-H originally had a home in the Boys and Girls Club building, which currently houses the Helena Trail Riders. 4-H then moved to a larger location on York road, known as the 4-H Community Center, located in a Quonset adjacent to Warren Elementary School. These temporary homes, owned by other entities, provided much needed space for clubs and the county events, dances, and activities.

Volunteers contacted organizations, gaining donations of money and time to make his vision a reality. Through the dedication and hard work of many volunteers and businesses 4-H finally had its own home, located at the Lewis and Clark County Fairgrounds. The building was dedicated to the man with the vision to have a permanent home for 4-H for future generations, who tragically passed away. The Bill Hamilton Memorial Building is subsequently referred to as the BHB.

There are currently 23 clubs in Lewis and Clark County 4-H, we currently have active participation in most project. The most popular projects are shooting sports, horse, swine, and cooking.

Volunteers continue to be the backbone of 4-H. They are valued for their knowledge, dedication, and willingness to give their time to this program. Volunteers provide guidance for the youth in these activities as well as assist with governing the program.

### **4. History: Lewis and Clark County 4-H Foundation**

#### **4.1 History**

The 4-H Foundation was created to provide financial support to Lewis & Clark County 4-H through the following:

Programs- to aid in maintain, developing, and promoting the overall 4-H program and facilities in Lewis & Clark County through fundraising, investing opportunities and advertising for donations.

Projects – to provide financial assistance for educational activities and specific project development.

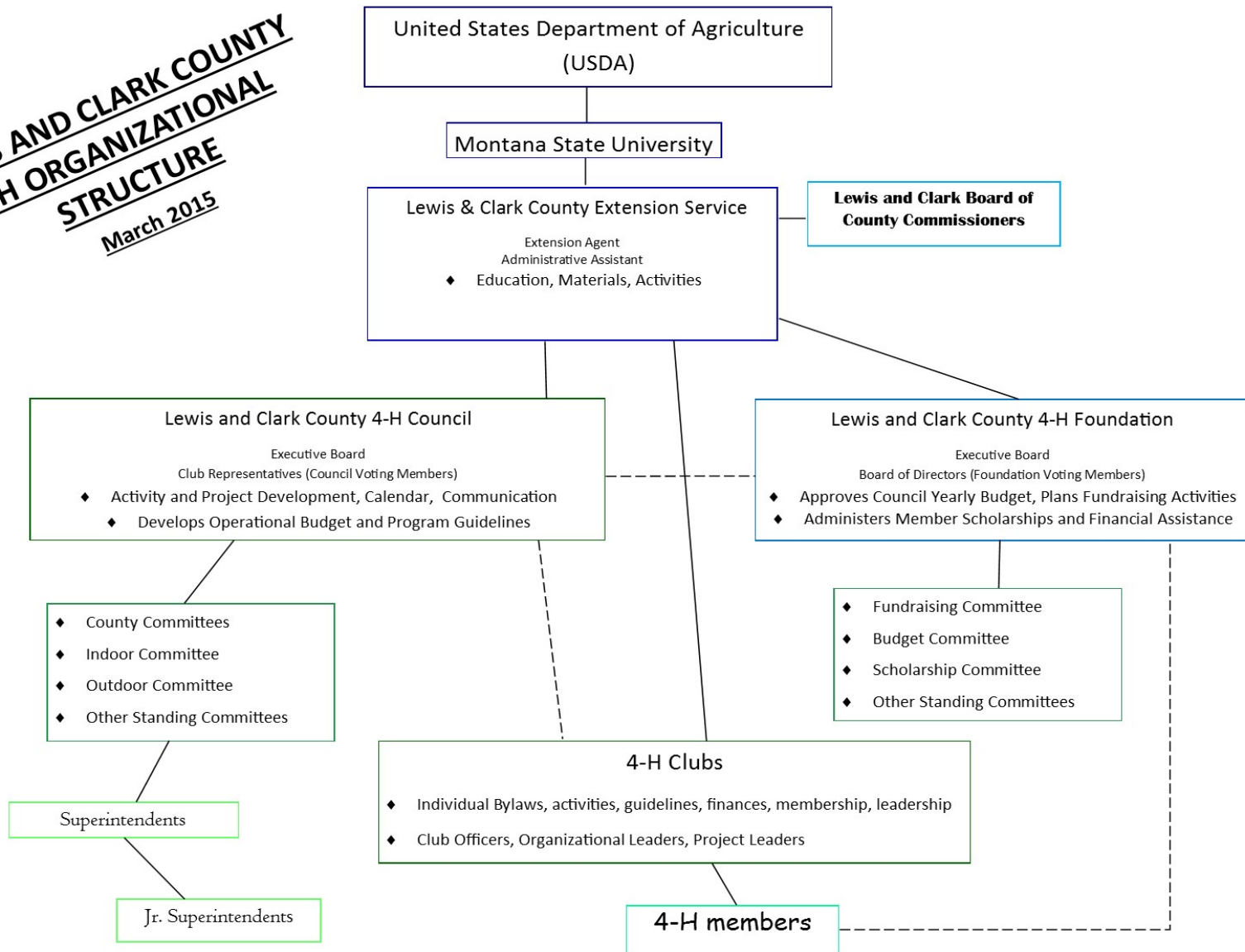
People – to support 4-H youth and volunteer leaders through scholarship awards, youth and leadership development, and educational activities.

#### 4.2 Purpose

Lewis & Clark County 4-H Foundation and the Lewis & Clark County 4-H Leader's Council have a Financial Cooperation Plan [https://www.lccountymt.gov/fileadmin/user\\_upload/Education/4-H/Pages/Committees/4-H-Foundation/Foundation-Financial-Cooperation-Plan-2013.pdf](https://www.lccountymt.gov/fileadmin/user_upload/Education/4-H/Pages/Committees/4-H-Foundation/Foundation-Financial-Cooperation-Plan-2013.pdf). The Lewis & Clark County 4-H Foundation will subsequently be referred to as the Foundation. The Lewis & Clark 4-H Leader's Council will be referred to as the Council in future references.

## 5. Lewis and Clark County 4-H Organizational Structure

**LEWIS AND CLARK COUNTY  
4-H ORGANIZATIONAL  
STRUCTURE**  
March 2015



## 6. Communication

### 6.1 Newsletter

#### 6.1.1 Lewis and Clark County Newsletter

The Lewis & Clark County 4-H Newsletter, a monthly publication, will provide the main source of communication to the organization members and volunteers.

The newsletter is published to inform the membership of important events and topics as well as items that will be voted on during the month.

Other items included are (but not limited to) Extension Office updates plus organizational and project information.

The newsletter will be posted to the Lewis & Clark County 4-H website.

<http://www.lccountymt.gov/extension/4-h.html>

#### 6.1.2 Lewis and Clark County Newsletter

Leaders are encouraged to pass along information via newsletter to communicate with their club/project members.

### 6.2 Email

The Extension Office may communicate via email for business purposes.

Leaders are encouraged to pass along information via email to communicate with their club/project members.

### 6.3 Phone

The Extension Office may communicate via phone for business purposes.

Leaders are encouraged to pass along information via phone to communicate with their club/project members.

### 6.4 Social Media

The Extension Office may communicate via social media for business purposes.

Leaders are encouraged to pass along information via social media to communicate with their club/project members.

Leaders, volunteers and members will abide by the standards and guidelines of the major social media sites.

Social media posts and subsequent communication will not be derogatory in nature nor violate any 4-H ethical standards.

## 7. Lewis & Clark County 4-H Leaders Council

### 7.1 Leader's Council Overview & Business Continuity

#### 7.1.1 History

Council was established as a governing body to oversee the 4-H program in Lewis & Clark County. Through the years the purpose of the Council has evolved and adapted to provide learning opportunities for youth in activities ranging from animals to life skills.

#### 7.1.2 Purpose

The Council's purpose is to maintain and strengthen the 4-H program. It includes assisting the Montana Cooperative Extension Service in carrying out a progressive 4-H youth program. This includes advocating for and promoting educational activities in Lewis and Clark County. The Council assists with leadership, development, and life skills in youth and adults. They provide a channel of communication and a forum for the exchange of ideas amongst leaders, youth, Extension personnel and other organizations. Council works in conjunction with the Foundation to plan and conduct fundraising activities necessary to carry out the business of the Council and approve the annual operating budget.

### 7.2 Make Up of Council Membership

Council is comprised of the membership of the organization which includes Officers, Youth and Adult members, adult leaders and MSU Extension staff. At times guest and community members with a vested interest in the program are welcome to attend monthly meetings.

### 7.3 Meetings

All members and leaders are encouraged and welcome to attend Council meetings. Council meets on a regular basis as determined by the Executive Board.

Currently meetings are set for the second Wednesday of the month.

Agendas and meeting materials are handed out at the beginning of the meeting and a roll sheet is distributed for meeting attendance. Every effort will be made to distribute the meeting agenda at least one day prior.

Meetings are run in accordance with Robert's Rules of Order.

The President reserves the right to close the meeting at any time.

The President may also choose the length of time for discussion of topics.

Being a youth organization, we value the opinion of our youth; as such, every effort will be made to allow their input during the discussions.

### 7.3.1 Meeting Etiquette

The meetings are comprised of adult and youth members.

The expectation is that the adults present will model appropriate behavior and positive interaction.

Positive recognition of members is the only time that individual members should be singled out directly or through the use of innuendos.

Meetings are designed to focus on the program details and tasks at hand that need discussion and resolution.

Personal conflicts between members should be resolved outside of any open meeting. If needed, the Extension staff is available to facilitate and mediate a resolution.

Discussion of agenda items needs to be relevant and focused on the topic.

Side conversations will not be tolerated. This is to allow those with the floor uninterrupted time to speak.

Use of cell phones and electronic equipment is to be kept to a minimum. If an attendee needs to take a call, please step outside of the meeting.

### 7.3.2 Meeting Minutes

The current year of meeting minutes is available on Lewis & Clark County 4-H website at the site noted in the [Communication](#) section of this document.

Previous years' minutes are archived at the Extension office and are available upon request.

### 7.3.3 Nominations & Elections

At the June Council meeting the Nomination Committee is formed. The Nomination Committee is tasked to bring nominations for open offices to the September Council meeting. Nominees must be at least 19 years of age and currently enrolled as a volunteer. Youth Representative Positions are an exception to this. The youth must be currently enrolled and between 14 to 19 years of age. Nominations are accepted on the floor at the September meeting. The slate of nominees is published in the October newsletter.

At the October meeting, elections will be held for the slate of officers. The newly elected officers will be seated at the Executive Board Transitional Meeting.

### 7.3.4 Vacant Officer Seats

Vacant seats will be posted in the newsletter and filled at the next Council meeting.

Nominations will be taken from the floor and voted on at that meeting.

If there are no nominations, the President may appoint someone for the remainder of that 2-year term.

### 7.3.5 Voting

Each club in attendance is entitled to cast one vote on any issue presented at Council.

Club Representatives must be identified on the roll call prior to voting on an issue.

If a club's delegate changes during the meeting, Council Officers must be notified immediately and it must be noted on the roll call.

Any voting representative is entitled to call for an anonymous vote. This simply means a vote will be taken by ballot. Two non-voting members will count the ballots at the direction of an Officer.

### 7.3.6 Budget

The annual budget developed by the Executive Board will be presented to Council at the Annual meeting held in October. Upon Council approval the budget will be presented to the Foundation for approval.

### 7.3.7 Financial Procedure

#### 7.3.7.1 History

In 2012 the Council voted to have their finances managed by a bookkeeper, as recommended by the tax preparer for greater consistency.

#### 7.3.7.2 Purpose

To provide a description of the daily operational accounting process of the Council.

## 7.4 Bookkeeping

All monies mailed/delivered to the Extension Office for deposit into the Council checking account should be **CLEARLY LABELED** as to which project or specific Council fund it needs to be entered under.

Monies received are deposited into the Council checking account by the Extension office.

The deposit record is put in a file along with the description of where funds are to be entered in the bookkeeping account, for the bookkeeper to enter into the record.

Once a month the bookkeeper reconciles the books using the bookkeeping software on the computer located in the Extension office.

All deposits are entered and all checks are cut.

The checks are left in the Extension office to be signed by two members of the Executive Board of the Council.

The monthly report is printed and left in the Extension Office for the Treasurer to review and present at the monthly Council meeting.

Checks older than 90 days will be voided.



## 7.5 Requesting Reimbursement

Obtain a reimbursement form from the Extension Office.

Fill out the reimbursement form.

Attach a receipt, invoice, contract or purchase order to the request form.

If the person requesting reimbursement is not the project superintendent, then the project superintendent must approve and sign the request.

Upon receipt of the completed reimbursement request and attachments by the Extension Office, it may take up to 6 weeks before checks are cut.

## 7.6 Operational Concerns

Communication Steps for Operational Concerns including any variance from rules or processes in place.

First and foremost, communication is the key to any successful program or project. Any concerns or issues should be resolved at the lowest level when possible. Concerns or issues could be operational concerns, daily business of the program and/or any variance from guidelines in place. Members should present concerns to their project superintendent or leader.

If the superintendent or leader is comfortable with providing resolution to the concern or issue presented and confirm the decision with the respective overall chair, the superintendent or leader may resolve the concern or issue.

If the member is not satisfied with the outcome, a grievance may be filed. See the grievance policy.

If the concern or issue is confidential in nature (medical issue, etc.), it will be heard by the Executive Board with only the appropriate parties included in the meeting for the decision in order to protect the privacy of the member.

## 8. Committees

The President or Executive Board may appoint committees consisting of adult volunteers and 4-H members necessary to run the business and activities of the council and 4-H Program. **Any 4-H member or volunteer is welcome to attend any committee meeting.** The President or presiding officer may appoint a Spokesman to arrange the initial meeting.

The initial meeting of the committee shall:

Define the purpose or goal of the committee.

Define the timeline and meeting schedule for business.

Select a Spokesman – who will serve as the organizer of future meetings and will provide updates to the Council.

Committees shall follow Robert’s Rules of Order and provide committee updates as needed.

## 9. Standing Committees

### 9.1 BHB Building Committee

#### 9.1.1 Members

As nominated, appointed by President or voluntary attendance.

#### 9.1.2 Purpose

To provide oversight of maintenance needs of the building and recommendations for major building improvements or renovations to Council. The committee is authorized to grant building use requests and to engage in repair and maintenance needs provided for in the approved annual budget by Council.

### 9.2 Indoor Committee

#### 9.2.1 Members

Project Superintendents, as nominated, appointed by President or voluntary attendance. Chair recommendation will be affirmed by Council for final approval.

#### 9.2.2 Purpose

To provide monthly updates for Indoor Projects and recommendations for project and fair activities to Council.

Further information is contained in [Lewis & Clark County 4-H Indoor Committee](#).

### 9.3 Outdoor Committee

#### 9.3.1 Members

Project Superintendents, as nominated, appointed by President or voluntary attendance. Chair recommendation will be affirmed by Council for final approval.

#### 9.3.2 Purpose

To provide monthly updates for Outdoor Projects and recommendations for project and fair activities to Council.

Further information is contained in [Lewis & Clark County 4-H Outdoor Committee](#).

## 9.4 Appointed Committees

### 9.4.1 Nomination Committee

## 9.5 Special or Ad-Hoc Committees

A special or Ad-Hoc committee may be created by the President or Executive Board for a specific purpose.

## 9.6 Annual Meeting

The annual meeting will be held in October at which time Council business will be acted upon including:

Budget approval

Officer elections

Operational guideline changes

Other business as defined by the Council.

All proposed changes and recommendations to the Council Operational Guidelines will be published 30 days prior to the Annual meeting. Anyone may submit a proposed change and all proposed changes must be submitted no later than September 1.

For Health, Safety and any other unforeseen reason, a variance to the guidelines may be allowed.

## 9.7 Policy Proposal

From time to time the need for a policy which defines an expectation, goal, or event of a project and/or the program is necessary. In the majority of the cases such policies are proposed to Council for the betterment of the project and/or program given a situation or event that has occurred or in anticipation such project or program changing event will occur.

**Lewis and Clark County 4-H strives to NOT be rule or policy driven when a guideline would suffice.**

## 9.8 Policy Proposal Guideline

A policy may be/should be proposed for those events or situations that would or could drastically alter the mission and/or purpose of the organization and its program and projects. Such proposed policies should be for the betterment of the youth within the organization, its programs, projects and equality of the membership. Members, Leaders, Superintendents and

Officers are encouraged to recognize when a guideline would suffice as an alternate to the creation of a policy.

## 9.9 Proposed Policy Contents

A proposed policy will contain the following elements to be taken under consideration for approval and implementation:

### 9.9.1 Policy Statement

The exact wording of the policy statement should be in a language and format in which membership, including youth, leaders, superintendents, officers, and Extension Agent/Office personnel may clearly understand.

### 9.9.2 Rationale

The proposed policy will include the rationale behind the proposal including a brief and concise history of the situation or event in a language and format that membership, including youth, leaders, superintendents, officers, and Extension Agent/Office personnel may clearly understand.

### 9.9.3 Pros and Cons

The proposed policy will also contain reasons for and against the approval and implementation of the policy. Typically this portion of the proposal will come during the discussion points brought forth at the project and committee levels.

### 9.9.4 Authorship

The proposed policy will contain the author(s) so that questions, concerns or comments may be addressed in a timely manner. If questions, concerns or comments arise, the author(s) should note the items brought forth through an addendum or attachment to the proposal.

## 9.10 Policy Proposal Procedure

A proposed policy will follow the proper committee channels for discussion and input in respect to the project or area in which the policy will affect. As such, the following steps will be taken.

### 9.10.1 Step 1

A draft of the proposed policy will be created following the outline of “What should a proposed policy include?”

#### 9.10.2 Step 2

Such proposed policy will be discussed and a recommendation/motion brought forth by the subcommittee (if the origination place) to the committee and from the committee to the Council. Please note that meeting minutes should include a motion or noted recommendation and any discussion points for those for and those against. Minutes will be submitted as part of the proposed policy as it moves through the proper channels.

#### 9.10.3 Step 3

Once the proposed policy reaches the Council level, it will have a “first” reading as an agenda item at a Council meeting. During the first reading, discussion and point(s) of interest/concern will be noted and included in the meeting minutes. The proposed policy will then be posted in the Newsletter at which time the general membership will be allowed a period of time to comment.

#### 9.10.4 Step 4

At the following Council meeting, the proposed policy will have a “second” reading as an agenda item that should address any concerns, issues, or support brought forth. At that time, a motion will be made to approve the proposed policy as read and a vote will be taken. In the event the proposed policy is amended prior to the motion and vote, the amendment should follow the “first” reading format so that everyone is given the opportunity to review the proposed policy and its amendment.

#### 9.10.5 Step 5

Once a proposed policy is approved by Council, it will be incorporated as part of this Operational Guideline within the appropriate Chapter.

## 10. L&CC Executive Board

### 10.1 Executive Board Overview & Business Continuity

#### 10.1.1 History

In realizing the changing dynamics of the organization and its programs, it was recognized that there was a need to improve communication and cooperative efforts for future growth of the organization.

#### 10.1.2 Purpose

The Executive Board provides leadership and guidance to assure a high quality program.

### 10.2 Executive Board Members

- 10.2.1 President
- 10.2.2 Vice President
- 10.2.3 Secretary
- 10.2.4 Treasurer
- 10.2.5 Outdoor Committee Chair
- 10.2.6 Indoor Committee Chair
- 10.2.7 Foundation Representative

### 10.3 Transition of Executive Board Members

During the October Council meeting, a new slate of Board Members will be elected. The seated Executive Board Members will continue conducting the meeting until it is adjourned.

The seated or incoming President shall call an Executive Board Meeting existing of all seated, outgoing and incoming Members prior to the November Council meeting. This will be considered the "Transition" meeting of the Members.

It will be during this meeting that outgoing Members are expected to inform and transition any information or documentation to new Members as needed for continuance of business for their elected office.

At the close of the "Transition" meeting, those seated and incoming Members will form the new Executive Board for the 4-H year and the outgoing Members will be dismissed.

### 10.4 Documentation for Council Officers

Council Officers will maintain critical documents relevant to their respective offices for incoming newly elected Officers into their previously held office.

## 10.5 Transition of Officers

The transition of Officers should involve a face-to-face meeting in which pertinent position information is reviewed by both parties for an understanding of the project. Any detailed, critical or confidential information relevant to the position should be exchanged during this meeting.

## 10.6 Documentation for Officers

Officers should create, organize and maintain pertinent position information or files in regard to their area of expertise or project.

The Officer's information should contain the guidelines, policies, event history, governing market rules, budget history information and fair project checklists. Other useful information may be included that may be deemed helpful to an incoming Officer.

## 10.7 Transition Meeting

The new Executive Board may convene directly after the "Transition" meeting between the October and November Council meetings to review and discuss information transitioned, and the annual budget.

During this portion of the meeting, the President may speak to his or her vision or direction of the organization during their term in elected office and any other housekeeping business deemed necessary.

# 11. Executive Board Officers

## 11.1 Purpose

To provide the expectations and responsibilities of the Executive Officers (President, Vice President, Secretary and Treasurer).

## 11.2 Leadership

Although it is the responsibility of the President to provide direct leadership for the organization, the Executive Officers are expected to assist and support leadership directives of the President and Council.

All Officers will maintain a positive working relationship with the Extension Office, Extension Agent, fellow Officers, Overall Superintendents, Project Superintendents and general membership of the organization. This may be done through a variety of means including verbal and written communications and daily interactions with one another.

## 11.3 Council Meetings

Executive Officers are expected to attend all regular and special Council meetings and Executive Board meetings to the best of their abilities and to provide informational updates for their respective areas.

#### 11.4 Council Bank Accounts

All Executive Officers will be a signer on the Council Bank Accounts.

Upon being elected to the respective office, either the outgoing or re-elected Secretary or the delegate shall begin the bank card signing process with the banking institution prior to the convening of the Executive Board meeting held between the October and November Council meetings.

It is noted that a motion to remove outgoing officers from the bank accounts and the addition of incoming officers to the bank accounts will need to be reflected in the October meeting minutes and brought with the Secretary to the bank.

#### 11.5 President

##### 11.5.1 Leadership

The President is responsible for providing leadership for the organization which includes unity and vision of the organization, communication to the membership of important items and events as well as maintaining a positive working relationship with the Extension Office and/or Extension Agent.

The President will provide leadership support for the Overall Superintendents and Project Superintendents when appropriate or requested by the Superintendents.

The President should attend the various committee meetings as time permits to stay abreast of events.

##### 11.5.2 Council Meetings

The President or the delegate will work in conjunction with the Extension Office personnel to organize Council and Executive Board meeting agendas as well as other events and/or meetings defined by Council.

New or changing policies/guidelines will be placed on the agenda for advisement, discussion and/or action.

##### 11.5.3 Communication to Membership

The President along with the Executive Board shall communicate to the general membership and leaders, important issues and ideas as deemed appropriate through a variety of means such as the monthly newsletter, meetings, and email. Such communications are encouraged monthly.



#### 11.5.4 Annual Review and Audit of Financial Records

The President shall engage and organize an annual review of all financial records and an external audit every (4) four years. The auditor will be engaged no later than the end of September.

The President shall attend the opening and closeout meetings with the auditors.

Upon the finalization of the audit, the President shall report any findings and/or recommendations to the Council at the annual meeting in October.

Any recommendations for guidelines and/or policy from the audit shall be the responsibility of the President for follow through.

#### 11.6 Vice President

##### 11.6.1 Leadership

The Vice President is responsible for assisting in providing leadership for the organization which includes unity and vision of the organization, communication to the membership of important items and events in the absence of the President as well as maintaining a positive working relationship with the Extension Office personnel.

##### 11.6.2 Annual Review and Audit of Financial Records

The Vice President shall attend the opening and closeout meetings with the auditors.

##### 11.6.3 Council Meetings

In the absence of the President, the Vice President will work in conjunction with the Extension Office personnel to organize Council and Executive Board meeting agendas as well as other events and/or meetings defined by Council.

#### 11.7 Secretary

##### 11.7.1 Annual Review and Audit of Financial Records

The Secretary shall attend the opening and closeout meetings with the auditors.

##### 11.7.2 Meeting Minutes

The Secretary is responsible for taking and distributing accurate minutes for Council, Executive Board and other meetings as requested by the President that will become the official record of the meeting. Minutes will contain the following information:

Meeting minutes are to be a summary of items discussed at the meeting.

Minutes will include a starting and ending time.

Minutes will list those in attendance including their name and club/organization affiliation and identify those members representing their club as voting members for the meeting.

Minutes will specify who made and seconded motions. Verbal votes will not be tracked if it is a clear decision. Verbal votes that seem close will be changed to a ballot vote. Ballot votes will track the count of those votes for, against, and that have abstained from voting on the motion. Included as part of the official minutes will be any handouts provided at the meeting.

Meeting minutes should be available for distribution within one week of the meeting. This requirements is satisfied by an electronic copy being sent to the Extension Office for posting to the website. Approved minutes will be organized and retained at the Extension Office.

### 11.7.3 By-Laws

The Secretary is responsible for maintaining a current copy of the Council By-Laws.

### 11.7.4 Guidelines and Policies

The Secretary is responsible for maintaining a current copy of all guidelines and policies for the Lewis and Clark County 4-H Leaders Council.

All guideline and policy recommendations throughout the 4-H year will be submitted to the Extension Office.

Prior to the Annual Meeting, the Secretary, or their designee, will be responsible for collecting the recommendations from the Extension Office, organizing the recommendations along with the existing guidelines and/or policies for reviewing ease of Council and preparing the final draft of the recommendations for Council to review and ultimately approval.

## 11.8 Treasurer

### 11.8.1 Annual Review and Audit of Financial Records

The Treasurer shall cooperate with the engaged auditor for the annual audit at the direction of the President.

As such, the Treasurer shall compile all financial information of any given year for the annual review or audit.

The Treasurer shall attend the opening and closeout meetings with the auditors.

### 11.8.2 Council Funds

The Treasurer shall provide oversight and ensure the accurate recording of monies received and paid for by the organization through an approved bookkeeping system/software by Council and the authorized bookkeeping position. As such, the Treasurer shall identify process and procedures to ensure proper accounting methods are being followed in conjunction with the Extension Office.

### 11.8.3 Budgets

The Treasurer shall work in conjunction with the Extension Office, Council Officers and Superintendents in the preparation of the annual budget by gathering the previous year's accounting of funds and the recording of the new annual budget recommendations.

Recommendations shall be presented to the Executive Board prior to the October meeting and approved at the Annual meeting in October.

The Treasurer shall provide monthly budgetary updates at Council meetings.

Upon approval of the annual operating Council budget, the Treasurer shall present the budget to the Foundation for review.

### 11.94-H Member Representatives

#### 11.9.1 Voice of the Youth

The 4-H Member Representatives are to provide ideas and input for program development.

Provide guidance regarding youth interest to the Executive Board for the organization and its programs.

Provide input from a youth's perspective and recommendations for decisions to the Executive Board and Council.

Communicate with fellow youth members to gain interest, ideas, and recommendations for program improvements.

Encourage youth participation in projects, activities and events.

#### 11.9.2 Executive Board and Council Meetings

The 4-H Member Representatives are expected to attend all regular and special Council meetings and Executive Board meetings and to provide informational updates.

#### 11.10 4-H Foundation Representative

Act as a Liaison between Council and Foundation to provide updates to each entity and vote on Council's behalf at Foundation meetings.

#### 11.11 Overall Indoor & Outdoor Superintendent Representatives

The Overall Indoor and Outdoor Superintendents should act as the liaisons between the respective committees to Council and Executive Board as well as communicate ideas and concerns of committee members regarding a wide range of subjects including but not limited to projects, fair scheduling and policies for the respective areas.

### 11.12 Executive Board Meetings (special)

From time to time, the President may call Executive Board meetings or Special Executive sessions during which time business maybe discussed and conducted with consensus of the Executive Board members.

### 11.13 Conflict Resolution or Policy Interpretation

The Executive Board will provide conflict resolution and/or guideline/policy interpretation for members. For those items in which a resolution cannot be reached, the Extension Agent will provide guidance and resolution of the conflict in conjunction with the Executive Board.

## 12. Grievance Policy

All grievances must be filed in accordance with the grievance procedure with the Extension Office.

### 12.1 History

A member, a member's parent/guardian, or leader may file a grievance on a written rule, guideline or policy.

### 12.2 Purpose

The grievance policy is designed to allow a person aggrieved by the interpretation of a written rule, guideline or policy a forum to resolve the grievance.

### 12.3 Grievance Procedure

#### 12.3.1 Informal Notification of Infraction

The aggrieved party must give verbal notification to the designated project superintendent or appropriate overall superintendent within an hour of the infraction.

Aggrieved party must verbally state their concern(s) by:

##### 12.3.1.1 Step 1

Identifying the rule, guideline or policy violated

State how the rule, guideline or policy was violated.

12.3.1.2 Step 2

If the designated project superintendent and the appropriate overall superintendent cannot resolve the infraction to the aggrieved party's satisfaction then the overall superintendent will notify the Executive Board for consideration.

12.3.1.3 Step 3

If a rule, guideline or policy infraction cannot be resolved to the aggrieved party's satisfaction or the whole Executive Board abstains due to conflict of interest, the aggrieved party may file a written grievance.

12.3.2 Formal Notification of Rule/Guideline/Policy Infraction

12.3.2.1 Step 1

A written statement of the rule/guideline/policy violation must be submitted by the aggrieved party to an Extension Office representative or member of the Executive Board of the Council who is not involved with the infraction.

12.3.2.2 Step 2

A \$25.00 filing fee must be made payable to Lewis and Clark County Council and submitted with the written statement.

12.3.2.3 Step 3

A grievance hearing will be set by the Extension Service or the President. Date, time and location must be set within five (5) working days of when the written statement was submitted to the Extension Service representative.

12.3.3 Written Grievance

12.3.3.1 Hearing Procedure

The Extension Office representative or designated member of the Executive Board must:

Select a Grievance Committee of three (3) individuals; one leader at large, one from the Executive Board, and one Extension Agent.

Chairperson of the Grievance Committee will be an Extension Service representative or Executive Board representative selected by the Extension Service agent(s).

The chairperson will:

Select the date, time and location of the grievance hearing.

Notify all grievance committee members, person submitting the grievance and event/activity chairperson/superintendent. **No individual directly involved in the rule/policy infraction may be involved in the decision making process.**

Notify by phone all testimonial persons of the decision as soon as possible and also write a letter to those involved.

If person grieving is a 4-H member they must select an adult to be present at the hearing – not to give testimony but to support the individual.

**The privacy rights of the aggrieved party exceed the public's right to know. The meeting will be closed to all, other than those stated as being on the committee or required for testimony.**

#### 12.3.3.2 Hearing Decorum

The hearings will be conducted with professional and respectful behavior and language.

The Chairperson will secure the room, introduce the grievance participants and committee members, must notify all those present of the recording and written procedures. Identifies and reads the rule, guideline or policy in question.

The Grievance Committee shall not speak during the testimony of the aggrieved party nor superintendent.

The aggrieved party makes an uninterrupted opening presentation explaining what rule was violated and how the violation occurred.

The superintendent provides an uninterrupted reply to the aggrieved party's comments on the rule, guideline or policy.

The aggrieved party has the opportunity to rebut, without interruption, the statements of the superintendent.

The superintendent has the opportunity to rebut, without interruption, the statements of the aggrieved party.

The Grievance Committee members may ask questions of the aggrieved party or superintendent for clarification.

The Grievance Committee will then privately discuss the issues involved and immediately hand down a written decision that a rule, guideline or policy was broken or deny the grievance.

Decisions by a superintendent will be overturned only if there is an infraction of 4-H rule, guideline or policy.

If the Grievance Committee upholds the grievance, the \$25 filing fee will be returned. If the Grievance Committee denies the grievance by the aggrieved party, the fee will be submitted to general 4-H Council Funds.

**If the procedure and hearing decorum are not followed, the grievance will be immediately denied and result in a loss of the \$25.00 filing fee.**

The Grievance Committee will keep minutes of the hearing(s). Minutes must be kept at the Extension Office for a minimum of one (1) year.

#### 12.4 Budget

The Executive Board shall develop the annual budget for presentation to the Council prior to the Annual meeting held in October.

The Executive Board shall also supervise expenses adopted within the approved budget.

### **13. 4-H Clover Projects**

#### 13.1 Science

##### 13.1.1 Animal Science

- 13.1.1.1 Beef
- 13.1.1.2 Cat
- 13.1.1.3 Dairy Cattle
- 13.1.1.4 Dog
- 13.1.1.5 Dairy Goat
- 13.1.1.6 Meat Goat
- 13.1.1.7 Horse
- 13.1.1.8 Pocket Pets
- 13.1.1.9 Poultry
- 13.1.1.10 Rabbit
- 13.1.1.11 Sheep
- 13.1.1.12 Swine
- 13.1.1.13 Veterinary Science

### 13.1.2 Engineering and Technology

- 13.1.2.1 Aerospace
- 13.1.2.2 Bicycle
- 13.1.2.3 Electricity
- 13.1.2.4 Robotics
- 13.1.2.5 Small Engines
- 13.1.2.6 Welding
- 13.1.2.7 Woodworking

### 13.1.3 Environmental and Natural Sciences

- 13.1.3.1 Entomology
- 13.1.3.2 Forestry
- 13.1.3.3 Outdoor Adventures
- 13.1.3.4 Shooting Sports
- 13.1.3.5 Sport Fishing
- 13.1.3.6 Wildlife

### 13.1.4 Family and Consumer Sciences

- 13.1.4.1 Child Development
- 13.1.4.2 Babysitting
- 13.1.4.3 Family Adventures
- 13.1.4.4 Home Environment
- 13.1.4.5 Sewing and Textiles
- 13.1.4.6 Knitting/Crochet/Embroidery
- 13.1.4.7 Ready-to-Wear
- 13.1.4.8 Quilting

### 13.1.5 Plant Sciences

- 13.1.5.1 Crop Science
- 13.1.5.2 Gardening
- 13.1.5.3 Range Science Management
- 13.1.5.4 Weed Science

## 13.2 Citizenship



### 13.2.1 Communication and Expressive Arts

- 13.2.1.1 Communications
- 13.2.1.2 Cowboy Poetry
- 13.2.1.3 Leathercraft
- 13.2.1.4 Photography
- 13.2.1.5 Theatre Arts
- 13.2.1.6 Visual Arts
- 13.2.1.7 Scrapbooking

### 13.2.2 Leadership and Personal Development

- 13.2.2.1 Citizenship
- 13.2.2.2 Leadership
- 13.2.2.3 Service Learning

### 13.3 Healthy Living

#### 13.3.1 Health

- 13.3.1.1 Cake Decorating
- 13.3.1.2 Foods and Nutrition

#### 13.3.2 Other Projects

- 13.3.2.1 Cloverbuds
- 13.3.2.2 Exploring 4-H

## 14. Lewis & Clark County 4-H Indoor Committee

### 14.1 Indoor Committee Overview & Business Continuity

#### 14.1.1 History

The Indoor Committee is an established standing committee of Council. As such, the committee has been tasked with the day-to-day operations for those projects considered as Indoor projects and provides feedback on indoor educational and competitive events.

#### 14.1.2 Purpose

The Indoor Committee will promote, provide educational programs, and conduct activities for indoor projects and will develop, organize, conduct and evaluate the 4-H indoor exhibits of the fair in cooperation and in conjunction with the **Last Chance Stampede and Fair Committee**. The Indoor Committee promotes and coordinates all indoor educational and competitive events for Lewis & Clark County as well as provides oversight for those projects considered Indoor projects.

### 14.2 Make up of Indoor Committee

The Indoor Committee is made up of the projects referenced in [4-H Clover Projects](#) (other than those listed specifically in the outdoor committee) and are represented by the project superintendents and their junior superintendent(s).

### 14.3 Meetings

All 4-H members and leaders are encouraged and welcomed to participate in the Indoor Committee meetings. The committee meets on a regular basis as determined by the Indoor Overall Superintendent, who serves as the committee chairperson.

The Indoor Overall Superintendent reserves the right to close the meeting at any time. The Indoor Overall Superintendent may also choose the length of time for discussion of topics. Meeting etiquette per [Meeting Etiquette](#) will be strictly adhered to.

### 14.4 Nominations and Election of Overall Indoor Superintendent

Nominations may be accepted from the floor for the Overall Indoor Superintendent and elected by the Indoor Committee members present at the September Indoor Committee meeting for the upcoming 4-H year.

Based on the election results, the committee will provide a recommendation for the Overall Indoor Superintendent to the Council for affirmation by the President at the next Council Meeting.

The appointed Overall Indoor Superintendent will serve as Chairperson of the Committee for the duration of the 4-H year.

Co-chairs may be allowed.

#### 14.5 Roles and Responsibilities of Overall Indoor Superintendent

The roles and responsibilities of the Overall Indoor Superintendent are to include, but not limited to the following.

The Overall Indoor Superintendent will serve on the Executive Board.

Prior to the October Council meeting the Overall Indoor Superintendent shall provide the Executive Board with an itemized budget for budget development and disbursement of funds for the committee and its projects. This includes the collection and approval of budgets from Indoor Project Superintendents to submit to Council for final approval.

Shall be responsible for coordination and oversight of the Indoor Committee meetings including: Requests for and creation of agenda items, Appointing a secretary for recording committee meeting minutes, Keeping detailed records of the committee activities including meeting minutes, recommendations and/or proposed policies to Council and event information.

Shall be the Indoor Committee representative at Council meetings and will be responsible for contacting the Council President to get needed committee items on the Council agenda and whether or not a vote for item(s) will be needed.

Attend the monthly Council meetings, provide information and insight into committee recommendations and/or proposed policies to Council membership.

Report back to their committee on Council meeting happenings.

Attends Lewis & Clark County Fair Steering Committee meetings in the interest of the 4-H program.

Will oversee responsibilities and coordination efforts before and during the fair for the committee, the Indoor Project Superintendents and project members. This includes facility set-up and tear down of event displays, etc.

Provides leadership and direction to Indoor Project Superintendents as needed and will be the back-up to individual project superintendents and assist when needed. As such, the Overall Indoor Superintendent should not make decisions about individual projects unless asked for their opinion or if need arises at the request of the project superintendent.

May appoint subcommittees or task force of adults and 4-H members necessary to run the business and activities of the Indoor Committee as needed.

Assist in identifying potential replacement if they will no longer be the Overall Indoor Superintendent and transition the project materials and knowledge.

## 15. Annual 4-H Events

- 15.1 Communication Day
- 15.2 Grand Foods
- 15.3 Stir-Ups
- 15.4 Sewing & Handiwork Review
- 15.5 Photo Show
- 15.6 Art Show
- 15.7 Shooting Invitational
- 15.8 Rec Lab
- 15.9 4-H Camp
- 15.10 4-H Congress
- 15.11 Senior Night
- 15.12 Jackpot
- 15.13 Lewis and Clark County Fair
- 15.14 Volunteer Appreciation
- 15.15 Awards Night

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## **16. Cloverbud Project**

### **16.1History**

Started in Lewis and Clark County the 4-H year of 1997-1998.

### **16.2Purpose**

To allow Cloverbud members to participate in 4-H events at a non-competitive level. To enhance knowledge of the 4-H program and its projects. Gain knowledge in sciences and the arts through the experiential learning process. Develop positive attitudes about learning. Develop on-going relationships with caring adults and older youth who serve as positive role models. Explore family and community relationships. Develop understanding of and appreciation for social and cultural diversity.

### **16.3Montana 4-H Policy**

Youth under age nine are not permitted to participate in 4-H or 4-H peer competitive events or activities. A 4-H or 4-H sponsored event is one that uses 4-H in the name of the event and/or the 4-H name and emblem in promoting the event. It is not the intention of their policy to prevent youth under age nine from participating in informal games at 4-H gatherings or meetings.

### **16.4Membership**

Youth who turn 6 years of age during the 4-H program year (October 1 – September 30) may join 4-H as a Cloverbud and enroll only in the Cloverbud project. Cloverbud members need to be enrolled in an organized 4-H Club in the Lewis and Clark County Program. Youth who turn 9 during the 4-H year may join 4-H as a 4-H member and enroll in any projects(s) listed in the 4-H Clover.

### **16.5Fees**

Cloverbud members will pay the same enrollment fees as regular 4-H members. They will also be asked to pay for workshop materials. Fees to enroll for the fair are different.

### **16.6Events**

Cloverbud members may participate in the Cloverbud Division of the following events.

- 16.6.1 Communication Day
- 16.6.2 Sewing and Handiwork Revue
- 16.6.3 Grand Foods
- 16.6.4 Photo Show
- 16.6.5 Art Show
- 16.6.6 Fair

#### 16.7 Committee Responsibility

To have a class at 4-H events just for Cloverbud members.

#### 16.8 County Policy

Youth who turn 6 years of age during the 4-H Program year are eligible. Cloverbud members may not exhibit animals in 4-H lot numbers at fair. Cloverbud members may exhibit up to 6 items at fair. Cloverbud members only receive a participation ribbon in events or classes and will not receive premium money for fair events. Cloverbud years do not count as a year in 4-H.

## 17. LEWIS AND CLARK COUNTY 4-H CAMP

### 17.1 PURPOSE

The main purpose of camp is to provide an educational and fun learning experience for the members in attendance and also to provide leadership activities for the junior members and adults who are responsible for putting on the event.

### 17.2 HISTORY

Over the years 4-H camp has been held at Loon Lake (Bigfork, MT). Previous locations include Camp Thunderbird (MacDonald Pass), The Lions Camp (near Elliston), and the YMCA Camp - Camp Child (near Elliston).

### 17.3 POLICIES, RULES AND GUIDELINES

Camp dates will be selected by the committee at the end of camp or within a month following the camp during evaluation and wrap up sessions for the next year's camp.

#### 17.3.1 Camp limitations

##### 17.3.1.1 Adult Supervisor(s)

No more than two per camp.

##### 17.3.1.2 Counselors

One per Ten Members not to exceed fifteen or one per cabin.

##### 17.3.1.3 Members

Holding capacity of the camp that has been selected. Registration will be on a first to sign up basis. If and when the numbers exceed the camp capacity, an evaluation will be made to develop another alternative or camp.

##### 17.3.1.4 Adult Support Staff

One per twenty youth that attend the camp. Total number does not include the Adult Supervisor(s).

## 17.3.2 Age Limits

### 17.3.2.1 Adult Supervisor(s)

Must be at least 21 years of age.

### 17.3.2.2 Youth Counselors

Must be at least 14 years of age prior to attending camp.

These individuals will be selected through an application process and are encouraged to attend all planning sessions and junior leader sessions.

### 17.3.2.3 Members

Must be 8 years of age and not over 13 years of age for the current 4-H year.

### 17.3.2.4 Adult Support Staff

Must be at least 21 years of age.

## 17.4 EXTENSION OFFICE RESPONSIBILITIES

Print programs, applications, forms, and newsletters to promote the event.

Conduct and coordinate Teen Leader/Counselor program and training prior to the member camp opening.

Accept applications, health forms, fees etc. Fees will be deposited into the 4-H Council.

## 17.5 COMMITTEE SELECTION PROCESS

Adult Supervisor will be appointed by the Executive Board.

Adults will be selected by Adult Supervisors in cooperation with the Agent. Selection will be based on camp needs, qualifications, and numbers desired to maintain a productive and safe camp.



## 18. Lewis and Clark County Ambassador

### 18.1History

The Montana 4-H Ambassador Program was initiated by the Montana 4-H Council. The Council began work developing the program in 1988. During the 1989 State 4-H Congress, several meetings were held with teens, Council members, and Extension staff to determine if Montana should go ahead with the program. Those in attendance agreed the program should be a part of utilizing teens as resources in the Montana 4-H Program.

### 18.2Purpose

The primary purpose of a 4-H Ambassador is to strengthen the 4-H program through public relations. A 4-H ambassador must conduct himself or herself with integrity in a mature manner that sets a good example by which other 4-H members may follow.

A 4-H Ambassador will:

Represent 4-H in a public relations role.

Promote 4-H with potential members, parents and the general public.

Conduct 4-H events.

Organize 4-H promotion activities.

Develop personal leadership skills and self-confidence.

Encourage financial support for the 4-H Program.

Act as an official envoy, an authorized representative of the Montana State 4-H program.

Be a self-motivated, enthusiastic leader who promotes 4-H using skills, knowledge and leadership abilities acquired in 4-H.

Role model and mentor to younger 4-H members through interaction at events and by setting a good example.

The Lewis & Clark County Ambassador Program consists of a team of up to eight Ambassadors. Any current 4-H member 13 years old or older who wishes to enhance their leadership skills through, fun, hard work, and involvement in the Lewis & Clark County 4-H Program is welcome to apply.

### 18.3Description

The Lewis and Clark County Ambassador Program shall be comprised of:

8 Ambassador team members

A Key Leader and an assistant Key Leader

Input and Guidance from Extension Staff

The Ambassador Program shall have limited parent involvement at meetings and organizational functions. The program is designed to allow young people to develop leadership, citizenship, and public relation skills in a safe and non-threatening environment.

## **19. COMMUNICATION DAY**

### **19.1 HISTORY**

Demonstration day has long been a part of 4-H. It is competitive in nature, yet it is also intended to be an educational event for all those involved. The event is open to public spectators, and all 4-H members, parents and leaders are encouraged to attend even though they may not have someone directly involved. The date of this event is set at the beginning of the 4-H year by the Demonstration Day Chair.

### **19.2 PURPOSE**

Demonstrations and public speaking are important parts of the 4-H program and its development of members and leaders. Through the demonstration and speaking process an individual gains knowledge and develops skills, confidence and poise while gaining the experience of delivering information about an idea of interest. While an individual is demonstrating or speaking, they are teaching, learning and developing communication skills.

## **20. LEWIS AND CLARK COUNTY 4-H GRAND FOODS**

### **20.1 History**

Prior to interview judging at the Fair, 4-H members were permitted to be exceptionally creative and to elaborately decorate their food exhibits. Grand Foods was established to provide youth an opportunity to experiment with and develop skills in preparing food in attractive ways. In the beginning, 4-Hers were asked to bring anything they wanted. The competition was based on attractiveness and quality. Since it was difficult to judge the wide variety of entries and in response to leader requests for help with ideas on what to enter, various categories of competition were later created.

### **20.2 Purpose**

Provide incentive for youth to develop cooking skills.

Learn how to prepare foods more attractively.

Provide an opportunity for parents to work with their children in the kitchen.

Stimulate an interest in food preparation in boys as well as girls.

Educate consumers about nutrition.

## **21. Lewis and Clark County Sewing and Handiwork Revue**

### 21.1History

A Sewing Revue has been held by the Lewis and Clark County 4-H program since the 1980's.

### 21.2Purpose

The Sewing Revue at both county and state level (Congress) is an educational component of the 4-H Clothing program. It emphasizes development in selecting, constructing, accessorizing and showing an item the member has sewn.

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## **22. Lewis & Clark County 4-H Outdoor Committee**

### 22.1 Outdoor Committee Overview & Business Continuity

#### 22.1.1 History

The Outdoor Committee is an established standing committee of the Council. As such, the committee has been tasked with the day-to-day operations for those projects considered as Outdoor projects and provides feedback on outdoor educational and competitive events.

#### 22.1.2 Purpose

The Outdoor Committee promotes and coordinates all livestock educational and competitive events for Lewis & Clark County as well as provides oversight for those projects considered as Outdoor projects.

### 22.2 Outdoor Committee Members

The Outdoor Committee is made up of the following projects and are represented by the project superintendents and their junior superintendent(s).

- 22.2.1 Beef
- 22.2.2 Sheep
- 22.2.3 Swine
- 22.2.4 Dairy Cattle
- 22.2.5 Horse
- 22.2.6 Goats
- 22.2.7 Livestock Judging
- 22.2.8 Quality Assurance
- 22.2.9 Rabbits
- 22.2.10 Poultry
- 22.2.11 Dogs
- 22.2.12 Herdsmanship
- 22.2.13 Round Robin
- 22.2.14 Barn Security
- 22.2.15 Sales Committee

### 22.3 Outdoor Committee Meetings

All 4-H members and leaders are encouraged and welcomed to participate in the Outdoor Committee meetings. The committee meets on a regular basis as determined by the Outdoor Overall Superintendent, who serves as the committee chairperson.

The Outdoor Overall Superintendent reserves the right to close the meeting at any time. The Outdoor Overall Superintendent may choose the length of time for discussion of topics.

#### 22.4 Nominations and Election of Overall Outdoor Superintendent

Nominations may be accepted from the floor for the Overall Outdoor Superintendent and elected by the Outdoor Committee members present at the September Outdoor Committee meeting for the following 4-H year.

Based on the election results, the committee will provide the recommendation for the Overall Outdoor Superintendent to the Council for affirmation by the President at the next Council Meeting.

The appointed Overall Outdoor Superintendent will serve as Chairperson of the Committee for the duration of the 4-H year.

Co-chairs may be allowed.

#### 22.5 Roles and Responsibilities of Overall Outdoor Superintendent

The roles and responsibilities of the Overall Outdoor Superintendent are to include, but not limited to the following.

The Overall Outdoor Superintendent will serve on the Executive Board.

Prior to the October Council meeting the Overall Outdoor Superintendent shall provide the Executive Board with an itemized budget for budget development and disbursement of funds for the committee and its projects. This includes the collection and approval of budgets from Outdoor Project Superintendents to submit to Council for final approval.

Shall be responsible for coordination and oversight of the Outdoor Committee meetings including: Requests for and creation of agenda items, Appointing a secretary for recording committee meeting minutes, Keeping detailed records of the committee activities including meeting minutes, recommendations and/or proposed guidelines/policies to Council and event information.

Shall be the Outdoor Committee representative at Council meetings and will be responsible for contacting the Council President to get needed committee items on the Council agenda and whether or not a vote for item(s) will be needed, Attend the monthly Council meetings, Provide information and insight into committee recommendations and/or proposed policies to Council membership, and report back to their Committee.

Attends Lewis & Clark County Fair Steering Committee meetings in the interest of the 4-H program.

Will oversee responsibilities and coordination efforts before and during the fair for the committee, the Outdoor Project Superintendents and project members. This includes facility set-up and tear down of animal areas, arenas, bleachers, outdoor show ring, feed bunks, safety barriers, etc. Project Superintendents will check out the overall superintendent before leaving.

Provide leadership and direction to Outdoor Project Superintendents as needed and will be the back-up to individual project superintendents and assist when needed. As such, the Overall Outdoor Superintendent should not make decisions about individual projects unless asked for an opinion or if need arises at the request of the project superintendent.

May appoint subcommittees or task force of adults and 4-H members necessary to run the business and activities of the Outdoor Committee as needed.

Assist in identifying potential replacement if they will no longer be the Overall Outdoor Superintendent and transition the position materials and knowledge.

## **23. Dead Animal Policy**

The Dead Animal Policy was created (April 2010) in the event an unforeseen death of market animal occurs. Under the policy, the 4-H member has the opportunity to replace the deceased animal with another market animal of the same species provided the animal's death was not the responsibility of the owner through malnourishment, neglect, mistreatment, etc. and meets the policy requirements see [Dead Animal Policy](#). Or see the linked document for more details. [https://www.lccountymt.gov/fileadmin/user\\_upload/Education/4-H/Pages/Project\\_Areas/Dead\\_Animal\\_Policy.pdf](https://www.lccountymt.gov/fileadmin/user_upload/Education/4-H/Pages/Project_Areas/Dead_Animal_Policy.pdf).

For further details of the Dead Animal Policy, please see the policy located at the back of this chapter.

## **24. Round Robin Showmanship Contest**

### **24.1 Purpose**

The Round Robin Showmanship activity was developed for youth who have demonstrated skills in showmanship.

### **24.2 Description**

The event is held at the end of all livestock judging and showmanship classes on Saturday of the fair week. The activity is handled in a fashion that allows all members showing the livestock to be in a central location and be observed by their families and the general public. There are two separate contests; one for junior and one for senior members. Members will begin and end Round Robin showmanship in the showmanship class for which they received a grand or reserve. They will rotate through the other classes when directed by the superintendent. Members are judged by a qualified person at each livestock station.

## **25. Sales Policy (adapted July 3, 2014)**

Payment is due on the day of sale unless arrangements have been made by the buyers with the Extension Office prior to the date of the Livestock Sale. Arrangements must guarantee payment within 2 weeks of the sale date.

If no payment is made within this time frame, Extension will contact the buyer to remind the buyer of the payment due and will send a letter that includes this policy. If no payment is made within 4 weeks of the sale, Lewis & Clark County 4-H will consider the payment has been defaulted and will begin legal action to collect the money due.

If any person/entity defaults on the payment or on the payment arrangements, they will be refused a bid number in future livestock sales.

Prior arrangements will include the date of expected payment, the business name and the buyer's name, signature and date. We may also require a statement from the buyer's financial institution showing the buyer's financial ability to pay. The statement must be official from the financial institution. A form is available by contacting the Extension Office.

The policy is posted on the website.

[https://www.lccountymt.gov/fileadmin/user\\_upload/Education/4-H/Pages/Fair/Livestock-Sale-Policy.pdf](https://www.lccountymt.gov/fileadmin/user_upload/Education/4-H/Pages/Fair/Livestock-Sale-Policy.pdf)

## 26. Dead Animal Policy

Last Updated: June 11, 2012

Dead Animal Policy will remain as follows:

If a currently tagged market animal perishes, the Project Superintendent and Overall Outdoor Superintendent must be notified immediately.

Project Superintendent must determine that it was not the responsibility of the owner (malnourishment, neglect, mistreatment, etc.), and that it died of natural causes. The Project Superintendent and/or Overall Outdoor Superintendent must see the carcass and interview the 4-H member and their family to make the determination.

The animal(s) must have perished prior to the following dates to be eligible for replacement:

Beef:	May 1
Swine:	June 15
Sheep:	June 15
Goat:	June 15

The replacement animal will not be eligible for Grand or Reserve at the fair.

Once approved for a replacement animal, the 4H member will get the replacement animal within seven (7) days of the approval and have it tagged by the Superintendent by the end of the seven (7) days.



## 27. Clubs

### 27.1 Club Overview

#### 27.1.1 Purpose

The Lewis & Clark County 4-H Program is made up of several clubs located throughout the county. Clubs are made up of volunteer leaders, 4-H members and adults.

### 27.2 Club Bylaws and a Charter

Each club is responsible to create and adapt their own bylaws and charter. All documents shall be retained by the club leader and will be on file at the Extension Office.

#### 27.2.1 Bylaws

A club's bylaws should contain:

How the club shall conduct business.

How the officers are elected.

What term the officers will service in their positions.

When the club shall meet.

The purpose and objectives of the club.

Must contain required language of Montana State University as defined by the Extension Office.

#### 27.2.2 Charter

A club's charter should contain all information as defined by Montana State University.

### 27.3 Club Meeting Minutes

The club shall take and distribute accurate minutes of its meetings as referenced by the Secretary Handbook available through the Extension Office. Approved minutes shall be given to the Extension Office for retention.

Minutes should reference the following information:

Meeting minutes are to be a summary of items discussed at the meeting.

Minutes will include a start and ending time.

Minutes will list those in attendance including their name and club/organization affiliation.

Minutes will specify who made and seconded motions as well as include the count of those votes for, against, and that have abstained for the motion.

Included as part of the official minutes will be any handouts provided at the meeting.

Meeting minutes should be available for distribution within one week of the meeting.

## 27.4 Club Membership

Club members will complete all membership enrollment forms and pay dues annually through their clubs. Individual projects may have individual forms and fees that are due throughout the year.

### 27.4.1 FORMS

- 27.4.1.1 New Enrollment or Re-enrollment member form
- 27.4.1.2 Media Release
- 27.4.1.3 Code of Conduct
- 27.4.1.4 4-H Animal Project
- 27.4.1.5 Horse Project Form
- 27.4.1.6 Horse Helmet Form
- 27.4.1.7 Volunteer Enrollment Packet
- 27.4.1.8 Re-enrollment form for Certified Volunteers

### 27.4.2 FORM Link

<https://www.lccountymt.gov/extension/4-h/forms.html>

## 27.5 Club Leaders & Members

### 27.5.1 Club Leaders

A club may contain many leaders with at least one or more taking overall responsibility for the club. Leaders are expected to guide and facilitate club business and assist 4-H members with their roles and responsibilities as club members.

### 27.5.2 Members

A club shall be made up of 4-H members who will partake in program activities, events and projects.

### 27.5.3 Cloverbuds

A club may include Cloverbud members in their club business and should encourage Cloverbud members to contact the Cloverbud Superintendent for meeting dates and times.

## 27.6 Volunteer Code of Conduct

The Volunteer Code of Conduct form will be reviewed and signed by all 4-H volunteers at the beginning of the 4-H year. Completed Volunteer Code of Conduct forms will be turned into the Extension Office by the club leader. Volunteers are required to submit to a background check before taking on responsibility for activities and events. After the initial background check, each subsequent year requires a re-enrollment form. Should certified volunteer status lapse, a new background check will be required.

## 27.7 Youth Code of Conduct

The Youth Code of Conduct form will be reviewed and signed by all 4-H volunteers at the beginning of the 4-H year. Completed Youth Code of Conduct forms will be turned into the Extension Office by the club leader along with their project selection forms.

## 27.8 Media Release

All 4-H members must complete a media release form annually to be returned to the Extension Office.

## 27.9 Club Fundraising

Clubs must complete a Fundraising Form through the Extension Office for prior approval. Once the fundraiser is completed, the club shall provide the complete accounting form to the Extension Office. For additional fundraising guidelines, please contact the Extension Office.

### 27.9.1 Form

[https://www.lccountymt.gov/fileadmin/user\\_upload/Education/4-H/Pages/Forms/Misc/Club\\_Fundraiser\\_Forms.pdf](https://www.lccountymt.gov/fileadmin/user_upload/Education/4-H/Pages/Forms/Misc/Club_Fundraiser_Forms.pdf)