



**SHEBOYGAN COUNTY  
4-H YOUTH DEVELOPMENT PROGRAMS  
POLICIES AND PROCEDURES HANDBOOK**

Sheboygan County 4-H Youth Development Programs  
Policies and Procedures – Approved July 2018

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## **1. Sheboygan County General 4-H Club Policies**

### **1.1 Club Dues**

Clubs are expected to pay \$3.00 per member per year; \$2.00 for insurance and \$1.00 to be used to support state or local 4-H Programs at the discretion of the Leaders Association Executive Board.

- A bill for Club Dues will be sent to clubs in the March General Leader Packet.
- Dues will be due by April 30 from all clubs
- **Dues not received by April 30 will be considered late and a 10% late fee of the total bill will be charged.**

### **1.2 Exhibitor Breakage/Damage**

The 4-H Leaders Association will not refund or replace any broken, lost or stolen exhibits for any club, county, state or national event.

## **2. Sheboygan County 4-H Policies Concerning Memorials**

### **2.1 Donations from the Leaders Association**

In the event that the Sheboygan County 4-H Leaders Association has knowledge of the death of a present or past certified 4-H Leader, the Leaders Association will present a \$25.00 donation to the family.

If none of the criteria listed above exists, the Executive Board President shall make the determination. In the event of a death of a present or recently graduated 4-H member, \$25.00 will be donated to the family.

It is the responsibility of all 4-H Members, Parents and Leaders to notify the 4-H Youth Development Support Staff of an individual who has passed away. Staff will confirm the member or leaders role within the program and notify the Leaders Association Treasurer of appropriate action.

### **2.2 Donations from Clubs, Committees, Families and Individuals**

In the event that a donation is made to the 4-H Program by a club, committee, family or individual in memory of a deceased loved one, the donor will be asked to specify which of the 8 program areas (listed below) they wish to designate their donation. If none is designated, the donation will go to the general Leaders Association Fund.

- Scholarships
- Trips (Specified by applicant)
- Camps
- Youth Association
- 4-H Project
- Outreach Programs
- 4-H Camp Riversite
- Sheboygan County 4-H Endowment Fund

### **2.3 Sheboygan County 4-H Memorial Wall of Honor**

The Sheboygan County 4-H Memorial Wall of Honor was created with the intent to honor deceased members and leaders of the Sheboygan County 4-H program. Oversight is provided by the Sheboygan County 4-H Leaders Association. Clubs, committees, families and individuals can make application to the program throughout the year. In order to be included on the current years plaque displayed at the

Sheboygan County Fair application must be made by August 1. A memorial plate will be created based on information that is provided within the application. New plates will be created and first displayed at the next year’s County Fair, in the 4-H Youth Building. Only one plate will be created per name of honoree. The \$100 fee is due with the application, payable to the 4-H Leaders Association. The fee will cover the cost of the plate, as well as, a donation to one or more of the following:

- 4-H Camp Riversite
- Scholarships
- Trips (Specified by applicant)
- Camps
- Youth Association
- Leaders Association General Fund
- 4-H Project
- Outreach Programs
- Sheboygan County 4-H Endowment Fund
- Other (Specified by applicant)

### **3 Sheboygan County Grant Funds**

#### **3.1 Grant Purpose**

The Sheboygan County Grant Program provides financial sponsorship for 4-H members. Priority is given to families with limited resources or families experiencing a financial hardship. The program is sponsored by private donors and is available based on the ongoing support and donations of these funds.

#### **3.2 Grant Applications**

Applications, available at the UW Extension Office, are confidential and the information provided on the application is only used to verify the child’s eligibility for grant funding. Applications request contact info, family income and request details. Applications are due along with program registration.

### **4 Trips & Allocation of Funds**

#### **4.1 Trips**

Each fall, the 4-H Leaders Association Executive Board will create a budget for trips and experiences based on financial availability. According to the amount budgeted and the number of applicants, a committee of Sheboygan County 4-H Volunteer Leaders will evaluate applications and interview applicants. Some of the trips that are included in this process are:

- **Wisconsin 4H & Youth Conference, Madison, WI-** This four day conference is held on the UW Madison campus and focuses on a variety of topics from exploring careers to developing leadership skills.
- **4-H American Spirit Experience-** This is an educational experience that focuses on increasing the understanding and appreciation of American Heritage. Youth study American Heritage, develop leadership skills, and learn about citizenship. Youth travel with adult coordinators and chaperones to Philadelphia, Boston, New York, Niagara Falls, and Lexington.
- **Citizenship Washington Focus, Washington D.C. -** This week long event focuses on educating youth on citizenship while visiting many sites of interest in our Nation’s Capital.
- **National 4-H Congress, Atlanta, GA-** This week long event brings together 4-H youth from across the country for education and celebration on a variety of topics
- **4-H Space Camp, Huntsville, AL-** Delegates team up for hands-on mock space missions and other STEM activities in this NASA program while exchanging ideas with 4-H youth from across Wisconsin.
- **4-H National Conference-** a working civic conference held at the National 4-H Center in Washington, D.C. Each delegate selects an issue and collaborates with youth from across the county in an effort to help better direct future 4-H programming. Delegates spend the majority of time contributing to stimulating, task-oriented groups. One day is spent on Capitol Hill meeting with Wisconsin legislators.

1  
2 The trip application and information shall include estimated trip cost and dates. Applicants  
3 chosen for trips will be notified prior to the 4-H Awards and Recognition program and are  
4 required to sign the acceptance form and pay the trip deposit by the stated date. The 4-H  
5 Leaders Association will notify participants of the Leaders Association’s contribution, if any, along  
6 with the balance due and date payment is due. If trip fees are not paid by the date on the invoice  
7 the participant may forfeit the trip. Payment plan arrangements can be made by contacting 4-H  
8 Staff in a timely manner.  
9  
10

11 **4.2 Trip Promotion**

12 If funding is received from the 4-H Leaders Association, youth and adults are expected to do one of the  
13 following upon returning from the trip: a county-level presentation, write an article for the Cloverleaf  
14 Crier and/or local newspaper, or any other approved method. Participants should report back to the  
15 4-H Leaders Association in writing or e-mail correspondence regarding the completion of  
16 promotional events.  
17  
18

19 **4.3 Repeat Funding and Delinquent Payments**

20 Repeat funding for participation in 4-H teams and 4-H sponsored trips and events will be made based on  
21 available funds in the 4-H Leaders Association Budget. A form is available from the Extension Office to  
22 request repeat funding. The trip committee will take into consideration applicant’s compliance with  
23 prior trip requirements before awarding repeat funding.  
24

25 **4.4 Leadership Training Funds** - Funding for Leadership Training will be based on available funds and  
26 relevance to 4-H programming and leadership development.  
27

28 **5. Awards**

29 The following are important Awards available to members within the 4-H Program.  
30

31 **5.1 Wisconsin 4-H Key Award**

32 This is the highest award available to a 4-H member. *(Interview conducted in Fall concurrent with Trip Process)*  
33

34 **5.2 4-H Project Awards**

35 4-H Members are encouraged to apply for a Project Award to be presented in fall at the 4-H Awards and  
36 Recognition Program. If members feel they have done a good job in one of the Award categories, they should  
37 complete an application form and return it to the 4-H office. The guidelines for applications are:

- 38 ○ Members must mark the Division on the application that applies to their grade during the **past school**  
39 **year**.
- 40 ○ There are several award categories listed on the application form.
- 41 ○ The **maximum** number of Project Award categories in which a member can apply is three. Complete  
42 **one form** for each category (not project) chosen. A maximum of two awards will be given per person.
- 43 ○ This form must be completed in black ink or typed. Members may create this form on a computer using  
44 the same format.
- 45 ○ Application forms dropped off or postmarked later than the deadline will **not** be considered for an  
46 award that 4-H year.

- Project Award **interviews** will be held and interview schedules will be sent out. Make every attempt to be present for the interviews. If a member knows upon application that they will not be able to attend the interview, they should check the appropriate space on the application form and state the reason on the back of the form. Unanticipated absences should be called in to the UW-Extension Office as soon as possible. Unexplained absences are counted against the member.
- **Note:** The “Leadership” and “Overall Achievement” categories do not require the “Years in Project” blank to be filled in. **Members applying for Leadership or Overall Achievement need to have a General Leader signature.** Please make sure to allow enough time for the member’s General Leader to read the application and sign it so it can be turned in on time.
- Only information pertaining to the category the member is applying for should be included on the form. All information except for the reason for not being able to attend the interview must be included on the front of the form. No additional pages may be added. Only the one page will be copied and given to those doing the interviews.
- Recipients will receive a wooden display plaque (the first award year) and dated Project Award medallions to mount on the plaque.

### 5.1 Clover Award Program

All Sheboygan County 4-H members **third grade and older** are eligible and encouraged to participate in this countywide special recognition program. The Clover Award Program is designed to recognize 4-H members for their active participation in club and county activities and events. By participating in activities and events, members can earn points towards recognition steps. 4-H members may take more than one year to complete a Clover Award, but may only earn one (1) per 4-H year. The 4-H year is October 1<sup>st</sup> to September 30<sup>th</sup>.

The program has recognition steps each having minimum requirements for completion. The recognition steps, which need to be earned in order, include:

Step #1	Green Clover Award	15 Points (minimum 8 club level, 3 county)
Step #2	Bronze Clover Award	18 Points (minimum 9 club level, 4 county)
Step #3	Silver Clover Award	21 Points (minimum 10 club level, 5 county)
Step #4	Gold Clover Award	23 Points (minimum 11 club level, 6 county)
Step #5	Emerald Clover Award	25 Points (minimum 12 club level, 7 county)

Clover Award forms are due to the Club Leader by the clubs October General Meeting. Club Leaders **must** submit forms to UW-Extension Office by the deadline. The Clover Award recipients will be notified and the awards distributed during the 4-H Awards and Recognition Program in the fall.

### 5.2 Cloverbud Achievement Award

Sheboygan County Cloverbud members currently in 2<sup>nd</sup> grade of the current 4-H year are eligible to apply for this county-wide special recognition program. The Cloverbud Achievement Award is designed to recognize 4-H Cloverbuds for active participation during their 2<sup>nd</sup> grade Cloverbud year. The award can only be received once. Cloverbud recipients will be notified and the awards distributed during the 4-H Awards and Recognition Program in the fall.

5.3 **The Friend of 4-H and Meritorious Service Awards** are your opportunity to nominate someone – a leader, individual, or business, who has made a contribution to the Sheboygan County 4-H Program. The recommendation is for one recipient in each category to be selected, with the option of an additional award that can be given in circumstances deemed necessary. A selection committee will be appointed by the Leaders Association President and will include youth representatives. Recipients will be notified and the awards distributed during the 4-H Awards and Recognition Program in the fall.

1  
2 Friend of 4-H - Presented to an organization.

- 3 • Contributions should be on the county level
- 4 • Contributions of nominee should be significant and have positive impact on 4-H program goals
- 5 • Contributions by the nominee should represent continuing support over time

6  
7 Meritorious Service Award Nominee

- 8 • must be a 4-H leader or active 4-H Volunteer
- 9 • Must have made unique and outstanding contributions to Sheboygan County 4-H on the county level
- 10 • Include number of nominee's years as a 4-H member

#### 11 12 **5.4 Special Recognition**

13 The Leaders Association Executive Board reserves the right to provide additional special recognition to  
14 deserving recipients.  
15

## 16 **6 Sheboygan County 4-H Scholarships**

### 17 **6.1 Suhrke Memorial Scholarship**

18 The Leaders Association will sponsor one \$750 Suhrke Memorial Scholarship. No other scholarship can  
19 exceed \$750.

### 20 **6.2 Additional Scholarships**

21 As long as funding is available, the Leaders Association will sponsor up to four \$400 scholarships.

### 22 **6.3 Memorial Scholarships**

23 Donations made to the Leaders Association Scholarship Fund throughout the year will be given in addition to  
24 the Leaders Association Scholarship. At the request of the family/families, the scholarship can be in the form  
25 of a memorial and may have individually specified application and criteria. The names of the people the  
26 donation was made "in memory of" or "in honor of" will be named at the Scholarship Recognition Event. The  
27 names will also be listed in the Cloverleaf Crier. The amount given per additional scholarship cannot exceed  
28 the Suhrke Memorial Scholarship unless so designated by the donor.  
29

30 If the total of all scholarship donations in a given year is less than \$100, it will be added to the 2nd  
31 place scholarship. If the amount is at least \$100 but less than \$200, the money will be equally  
32 divided and added to the 2nd and 3rd place scholarships. If the amount is \$200 or more an additional  
33 scholarship(s) will be added.  
34

35 All money collected in one 4-H program year will be awarded the following year  
36  
37

## 38 **7. Sheboygan County 4-H Fund Raising**

### 39 **7.1 4-H Fair Food Stand**

40 All clubs are expected to participate in the 4-H Foodstand at the Sheboygan County Fair.



1     **7.2 Nonparticipation in the 4-H Foodstand**

2     If a 4-H club does not sign up to work a shift at the 4-H Food Stand during the Sheboygan County  
3     Fair, the Food Stand Coordinator and/or an Executive Board Member will talk with the General  
4     Leader explaining the need for this participation requirement. If none of their members or leaders  
5     work a shift, a letter will be sent reiterating the importance of their participation and a copy of the  
6     Leaders Association Fund Raising Policy. In the event they do not work a shift the following year, a  
7     \$300 donation from the club will be strongly suggested. It is important to remember that this is our  
8     major fundraiser for the county program that supports 4-H activities such as camp, music & drama,  
9     etc. Without these funds, some activities may need to be cut.

10    **7.3 Pizza Sale**

11    All clubs are expected to participate in the county-wide 4-H Pizza Sale.

12    **7.4 Nonparticipation in the Pizza Sale**

13    Those clubs that choose not to participate in the Pizza Sale, must consider one of the following  
14    options to support the county program.

- 15       • Have a club fund raiser of your choice and donate all or a portion of the profits to the county leaders  
16       association.
- 17       • A club donation of cash suggested average of \$10 per person.

18  
19    If a club does not participate in this sales activity, an Executive Board member will talk with the  
20    General Leader and explain why participation is needed and/or expected. In the event they do not  
21    participate the following year, a \$15 per member donation will be strongly suggested. If a donation  
22    is not received, at the Executive Board’s discretion to decide if particular club will not receive funding  
23    for selected trips, county camp, and/or leadership training events.

24  
25    **8. Committee and Group Policies**

26    **8.1 Camp Riversite User Policies**

- 27       • Camp Riversite is available free of charge to all 4-H clubs and groups. There is a \$100 per day charge  
28       for use of the facilities to outside user groups. All groups must reserve the facilities and adhere to the  
29       policies mentioned below:
- 30       • Day use of Camp Riversite is open and free to public. Horse Trail is for Sheboygan County 4-H  
31       members only, except for advertised Public Access trail days. See [uwex.sheboygan.edu] for details
- 32       • Camp Riversite buildings and overnight access is available for rental to 4-H Clubs and other not-for-  
33       profit educational organizations.
- 34       • Make all reservations at the UW-Extension Office in advance. Pick up the keys the day of use and  
35       return to the UWEX the day you leave or the first week-day after your stay. UWEX hours are 7:30 a.m.  
36       to 4:30 p.m. Monday through Friday.
- 37       • Place all trash in the dumpster located near the shelter.
- 38       • Campfires must be confined to clearly marked areas. Campfire must remain within ring and flame  
39       height not to exceed 3 feet.
- 40       • Fireworks are prohibited.
- 41       • Use the firewood provided on site. Monetary donations for fire wood are accepted in the box at the  
42       cabin.
- 43



- 1 • Do not bring your own firewood on premises. Felled wood and firewood is not allowed to be removed
- 2 from the property. Committee members may remove wood as approved in the overall maintenance
- 3 efforts of the property.
- 4 • Motor vehicles must remain in designated areas.
- 5 • Put out and soak all fires.
- 6 • Close and lock all doors and windows in cabin. Turn all lights out upon departure.
- 7 • Please observe quiet after 10:00 p.m.
- 8 • Day use hours are between sun-up to sun-down.
- 9 • Use of illegal drugs, tobacco and alcohol are prohibited.
- 10 • Firearms are prohibited.
- 11 • Report all disturbances or problems to the UW Extension office. For emergencies, call the
- 12 Sheboygan County Sheriff's Department at 459-3111 (non-emergency) or 911 (emergency).
- 13 • Dogs are permitted on the property but must remain under control of owner. Owners are responsible
- 14 for removal of dog waste.
- 15 • Horseback riders are responsible for removal of all manure and waste. Use posted manure area.
- 16 • Horse trailer parking is permitted only in designated area near trail head. Do not block access to any
- 17 driveways or the baseball diamond.
- 18 • Horses must be tied to trailer safely when not actively on the trail.
- 19 • Leave plants and wildlife undisturbed for all to enjoy.

## 20 **8.2 Endowment Fund Grant Application Guidelines**

21  
22 The Endowment Fund is a depository of gifts and donations for the Sheboygan County 4-H program. Only the  
23 interest earned will be used to fund innovative and educational programs that support the strengthening and  
24 expanding of the 4-H program in Sheboygan County.

25  
26 The Fund was established in 1991 to provide long-range support for the Sheboygan County 4-H Program,  
27 beyond the current operating expenses of the 4-H Leaders Association. Only the interest earned will be used  
28 to fund innovative and educational programs that support the strengthening and expanding of the 4-H  
29 program in Sheboygan County.

30  
31 The 4-H Endowment Committee invites grant proposals from 4-H clubs, committees, leaders, and members.  
32 Possible areas of support might include new and creative programs, work with minorities and under-served  
33 youth, scholarships and urban programs. The Grant is only for the Sheboygan County 4-H program not  
34 individual members or clubs. Please pay close attention to the Granting cycle. If you have any questions,  
35 please contact the UW-Extension office (920) 459-5903.

## 36 37 **8.3 Endowment Fund Granting Cycle**

- 38 • February 1: Grant Applications due to the UW-Extension Office
- 39 • February: Grants reviewed by 4-H Endowment Fund Committee
- 40 • Grants approved by 4-H Leaders Association.
- 41 • March 1: Funds available for disbursement
- 42 • July 1: Optional 2<sup>nd</sup> Grant Cycle based on fund availability.
- 43 • October 1: Grant Report Forms due to the UW-Extension Office