



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

Table of Contents

1. SHEBOYGAN COUNTY GENERAL 4-H CLUB POLICIES	3
1.1 CLUB DUES.....	3
1.2 EXHIBITOR BREAKAGE/DAMAGE	3
2. SHEBOYGAN COUNTY 4-H POLICIES CONCERNING MEMORIALS.....	3
2.1 DONATIONS FROM THE LEADERS ASSOCIATION.....	3
2.2 DONATIONS FROM CLUBS, COMMITTEES, FAMILIES AND INDIVIDUALS.....	3
2.3 SHEBOYGAN COUNTY 4-H MEMORIAL WALL OF HONOR.....	3
3 SHEBOYGAN COUNTY GRANT FUNDS	4
3.1 GRANT PURPOSE.....	4
3.2 GRANT APPLICATIONS	4
4 TRIPS & ALLOCATION OF FUNDS.....	4
4.1 TRIPS.....	4
4.2 TRIP PROMOTION	5
4.3 REPEAT FUNDING AND DELINQUENT PAYMENTS.....	5
5. AWARDS.....	5
6 SHEBOYGAN COUNTY 4-H SCHOLARSHIPS	7
6.1 SUHRKE MEMORIAL SCHOLARSHIP.....	7
6.2 ADDITIONAL SCHOLARSHIPS	7
6.3 MEMORIAL SCHOLARSHIPS	7
7. SHEBOYGAN COUNTY 4-H FUND RAISING	8
7.1 4-H FAIR FOOD STAND.....	8
7.2 NONPARTICIPATION IN THE 4-H FOODSTAND	8
7.3 PIZZA SALE	8
7.4 NONPARTICIPATION IN THE PIZZA SALE	8
8. COMMITTEE AND GROUP POLICIES	9
8.1 CAMP RIVERSITE USER POLICIES	9
8.2 ENDOWMENT FUND GRANT APPLICATION GUIDELINES	9
8.3 ENDOWMENT FUND GRANTING CYCLE.....	9

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 at the discretion of the Executive Board.**

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 donator 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 Kohler Foundation 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

The Sheboygan County 4-H Leaders Association has set aside scholarship money available to support 4-H Educational Travel Experiences and make them more accessible to members and their families. 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. The 4-H Leaders Association does not, however, determine which delegates are selected for each of the opportunities below. Registration for these experiences occurs in 4-H Online at varying times throughout the year. All youth in 4-H throughout the state will receive e-mail correspondence regarding the registration times and deadlines. In addition, your 4-H Educators will do their very best to ensure that you are aware of these deadlines as they come up. Anyone may register for these opportunities regardless of if they have earned a local scholarship and those who receive scholarships are not guaranteed a spot as a delegate during that experience. 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.

- 1 • **National 4-H Congress, Atlanta, GA-** This week long event brings together 4-H youth from across the
2 country for education and celebration on a variety of topics
- 3 • **4-H Space Camp, Huntsville, AL-** Delegates team up for hands-on mock space missions and other
4 STEM activities in this NASA program while exchanging ideas with 4-H youth from across Wisconsin.
- 5 • **4-H National Conference-** a working civic conference held at the National 4-H Center in Washington,
6 D.C. Each delegate selects an issue and collaborates with youth from across the county in an effort to
7 help better direct future 4-H programming. Delegates spend the majority of time contributing to
8 stimulating, task-oriented groups. One day is spent on Capitol Hill meeting with Wisconsin legislators.
9

10 The scholarship application and experience information shall include estimated trip cost and
11 dates. Applicants chosen to receive scholarships will be notified prior to the 4-H Awards and
12 Recognition program. The 4-H Leaders Association will notify participants selected for a
13 scholarship of the Leaders Association's contribution, if any, along with the balance due and date
14 payment is due. Payment for all youth traveling on 4-H Experiences is paid to the Sheboygan
15 County 4-H Leaders Association. Invoices will be mailed immediately after we are notified of
16 selection. If trip fees are not paid by the date on the invoice the participant may forfeit the trip.
17 Payment plan arrangements can be made by contacting 4-H Staff in a timely manner.
18
19

20 **4.2 Trip Promotion**

21 If funding is received from the 4-H Leaders Association, youth and adults are expected to do one of the
22 following upon returning from the trip: a county-level presentation, write an article for the Cloverleaf
23 Crier and/or local newspaper, or any other approved method. Participants should report back to the
24 4-H Leaders Association in writing or e-mail correspondence regarding the completion of
25 promotional events.
26
27

28 **4.3 Repeat Funding and Delinquent Payments**

29 Repeat funding for participation in 4-H teams and 4-H sponsored trips and events will be made based on
30 available funds in the 4-H Leaders Association Budget. A form is available from the Extension Office to
31 request repeat funding. The trip committee will take into consideration applicant's compliance with
32 prior trip requirements before awarding repeat funding.
33

34 **4.4 Leadership Training Funds** - Funding for Leadership Training will be based on available funds and
35 relevance to 4-H programming and leadership development.
36

37 **5. Awards**

38 The following are important Awards available to members within the 4-H Program.
39

40 **5.1 Wisconsin 4-H Key Award**

41 This is the highest award available to a 4-H member.

- 42 • The Wisconsin 4-H Key Award Program recognizes a select group of 4-H participants who have
43 demonstrated consistent growth in their 4-H involvement, developed and applied leadership skills,
44 and actively participated in the functions of their 4-H club and community.
- 45 • To be eligible, candidates must be in 9th grade or above and must have completed at least three years
46 of 4-H and one year of youth leadership.

- The quota of award recipients is determined by county 4-H enrollment of youth ages 14 years and older.
- Selection of Key Award recipients is the responsibility of each county. (*Interview conducted in Fall concurrent with Trip Process*) Selection will be based on an evaluation of the candidate’s total 4-H record (membership, projects, activities, leadership, personal development, and county 4-H and community involvement.) If a leader’s child applies, another leader who can complete the recommendation on the youth’s behalf will be identified.

5.2 4-H Project Awards

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

- Members must mark the Division on the application that applies to their grade during the **past school year**.
- There are several award categories listed on the application form.
- The **maximum** number of Project Award categories in which a member can apply is three. Complete **one form** for each category (not project) chosen. A maximum of two awards will be given per person.
- This form must be completed in black ink or typed. Members may create this form on a computer using the same format.
- Application forms dropped off or postmarked later than the deadline will **not** be considered for an 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 a separate document. 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 1st to September 30th.

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)

Sheboygan County 4-H Youth Development Programs
Policies and Procedures – Approved 7.22.19

1	Step #4	Gold Clover Award	23 Points (minimum 11 club level, 6 county)
2	Step #5	Emerald Clover Award	25 Points (minimum 12 club level, 7 county)

3
4 Clover Award forms are due to the Club Leader by the clubs October General Meeting. Club Leaders **must**
5 submit forms to UW-Extension Office by the deadline. The Clover Award recipients will be notified and the
6 awards distributed during the 4-H Awards and Recognition Program in the fall.

8 **5.2 Cloverbud Achievement Award**

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

14
15
16 **5.3 The Friend of 4-H and Meritorious Service Awards** are ~~you're an~~ opportunity to nominate someone – a
17 leader, individual, or business, who has made a contribution to the Sheboygan County 4-H Program. The
18 recommendation is for one recipient in each category to be selected, with the option of an additional award
19 that can be given in circumstances deemed necessary. A selection committee will be appointed by the
20 Leaders Association President and will include youth representatives. Recipients will be notified and the
21 awards distributed during the 4-H Awards and Recognition Program in the fall.

22
23 Friend of 4-H - Presented to an organization.

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

27
28 Meritorious Service Award Nominee

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

32 33 **5.4 Special Recognition**

34 The Leaders Association Executive Board reserves the right to provide additional special recognition to
35 deserving recipients.

36 37 **6 Sheboygan County 4-H Scholarships**

38 **6.1 Suhrke Memorial Scholarship**

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

41 **6.2 Additional Scholarships**

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

43 **6.3 Memorial Scholarships**

44 Donations made to the Leaders Association Scholarship Fund throughout the year will be given in addition to
45 the Leaders Association Scholarship. At the request of the family/families, the scholarship can be in the form
46 of a memorial and may have individually specified application and criteria. The names of the people the

1 donation was made "in memory of" or "in honor of" will be named at the Scholarship Recognition Event. The
2 names will also be listed in the Cloverleaf Crier. The amount given per additional scholarship cannot exceed
3 the Suhrke Memorial Scholarship unless so designated by the donor.
4

5 If the total of all scholarship donations in a given year is less than \$100, it will be added to the 2nd
6 place scholarship. If the amount is at least \$100 but less than \$200, the money will be equally
7 divided and added to the 2nd and 3rd place scholarships. If the amount is \$200 or more an additional
8 scholarship(s) will be added.
9

10 All money collected in one 4-H program year will be awarded the following year
11
12

13 **7. Sheboygan County 4-H Fund Raising**

14 **7.1 4-H Fair Food Stand**

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

16 **7.2 Nonparticipation in the 4-H Foodstand**

17 If a 4-H club does not sign up to work a shift at the 4-H Food Stand during the Sheboygan County
18 Fair, the Food Stand Coordinator and/or an Executive Board Member will talk with the General
19 Leader explaining the need for this participation requirement. If none of their members or leaders
20 work a shift, a letter will be sent reiterating the importance of their participation and a copy of the
21 Leaders Association Fund Raising Policy. In the event they do not work a shift the following year, a
22 \$300 donation from the club will be strongly suggested. It is important to remember that this is our
23 major fundraiser for the county program that supports 4-H activities such as camp, music & drama,
24 etc. Without these funds, some activities may need to be cut.

25 **7.3 Pizza Sale**

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

27 **7.4 Nonparticipation in the Pizza Sale**

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

- 30 • Have a club fund raiser of your choice and donate all or a portion of the profits to the county leaders
31 association.
- 32 • A club donation of cash suggested average of \$10 per person.
33

34 If a club does not participate in this sales activity, an Executive Board member will talk with the
35 General Leader and explain why participation is needed and/or expected. In the event they do not
36 participate the following year, a \$15 per member donation will be strongly suggested. **If a donation
37 is not received, it is the Executive Board's discretion to decide if particular club will not receive
38 funding for selected trips, county camp, and/or leadership training events.**
39

1 **8. Committee and Group Policies**

2 **8.1 Camp Riverside User Policies**

3

- 4 • Camp Riverside is available free of charge to all 4-H clubs and groups. There is a \$100 per day charge
5 for use of the facilities to outside user groups. All groups must reserve the facilities and adhere to the
6 policies mentioned below and posted at <https://sheboygan.extension.wisc.edu/camp-riversite-forms/>

7 **8.2 Endowment Fund Grant Application Guidelines**

8

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

12

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

17

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

23

24 **8.3 Endowment Fund Granting Cycle**

25

- 26 • February 1: Grant Applications due to the UW-Extension Office
- 27 • February: Grants reviewed by 4-H Endowment Fund Committee
- 28 • Grants approved by 4-H Leaders Association.
- 29 • March 1: Funds available for disbursement
- 30 • July 1: Optional 2nd Grant Cycle based on fund availability.
- October 1: Grant Report Forms due to the UW-Extension Office