



**Hillsborough  
County** Florida

# Hillsborough County 4-H Policies and Procedures Handbook

Revised October 1, 2020

**To reflect the addition of state-wide clubs**

*Hillsborough County Extension is a cooperative service of Hillsborough County Board of County Commissioners and the University of Florida.* The Institute of Food and Agricultural Sciences (IFAS) is an Equal Employment Opportunity Institution authorized to provide research, educational information and other services only to individuals and institutions that function with non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations. U.S. Department of Agriculture, Cooperative Extension Service, University of Florida, IFAS, Florida A. & M., University Cooperative Extension Program, and Boards of County Commissioners Cooperating.

### System

Your 4-H club is part of a much larger system. The system offers support from many levels for the things that your club will plan to do in the coming year. There are many 4-H clubs in Hillsborough County and in Florida. 4-H is found in every state in the United States and in Puerto Rico, the Virgin Islands, and Guam. Similar clubs have been found in more than 80 countries around the world.

### A Partnership

4-H is the youth development program of the Florida Cooperative Extension Service. It is a partnership between the Hillsborough County Government, the University of Florida, the Institute of Food and Agriculture Sciences (IFAS), Florida A&M University, the United States Department of Agriculture, and the National 4-H Council.

### Mission

The UF/IFAS Extension 4-H Youth Development Program uses a learn-by-doing approach to help youth gain the knowledge and skills they need to be responsible, productive citizens. This mission is accomplished by creating safe and inclusive learning environments, involving caring adults, and utilizing the expertise and resources of the University of Florida and the nationwide land grant university system.

### Vision

Florida 4-H aspires to be the leading youth development program that creates positive change in youth, families, and communities.

### Pledge

I Pledge my Head to Clearer Thinking,  
My Heart to Greater Loyalty,  
My Hands to Larger Service, and

My Health for Better Living;  
For My Club, My Community, My Country, and My World.

### Colors

Green and White

### Motto

“To Make the Best Better”

### Slogan

“Learn By Doing”

### Emblem

The official emblem, a green four-leafed clover with a white “H” on each clover leaf, is copyrighted and may be used only as approved by 4-H.



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### 4-H Name and Emblem

The 4-H name and emblem are held in trust by the Secretary of Agriculture for the United States Department of Agriculture for the educational and character building purposes of the 4-H program.

1. The 4-H name and emblem may be used by authorized representatives for the educational needs and interests of youth enrolled in 4-H.
2. Any use of the 4-H name and emblem is forbidden if it exploits the 4-H programs, its volunteer leaders, youth participants, the United States Department of Agriculture, Land Grant Colleges, Cooperative Extension Service, or their employees.
3. It is not permissible to superimpose any letter, design, or object on the 4-H emblem, or to materially alter its intended shape.
4. Advertisements, news releases, publications in any form, visuals and audio visuals, or displays in any form must not include actual or implied testimonials or endorsements of business firms, commercial products or services. Statements that a product is used or preferred to the exclusion of similar products are not permitted.

***\*Members without enrollment forms on file through florida.4honline.com are not considered official 4-H members and cannot use the 4-H name or emblem in any manner.*** This applies to individuals entering competitions such as fairs, contests, etc.

***\*Clubs without annual charter forms on file are not considered official 4-H clubs and cannot use the 4-H name or emblem in any manner.*** This applies to clubs entering competitions such as fairs, contests, etc.

***\*4-H volunteers without an annual appointment letter from Hillsborough County 4-H are not considered official 4-H volunteers and cannot use the 4-H name or emblem in any manner.***

Any unauthorized individual or group using the 4-H name or emblem is in violation of Public Law 772, Chapter 645-2d (H.R. 3190), Title 18 U.S.C. 707 and is subject to fines not more than \$250.00 or imprisonment not more than six months, or both.

### 4-H Year

The official 4-H year is September 1 to August 31.



### “Senior” Participants

In Florida, the Senior category begins at age 14, as of September 1 of the current 4-H year, and the 4-H members must not have passed his or her 18<sup>th</sup> birthday or graduated high school (whichever comes first).

### “Intermediate” Participants

Intermediate members are youth ages 11-13 as of September 1 of the current 4-H year. This age category was added as of the 2006-2007 4-H year.

### “Junior” Participants

Junior refers to youth ages 8-10 years old as of September 1 of the current 4-H year.

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#### 4-H Uniform

**There is no official 4-H uniform.** No uniform is required for any 4-H event or activity. A dress code of what is appropriate during general 4-H activities can be found on the last page. This dress code applies to youth and adults. Many 4-Hers prefer to and are encouraged to wear the 4-H colors of green and white during 4-H events and activities. As part of any County, District, or State 4-H event, however, proper conduct and dress by 4-H participants is important. For these events, dress codes are published and distributed with registration packets. **Note:** *County/state fairs and events hosted by organizations other than 4-H may require a specified dress code.*

#### 4-H Membership

**To be a bona fide member of Hillsborough County 4-H, it is essential the 4-H office receives notification that a completed enrollment form and participation form for each member has been completed through [v2.4honline.com](https://v2.4honline.com) for the current 4-H year. In addition, members are to pay a \$20.00 annual membership fee for Community Club Members 4-H ages 8-18.** Half of this fee will be managed and used by your local 4-H program and the remainder will be used to invest in collective needs. Specifically, the Florida 4-H Youth Development Program will use these funds to improve, update, and modernize state-level events, activities, and competitions for 4-H youth. Member insurance will also be paid for by the state instead of individual county programs to alleviate this local burden. We will implement transportation solutions for state and regional events and provide more support for your local agent and programs. If a membership fee is a barrier for any youth to join 4-H, please contact your local county 4-H Agent. Florida 4-H will never exclude a youth from 4-H for inability to pay and work to find solutions as needed. Payment can be made by credit card through [v2.4honline.com](https://v2.4honline.com)

**Given that this fee covers your 4-H insurance, youth will not be approved at the county level in [florida.4honline.com](https://v2.4honline.com) or considered a 4-H member until this payment is made and will not be allowed to participate in any 4-H event.**

***4-Hers wishing to enter county or state fairs and district or state level competition need to be enrolled and approved at the club and county Levels prior to December 1 of the current 4-H year (by October 1 for the Hillsborough County Fair).***

#### 4-H Membership Continued

1. To be a bona fide 4-H member, the individual must reach his or her 5<sup>th</sup> birthday by September 1 of the current 4-H year. Youth may continue to participate until August 31 of the 4-H year in which they reach their 19<sup>th</sup> birthday or graduate high school.
2. To be a bona fide 4-H member, the individual is expected to attend at least 75% of their club's meetings (Clubs may have a higher requirement established in club bylaws), participate in at least one county-wide community service project, and submit at least one completed 4-H record book for Hillsborough County 4-H record book judging (usually books are submitted by July 1 of the current 4-H year). Participation in County Events is highly encouraged. **The record book requirement was waived for the 2019-2020 4-H year due to COVID.**

##### **Complete 4-H Record books consist of:**

- a. Complete 4-H Project Book(s) (ex: dog, horse, dairy, robotics, sewing, public speaking, President, etc.)
  - b. Complete Summary Level Book (based on age: Cloverbud, Junior, Intermediate, Senior)
  - c. 4-H Overall Story (summarize overall 4-H experience)
  - d. 4-H photos
3. All members are expected to abide by the established Code of Conduct. **Failure to abide by the Florida 4-H Code of Conduct in its entirety could result in a loss of privileges during a 4-H event and in the future; including but not limited to suspension or termination of 4-H membership or volunteer service.**

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4. New clubs can be formed after screened/approved volunteers mentor for a minimum of one 4-H year under seasoned volunteers in a "Gold or Emerald" Standard 4-H Club. A 4-H club reaches Gold when they accomplish 16 of 20 Standards of Excellence. Through this mentor program, we hope new club volunteers have a better understanding of what 4-H is, a strong network of seasoned volunteers to contact, an understanding of club expectations, and a good foundation for a long lasting 4-H club that will positively impact youth. Exceptions to the new club rule can be made at the agents' discretion based on experience of potential volunteers, project area, or if located in a "4-H desert". Only 4-H clubs recognized by the Hillsborough County 4-H office are considered official 4-H clubs. Participation by members of these new clubs in county-wide 4-H functions will be governed by the rules for that function.
5. 5-7 year old youth are 4-H members with no special name (such as Pee Wee or Cloverbuds) being used statewide. Hillsborough County 4-H uses the term "Cloverbud" when referring to 4-H members of this age. Enrolled 5-7 year olds are covered by insurance policies currently available to all 4-H participants. Participants cannot be enrolled in any large animal projects (*Refer to "Project/Program Participation for 5-7 year old"*).
6. New members may enroll at any time during the 4-H year. New members will be held to the December 1 date to participate in fairs/competitions and/or the 30-day enrollment rule prior to event/contest.
7. 4-Hers may join and be club officers for more than one club; however, a 4-H'er may serve as club President or County Council Delegate for only one club. 4-H'ers who are enrolled in more than one club need to include each club name and project on their v2.4honline.com enrollment.
8. Membership in 4-H cannot be prohibited based on race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, or geographic location within Hillsborough County.
9. All 4-H club rules affecting membership eligibility need to be approved by the 4-H office of Hillsborough County. The club leader may limit size of the club. A waiting list for membership must be established. As openings become available, new members may be enrolled based on the waiting list. Any club rule for determining active club membership must have provisions made for excused absences, privileges lost by inactive members, and a means of reinstatement to active membership. Inactive members do not lose 4-H membership, only club membership; however, they may not earn credit for completing the 4-H year and may not be considered bona fide 4-H members for event eligibility.
10. Volunteers and members need to reside in Hillsborough County unless approved in writing by the 4-H Agent in both counties. Members and leaders may participate in only one county in 4-H and 4-H related functions.
11. Hillsborough County does not recognize independent membership.
12. Statewide clubs can be a supplement to 4-H programming or can be a 4-H'ers only club, but their home county agent is still their 4-H agent and thus, would be the one to sign off on any forms. With that, **any requirements that their home county has in terms of eligibility requirements would still need to be met by that 4-H'er**. The statewide club attendance can count towards club meeting attendance requirements within a county, and that attendance record can (and will) be shared with local agents for that purpose, but club members will still need to go through their local 4-H agent for items including approvals, signatures, etc.

#### A. Eligibility requirements:

- Enrolled by December 1 for general enrollment & participation in state events, Florida State Fair, Florida Strawberry Festival (October 1 for County Fair)
- A youth must be a 4-H member at least 30 days before a 4-H competitive event unless event rules specify otherwise (i.e. enrollment deadline)
- Submit lease to County 4-H Agent by December 1 (if needed)
- Attend at least 75% of club meetings
- Submit completed record book to County 4-H Agent
- Participation in County Events is highly encouraged
- Participate in at least 1 county-wide service learning project is highly encouraged

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### Minimum Educational Criteria

1. All members must be engaged in a minimum of six hours of educational programs.
2. **Curriculum Considerations:** Learning in the group setting is the primary method for involving 5-7 year old youth in 4-H. Individualized projects are not appropriate methods for most 5-7 year old youth due to limited reading and other self-management skills.

### 4-H Projects

1. A member may enroll in as many projects as desired, with the understanding that all projects may not be covered in a 4-H program. A project consists of a minimum of 6 hours of educational programming on that topic. A member should have a project book for each project completed included in their end-of-year 4-H Record Book.
2. Members cannot be required to own specific resources (such as a horse, steer, etc.) to belong to a club.
3. If leasing an animal or equipment, a lease agreement needs to be on file in the 4-H Office by **December 1** of the current 4-H year.
4. It is recommended that a new 4-Her limit the number of projects taken.
5. 4-H project information will only be distributed to 4-H members and clubs in Hillsborough County with enrollment records on file with the 4-H office.
6. A youth must be a 4-H member at least 30 days before a 4-H competitive event unless event rules specify otherwise.

### Active 4-H Clubs

Below are elements of successful 4-H clubs. All clubs are expected to fulfill the expectations below for the betterment of the overall Hillsborough County 4-H Program.

**Active clubs need to have leader, volunteer, and member enrollment and Affirmative Action forms on file in the Hillsborough County 4-H office for the current 4-H year (by December 1).** Members without enrollment through v2.4honline.com and who have not paid the membership fee are not considered official 4-H members. Clubs who do not have a minimum of two screened and appointed volunteers and annual charter forms on file are not considered official 4-H clubs. This applies to individuals or clubs entering competitions such as fairs, contests, etc. **Charter forms are due to 4-H office by October 1.** Any unauthorized individual or group using the 4-H name or emblem is in violation of Public Law 772, Chapter 645-2d (H.R. 3190), Title 18 U.S.C. 707 and is subject to fines not more than \$250.00 or imprisonment not more than six months, or both.

1. The organizational co-leaders (2 required) of the 4-H club are expected to complete designated leader training series developed by the Hillsborough County 4-H Agents prior to establishing/renewing the 4-H club each year. The 4-H club will not be recognized as an official active 4-H club of Hillsborough County until the leader and 2<sup>nd</sup> adult volunteer completes this training and has been successfully screened, interviewed, and receives an annual appointment letter. Organizational leaders are expected to communicate with the 4-H office to ensure all club volunteers complete the screening and training requirements prior to receiving an annual appointment letter and volunteering. Additional club volunteers are expected to complete the screening process and designated club volunteer training series. Additional training modules may be required as needed for all volunteers.
2. Clubs are expected to hold at least seven one-hour meetings per 4-H year to be considered active. The seven meetings need to be composed of three parts: business meeting, educational component, and recreation.
3. Active 4-H clubs are expected to complete at least one county-wide service learning project per year. Additional service learning projects are encouraged.

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4. The 4-H organizational leader is responsible for reporting volunteer hours donated to the Hillsborough County 4-H office monthly.
5. Active 4-H clubs are expected to submit, at minimum, the Club Standards of Excellence (15 of 20 completed), and 4-H Secretary Record book at the completion of the 4-H year (usually July 1).
6. Active 4-H clubs have two voting delegates on the Hillsborough County Council. Active 4-H clubs are expected to have representation at County Council meetings and events. County Council meetings will be held ranging from quarterly to monthly.
7. Active 4-H clubs are expected to have representation at Leader Council meetings and events. Leader Council meetings will be held ranging from quarterly to monthly.
8. Active 4-H clubs are expected to participate in County Events Day with a minimum of 50% participation. County Events provides 4-H members the opportunity to participate in a variety of competitive events as part of the 4-H curriculum designed to allow youth to:
  - Gain experience and develop techniques in preparing and presenting educational information
  - Enhance decision-making ability
  - Make public presentations
  - Develop good sportsmanship
  - Develop self-esteem.
9. Clubs have 3 months to advertise reach the minimum requirement of 5 youth from two different families and two screened adults or risk the possibility of not being active for that 4-H year. Clubs starting in September have until December 1<sup>st</sup> to reach goal. Clubs starting in the middle of the year have until the 1<sup>st</sup> of the fourth month to reach goal.

#### **Participation Age Consideration for 5-7 Year Old Youth**

1. Age and developmentally appropriate curricula are being produced or secured and made available for county programs so the specific needs and abilities of 5-7 year olds can be successfully met. Not all 4-H curricula are deemed appropriate for this range of ages due to developmental appropriateness, safety, or insurance considerations as outlined below.
2. Learning in a group setting is the primary method for involving 5-7 year olds in 4-H. Individualized projects are not appropriate methods for most 5-7 year olds due to limited reading and other self-management skills.
3. Dual participation of child and parent or guardian is encouraged. Family activities are incorporated in curricula to encourage parent/child participation and to build a family involvement pattern that will be maintained as children become older.

#### **Project/Program Participation for 5-7-Year-Old Youth**

1. Animal projects for 5-7 year olds will be limited to "lap" animals only. Therefore companion animals, rather than production animals, will be the focus of 4-H animal experiences for this age group.
  - a. 5-7 year olds are ineligible to enroll in any large animal projects (sheep, goat, swine, beef, dairy, llama, ostrich, or horse) or participate in any livestock or horse shows. A 4-H'er must be 8 years of age at the beginning of the current 4-H year (September 1) to be eligible to enroll in a large animal 4-H project. Current insurance policies available to 4-H participants do not include coverage for children under 8 years of age if enrolled in large animal 4-H projects.
  - b. This policy does not prohibit 5-7 year olds from learning about large animals through attendance at meetings or through field trips. They cannot participate, however, in 4-H activities that bring them in contact with large animals due to safety and insurance coverage considerations.

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Note: Families (parents or guardians) assume all risk and responsibility of young children if assisting 4-H siblings with large animals.

2. Motorized vehicle and shooting sport 4-H programs will not permit the participation of 5-7 year olds. Again, safety and insurance coverage considerations are the reasons for this program limitation.
3. Summer residential camping programs operated in cooperation with the State 4-H Department and other programs are not designed to address the unique developmental and supervisory needs of 5-7 year olds. Therefore, 5-7 year olds are not eligible to participate in these residential camping programs. Family camps, especially designed to include 5-7 year olds are encouraged.
4. 4-H activities will be offered to encourage 5-7 year olds to exhibit and share project activities at the participation level or for feedback against a pre-defined standard. This method encourages and supports success among younger children who in most cases are not yet emotionally ready to experience failure. Therefore, children under 8 years of age are ineligible to participate in competitive activities at any level (club, county, district, state, nationals, or international).

### Agent, Program Assistant Professional Development

Program guidelines, curricula, and information about age appropriate learning methods are available to support county program planning groups as well as local volunteers who may be directly involved with 5-7 year olds. University extension specialists can provide staff development programs for county and/or multi county groups upon request.

### Volunteer Development

Volunteers are vital in delivering traditional 4-H club programming, and we want every 4-H volunteer to be prepared to deliver a high-quality positive youth development program in their club setting. Volunteer training and development ensures volunteers have all the tools and resources available to them for successful positive youth development.

**Below is the volunteer screening and development process for the 2020-2021 4-H year.**

New volunteers will complete initial screening through the Florida 4-H office (steps 1-7). For returning volunteers, rescreening may be necessary based on the date of your last fingerprint screening. Volunteer rescreening (steps 1-7) will also be completed through the Florida 4-H office. This year, we will be issuing appointment and non-appointment letters. These letters will be sent out beginning in September.

Each year, **ALL** volunteers will:

1. Enroll as a volunteer, completing all information requested, through v2.4Honline.com 4Honline opens **after August 24<sup>th</sup>** for the 2020-2021 4-H year.
2. Complete annual YCS 800 online youth protection training through 4honline
3. Confirm with 4-H Agents/Florida 4-H Volunteer Coordinator your current fingerprints are filed with DCF
4. References from 4honline enrollment will be checked
5. Sign a position description
6. Do a 10-15-minute interview with 4-H Agent(s)- interview will consist of 5-10 predetermined questions
7. And fulfill the training requirements for their selected position. This year's training opportunities will be presented via Zoom and through Google sites virtual platform. In-person offerings of scheduled dates may be made available following social distancing as allowed following Hillsborough County and University of Florida guidelines.

**ALL 4-H clubs will have a minimum of two fully screened/trained leaders to guarantee two deep leadership. It is highly recommended these two club leaders are non-related. If an adult is working with youth over 10 hours in any month, chaperoning overnight, transporting youth, or acting as the 2<sup>nd</sup> screened adult, they will need to be screened as a club volunteer.** Parents are encouraged to become involved as club volunteers and as a resource for club leaders. **Volunteer Services may cease, at any time, at the request of the volunteer or at the discretion of the Extension Agent. The decision made by the Extension Agent, CED, or State 4-H Program Leader is final and cannot be appealed.**

**Volunteers with any break in volunteer service of 90 days or more will need to be rescreened to resume volunteering.**

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## Laws

4-H leaders, volunteers, parents, and members must obey the laws of the locality, state, and nation.

### Adult Role Model

Treat others in a courteous, respectful manner demonstrating behaviors appropriate to be a positive role model. As a participant in 4-H at the local, state, or national level, I have the responsibility of representing the UF/IFAS Extension 4-H Youth Development Program to the public. Therefore, I am expected to conduct myself in a manner that will bring honor to me, my family, my community, and 4-H.

**Failure to abide by the Florida 4-H Code of Conduct in its entirety could result in a loss of privileges during a 4-H event and in the future; including but not limited to suspension or termination of 4-H membership or volunteer service.**

### Child Abuse/Neglect

Although every person has a responsibility to report suspected abuse or neglect, some occupations are specified in Florida law as required to do so. **As volunteers through University of Florida/ IFAS Extension, you are a mandatory reporter. Should you suspect abuse or neglect, please contact your county 4-H agents to submit a report.**

1. Recognize that verbal and/or physical abuse and/or neglect of youth is unacceptable in 4-H youth programs and report suspected abuse to authorities.
2. Do not participate in or condone neglect or abuse which happen to 4-H youth participants outside the program and report suspected abuse to authorities.

### Use of Alcohol, Drugs, Firearms, etc.

**The possession or use of alcoholic beverages, drugs, and/or narcotics is strictly prohibited at all times at any 4-H programs, event, or activity.**

Under state law, Section 790.115, Florida Statutes, the possession of firearms, destructive devices, other weapons and ammunition (for antique firearms, short-barreled shotguns, short-barreled rifles, automatic rifles, and other destructive devices) at any 4-H activity or event is prohibited. An exception is made under University of Florida Regulation 2.001, allowing firearms education classes to be conducted on properties designated for 4-H use provided the firearms are handled, used and stored in a safe and responsible manner and in accordance with all applicable laws, rules and regulations. The program coordinator or property manager shall have the right to prohibit or limit the use, handling or storage of firearms on properties designated for 4-H use in connection with approved firearms education programs for the safety of persons on the property.

### Motor Vehicle Operation

1. Any adult transporting 4-Hers need to be registered with the Hillsborough County 4-H office as an approved volunteer and have an annual appointment letter on file.
2. Operate motor vehicles including machines or equipment in a safe and reliable manner when working with 4-H youth, and only with a valid driver's license and the legally required insurance coverage, and with a second approved volunteer.

### Two-Deep Leadership

**Two-Deep Policy:** As a reminder- all 4-H events and activities (including communications and virtual platforms) must adhere to the two-deep policy found on the Florida 4-H Policy page at: <http://florida4h.org/policies/> The policy states: Interactions with youth (AKA: Two deep policy):

- 4-H faculty, staff and volunteers will avoid private one-on-one interactions with youth. Program coordinators will ensure that they always have two authorized level two enrolled individuals present during any interactions with youth. In situations that require personal conferences the meeting is to be conducted in view of other adults. This policy includes the transportation of youth participants as part of a 4-H program.
- One of your two authorized adults should be 21 years of age or older.

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- For co-ed overnight experiences, at least one adult of each sex needs to be in attendance. Any instances which deviate from the fore-mentioned policy must receive an exemption. Exemptions are a last resort and will be granted on a case by case basis. All exemptions will be granted by the Associate Program Leader or his/her designee.

**Best practices:** 1) Two-deep leadership should be between two non-related individuals. 2) **NO** One-on-one contact between adults and youth members. In situations requiring one-on-one teaching, the meeting is to be conducted with the knowledge and in full view of other adults and participants.

### Websites & Social Media

Website content must be directly related to 4-H programs, clubs, projects, and activities. Commercial businesses, products, or resources cannot be promoted nor sold. Links to commercial products or services may not be provided from a 4-H website.

- All 4-H websites must contain the 4-H Clover Emblem. Using the 4-H Clover emblem on an Internet site must adhere to federal regulations.
- All 4-H websites must link to [florida4h.org](http://florida4h.org)

### Privacy Protection

- 4-H members under the age of 19 must not have their home addresses, home phone numbers, cell phone numbers, or personal e-mail addresses listed on a 4-H Website or other promotional item.
- When using photos of youth, leaders/agents must obtain signed [Photo Release Form](#).

### The Photo Release Form

\_\_\_\_\_ grants permission to The University of Florida, the Institute of Food and Agricultural Sciences and Florida 4-H Youth Development Program and its agents or employees, to use photographs taken of a minor child beginning on the date listed for publication in university publications such as brochures, promotional, newsletters, and magazines, and to use the photos on display boards, websites, and to offer them for publications in other non-university newspapers, magazines and websites, without notifying the parent or guardian.

- 4-H club members under the age of 19 must not have their photo, accompanied by their first and last names and county affiliation listed on a 4-H Club Website or other 4-H Club promotional items. Specific request by the parent or guardian of a 4-H member must be made with the County 4-H Agent to publish a photo accompanied by their child's first and last names and county affiliation on a 4-H Club Website
- Photos of 4-H members including their first and last name may be posted on official 4-H County Extension website and official 4-H County newsletters. Home addresses, home phone numbers, cell phone numbers, or personal e-mail addresses must not be included.

### Non-discrimination statement

- All websites must include the following University of Florida non-discrimination statement in its entirety. **“The Institute of Food and Agricultural Sciences (IFAS) is an Equal Employment Opportunity Institution authorized to provide research, educational information and other services only to individuals and institutions that function with non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations. U.S. Department of Agriculture, Cooperative Extension Service, University of Florida, IFAS, Florida A. & M., University Cooperative Extension Program, and Boards of County Commissioners Cooperating.”**

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### Donor and Supporter Recognition

- It is neither acceptable nor permissible to advertise a supporter's products or services on a 4-H Website.
- When citing donors/supporters, the statement "No endorsement of products or services is implied or intended." must be placed on the site.

### Social Media

- Authorization to present a social media account as an official Florida 4-H county page, district page, or club page, must come from the county agent with jurisdiction over the applicable unit or, when necessary, authorization must come from the State 4-H Communications Coordinator. Permission to use any Florida 4-H trademarks, or logos must be obtained from, and may be requested of, Florida 4-H by calling (352) 846 – 4444.

**For all social media accounts, county 4-H Agents must be added as administrators of your group/page per Office of Youth Compliance Services (OYCS) youth protection policy.**

- Florida 4-H reserves the right to remove content if deemed inappropriate due to inclusion of any of the following:
  - Language, images or video that is determined to be profane, obscene, vulgar or lewd
  - Derogatory or discriminatory language (including comments about sex, age, race, sexual orientation or religious affiliation)
  - Spam posted regarding the same content matter, links, video, or any other media
  - Use of specific names of individuals, clubs or identifiable names with language that defames, abuses or threatens
  - Any advertisement for products or services or solicitation of funds exceeding more than one post per week
- The county Agent will hereafter be referred to as the "designee". 4-H members and social media users will hereafter be referred to as "members"
- Members in these communities must comply with age requirements regulated by the social media site. Most sites require parental permission if under age 13.
- When a member communicates through social media, unless authorized to speak on behalf of Florida 4-H or its designee, they are representing themselves. Permission to speak on behalf of the program must be directly obtained from the State 4-H Communications Coordinator or the designee.
- Florida 4-H and its designee reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete or discontinue a member's access to any social media site approved by Florida 4-H or its designee, at any time. Florida 4-H and its designee may remove, delete, block, filter, or restrict by any other means any materials at their sole discretion. The member agrees that in the event that Florida 4-H or its designee exercises any of its rights hereunder for any reason, Florida 4-H and its designee will have no liability to the member.
- By posting any content on a Florida 4-H approved social media site, Florida 4-H is granted the irrevocable rights to reproduce, distribute, publish, and display such content, and the right to create derivative works from the content, edit or modify such content and use such content for any Florida 4-H purposes.
- Those participating in any Florida 4-H social media sites shall defend, indemnify and hold Florida 4-H and its respective officers, directors, employees, agents, and assigns harmless from and against, any or all losses, claims, damages, settlements, costs and liabilities of any nature whatsoever (including reasonable attorneys' fees) to which any of them may become subject arising out of, based upon, as a result of, or in any way connected with, a member's posting of any content to a social media site, any third party claims of infringement or any breach of this Policy.
- The member expressly acknowledges that he/she assumes all responsibility related to the security, privacy, and confidentiality risks inherent in sending any content over the Internet. By its very nature, a website and the Internet cannot be absolutely protected against intentional or malicious intrusion attempts. Florida 4-H does not control the third

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party sites and the Internet over which the member may choose to send confidential personal or health information or other content and therefore Florida 4-H does not warrant any safeguard against any such interceptions or compromises to personal information when posting any content on an internet site, the member must carefully consider his or her own privacy in disclosing detailed or private information about themselves or their family. Furthermore, Florida 4-H does not endorse any product, service, view or content displayed on the social media site.

- The member may not provide any content to a social media site that contains any product or service endorsements or any content that may be construed as political lobbying, solicitations, or contributions or use the social media site to link to any sites or political candidates or parties or use the social media site to discuss political campaigns or issues or for taking a position on any legislation or law.
- The member may not provide any content against the Florida 4-H non-discriminatory policy with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions, or affiliations.
- If members communicate in the public Internet about Florida 4-H or Florida 4-H related matters, they must disclose their connection with Florida 4-H and their role within 4-H Youth Development. Members are to use good judgment and strive for accuracy in their communications; errors or omissions reflect poorly on Florida 4-H and the 4-H Youth Development profession.

**Please keep in mind social media is used to increase communication and share educational content on 4-H pages and must be directly related to 4-H programs, clubs, projects, and activities. Personal opinions should be kept off 4-H club pages, as they do not support or enhance the educational purpose of the page/group.**

### Facebook Overview

- **Profile**
  - A single person's persona of Facebook
  - Has "friends"
  - Personal
  - **Clubs should NOT have profiles**
- **Page**
  - An open environment used to engage a wider population about more general information
  - Has "Fans"
  - *Ex: Hillsborough County 4-H Page <https://www.facebook.com/hillsborough4hfl>*
  - If a club chooses to have a page, it must be open to all
  - Inform parents of the page and invite them to join the conversation
  - **Pages should refrain from posting locations and other sensitive information for youth protection**
- **Group**
  - A closed environment used to engage a smaller population, including club members, volunteers, and parents about more specific information
  - Has invited members; do not have to be friends or fans
  - *Ex: Club group or project area groups*
  - Invite parents to join the group
  - **Preferred when youth are included, as a means to provide two-deep leadership**

### Social Media Safety and Risk Management

- **Never use Facebook or other Social Media as an outlet for frustration**
- **Invite your 4-H agents to be administrators of your page and/or your group**
- "Friend" with caution, it is a best practice for adults not to be friends with youth (not family)
- Clubs should not have a profile and should not have "friends"
- Do not post or tag pictures of youth with their full name or location; Err on the side of caution when posting photos
- Do not list the location of your meeting place on your Facebook page
- Post content with discernment

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- Be cautious with the applications you add to any page you create
- If you create it, you must update it
- Take advantage of Facebook as a networking tool and educational tool
- Spend time learning about privacy settings
- Keep info section to a minimum

#### Funds & Fundraising (Florida 4-H)

- All funds raised, earned, or otherwise obtained, using the 4-H name and emblem, are property of the University of Florida/IFAS Extension 4-H Youth Development Program.
- Funds are to be raised only to further the educational goals of 4-H. Approval for fundraising activities will be at the discretion of the County 4-H Agent and County Extension Director, or the State 4-H Program Leader for district/statewide 4-H fund raising.
- Any 4-H organization, at any level within the state, is accountable to the University of Florida and USDA, and is obligated to follow all policies, procedures and regulations established by the University of Florida/IFAS Extension 4-H Youth Development Program.
- All 4-H program funds, including all 4-H Clubs with funds in excess of \$100, shall be held in the local County 4-H Association or authorized 501(c) (3) 4-H foundation.
- An annual financial review is required of all 4-H unit accounts, including County 4-H Association and County 4-H Foundation accounts. All 4-H units are required to file an annual IRS 990-series tax return.
- Extension/4-H faculty or staff are not permitted to be a signatory on any 4-H account.
- As of January 1, 2011, UF/IFAS Extension will not authorize the creation any new 4-H tax exempt organizations (i.e. county 4-H foundations).
- Raffles, lotteries and games of chance, etc., are permitted at the discretion of the County 4-H Agent and County Extension Director (or the State 4-H Program Leader for district/statewide activities). County 4-H programs may accept contributions from organizations that derive revenue from gaming at the discretion of the County 4-H Agent and County Extension Director. All applicable federal and state laws and Extension/4-H policies shall be followed when conducting activities of this nature.

#### Money Handling (specific to Hillsborough County 4-H, following UF/IFAS Extension & Florida 4-H policies)

- ▶ ALL club and program monies are run through the **Hillsborough County 4-H Association**
- ▶ All fundraisers must be pre-approved by 4-H Agents/CED
- ▶ Monies need to be submitted to 4-H office **within 7 days** of receipt
- ▶ Reimbursements need to be submitted **within 30 days** of event
- ▶ Fundraisers: **DONATIONS ONLY** unless they receive permission from 4-H Agent/CED
  - ▶ Will require additional training on calculating and reporting sales tax
- ▶ Concessions: unless using pre-packaged food, one screened volunteer must be Serv Safe certified and need pre-approval from 4-H agent/CED

**PUT IT IN THE MINUTES!!! Meeting minutes/bylaws must reflect all financial decisions.**

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### Code of Conduct

As a participant in 4-H at the local, state, or national level, I have the responsibility of representing the UF/IFAS Extension 4-H Youth Development Program to the public. Therefore, I am expected to conduct myself in a manner that will bring honor to me, my family, my community, and 4-H. To do that, I must abide by the following rules:

- Obey local, state, and federal laws. Follow county, district, state and/or national 4-H policies. Abide by any special rules for a 4-H event or activity.
- Speak and act in a responsible, courteous, and respectful way. Harassment, threats or bullying of any type is prohibited.
- Act responsibly to maintain a safe environment for all participants. Acting in a manner that could endanger the health, safety or welfare of yourself or others is prohibited. Report threats to the well-being of any participant immediately to the adult in charge.
- Possession or use of tobacco, alcohol, or illegal drugs is prohibited. Possession or use of approved medications by youth during a 4-H function must be reported to the adult in charge and must not be accessible to other participants.
- Possession or use of weapons or other dangerous objects is prohibited, except when required as part of an approved educational program. Weapons are defined to include, but are not limited to, guns, knives and incendiary or explosive devices of any kind.
- Respect all property, facilities, equipment, and vehicles. I will be responsible for any damage or other consequences resulting from my behavior.
- Participate fully in 4-H functions. Be in the assigned program areas (example—dorms, cabins, programs, etc.) on time. If I am unable to attend or participate, I will tell the adult in charge. Help others have a pleasant experience by making every attempt to include all participants in activities.
- Dress appropriately for each 4-H function.
- Use of any mobile electronic device during a scheduled 4-H activity is prohibited unless activity-specific rules otherwise allow. When permitted, they should be used only in a manner that is consistent with the approved activity and not discourteous or disruptive.

#### Search and Seizure

- The belongings of youth participants, including but not limited to bags, purses, computers, other electronic devices, lockers and vehicles, are subject to search and seizure by 4-H faculty/staff, and in some instances a volunteer designee, upon reasonable suspicion that a prohibited and/or illegally possessed substance or object is contained within that area. (If an adult is suspected, this will be handled by law enforcement.)

Failure to abide by the Florida 4-H Code of Conduct in its entirety could result in a loss of privileges during a 4-H event and in the future; including but not limited to suspension or termination of 4-H membership or volunteer service.

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## 4-H Dress Code

### General Guidelines:

- General appearance should be neat and clean
- No clothing deemed inappropriate (see below)
- Hats should be worn respectfully. Hats are not appropriate during meals and group sessions while indoors
- Event leaders may ask individuals to modify their clothing selection if standards of decency in appearance are not met

**\* Dress code applies to Youth & Adults during 4-H events.**

- **T-shirts**
- **Shorts** (Length must reach fingertips)
- **Pants**
- **Tank tops** (Straps must be at least 2 inches wide)  
**Tank tops may be inappropriate for some events. Please follow guidelines your leader has in place.**
- **Closed toed shoes**  
**Exceptions include dress up events**
- **Flip flops** (May only be worn to the waterfront)
- **Swim suit:**
  - **Girls:** one piece is preferred; bikini may be worn only when worn with a dark colored t-shirt covering belly (shirt must be worn entire time)
  - **Boys:** swim trunks (shirts must be worn to the waterfront)

- **NO** underwear showing (includes bras & straps)
- **NO** holes in clothing (shirts, shorts/pants)  
**Exception: old clothing may be suggested for workdays.**
- **NO** pajamas (except for sleeping)
- **NO** low cut shirts or pants/shorts
- **NO** short shorts
- **NO** graphic and offensive clothing
- **NO** inappropriate logos
- **NO** spaghetti strap tank tops
- **NO** Speedos (boys)
- **NO** cut-off or muscle shirts