

# Kansas 4-H Policy

Leader Check-In  
11/10/2020



## **Kansas 4-H Policy Handbook**

*Revised September 2020*

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

Find the handbook at: <https://www.kansas4-h.org/about/policy-guide.html>

Note: We will not review the Policy page by page. Please review the document after today's meeting and follow up with us if you have questions moving forward. The goal tonight is to highlight some aspects of the policy.

## 2.1 Kansas 4-H Policy

“The 4-H Policy provides a consistent framework for 4-H programs throughout the state. The Policy Handbook is a guide for the management of these programs in Kansas. Policy is created to ensure that 4-H programming is consistent, fair, and legal. All K-State Research and Extension (KSRE) faculty, staff, boards, volunteers, youth, and families must support, implement, and follow these policies.”

### **What does this mean for Club Leaders?**

- Please familiarize yourself with the Kansas 4-H Policy and encourage all families to review the handbook.

## 2.3 & 2.4 Discrimination, Disability Accommodations, Harassment

“Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university’s programs and activities as required by applicable laws and regulations.”

### What does this mean for Club Leaders?

- If a 4-H'er requests special accommodations, please contact the Extension Office
- When creating brochures, letters, event materials - Add Statement of Non-Discrimination
- Clubs must sign a certification of non-discrimination annually - will be sent to Club Leaders in a follow-up email

## 3.5 4-H Name and Emblem

“The 4-H name and emblem are protected under federal statute Title 18, U.S. Code 707. This provides the 4-H name and emblem with the level of protection afforded other federal marks, such as the seal of the President of the United States.”

“The co-branding is required on ALL 4-H print, digital, apparel and merchandise.”

### **What does this mean for Club Leaders?**

- 4-H name and emblem must be used responsibly - work with Extension Office when designing 4-H merchandise/items
- Please remember to always use the co-branding and not just the 4-H clover.
- Local vendors need to be licensed vendors to print the logo.
- KSRE 4-H Logo is available for download at

<https://www.johnson.k-state.edu/4-h/project-club-resources/club-leader-resources/index.html>

## 5.4 Privacy Policy

“Kansas 4-H is sensitive of the need to protect the privacy of youth.”

“A signed release statement is required to use a 4-H youth’s name or photographs in any 4-H publication, ad, news article, or website.”

### **What does this mean for Club Leaders?**

- When a 4-H'er is enrolled, they review/sign the publicity release - check for publicity release in 4-H Online

# 7 Club Structure

“All clubs are to function formally through a constitution and by-laws. These are the organizing documents of a club and describes how the club operates. A current copy of the club Constitution and Bylaws must be kept on file in the local extension office.”

“Effective immediately, all 4-H Clubs are to add the following to their Club bylaws: Upon dissolution of the (insert club name) 4-H club, the members agree that all tangible real property, including money and equipment, shall become the property of a recognized local extension board or 4-H Foundation. The last official duty of the club’s organizational leader shall be to transfer club assets and club records to the extension office.”

## **What does this mean for Club Leaders?**

- We encourage reviewing the Constitution & ByLaws annually
- Add the dissolution clause above and share reviewed ByLaws with Extension Office

## 7.4 & 11 Financials

“All accounts and all expenditures of funds of the local extension unit, from whatever source derived, are subject to authorization and approval of the local board and the Director of K-State Research and Extension. The director and local boards are accountable for all funds generated for extension programs. This includes all funds collected/raised in the name of extension 4-H programs including clubs and other extension affiliated groups.”

### **What does this mean for Club Leaders?**

- All 4-H accounts should have at least two screened, non-related, and board-approved adult volunteers as signatories.
- At the end of the year, be prepared to submit the Financial Review Report AND a complete 4-H Treasurer's Book
- All money raised should be deposited directly into the 4-H account



## 8 4-H Volunteers

“All 4-H volunteers must enroll annually in the unit in which they serve and complete the following initial steps: 4-H Online profile, References, Criminal History, Interview, Orientation, and Approval.”

\*\*4-H Volunteer vs Adult Helper\*\*

### **What does this mean for Club Leaders?**

- Club and project leaders should be Registered Volunteers and re-enroll annually
- At least two screened and board approved adult volunteers must be present at all 4-H activities/events (See 9.4 for ratios)

## 11.3 Fundraising

“Fundraising programs using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on or associated with products and services for such purposes must have the approval of the appropriate extension office (local, county, state, or national level).”

### **What does this mean for Club Leaders?**

- Work with the Extension Office when planning a Fundraiser
- Deposit funds directly into 4-H account. Treasurer should keep all receipts.
- The money raised through the fundraiser must be:
  - Given and used for priority educational purposes (the money should not simply accumulate, have a spending plan)
  - Accounted for efficiently and fully
- Add a disclaimer on all communication for the fundraiser. (See Section 11.3)

# 12 Communication

“Clubs and groups chartered through the State 4-H Office may develop and maintain an internet presence (social media, websites, email, blogs, calendars, downloadable photos, audio, or video) and other electronic or print media to promote and provide information about their respective programs.”

“4-H club websites and social media sites must be administered by screened and board approved adult volunteers or by a teen leader supervised by screened and board approved volunteers, with oversight by a local extension faculty member with administrative rights.”

“Minimize personally identifiable information.”

“Content must be relevant to the topic discussed, relevant to this particular page, and to the point.”

## **What does this mean for Club Leaders?**

- Please add @jocoks4h as an administrator.
- Keep 4-H purpose, goals, and safety in mind when posting.

# Action Items

- Review, sign, and submit **Certification of Non-Discrimination**.
- Work with your club to review/revise/approve the **ByLaws** and share with the Extension Office by March 2021.
- All volunteers must complete the **screening process**.
  - Signatories should be Registered Volunteers
  - Social Media pages should be administered by Registered Volunteers
- Add @jocoks4h as an administrator for **Social Media pages**.