



STATE 4-H EVENT POLICIES AND PROCEDURES

A. Purpose of State 4-H Events

State 4-H events will:

- Provide educational experiences that enrich, enhance, and expand upon participants' locally-based 4-H project work.
- Provide the opportunity for participants to achieve increased emotional maturity, motivation, and personal growth.
- Extend the opportunity for participants to progress to a higher level of achievement.

Grade Appropriateness Criteria

State 4-H educational events and programs will be offered to youth, grades 4-13, on an age appropriate basis. Recognizing that all state events are not appropriate for all youth audiences, the responsible Department Committee will determine grade appropriateness based on current research available to the 4-H Department. Grade appropriateness for participation in an event should be based on the following criteria:

- ☞ Measurable Educational Value to the Participants
- ☞ Emotional, Mental, Physical and Social Readiness of the Participants
- ☞ Appropriateness of Recognition for Achievements
- ☞ Adequate Supervision to Ensure the Safety of the Participants
- ☞ Need to Create a Positive and Supportive Environment for the Participants

B. Event Information and Communication

Each event committee prepares and distributes an information packet that includes the following:

- registration form- (include signature of county 4-H staff verifying member eligibility.)
- rules/regulations
- eligibility requirements
- event permission form

Responsibilities of the 4-H Department Committee Chair include the following:

- assist, support the event committee members
- review and approve all materials prior to distribution
- post information on the New Jersey 4-H website.
- distribute information to all county offices
- distribute to 4-H project leaders and committee members as appropriate

C. Supervision of Youth at State Events

The event committee and Department liaison are responsible to ensure that adequate supervision is provided to youth participants by following the policies and procedures outlined in the *4-H Department Policies Related to Supervision of Youth Participating in 4-H Programs*.

In addition, if those supervising youth at the event determine that there is a disciplinary problem with a participant at the event, the Department liaison is responsible for initiating the New Jersey 4-H

Discipline Policy and Procedure in a timely manner.

D. State Event Approval and Review Process

New State Event – The approval process will begin with a group of volunteers and/or 4-H professionals determining the viability of the potential state 4-H event. (See the following description.) The Department Committee responsible for the state 4-H event will review the criteria below. Following such review, the Department Committee will approve or disapprove the event.

Current State Event – On an annual basis the Event Committee will evaluate the viability of their State 4-H Event. (See the following description.) The Department Committee responsible for the event will then review the Event Committee’s evaluation of the event. Subsequently, the Department Steering Committee may review the decision to continue or discontinue the event.

Continuing an event - If the Event Committee and Department Committee determine the State 4-H Event continues to be viable, the event will automatically be approved for the following year.

Discontinuing an event - If the event is determined to no longer be viable, the Department Committee may vote to discontinue the event.

Criteria to Determine Viability of a State 4-H Event

In addition to meeting the purpose stated in part A., state 4-H events must also meet the following criteria:

- Include measurable educational objectives.
- Include a plan for evaluation based on objectives.
- Demonstrate documented impact on clientele.
- Enhance/expand upon 4-H projects/programs conducted at the county level, providing opportunities beyond those available through local participation.
- Address one or more life skills.
- Address one or more 4-H curriculum areas.
- Utilize adult volunteers and youth in planning and conducting the event.
- Promote cooperative learning and good sportsmanship.
- Promote inclusiveness in terms of targeted audience, participant fees, and recognition available to all participants.
- Meet a pre-determined level of participation set by the event committee. (Participation level may be measured in number of participants and/or number of counties involved.)
- Be cost effective in terms of the time commitment of volunteers and Rutgers Cooperative Extension, New Jersey Agricultural Experiment Station staff.

E. Fiscal Management of State Events

This policy applies to state 4-H events, as well as invitational 4-H events sponsored by 4-H Department committees or sub-committees. Invitational events sponsored by individual counties should follow similar guidelines, but funds shall be managed by appropriate county clubs or associations following existing department policy for club treasuries. It is suggested that event committees refer to the New Jersey 4-H Leader Training Series information sheets *4-H Club Treasuries* and *Guidelines for 4-H Fundraising*.

1. **Account** – Funds must be maintained in one of the following accounts:
 - a. separate bank account established for the event
 - b. bank account managed by appropriate state 4-H project advisory council
 - c. State 4-H Department account

- d. account managed by State 4-H Association (if they agree)
- e. county 4-H association (if they agree)

The 4-H Department member responsible for management of funds must submit to the State 4-H Office the following information for funds held in external bank account (a., b., or e.). This information will be maintained on file at the State 4-H Office.

- . Name of Bank
- . Name, Address and Phone # of Specific Branch
- . Bank Account #
- . Type of Account (checking, savings, etc.)
- . Name, Address, Contact information of the signers on account

2. **Signatures** – External bank accounts (a., b., or e.) holding state 4-H event fund must have at least two signatures to access funds as needed. Under no circumstances should the two signers be from the same family. Rutgers Cooperative Extension faculty and staff cannot sign the account but are responsible for overseeing the account.
3. **Ledger** – A ledger must be maintained for all income and expense of state event. (Income includes all funds designated for the event, including registration fees, donations, sponsorships, vendor and rental fees, grant money, RCE funds, etc.)
4. **Audit** – An annual audit of the account must be conducted; ledger and account statements will be reviewed and filed with appropriate committee chair.
5. **Financial Report** – A financial report detailing income and expenses for each state event will be filed within 90 days to the appropriate 4-H Department committee chair, advisory group, and chair of the Department of 4-H Youth Development.
6. **Excess Funds** – Any excess fund remaining after all expenses have been paid shall be maintained in the account. These funds shall be held for implementation of the event in the future and/or for benefit of the related project area statewide (such as the purchase of curriculum materials, sponsorship of award trips, etc.). Recommendations for use of such funds shall be made by the appropriate advisory or event planning committee chair.
7. **Profits/Losses of Other Groups** – Profits or losses realized by groups (4-H or otherwise) providing food or other services at the event are the responsibility of that group or business and are unrelated to state event finances.
8. **Responsible Party** – There must be a 4-H Department member responsible for overseeing the management of funds for state 4-H events.
9. **Budget** – A budget for each state event shall be developed by the event planning committee.

F. **Reporting**

The appropriate event reports, including financial, participation and an event viability reports, will be submitted within 90 days to the event committee, appropriate Department Committee, chair of the Department of 4-H Youth Development, and any related advisory groups.

G. Summary of Related Documents

1. *New Jersey 4-H Code of Conduct* Website:

http://nj4h.rutgers.edu/policies/Code_of_Conduct.pdf

2. *New Jersey 4-H Discipline Policy & Procedure* Website:

http://nj4h.rutgers.edu/policies/Discipline_Policy_and_Procedure.pdf

3. *Policies Related to Supervision of Youth Participating in 4-H Programs.* Website:

<http://nj4h.rutgers.edu/policies/volunteers-supervisionofyouth.pdf>

Note: This policy is based upon several previous policies of the Department of 4-H Youth Development dated 1993, 1995, 2000.

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Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and County Boards of Chosen Freeholders. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.