



**Mariposa County**  
**4-H Club Council**  
**Operating Procedures**

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## General

The following procedures have been adopted by the Mariposa 4-H Club Council in order to provide a framework for conducting the 4-H Youth Development Program in Mariposa County.

*All provisions of these procedures are subject to current California State 4-H Policies.*

### A. Mariposa County 4-H Club Council Meeting Dates

The 4-H County Council meets the 1<sup>st</sup> Monday of each month with the exceptions of July and September which there will be no meetings. When a regularly scheduled meeting conflicts with a holiday, it shall be rescheduled to a date selected by 4-H Council no later than the meeting before the rescheduled meeting.

### B. Parent/Guardian Involvement

It is the position of the Mariposa County 4-H Club Council that the 4-H club model is intended to be a family experience. To this end, parent/guardian involvement is strongly encouraged. Parents/guardians are encouraged to attend community club meetings, Council meetings, and join 4-H leadership at all levels, including project leaders, assistant leaders, committee members or chairs, chaperones, judges, and resource leaders to name a few.

1. Parents may not judge their children's record books, presentations, or project results in any venue.
2. Parents may act as a resource to their children during the record book process, but all record book work is to be done by the member alone. Resources and training for record books can be found on the State 4-H website at: [http://4h.ucanr.edu/Resources/Member\\_Resources/RecordBook/](http://4h.ucanr.edu/Resources/Member_Resources/RecordBook/) (Accommodations can be made for youth with special needs.)

### C. 4-H Enrollment Fees

1. Waivers are available for Youth and Adult enrollment fees. The Waiver Form can be found at: <http://4h.ucanr.edu/files/145690.pdf>. Other accommodations may be made with 4-H Staff, Council, and Clubs.
2. A small fee is added to the Adult enrollment to offset operating costs.

### D. 4-H Program Year

The Mariposa County 4-H year shall be October 1<sup>st</sup> through September 30<sup>th</sup> to allow for records and projects to be completed and submitted after the county fair. For the purposes of participating in the fair; returning member enrollments are due November 1<sup>st</sup>, new member enrollments are due December 1<sup>st</sup>, and all members may change projects until December 31<sup>st</sup>. Youth may enroll at any time throughout the year, but may not be eligible to participate in the fair and some projects may be full or not accept late enrollments after December 31<sup>st</sup>. These dates may be waived for 1 program year, at the 4-H Council's discretion, to be determined by a majority vote at the October meeting, or the first meeting of the program year wherein there is a quorum. For more information regarding enrollment refer to the State UC 4-H Handbook for Families at <https://ucanr.edu/sites/UC4-H/files/271860.pdf>.

### E. Participation

1. Eligibility- Youth are eligible to participate in 4-H if they meet the following criteria:
  - Primary Member - Must be 5 years old by December 31 of the program year. Primary members cannot enroll in large animal projects. Youth enrolling who turn nine on or after January 1st must participate as a Primary Member until the end of the program year.
  - Junior, Intermediate and Senior Members - Must be 9 years old by December 31 of the program year and may continue in the program until December 31st of the calendar year in which they

become 19 years of age.

2. Uniform - A uniform is not a requirement for membership. Policies on uniform requirements can be found in Section XII of the California 4-H Policies at: <http://4h.ucanr.edu/Resources/Policies/Chapter5/>
3. Fair Eligibility - Participation in the Mariposa County Fair and Junior Livestock Auction follows State Rules for California Fairs ([CDFA requirements](#)):
  - a. 4-H Age Requirements: The levels of membership for 4-H are age based. Each level is defined as follows (dates are based upon 2021 fair exhibition):
    - i. Primary Level: Must be 5 years old as of December 31, 2020 to exhibit at fair. Primary membership ends when members qualify as junior members. Exhibitors who are under 9 years of age on or before December 31, 2020 are not eligible to compete in large animal (Beef, Sheep, Swine, Dairy Cattle, Dairy Goats, Boer Goats, Market & Fiber Goats, Horse & Llama) competitions at California Fairs.
    - ii. Junior, Intermediate, & Senior: Must be 9 years old on or before December 31, 2020. Exhibitors are eligible to compete/exhibit through December 31st of the year in which they turn 19 years of age.
  - b. Mariposa 4-H members may exhibit their projects at other fairs that they are eligible to attend.

#### **F. Projects & County-Wide Projects**

1. Project leaders may open their projects to other clubs, providing there is sufficient volunteer leadership to provide proper safety and member supervision.
2. County-wide project groups shall not open a bank account. All County-Wide Project funds shall be administered through the 4-H Council's treasurer.
3. For Club specific projects, project funds can be administered through their Club's treasurer.
4. All Project leaders are responsible for adhering to county, state, and federal policies.

#### **G. Special Interest Projects (4-H Self/Group Determination Project)**

(<http://4h.ucanr.edu/files/238980.pdf>)

Special interest projects may be established where there is no "traditional" project developed in order to accommodate the interest needs of the member. A Special Interest Project form (<http://4h.ucanr.edu/files/4780.doc>) must be submitted for approval to the 4-H Coordinator. All project completion requirements must be observed. An adult volunteer leader shall be required for project supervision.

#### **H. Supervision of Projects**

Refer to 4-H State Policy & Procedure Manual, Chapter 11-Health & Safety , Youth Protection, Supervisor Ratios (<http://4h.ucanr.edu/Resources/Policies/Chapter11/>)

1. Junior and Teen Leaders (<http://4h.ucanr.edu/Programs/Clubs/JuniorTeenLeaders/>) are encouraged to enroll in the Leadership Development Projects and attend the Junior/Teen Leader Workshop.

#### **I. Member Awards**

The event chairperson and committee is responsible for determining the awards for each activity with the approval of the 4-H Council President. In general, all activities shall use the same award system, ribbons, medals, and certificates.

1. Service Stripes—Members earn a service stripe for each completed year of 4-H. For details on what qualifies as a completed year refer to Steps to Success at: [4h.ucanr.edu/files/210544.pdf](http://4h.ucanr.edu/files/210544.pdf)
2. Judges' Awards - Judges' awards may be given to Junior, Intermediate, and Senior members at the

discretion of the judge. Generally, the judges' awards are presented to the most notable presentation, display, or project in the event. Primary members are not eligible for the judges' award.

3. 100% Attendance Pins – Clubs must identify in their bylaws what constitutes their club's 100% attendance criteria.

## **I. Member Awards (continued)**

4. Star Ranks – Star ranks are awarded at the club level after evaluation and/or review. It is the responsibility of the 4-H Club to approve star rank applications and ensure all requirements have been met. For more information regarding star ranks refer to the State 4-H site at: [http://4h.ucanr.edu/Resources/Member\\_Resources/Awards/Stars/](http://4h.ucanr.edu/Resources/Member_Resources/Awards/Stars/)
5. Emerald Star – Members earn an Emerald Star rank by completing the Emerald Star application and requirements as outlined by the Emerald Star project guidelines. An Emerald Star is awarded for completion of the candidate's project that is broader than a club level project. A member may participate in as many Emerald Star projects as they wish. The Emerald Star candidate will receive a felt emerald star provided by 4-H Council. The Emerald Star application is available at: <https://ucanr.edu/sites/Mariposa/files/302268.pdf>
6. All Star – The All-Star rank is earned by completing the All-Star application process requirements as outlined by the All-Star application. The All-Star application is available at: <http://cemariposa.ucanr.edu/files/241199.pdf>
7. Leadership Team – The Leadership Team is a training program for 4-H teen members who wish to gain additional experience in leadership and public speaking. The selection criteria for the Leadership Team is detailed in the Leadership Team Application. The Leadership Team Application is available at: <https://ucanr.edu/sites/Mariposa/files/302267.pdf>
8. Record Book Awards
  - a. Club Level—4-H Record Books are first reviewed at the local level by 4-H Community Club and Project Leaders. Club level evaluation is based on the Danish system where 4-H Record Books are judged against a standard. Seals are awarded based on the member's 4-H project work, personal growth, and the book's organization.
  - b. County Level—Members that receive a gold seal at club level may submit their 4-H Record Books for county competition. Books are evaluated on the member's 4-H work, leadership and citizenship development, and personal growth. County level evaluation is based on the Danish system with all books judged against a standard. Evaluators provide a critique and suggestions for future growth and involvement. For detailed information on record book judging go to: [http://4h.ucanr.edu/Resources/Member\\_Resources/RecordBook/RBCompetition/](http://4h.ucanr.edu/Resources/Member_Resources/RecordBook/RBCompetition/)
  - c. County Achievement Award—This award recognizes a member's project and personal achievement for the current year. For more information refer to the County Achievement Award Guidelines and Application at: <http://cemariposa.ucanr.edu/files/166893.pdf>
  - d. Outstanding Record Book Award—Highest scoring record book per County Evaluation in each of three categories: Intermediate, Junior, and Senior.
  - e. Primary members may complete the Primary Member PDR and project record form to be eligible to receive a primary stripe and primary pin. The Primary Member PDR form can be found at: <https://ucanr.edu/sites/Mariposa/files/293926.pdf>
  - f. County Projects Proficiency—For County Project Proficiency Awards a submittal form must accompany the record book designating the project the member wishes to be considered for award.

The form is at: <http://cemariposa.ucanr.edu/files/120605.pdf>

- g. The County Club Leader and the evaluation committee shall not change a member's chosen project(s). A member may apply for up to two County Project Proficiency Awards. Members may also receive the Outstanding Record Book Award and/or County Achievement Award in addition to project proficiency awards.

#### **J. Club Program Planning Committee**

For detail information refer to the 4-H Club Program Planning Guide at:  
<http://4h.ucanr.edu/files/167444.pdf>

1. The Annual Program Plan Form (found in the 4-H Officer Training Manual at: <http://4h.ucanr.edu/files/167443.pdf>) shall be submitted by the County Club Leader to the UCCE office for review and approval by December 1<sup>st</sup> of the program year.

#### **K. Club Budget Planning Committee**

For complete information refer to the Treasure's Manual: <https://ucanr.edu/sites/UC4-H/files/14647.pdf>

1. The Annual Club Budget form (<http://4h.ucanr.edu/files/23117.pdf>) shall be submitted to the UCCE office for review and approval by December 1<sup>st</sup> of the program year.
2. A check request form (<https://ucanr.edu/sites/UC4-H/files/194465.pdf>) must be completed to release funds and must be a budgeted item or approved by club members.

#### **L. Expenditure of 4-H Funds**

For detail information refer to State Policy (<http://4h.ucanr.edu/Resources/Policies/Chapter9/>) and the Treasurer's Manual (<http://4h.ucanr.edu/files/14647.pdf>).

1. Out of pocket reimbursements

Check request for reimbursement of out of pocket expenses incurred for events, activities, etc., must be submitted within the fiscal year (July 1<sup>st</sup>—June 30<sup>th</sup>) that the expense was incurred or reimbursement will be forfeited.

#### **M. Members and Leaders Receiving Council Funds**

It shall be the policy of the Council to disburse funds for events and activities to members, groups, and leaders according to the following:

1. Council may provide funding for members, project groups, and/or leaders for events, activities, or project costs.
2. A "Funding Request" (<http://cemariposa.ucanr.edu/files/266908.pdf>) must be submitted to Council for review. The 4-H Council will either approve, modify, or deny the request.
3. Funding shall be based on available funds.
4. Members or leaders receiving funds for educational activities are expected to share their knowledge with other members or leaders through workshops, training programs, and present a full report to Council.
5. Livestock Loans
  - a. Members are eligible to apply to the Council for a livestock loan to finance their first livestock project, according to the loan guidelines and policies at: <http://cemariposa.ucanr.edu/files/258950.pdf>. Applications are available at the UCCE office or online at: <http://cemariposa.ucanr.edu/files/258950.pdf>. Large animal loan applications are

due into the office by November 15<sup>th</sup> and small animal loans are due May 15<sup>th</sup>.

- b. Project animal loans must be insured.
- c. Loans are due and payable within 15 days following receipt of funds from the sale of the project animal at auction or a private party.

#### **N. Transferring to Independent or FFA Membership**

For detail information regarding transferring to Independent or FFA refer to the 4-H State website at: [4h.ucanr.edu/Resources/Policies/Chapter7](http://4h.ucanr.edu/Resources/Policies/Chapter7)

#### **O. Horse Project**

Horse Project members must lease or have ownership of their horse a minimum of 120 days prior to any 4-H Horse Show or competition. The Lease Agreement can be found at: <http://4h.ucanr.edu/files/247972.pdf>. If a member chooses not to own or lease a horse they are not eligible to show a horse at 4-H or fair events.

#### **P. Chaperones**

For detail information refer to State Policy at: <http://4h.ucanr.edu/Resources/Policies/Chapter6/> and <http://4h.ucanr.edu/Resources/Policies/Chapter11/>

#### **Q. Complaint Process**

Refer to State Policy (<http://4h.ucanr.edu/Resources/Policies/Chapter6/>)

#### **R. Miscellaneous**

Equipment may be borrowed from Council, but is the responsibility of the member or leader for any damage or excessive wear. A fee or deposit may be charged by Council for the use of the equipment, and shall be refunded upon return of the equipment in satisfactory condition. If damage occurs due to negligence, it is the responsibility of the member or leader to repair or pay for the damage.

1. Procedure for use are written for each type of equipment and are available in the UCCE office.
2. Council supplies are to be used only for approved 4-H functions and events with prior consent of the 4-H Council and 4-H Coordinator.
3. Event folders will not be checked out, but a copy can be made and given to the committee chair. All committees must turn in the copy of the event folder and a report with details of cost, materials used, food, committee list, etc. to the UCCE Office within 30 days of event.
4. Presentation Day - Members can do two categories plus favorite foods for a total of three categories.
5. New Clubs - Council will provide new clubs with start-up funds and kit.

#### **S. 4-H Club Council Committees**

**General** - Adult Volunteers and Senior Members (14-19 years) are encouraged to serve on Council committees. See Mariposa County 4-H Club Council Bylaws for more information on committee creation and member selection at: <http://cemariposa.ucanr.edu/files/264115.pdf>

**Committee Chair and Co-Chair** -The Chair and/or Co-Chair of any committee may be an Adult Volunteer or Senior Member.

**Term of Appointment** - Committee Chairs shall serve no more than two consecutive years. There must be at least a two-year period after the term before reappointment can be made to the same position.

1. Operating Procedures Committee (sign-up form: <http://cemariposa.ucanr.edu/files/268924.pdf>)

The Operating Procedures Committee reviews, formulates, and evaluates the Mariposa County operating procedures along with the by-laws and constitution to confirm that the Mariposa County 4-H program is following California 4-H State Policy.

2. Program Planning Committee (sign-up form: <http://cemariposa.ucanr.edu/files/268925.pdf>)
3. Event Committees, find the list of current events at: [http://cemariposa.ucanr.edu/4-H\\_Program/Upcoming\\_4-H\\_Events\\_and\\_Activities/](http://cemariposa.ucanr.edu/4-H_Program/Upcoming_4-H_Events_and_Activities/)

#### **S. 4-H Club Council Committees (continued)**

4. Budget & Finance Committee (sign-up form: <http://cemariposa.ucanr.edu/files/268918.pdf>)

The Finance Committee is responsible for the financial well-being of the Mariposa County 4-H Youth Development Program. This includes developing and managing the budget, assuring adherence to University policy, and making financial decisions that support the mission of the program.

5. Fund Development Committee (sign-up form: <http://cemariposa.ucanr.edu/files/268921.pdf>)

The Fund Development Committee oversees mission-based fund development for the Mariposa County 4-H Program. This may include inviting community members to learn more about 4-H, coordinating fundraising events, building relationships with contributors, or identifying and submitting grant proposals.

6. Awards & Incentives Committee (sign-up form: <http://cemariposa.ucanr.edu/files/268917.pdf>)

The Awards and Incentives Committee reviews, formulates, and evaluates Mariposa County 4-H Youth Development Incentives and Recognition, including: Record Books, County Project Proficiency Awards, Emerald Star, All-Star, and Leadership. They also review and evaluate all evaluation forms that are not state approved forms.

The committee also takes into account the following priorities: Identify and formulate non-competitive recognition, create and coordinate new opportunities for members, staff, and volunteers, educate and promote incentives and recognition countywide, utilize research on youth development regarding competition, and create an open process (receive input from county staff, volunteers, and youth) for proposed changes.

- a. Record Books (sign-up form: <http://cemariposa.ucanr.edu/files/268932.pdf>)—Confirms that record books are being completed according to state policy. Answer questions on record books; responsible for collection of books from the clubs and redistribution of the books back to the clubs; Host at least one annual record book training for club members;
- b. County Projects Proficiency (sign-up form: <http://cemariposa.ucanr.edu/files/268931.pdf>)—Confirms that this competition does not conflict with the record book policies and is responsible with reviewing the policy for this competition. Organizing the judging and interview process for this competition.
- c. Emerald Star (sign-up form: <http://cemariposa.ucanr.edu/files/268929.pdf>)—Is responsible to review and evaluate the Emerald Star program to verify it does not conflict with the mission and values of the California 4-H Program. Members of this committee should consist of at least 5 leaders from different clubs. May also serve as a possible member on the selection committee, however no 2 leaders from one club shall be on the selection committee.

7. Awards & Incentives Committee (continued)

- d. All Star (sign-up form: <http://cemariposa.ucanr.edu/files/268928.pdf>)—Is responsible to review and evaluate the All- Star Ambassador program to verify it does not conflict with the mission and values of the California 4-H Program. To find ways to help prepare and encourage members to be a



State 4-H Ambassador. Will work with both the All-Stars and All-Star advisor to verify the All-Stars are performing the duties of the All-Star in a timely manner. Members of this committee should consist of at least 5 leaders from different clubs. May also serve as a possible member on the selection committee no 2 leaders from one club can be on the selection committee.

- e. Leadership Team (sign-up form: <http://cemariposa.ucanr.edu/files/268930.pdf>)—Is responsible to review and evaluate the Leadership program to verify it does not conflict with the mission and values of the California 4-H Program. To find ways to help prepare and encourage members to be a County All-Star Ambassador. Will work with both the Leadership Team and Leadership Team advisor to verify the Leadership Team is performing the duties of the Leadership Team in a timely manner. Members of this committee should consist of at least 5 leaders from different clubs. May also serve as a possible member on the selection committee no 2 leaders from one club can be on the selection committee.

#### **S. 4-H Club Council Committees (continued)**

8. Recruitment & Retention Committee (sign-up form: <http://cemariposa.ucanr.edu/files/268926.pdf>)

The Recruitment and Retention Committee reviews, formulates, and evaluates the Mariposa County recruitment and retention of members and leaders. Works with the County Coordinator to affirm we develop, coordinate, and direct public relations activities to:

- a. Increase awareness of 4-H in the community,
- b. Promote opportunities in 4-H,
- c. Encourage and increase member and adult volunteer participation,
- d. Recognize individual and group efforts,
- e. Provide external communications with media (i.e., radio, newspapers, etc.),
- f. Provide internal communications with members, participants, adult volunteers, and staff, and
- g. Identify and provide external representation and support on behalf of the county 4-H YDP (e.g., fairs, events, school groups, community boards).

9. Citizenship & Community Service Committee (sign-up form: <http://cemariposa.ucanr.edu/files/268920.pdf>)

The Citizenship & Community Service Committee is responsible for the development and delivery of Citizenship Projects. This includes overseeing educational programming through countywide Citizenship events and assuring the safety of all participants. The programs, events, and activities under Citizenship include: California and Washington Focus programs, Service Learning Training, and 4-H Leader Training in the Citizenship field.

10. Leadership Committee (sign-up form: <http://cemariposa.ucanr.edu/files/268923.pdf>)

The leadership committee will consist of leaders that provide specialized leadership and support for the Youth Leadership area within the 4-H Youth Development Program, including the following key components:

- a. Coordinate planning and delivery of the 4-H Youth Leadership program;
- b. Schedule trainings, meetings, tours, and service projects;
- c. Communicate plans with members, parents, instructors, volunteers, and the 4-H Office;
- d. Recruit and supervise instructors and volunteers (adults/teens);
- e. Develop resources, such as funding and facilities;





- f. Promote the 4-H Youth Leadership program.
- g. Promote the development and delivery of programs to 4-H adult volunteers in the Adult Leadership areas.

**S. 4-H Club Council Committees (continued)**

11. Camp Committee (sign-up form: <http://cemariposa.ucanr.edu/files/268919.pdf>)

The Camp Committee is responsible for the development and delivery of the Camp Tweety program. This may include facilitating teens and adult volunteers in the planning and delivery of the program, marketing, and coordinating logistics for a safe and fun outdoor education experience. The committee shall oversee purchase and organization of supplies and equipment, and orchestrate recognition for all program volunteers. This committee should have no less than six members, with an equal number of youth and adults. Attending 4-H Camp is encouraged, but not required.

The Mariposa County 4-H Operating Procedures were approved by majority vote by the Mariposa County 4-H Club Council on \_\_\_\_\_ , \_\_\_\_\_.

 5B0A3580**** ZorroSign	_____	09/21/2021
<b>Danny Brown Jr., Mariposa 4-H Club Council President</b>		<b>Date</b>
 5B0A3580397 ZorroSign	_____	09/21/2021
<b>Ira Jones, Mariposa County 4-H Staff</b>		<b>Date</b>
 5B0A35803AB ZorroSign	_____	09/21/2021
<b>Fadzayi Mashiri, Mariposa County Director</b>		<b>Date</b>
 5B0A35**** ZorroSign	_____	09/21/2021
<b>Russ Hill, Mariposa County 4-H Advisor</b>		<b>Date</b>

**All provisions of these procedures are subject to current California 4-H Policies.**

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf> )

Inquiries regarding ANR's nondiscrimination policies may be directed to University of California Cooperative Extension (UCCE) Mariposa County office at 5009 Fairgrounds Rd., Mariposa CA 95338, 209-966-2417 phone.