County Program Management Operating Procedures

Tulare County

INTRODUCTION

The University of California 4-H Youth Development Program (4-H YDP) creates supportive environments utilizing learn-by-doing educational experiences for culturally diverse youth and adults to reach their fullest potential. In support of this mission, the University of California 4-H YDP develops programs that:

- Are responsive to California's youth and families.
- Are inclusive and diverse.
- Are innovative and adaptable.
- Are accountable for actions and use of resources.
- Are collaborative and team focused.
- Are honest, fair and equitable.
- Are respectful for the health and well-being of people, animals and the environment.
- Foster leadership and volunteerism in youth and adults.
- Develop skills that benefit youth throughout life.
- Build partnerships for programming and funding.
- Use research-based knowledge and the Land Grant University System.

Through the 4-H organization, 4-H adult volunteers, 4-H members and University of California 4-H YDP personnel work together to extend the 4-H YDP to the youth of California, and to set and achieve the goals of the State 4-H YDP. At the county level, this is achieved through the University of California Cooperative Extension system. At the State level, the University of California 4-H YDP personnel and the Statewide 4-H Director have final authority to ensure that the University of California policy and 4-H YDP core values are adhered to.

This model of program delivery and management allows youth and adult volunteers opportunities to contribute their time, talent and voice in ways that are important to them. Importantly, a primary purpose of this structure is to provide county-level leadership opportunities for youth members.

Administrative Oversight Committee

There will be three decision makers for the administrative management of 4-H programs/activities and events:

- 4-H YDP Personnel: 4-H Community Coordinator (CES), 4-H Community Education Supervisor/ County Director, and 4-H Advisor
- Adult Volunteer Finance Manager
- Youth Volunteer Advisory Committee Representatives

Youth Volunteer Advisory Committee

- The Youth Volunteer Advisory Committee (YVAC) makes recommendations to the Administrative Oversight Committee.
- The YVAC will meet twice a year, in the spring and in the fall. The YVAC will provide a review of the annual program plan and budget as prepared by the Administrative Oversight Committee.
- The Youth Volunteer Advisory Committee meetings will be open to ALL intermediate and senior 4-H youth members.
- Two Senior members of the YVAC will serve on the Administrative Oversight Committee. The two members will be selected during the Spring YVAC meeting to serve on the Administrative Oversight Committee for the following year.

EVENT/ACTIVITY COMMITTEE PROCEDURES

Purpose
Working in partnership with 4-H YDP staff the event/activity committees are responsible for the development and coordination of educational programs, events, activities, and training in the county 4-H YDP.

Structure and Members
A. County events and activities include:
- Record Book/Office Book Competition
- Club Officer Training
- Achievement Night
- World Ag Expo Fundraiser
- Livestock Judging Day
- Favorite Foods Day
- Presentation Day
- Fashion Revue
- Shooting Sports Mail-in Match
- Dale Wimp Match
- Archery Match
- Trap & Skeet Match

B. Committee Leaders can be adult volunteers or senior youth members. Duties of each Committee Leader will be outlined in the respective job description.
C. The CES will determine which events/activities they will lead annually. This will be communicated in the annual plan. All other events must have a volunteer committee or that event/activity will not occur.
D. Committee Leaders must be or become 4-H members or adult volunteers who are appointed by the county director.
E. Intermediate youth members may serve as members of committees.

Recruitment and Selection
A. All Committee Leader positions must be filled through an application and selection process.
B. Recruitment will be conducted as a call for applications at any time during the program year. Positions will be publicized through methods including print/electronic media, social media, outside organizations and newsletters, letters to 4-H adult volunteers and members, telephone calls, and personal contacts.
C. The Administrative Oversight Committee reviews and approves appointments to Committee Leader positions.

Terms
A. Committee Leaders shall serve one-year terms, with eligibility for reappointment on an annual basis, following the program year calendar. Regardless of start date, all positions expire on June 30th of each year and are eligible for reappointment on July 1st.
B. Reappointment meetings should occur with the CES in late spring of each year so that mutual agreements and expectations are understood by the volunteer and county personnel.

Annual Program Plan & Budgets
A. Committees will provide a program plan and budget for the program year annually, working in partnership with 4-H YDP personnel.
B. The annual calendar and program plan should be prepared during late spring and submitted to the YVAC for their review and recommendations, with final approval by August 31 annually.
C. Any new program/activity/event/County-wide project area must be proposed by completing the New Program Proposal form. New Program Proposal forms may be completed year-round and must be submitted at least four months prior to desired implementation date.

Financial Management
A. All 4-H YDP financial management and reporting policies will be followed.
B. If a checking account is maintained, there must always be at least three adult volunteer signatories.
C. If funds are held in UC owned and managed in-house accounts, all UC policies and procedures will be followed.
D. Once approved, the annual program plan and budget will be publicly posted on the county 4-H website.
E. All expenditures for 4-H county-wide events/activities that are not included in the annual program plan and budget, must be pre-approved BEFORE purchases can be made. If pre-approval form has not been completed and approved prior to submitting a reimbursement form, expenditures are not reimbursable. See Volunteer Spending & Reimbursement Procedures for specific guidelines.

Event/Activity Committees
A. Event/Activity Committee Leader(s) recruit committee members and each committee must have at least four people, two adults and two youth.
B. Members of Event/Activity Committees must be 4-H adult volunteers or intermediate or senior youth members who are enrolled and/or appointed by the county director.
C. At least 50% of committee membership must be filled by intermediate and senior youth members.
D. Event/activity or ad-hoc committees must be given clear, definite instructions about their duties or assignments, how long they are to take, parameters of their authority to act and to whom, available budget and when and what they are to report.
E. Only those events included in the approved annual program plan and budget, or an approved new program proposal will occur.
F. Schedule and publicize regular and special meetings. Meeting schedule shall be communicated to the CES for regular publication to the 4-H community.
G. No meetings shall be held in secret.
H. Meeting notes will be taken at each meeting and submitted to the County 4-H Office within one week of the meeting.
I. Committee determines the way in which votes are passed (consensus, simple majority, etc.)