

## STATE 4-H EVENT POLICIES AND PROCEDURES

### I. 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.
- offer 4-H members the means to qualify for regional and national competitive events.

### II. Definitions

- *Event Committee* – The group actually planning, executing, and evaluating a State 4-H Event. Members will include 4-H adult and youth volunteers and Rutgers Cooperative Extension employees. An Event Committee reports to the Department Committee responsible for 4-H programs in the related subject matter area.
- *Department Committee* – A Department Committee is a committee within the Department of 4-H Youth Development. Membership includes Rutgers Cooperative Extension employees and may include professional staff from beyond the department. One of the responsibilities of Department Committees is to oversee all related state events, thus the committee also oversees the Event Committee responsible for a State 4-H Event.

### III. Event Leadership

- *Event Chairperson* – The chairperson of each State 4-H Event will be determined by Event Committee members. The chairperson may be either a Rutgers Cooperative Extension employee or a 4-H volunteer. If the chairperson is not a department member, a liaison from the department will be determined by the Department Committee responsible for overseeing the State 4-H Event. The department member serving as the chair or the liaison is responsible for:
  - ensuring that the State 4-H Event reflects 4-H philosophies and adheres to 4-H policies.
  - helping the Event Committee members establish a time line for the State 4-H Event

which ensures that all information about the event will be sent in a timely manner and that deadline dates are appropriate for the event.

- providing tentative event dates to the Department Committee chair, who will present to the 4-H Department Steering Committee, which is responsible for developing the annual calendar of state events each fall.
- *New Jersey State 4-H Event Planning Handbook* – The State 4-H Event chairperson and/or liaison will use the *New Jersey State 4-H Event Planning Handbook* as a basic outline for planning, executing, evaluating, and reporting on a state event.

#### **IV. Participant Grade Eligibility**

State 4-H educational events and programs will be offered to youth, grades 4-13, without regard to race, religion, color, national origin, gender, sexual orientation, or disability on a grade appropriate basis as determined by the Department Committee responsible for the State 4-H Event. It is recommended that project areas offering competitive events also offer to youth, grades 4-13, one or more non-competitive state events. All rules, regulations and requirements/eligibilities for each event or program must include specific grade levels for the various components of the event (*i.e., grades 4-7: junior division*) in event information and registration materials.

#### **Grade Appropriateness Criteria**

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
- ? Creation of a Positive and Supportive Environment for the Participants

#### **E. V. Event Information and Communication**

*Event Information and Registration Materials* – Each Event Committee is responsible for preparing and distributing an information packet containing general information, rules/regulations, eligibility requirements, and registration materials in a timely manner. Registration forms are to include a space for the signature of the county 4-H agent/program associate to verify that the participant meets eligibility requirements. It is required that all

information is reviewed and approved by the appropriate Department Committee chair, or designated department member, prior to being distributed. Information is to be posted on the New Jersey 4-H website. In addition, information is to be sent to county 4-H offices; county 4-H staff are then responsible for forwarding information to appropriate 4-H project leaders and members. Event Committees that have a current list of 4-H project leaders and members furnished through the Department Committee may also send information directly to the individuals on that list.

*Information to be Posted at Events* – It is recommended that the following information be posted and/or included on written program materials as appropriate:

1. 4-H Code of Conduct
2. Bill of Rights for Young People in 4-H Competitive Events – This should also be posted and included in written materials at competitive events.

#### **F. VI. Supervision of Youth at State Events**

- A. *Supervision of Youth* – 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 New Jersey 4-H Program Policy *Supervision of Youth Participating in 4-H Programs*.
- B. *Disciplinary Problems* – 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 *4-H Department Disciplinary Procedure/Action for State or National Events* in a timely manner.

#### **VII. State Event Approval and Review Process**

- A. *New State Event* – The approval process will begin with a group of volunteers and/or 4-H professionals determining the worth of the potential State 4-H Event. (See the following description.) The Department Committee responsible for the State 4-H Event will review the determination of the worthiness of the event. After the review, the Department Committee will approve or disapprove the event.
- B. *Current State Event* – On an annual basis the Event Committee will evaluate the worth 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 worthiness of the event. The Department Steering Committee may review the decision to continue or discontinue an event.
  1. Continuing an event – If the Event Committee and Department Committee determine the State 4-H Event is still worthwhile, the event will automatically be approved for the following year.

2. Discontinuing an event – If the event is determined to no longer be worthwhile, the Department Committee may vote to discontinue the event.

#### **Worth of a State 4-H Event**

Worth will be determined by evaluating the State 4-H Event's enhancement of 4-H programming, educational soundness, and meeting of a unique need. Worth of a State 4-H Event shall be based on the following criteria. The event:

- is based on measurable educational objectives.
- includes a plan for evaluation based on objectives.
- demonstrates documented impact on clientele.
- enhances/expands upon 4-H projects/programs conducted at the county level, providing opportunities beyond those available through local participation
- addresses one or more life skills.
- addresses one or more 4-H curriculum areas.
- utilizes adult volunteers and youth in planning and conducting the event.
- promotes cooperative learning and good sportsmanship.
- promotes inclusiveness in terms of targeted audience, participant fees, and recognition available to all participants.
- meets 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.)
- is cost effective in terms of the time commitment of volunteers and Rutgers Cooperative Extension employees.

### **VIII. 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*, as well as RCE publications related to club treasuries *4H247, 4H248, 4H249, 4H250 and 4H251*.

#### **A. Account**

1. 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. Cook College Finance Office sundry account
  - d. Account managed by State 4-H Association (if they agree)
  - e. County 4-H Association (if they agree)

2. 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, Phone # and Social Security # of Individuals who are authorized to sign checks or otherwise access funds

- B. *Signatures* – External bank accounts (a., b., or e.) holding state 4-H event funds may be accessed with only one signature. However, the account should hold two signatures and enable either individual to access funds as needed. Individuals accessing accounts would not be Rutgers Cooperative Extension faculty or staff.
- C. *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.)
- D. *Audit* – An annual audit of the account must be conducted; ledger and account statements will be reviewed and filed with appropriate committee chair.
- E. *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.
- F. *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.
- G. *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.
- H. *Responsible Party* – There must be a 4-H Department member responsible for overseeing the management of funds for state 4-H sanctioned events.
- I. *Budget* – A budget for each state event shall be developed by the event planning committee.

## **IX. Reporting**

The appropriate event reports, including financial and participation reports and an event

worthiness evaluation, 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. The *New Jersey State 4-H Event Planning Handbook* provides a basic outline for reporting on a state event.

## **X. Summary of Related Documents**

- A. *New Jersey State 4-H Event Planning Handbook*. Note: This document, which is still in the process of being developed, will provide the basic outline for planning, executing, evaluating, and reporting on a state event.
- B. *New Jersey 4-H Code of Conduct*. Website:
- C. *Bill of Rights for Young People in Competitive Events*. Website:
- D. *4-H Department Policies Related to Supervision of Youth Participating in 4-H Programs*. Website:
- E. *4-H Department Disciplinary Procedure/Action for State or National Events*. Website:
- F. *4-H Club Treasuries*. New Jersey 4-H Leader Training Series. Website:  
<http://www.rce.rutgers.edu/pubs/pdfs/4h/e148/241-244.pdf>
- G. *Guidelines for 4-H Fundraising*. New Jersey 4-H Leader Training Series. Website:  
<http://www.rce.rutgers.edu/pubs/pdfs/4h/e148/237-240.pdf>
- H. *RCE 4-H Club Treasuries Publications 4H247, 4H248, 4H249, 4H250, 4H251*. Website:  
<http://nj4h.rutgers.edu/pubs/index.asp> (4-H Organizational and Volunteer Support).

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Note: This policy is based upon several previous policies of the Department of 4-H Youth Development dated 1993, 1995, 2000.  
Approved 12/16/03 09/05