

EDDY COUNTY 4-H POLICIES AND PROCEDURES HANDBOOK

REVISED 2017

This handbook expresses the Policies and Procedures for the Eddy County 4-H Program and is to clearly define Eddy County policies that are in addition to the New Mexico State University 4-H Policies and Procedures. The following policies are in effect for all persons associated with the Eddy County 4-H program. The purpose of this policy statement is to ensure that the 4-H program is inclusive rather than exclusive. 4-H is the youth education program of the New Mexico State University Extension program, cooperating with the United States Department of Agriculture and the Eddy County governments. The NMSU Eddy County Extension Agent County Program Director has the ultimate responsibility for the leadership of the 4-H program at the county level, and has final authority in matters of conduct, discipline, health, and safety in connection with 4-H members and 4-H leaders. This authority is delegated through the Eddy County Extension 4-H Program Agent. Clubs and leaders that refuse to follow state and/or county policies will be prohibited from operating under the name of 4-H and emblem.

EDDY COUNTY 4-H VISION

All youth experience a positive, thriving trajectory of development that leads to an adulthood marked by health and wellbeing, economic stability, social success, and civic engagement.

EDDY COUNTY 4-H MISSION

The Eddy County 4H Youth Development Program creates supportive environments for culturally diverse youth and adults to reach their fullest potential. In support of this mission, we will:

- Provide formal and non-formal community-focused experiential learning
- Develop skills that benefit youth throughout life
- Foster leadership and volunteerism in youth and adults
- Build internal and external partnerships for programming and funding
- Strengthen families and communities, and
- Use research based knowledge and the land grant university system.

Achievement of this mission will result in capable, competent, and caring citizens.

EDDY COUNTY 4-H CLUB REQUIREMENTS

Eddy County 4-H clubs shall conduct at least 10 monthly meetings yearly. Meetings shall use proper parliamentary procedure as outlined in Roberts Rules of Order. The 4H Agent shall provide a copy of the most revised Roberts Rules of Order upon request to each

club. In order to remain a club in good standing, each club shall consist of at least 5 members from three different families. Each club shall require members to personally sign-in on a sign-in sheet at each monthly meeting. The dated sign-in sheet must then be sent to the 4-H Agent within 7 days after the meeting. It can be scanned, emailed, faxed, or a photo may be text to the 4-H Agent. The Eddy County Extension Office will provide a stamped addressed envelope upon request. Clubs shall elect officers annually as well as designate or elect (2) Council Representatives. The council reps can be selected by the club at their discretion but must notify the 4-H Agent who the reps will be prior to attendance at the most recent council meeting.

CLUB FUNDRAISING

All Clubs are encouraged to raise funds in order to support the activities of such club. Any club conducting a fundraiser shall have a bank account established with a bank, of the clubs choice, in the county. All accounts are property of Eddy County 4H Council upon termination of a clubs status as active. All clubs conducting a fundraiser shall submit a fundraising approval form 2 weeks prior to such fundraiser. Forms can be found at the extension office or can be sent upon request.

Camps, Conventions and Contests

It is strongly encouraged that the youth take part in all aspects of the 4H program. Activities such as camps, conventions, and contests shall receive partial funding from the Eddy County 4H Council. Any member receiving assistance from council and then not attending said activity, shall be required to reimburse council the full amount incurred by the council.

Alcohol and Tobacco Use

Consumption of alcohol is strictly prohibited in the Eddy County 4H program. Tobacco use (cigarettes, vaping, chew, snuff, etc.) shall not be used at any time during an official 4H function. This includes youth, leaders, and volunteers. Please refer to State 4H Policy for consequences for failure to adhere to this policy.

Dress Code

As participants in and representatives of the New Mexico 4-H Youth Development Program, the following clothing guidelines have been established for your involvement in state and national 4-H events.

State and National 4-H Event Clothing Guidelines

- Clothing must be clean and free from holes and tears.
- No bare skin exhibited between shirt and pants/shorts.
- Skirts and shorts must be at least mid-thigh length.
- Underclothing cannot be visible.
- Layered look of a shirt with sleeves over spaghetti strap top is acceptable if sleeved shirt is kept on.
- Hats will be removed by males and females inside buildings.
- Exception is that hats may be worn during dances. If there is a session where formal/semi-formal attire is scheduled, the following apply:

Male 4-H member must wear buttoned and collared shirt with tie, dress slacks or dark jeans with belt and appropriate footwear.

Female 4-H member must wear dress or skirt of at least mid-thigh length or slacks or dress jeans. Formal dress with spaghetti straps may be worn, but no strapless or backless. Appropriate footwear and blouse/top to accompany outfit.

Below are the following items that are prohibited:

- No garments or buttons with offensive slogans, advertisement, or artwork.
- No muscle shirts or long chains.
- No tube tops, halter tops, spaghetti strap tops (exceptions above), off the shoulder tops, low cut tops, backless tops and sheer shirts.
- No swimwear visible outside of the pool area.

If a 4-H member is inappropriately dressed, he or she will be asked by an agent, adult 4-H leader or chaperone to go change into something appropriate.

EDDY COUNTY 4-H LEADER REQUIREMENTS

In addition to the State 4-H leader requirements, all leaders for the Eddy County 4-H program will be required to go through a yearly orientation/training for the Eddy County 4-H Program, this will also be an opportunity to have input and planning to the Eddy County 4-H Program. Leaders should also attend at least two leader meetings per year in order to maintain their role as an Eddy County 4-H Leader.

4-H Leaders must turn in the Member in Good Standing sheets to the Extension office by **July 1** for members to be able to exhibit at the Eddy County Fair.

Secretary Meeting Minutes will be due to the Extension office by **July 1st**; however, the secretary may send in the meeting minute's before-hand (monthly, bi-monthly) if they so choose.

Competition record books or 4-H Stories must be signed by the 4-H Club Leader and turned into the Eddy County Extension Office by **October 15**, or the Monday following the 15th, if it is on a weekend.

EDDY COUNTY 4-H MEMBERSHIP REQUIREMENTS

The 4-H program in Eddy County addresses the needs and interests of young people. In order to be considered a member of the Eddy County 4-H program they must meet the age requirements as outlined in the current New Mexico 4-H Policies and Procedures Handbook 200.A-3.

All 4H members must be enrolled in the Eddy County 4-H Program by the **enrollment deadline** of **January 15th** of the current 4-H program year, or the Monday following the 15th, if it is on a weekend. The only exception to this deadline is the YHEC 4-H Club whose enrollment deadline will be April 1st. They may drop or add projects for state completion up to May 1 of the current 4-H program year. A member may pre-enroll for the next 4-H program year after this date and may participate in non-competitive events at the club and/or county level. They may not participate in competitive events until the first day of the next program year, which is October 1. Provision for enrollment in special interest and school enrichment groups are determined by the Eddy County 4-H Agent in conjunction with the Eddy County Program Director.

The county of residence is the primary county for 4-H enrollment. Youth are encouraged to enroll in their home county. Those who live in adjacent counties and are actively enrolled in a school system administered in Eddy County may enroll in the Eddy County 4-H Program, or if they are homeschooled and the nearest community is in Eddy County. Other than these circumstances, they must follow New Mexico State 4-H Policy and Procedures.

EDDY COUNTY 4-H MEMBER IN GOOD STANDING REQUIREMENTS

1. All members must attend 5 club meetings held during the program year. Any substitutions must be approved by the club's organizational leader.
2. Members must participate in the following:
 - a. A demonstration
 - b. One 4-H community service project

- c. Lead an activity – such as being a club officer, leading pledges, being in charge of recreation, etc. or other activities approved by the club’s organizational leader
 - d. Members must participate in at least one 4-H Council meeting or activity per 4-H Year.
3. Members must complete and turn-in a 4-H Story or Competition Record Book.
 4. Members will be required to sign an annual acknowledgement of the Member in Good Standing requirements and turn in with their enrollment form.
 5. A final record showing completion of member in good standing requirements will be due to the 4-H Agent by July 1 and they must have been signed by the main organizational leader(s). Members participating in 4-H rodeos, shooting sports, and/or judging must show progress towards meeting the above requirements by April 1st in order to participate in any of these events. Members attending 4-H camps must show progress towards completing the above requirements by the registration deadline for that camp.
 6. The County Director and the Extension 4-H Agent have final jurisdiction on determining if a member has met the Member in Good Standings requirements.
 7. **The Eddy County 4-H Member in Good Standing requirements must be fulfilled to be eligible to exhibit at the Eddy County Fair (both livestock and non-livestock projects), to participate in 4-H judging, 4-H rodeos, shooting sports, camps, and other 4-H related activities.**

DEADLINES

All Eddy County 4-H Extension Office deadlines are firm. A deadline date means that the required paperwork and payment must be received by the Eddy County Extension Office by 5:00 pm on the due date. If the deadline falls on the weekend, required paperwork and payment will be due on the Monday following the deadline date by 5:00pm.

EDDY COUNTY 4-H MEMBER ADD OR DROP PROJECT DEADLINES

Livestock Projects: The deadline to add or drop livestock projects for Eddy County 4-H members is April 1st for Steers and May 1st for all other livestock projects.

Indoor Projects: The deadline to add or drop indoor exhibit projects for Eddy County 4-H members is May 1.

*In order for an Eddy County 4-H member to exhibit in a livestock project, the youth **must be enrolled** in Eddy County 4-H and also be a Member in Good Standing in the Eddy County 4-H program. The 4-H member **must also be enrolled in the project or activity** by the project deadline listed above in order to exhibit as an Eddy County 4-H member.

*All exhibits must be the work of the exhibitor and completed during the current 4-H year.

*Livestock must be owned continuously and in the care of the 4-H member/exhibitor from the ownership deadline until the fair.

*4-H members/family members may not share one animal (they cannot exhibit or show the same animal, except in booster shows). 4-H member must show his or her own animal in competition, unless the member has multiple animals in the same weight class.

*The Eddy County Extension Office reserves the right to make changes as needed or as necessary to the Eddy County 4-H Policies and Procedures Handbook.

The Eddy County 4-H Policies and Procedures Handbook is in conjuncture with the New Mexico 4-H Policy and Procedures Handbook 200.A-3. Any issue or topic not discussed in the Eddy County 4-H Policies and Procedures Handbook or the New Mexico 4-H Policy and Procedures Handbook, will be referred to the Eddy County 4-H Council as required under the State 4-H Policy and Procedure Handbook, the Eddy County 4-H Council sets policy for Eddy County 4-H with advice from the Eddy County 4-H Agent and/or the Eddy County Program Director. Any issue or topic brought before the 4-H council should remain as anonymous as possible, if 4-H members/families are involved.

New Mexico State University/Eddy County Extension Service is an equal opportunity/affirmative action employer and educator. All programs are available to everyone regardless of age, ancestry, color, mental or physical disability, gender, serious medical condition, national origin, race, religion, sexual orientation, gender identity, spousal affiliation, or veteran status.