Western Area 4-H Policies and Procedures Manual

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# Western Area 4-H Policies and Procedures Manual

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Chapter One
4-H Mission and Goals

Purpose
The items in this document are guidelines for the University of Nevada Cooperative Extension Western Area 4-H program (this covers Carson City, Douglas, Storey, and Washoe Counties). This information is provided to help guide staff and volunteer leaders as they provide a learning experience for 4-H members and puts everything a leader needs for success in teaching positive youth development in one concise document. 4-H is the youth development program of University of Nevada Cooperative Extension (UNCE).

Goal of the 4-H Program
The goal of the 4-H program is to help youth develop into responsible, self-confident adults.

University of Nevada Cooperative Extension Mission
University of Nevada Cooperative Extension’s mission is to discover, develop, disseminate, preserve, and use knowledge to strengthen the social, economic, and environmental well-being of people.

National 4-H Youth Development Mission
4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

National 4-H Youth Development Vision
The vision of National 4-H Youth Development it to create a world in which youth and adults learn, grow, and work together as catalysts for positive change.

National 4-H Youth Development Values
We, the youth and adults of the 4-H movement, value:

- Youth as powerful members of society
- Youth and adults as caring partners
- Learning as a lifelong commitment
- Diversity and social conscience
- Doing our best and making it better
4-H Pledge
4-H club meetings and activities should begin with the Pledge of Allegiance and the 4-H Pledge. The 4-H pledge is:
   I pledge my Head to clearer thinking,
   my Heart to greater loyalty,
   my Hands to larger service, and
   my Health to better living for
   my club, my community, my country, and my world.

4-H Mottos
“To Make the Best Better”
“Learning by Doing”

4-H Name & Emblem
The 4-H name and emblem (the clover) are protected under federal statute (Title 18, U.S.C. 707). The 4-H name and/or emblem may be used by authorized representatives of the United States Department of Agriculture, the Cooperative Extension System of land-grant institutions, the National 4-H Council, and Cooperative Extension System staff located in the county in which the 4-H name and/or emblem are to be used. Any use of the 4-H name and/or emblem is strictly forbidden if it exploits the 4-H program, its volunteers, youth participants, USDA, Cooperative Extension System of land-grant institutions, or any employees of the previously mentioned programs. Violations may be punishable by a fine and/or imprisonment. The entire text relating to use of the 4-H name and/or emblem is available at each Cooperative Extension Office as well as http://www.4h-usa.org. Clubs may use the 4-H name and/or emblem with the prior authorization of county 4-H staff.

Other items, such as paw prints or horseshoes, cannot be superimposed on any part of the clover. If a club chooses to have items made, such as t-shirts, jackets, or sweatshirts, the club must have the design approved by 4-H staff before placing an order.
Chapter Two
Learning by Doing

Included below are examples of things to keep in mind while working with youth and are examples of the 4-H motto of “Learning by Doing.” Each county is responsible for providing training on these methods.

Youth/Adult Partnerships
Engaging young people in all aspects of program development and recognizing their voice is the road map to the 4-H program’s success. Young people have the capacity to be involved in planning, implementation, and evaluation of projects and programs relevant to their interests, issues, and needs. In youth/adult partnerships, young people and adults work together, sharing power in decision-making, and learning from each other as they build stronger relationships, clubs, and communities. Check with your local UNCE 4-H staff for training opportunities, handouts, and curriculum on building youth/adult partnerships.

Core Concepts
The core concepts provide a basis for youth programming in Nevada. The core concepts are: communication, decision-making, self- and social-responsibility, goal-setting and aspiration-building, parenting (nurturing), and orientation to the world of work. These core concepts provide the building blocks upon which 4-H projects and activities are developed. See Appendix A-19 for details.

Experiential Learning
One of the mottos of the 4-H program is “Learning by Doing.” Leaders can enhance club members’ learning and skill development by utilizing the experiential learning process in every club activity. Providing an activity alone does not create experiential learning. Members learn and gain new skills when they understand what they learn, see patterns through observation, generalize from their observations, and understand how to apply the generalization to a new situation. See Appendix A-20 for details on utilizing this important model.
The 40 Assets All Kids Need to Succeed
Many things you do – or could do – every day make a big difference for youth. Building developmental assets, 40 essential building blocks, can protect youth from harmful behaviors and give them a foundation for growing up. External assets focus on things adults can do to create a positive environment for young people. Internal assets are skills, values, and beliefs youth need to function in the world around them.

External Assets:
- Support – Young people need to be surrounded by people who love, care for, appreciate, and accept them.
- Empowerment – Youth need to feel valued and valuable. This happens when they feel safe and respected.
- Boundaries and Expectations – Youth need clear rules, consistent consequences for breaking rules, and encouragement to do their best.
- Constructive Use of Time – Youth need opportunities outside of school to learn and develop new skills and interests with other youth and adults.

Internal Assets:
- Commitment to Learning – Young people need to gain an understanding of the importance of learning throughout their lives and a belief in their own abilities.
- Positive Values – Youth need to develop strong guiding values or principles to help them make healthy life choices.
- Social Competencies – Youth need the skills to interact effectively with others, to make difficult decisions, and to cope with new situations.
- Positive Identity – Young people need to believe in their own self-worth and to feel that they have control over the things that happen to them.

Taken from Search Institute. Additional information can be found at www.search-institute.org.

Life Skills Model
Curricula available through 4-H is written to enhance the life skills a young person needs to successfully transition to adulthood. These skills are an extension of the 4-H clover. Clubs can use the model to determine which skills they want to focus on for the new 4-H year. This model was developed by Patricia A. Hendricks (publication # VI-960601PH, Nov. 1996) at Iowa State University. A larger graphic is available upon request.
Chapter Three
Volunteer Leaders

Volunteer Leaders
Volunteer 4-H leaders are the key to success of a 4-H member’s learning experience and continuing interest in the 4-H program. 4-H leaders are adults and teens that are authorized by University of Nevada Cooperative Extension to lead 4-H clubs and/or activities within the 4-H program.

A 4-H volunteer is many things – mentor, advisor, friend, teacher, referee, role model, pacesetter, and much more. Most importantly, a 4-H leader genuinely cares about young people and is interested in helping them learn and grow.

Leadership in 4-H does not depend on the amount of knowledge one has about the project. It relies on the leader’s willingness to help members learn through 4-H. Leadership is also the ability to get along with people – to tackle a job and see it through. The leader’s project is always YOUTH, while the member’s project is a certain area of interest, such as horses, sewing, or wildlife.

Volunteer Leadership Roles
There are several different types of volunteer leadership roles. Leaders may assume responsibilities in more than one leadership area, or a club may have several volunteers who assume specific roles. The variety of roles available allows volunteers to select responsibilities that fit with personal time and energy.

The general qualifications for all types of volunteer leadership roles include:
- Sincere interest in working with youth and adults in the community
- Ability to communicate with youth, adults, and staff
- Ability to resolve conflict positively and constructively
- Ability to organize, plan, delegate responsibility, and carry out assignments
- Time to carry out the club leader role
- Willingness to seek out resources and information
- Positive role model for youth
- Ability to motivate and foster positive self-esteem, decision-making, problem-solving, responsibility, leadership, career exploration and other life skills in youth

Screening Requirements for Adult Volunteer Leaders
Volunteers must meet the following requirements before participating as a sanctioned 4-H volunteer:
1. Face-to-face interview with 4-H staff
2. Complete and return:
   - UNCE Adult Volunteer Working with Youth Background Information and Application
3. Three completed reference forms (UNCE offices will mail out forms and self-addressed, stamped envelopes to the references listed on the volunteer application.)

4. Complete leader certification training provided by University of Nevada Cooperative Extension county 4-H staff

5. Submit to FBI and Nevada fingerprint background check (Fingerprints are taken by UNCE staff in accordance with Nevada State Law.)

See Appendix A-18 for a complete leader job description.

**4-H Volunteer Training**
New 4-H leaders and leaders who have been inactive for more than one year will be required to complete the screening and training process. The purpose of training leaders is to enhance an individual’s current knowledge of leadership, 4-H, and youth development; to ensure a safe environment for participants; to encourage a greater understanding of the educational process that takes place in 4-H activities; and to make sure leaders have a clear understanding of their roles and responsibilities.

Training and orientation for leaders includes the following topics:

- Leader duties and responsibilities
- Overview of 4-H
- 4-H pledge, motto, and philosophy
- UNCE Western Area 4-H Guidelines, Policies, and Procedures
- 4-H portfolio, record-keeping, and awards guidelines
- Experiential learning
- Core concepts
- Club insurance
- Youth development
- Youth/Adult partnerships

4-H volunteers are encouraged to participate in volunteer leader forums, subject matter training (local as well as national), and in-service training at council/leader meetings. Additional training may also be required for specific programs, such as staff training for 4-H camp.

It is the responsibility of volunteers to provide a safe environment for youth and to teach approved 4-H curriculum and materials. Failure to fulfill this commitment in a responsible manner may lead to a review and possible dismissal.
Volunteer Code of Conduct
All adult and teen leaders must adhere to the University of Nevada Cooperative Extension Volunteer Code of Conduct. UNCE policy states:

University of Nevada Cooperative Extension Volunteers will:

- Represent Cooperative Extension with professionalism, dignity and pride, and be responsible for conducting themselves with courtesy and appropriate behavior.
- Follow through and complete accepted tasks.
- Conduct themselves in a respectful manner, exhibit good sporting conduct, and be positive role models.
- Seek training for volunteer roles by participating in meetings, self-study, or other training opportunities to help them work more effectively with appropriate audiences.
- Display respect and courtesy for Extension employees, other volunteers, program participants, visitors, clients, and property.
- Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private, and personal information. (Reports of child abuse or neglect will be handled as per Nevada State law and Cooperative Extension policy.)
- Keep Extension staff informed of progress, concerns and problems within the program(s) in which they participate.
- Work cooperatively as team members with Extension employees and other Extension volunteers.
- Respect and follow Extension policies, along with specific county policies and program expectations.
- Keep personal opinions and actions separate from those made as a representative of this organization.
- Avoid conduct, both on and off duty, that would jeopardize program effectiveness.
- Promote and support Cooperative Extension in developing effective local, county, state and national programs.

And, UNCE Volunteers will not:

- Use vulgar or inappropriate language.
- Solicit gratuities, gifts or bequests for personal or professional benefit.
- Use or be under the influence of illegal drugs.
- Consume or be under the influence of alcohol or consume tobacco at youth events.
- Discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, and, in accordance with University policy, sexual orientation.

See Appendix A-5 for a printable Code of Conduct to share with members and parents.
4-H Charter
4-H club charters entitle the club, its leaders and members, to operate as a sanctioned 4-H club. The club charter can be used as a proof of club identification. Upon receiving the club charter, club leaders and members agree to meet the requirements outlined by UNCE and are authorized to use the 4-H name and emblem for educational purposes. Club charters are issued to the club leader when he or she has completed the following and at the start of each new 4-H year thereafter:

- UNCE Adult Volunteer working with Youth Background Information and Application
- UNCE Volunteer Code of Conduct
- UCCSN Volunteer Agreement
- 4-H Volunteer Club Leader Job Description/Agreement
- Child Abuse and Neglect Recognition and Reporting Self-Study Guide
- FBI and Nevada Fingerprint Clearances Received
- Three Reference Letters Received
- New Leader Training

Appointment Cards
4-H leader and member appointment cards identify leaders and members as being official participants of 4-H. The cards confirm that members and leaders are in good standing with Nevada 4-H and UNCE, and that they have agreed to abide by the rules and guidelines of those entities. When a leader or member terminates his or her membership or leadership, the card must be returned to the UNCE office that issued it. Appointment cards can be obtained from 4-H staff and are current each year from October 1 through September 30.
Chapter Four
Types of Leaders

Project or Club Leader
4-H project or club leaders have an interest in a particular project or club. Responsibilities of project leaders include:

Commit to young people and their growth in all areas. Be dedicated to youth and be sensitive to their abilities and needs.
• Help members learn decision-making, problem-solving, self-responsibility, accountability, communication, goal-setting, and career exploration skills in project work
• Encourage youth leadership through the use of committees, demonstrations, junior leadership, and individual guidance
• Encourage youth to learn and experiment with new ideas, techniques, and skills
• Provide feedback to members – letting them know when they are doing a good job, assisting them when they need to improve, and praising them for the progress they make
• Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities

Provide a safe environment for all youth.
• Follow all guidelines and policies of University of Nevada Cooperative Extension, and the National, State, and County 4-H programs
• Role model appropriate behavior (i.e., be considerate of others, accept diversity in others, do not consume or be under the influence of alcohol/drugs or use tobacco during 4-H activities, show a high level of integrity)

Coordinate project activities (meetings, work sessions, demonstrations, educational tours, etc.).
• Attend club meetings and activities, or if unable to attend, make arrangements for another trained 4-H volunteer to oversee activities
• Recruit new members and seek assistance from the UNCE 4-H contact in designing and distributing fliers, writing news releases, etc.
• Recruit project and activity leaders when needed.
• Guide the club in setting goals, planning, and carrying out activities
• Assist the club in evaluating activities and implementing changes when needed
• Read 4-H newsletters (“Clover Clips,” etc.) and information from UNCE and share with members, parents, and other volunteers
- Inform members and parents of project requirements and deadlines in a timely manner
- Welcome parents’ ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities

**Work closely with county UNCE 4-H staff** regarding learning activities and materials; problems; and participation in county, area, state, and national events.

- Attend Leaders’ Council and/or other leader meetings and program planning sessions or send a 4-H teen leader, member, parent, or other adult to represent your club
- Collect enrollment cards yearly and other information needed by UNCE, adhering to deadlines
- Keep UNCE 4-H contact informed of club activities
- Inform UNCE 4-H contact of fundraising plans before implementation
- Participate in at least one volunteer development opportunity each year

**Teen Leader**
4-H teen leaders are older 4-H members (at least 13 years old as of January 1) who are ready to assume leadership responsibility. Teen leaders must be enrolled in the teen leader project. Teens must complete teen leader enrollment cards, project records, and other criteria as determined by the county UNCE 4-H staff. A teen leader may:

- Lead or facilitate a club business meeting
- Teach or demonstrate a project-related skill
- Help younger members with project work in areas in which they are knowledgeable
- Plan, organize, and evaluate club activities and/or countywide events and contests
- Serve as a clerk or chairperson for a contest
- Help members with exhibits, judging, training, demonstrations, etc.
- Organize a community service project in which the club can participate
- Learn effective leadership skills under the direction of the adult leader as outlined in the teen leader project record and curriculum

A 4-H teen leader can assume any of the types of leadership roles defined in this section. *Teen leaders do not have to be currently enrolled in any other 4-H projects nor must they be former 4-H members.* A teen leader can take a project or club leader role, but must be guided by an adult leader with the support of UNCE 4-H staff.

Youth under 13 who wish to assist leaders may do so at the discretion of leaders and UNCE 4-H staff. By assuming limited leadership roles (i.e., committee chair, club officer, etc.) prior to age 13, 4-H members are being prepared for future leadership roles with added responsibility.
Resource Leader
4-H resource leaders are screened and trained volunteers who are not leading a club and have knowledge in a specific project or event and may be utilized as resources to the program. Responsibilities of resource leaders might include:

• Serving as a contact person for new leaders to help them organize their club, provide support, and orientation (mentoring)
• Recruiting and placing potential members in 4-H clubs
• Assisting in the recruiting, training, and mentoring of 4-H leaders
• Providing county and areawide training and coordination in members’ portfolios, demonstrations, public speaking, judging, etc.
• Serving as a selection committee member or a contest judge
• Coordinating countywide fundraising activities
• Appearing as a guest speaker or teaching a specific skill at a club meeting or activity
• Working with UNCE staff in chairing or conducting countywide and areawide programs, events, and contests
• Assisting UNCE staff in whatever manner is appropriate to enable the staff to expand or improve the 4-H program

Becoming a resource leader or middle manager allows individuals the opportunity to job shadow and/or update employability skills. Resource leaders can help a club grow and expand and provide additional learning opportunities to youth.

4-H staff members in each county have lists of individuals who are willing to aid leaders in various ways (teach a specific skill, help setup for events, share specific project knowledge, etc.). Contact your local UNCE office for this information.

Event Planner
Event planners are trained and screened volunteers who agree to chair an event or be responsible for planning and implementing events and activities. Their duties include:

• Clearly identifying the purpose and goals of the event or contest
• Identifying roles of other adults, youth, and chaperones in advance of the event
• Providing job descriptions for adults and youth expected to assist with the event
• Facilitating an orientation for all judges and individuals assisting with the event to ensure that they understand the program schedule and responsibilities
• Communicating with chaperones, individuals assisting with an event, judges, etc., about when and how they are to participate
4-H Council
Each county UNCE 4-H program is associated with a county 4-H council that provides input and financial support to the 4-H program. Council activities may include fundraisers that provide funding for 4-H supplies and equipment, camp scholarships, and other worthwhile projects. 4-H volunteers, parents, and members are encouraged to take an active role in their local council. The benefits of participation include:

- A better informed membership and public
- The opportunity to help decide program direction and policy
- Chances to share with other 4-H volunteers and to receive feedback on questions, problems, etc.
- Increased awareness about opportunities in 4-H on the local, county, area, state, and national level
- In-service training opportunities on youth development and other topics

Each club is encouraged to have a representative (teen leader accompanied by a parent or adult leader, adult coleader, parent, member, or other adult) attend each council meeting.

Each county’s council determines their own decision making process. In addition, the majority vote of a full quorum is required (in advance) to decide how council funds will be spent. UNCE staff may make suggestions or provide ideas, but do not have decision-making or voting status in councils. Each council should refer to its own by-laws (if applicable) to confirm what constitutes a quorum.
Names and Privacy
UNCE will not furnish names or addresses of volunteers or members to any person, firm, or association for mailing lists unless it is specifically authorized by the Dean and Director of University of Nevada Cooperative Extension. Such authority will be given only in exceptional cases and only in the public interest.

County offices may compile club lists to hand out to potential members. If a volunteer prefers not to have his or her name or phone number listed as the leader contact, the volunteer must notify 4-H staff during new leader training and/or before taking charge of the club.

Personal Insurance
The University Nevada, Reno and the University and Community College System of Nevada (UCCSN) are self-insured for liability that offers coverage for sanctioned 4-H events. This coverage does not provide for hospital or doctor charges. The coverage is specific to liability. University counsel will represent the 4-H volunteer as long as the volunteer functioned in good faith and did not purposefully create a risk situation through their actions.

Sanctioned 4-H volunteers performing authorized 4-H duties are covered by worker’s compensation through UCCSN. This coverage is not available to parents or members. For special events and contests, medical insurance can be obtained on a daily basis. Club insurance is available by the year at a set fee per member and project. See Appendix A-15 for a printable club insurance form. Additional insurance information and registration forms for clubs, special activities, and events insurance are available from UNCE offices.

Transportation of youth in the 4-H volunteer’s personal vehicle is discouraged and is subject to the individual’s personal vehicle insurance. Additionally, youth transporting other youth is also discouraged and subject to the above.

Club-generated Forms
4-H club leaders and/or members are asked to submit and discuss all club- or leader-generated forms with their appropriate 4-H staff person prior to distribution to ensure consistency and accuracy of information distributed.

Meeting Cancellations and Changes
Sometimes club meetings might need to be cancelled or rescheduled. Leaders are encouraged to have someone else such as a coleader attend in their place, rather than cancel the meeting. Holding regular meetings helps maintain continuity and enthusiasm. If cancellation or rescheduling is necessary, 24-hour notice to club members and 4-H staff is required. In addition, a written notice needs to be placed on the door of the meeting location.
Health/Permission Form
The Health/Permission Form is used to gather detailed health information on youth and adults who will be attending special functions, such as State 4-H Camp, state and regional events, field trips, and overnight activities. It is important to be aware of the health needs of youth and adults. Leaders and/or chaperones should keep copies of the form with them at events so that medical information is readily available in case of an emergency. See Appendix A-17 for a copy of the form.

Assumption of Risk Form (Liability Waiver)
Every 4-H member and leader initially signs the Assumption of Risk Form when they enroll in 4-H. The form states that by signing, they understand that there may be risks involved with 4-H activities and that they will not hold the University of Nevada liable for accidents. Local UNCE offices may tailor the form for specific events, such as a horse clinic that is being held on a clinician’s private property. The Assumption of Risk Form could be tailored to include naming the clinician and property. See Appendix A-2 for a copy of the complete Assumption of Risk Form.

High Risk Activities, Including Water and Outdoor Activities
4-H clubs are encouraged to participate in outdoor activities that build teamwork and friendship, are fun, and educational. When participating in activities in or around water, such as swimming, fishing, hiking, etc., clubs must have a certified lifeguard supervising the activities. At least one leader or member should also have first aid and CPR certification so that initial treatment can be provided if an injury or accident occurs.
Chapter Six
Selection Guidelines for Chaperones at 4-H Events and Activities

Purpose
Adult Chaperones are necessary to supervise events, trips, and camps. Individuals selected as chaperones should enjoy young people, be willing to enhance the educational value of the activities, and exhibit mature judgment and action to ensure the health and safety of all participants. Individuals functioning as official chaperones must meet the same training, screening, and fingerprinting requirements and have the same protection and responsibilities as a 4-H volunteer. Chaperones must follow the University of Nevada Cooperative Extension Code of Conduct while traveling to and from the event and throughout the duration of the event.

Skills/Characteristics needed include:

• Positive role model, demonstrating ethical and healthy lifestyle choices
• Maturity and/or age (preferably at least 21 years old)
• Ability to exercise authority without being authoritarian or overbearing
• Willingness and ability to assume responsibility
• Understanding of purpose and goals of the activity or event
• Understanding the activity or event’s potential relationship to community, county, area, state, and national 4-H activities

Responsibilities
Chaperones are delegated full responsibility to make similar decisions as would be made by UNCE staff to ensure the health, safety, and well-being of all participants. All chaperones must work closely together to solve problems. Communication of problems to appropriate chaperones or staff should be made in a timely manner so that the appropriate individuals can be involved in decision-making. The individual, youth, or adult whose behavior is in question should participate in discussions to clarify circumstances and achieve solutions to problems.
Responsibilities include:

- Encouraging and modeling ethical and responsible behavior
- Carrying out stated rules of the event or activity
- Positive discipline – If the behavior of a 4-H youth warrants disciplinary action, the chaperone in charge of the young person’s group should be involved in the decision-making process when practical. Disciplinary action never includes striking a child or using verbally abusive language
- Providing positive learning environments which may include leading activities, especially in the event of other plans being cancelled or delayed
- Sending youth home and/or calling parents when appropriate
- Recommendations for withdrawal of premiums or awards
- Decisions about appropriate time to leave events or activities (i.e. cases of bad weather, driving conditions, etc.)

**Additional Requirements**
Sanctioned 4-H activities that include overnight stays, such as camping, attending state or national events, or overnight field trips require special care in planning to ensure youths’ safety. Sanctioned 4-H events are events that clubs vote to attend as 4-H clubs, events that use club money to finance participation, and county, area, state, or national events organized by UNCE.

If adults and youth will share a hotel room, cabin, tent, etc., two approved (screened and trained) 4-H volunteers must stay in the room with youth. A parent can share a room with his or her own child as long as other youth do not stay in the same room. For example, at a sanctioned event, a 4-H member who is a close friend of the family cannot stay in a room with one chaperone. If the adult is not the child’s parent, two approved adult volunteers must chaperone. Older youth may be placed in hotel rooms without adult chaperones as long as they are with the same gender, similar ages, and have the maturity to be responsible with their peers.

Chaperones are expected to provide 24-hour supervision of their charges from the time they meet until the youth are returned to their parents. In addition, chaperones adhere to the same schedule and rules established for youth (i.e., night curfew should be observed by all, use of alcohol, tobacco, and other drugs is prohibited, etc.).

Chaperones also need to return all completed paperwork and applications in a timely manner.
Chapter Seven
Resources for Leaders

Role of 4-H Staff
4-H staff members work in a number of roles to assist volunteers and members. Some of these roles include:

- Providing training and recognition
- Offering guides, resources, and other materials
- Helping to secure resource individuals
- Sharing 4-H-related information
- Writing press releases
- Conducting media interviews
- Aiding in recruiting members
- Distributing recruitment materials

Teaching Aids
Each UNCE office has a variety of teaching aids, most of which can be checked out by interested parties. The teaching aids may include video and audio tapes, satellite teleconferences, resource books, fact sheets, project manuals, and educational training materials that can enrich the teaching environment. Some programs are:

- **TAXI** – helps involve, train, screen and recruit volunteers
- **DARE to be You** – builds on the strengths of youth and develops individual assets and skills in decision-making/problem-solving, assertiveness/communication/social skills, responsibility/role-modeling, and esteem for self and others/empathy development (www.coopext.colostate.edu/DTBY)
- **Project Wild** – teaches environmental and conservation education program for youth ages 5 to 18 (www.projectwild.org)
- **Project WET** – teaches water education program for formal and nonformal educators of students 5 to 18 (www.projectwet.org)
- **SERIES** – provides science activities geared for teens to teach to younger members
- **CHARACTER COUNTS** – reinforces the values of trustworthiness, respect, responsibility, fairness, caring and citizenship (www.charactercounts.org)
- **WHEP** – teaches wildlife and fisheries habitat management to junior and senior level youth ages 8 to 19 in the United States (www.whep.org)
- **Just Do It, Jr.** – trains teens to teach life skills to younger youth
- **Creating Youth and Adult Partnerships** – trains youth and adults to work together to involve youth in decision-making
• **Moving Ahead** – provides comprehensive training for positive youth development

• **4-H After-school Activities** – provides hands-on activities that can be used with youth ages 5 to 18 in a variety of settings including after-school programs, clubs, camp, etc.

• **4-H Cooperative Curriculum System (CCS)** – uses experientially based curriculum products

  - Aerospace/Rocketry
  - Arts and Crafts
  - Beef
  - Bicycle
  - Cat
  - Child Development
  - Citizenship
  - Clothing
  - Computer
  - Dairy
  - Dog
  - Electric Energy
  - Embryology
  - Entomology
  - Environment
  - Exploring Farm Animals
  - Finances
  - Fishing
  - Foods and Nutrition
  - Gardening
  - Goat (Dairy and Meat)
  - Health
  - Horse
  - Horticulture
  - Leadership
  - Pets
  - Poultry
  - Rabbit
  - Science Discovery Series
  - Sewing and Textiles
  - Sheep
  - Small Engines
  - Swine
  - Theatre Arts
  - Woodworking

**Websites**

There are also numerous Websites that can offer valuable information. Some of them are:

- [www.unce.unr.edu](http://www.unce.unr.edu) (University of Nevada Cooperative Extension)
- [www.fourhcouncil.edu](http://www.fourhcouncil.edu) (National 4-H Council)
- [www.national4-hheadquarters.gov](http://www.national4-hheadquarters.gov) (lots of great 4-H-related information)
- [ohioline.osu.edu/4-h/tl0.html](http://ohioline.osu.edu/4-h/tl0.html) (information on teen leadership)
- [www.uaex.edu/other_areas/publications/4-h_volunteer_leaders_series.asp](http://www.uaex.edu/other_areas/publications/4-h_volunteer_leaders_series.asp) (ideas for planning, meetings, and other leader-related information, but some do not apply to Nevada)
- [www.search-institute.org](http://www.search-institute.org)
- [www.4hafterschool.org](http://www.4hafterschool.org)
- [www.reeusda.gov/4h/cyfar](http://www.reeusda.gov/4h/cyfar)
- [www.n4hccs.org](http://www.n4hccs.org) (see “Teaching Aids,” Page 17)
- [www.charactercounts.org](http://www.charactercounts.org) (see “Teaching Aids,” Page 17)
- [www.cyfernet.org](http://www.cyfernet.org) (Children, Youth, and Families Education and Research Network)
- [www.extension.iastate.edu/4h/lifeskills](http://www.extension.iastate.edu/4h/lifeskills) (Iowa State Life Skills Model)
**Area and State Specialists**

There are a number of area and state specialists with UNCE. Some of these specialists focus on areas that are directly related to 4-H, though many are involved in other aspects of UNCE. Many of these specialists are available to the general public by contacting local UNCE offices.

**4-H Events and Activities Manager** – plans and conducts activities and events that are an integral part of statewide 4-H educational programs, i.e. Nevada 4-H Expo and Nevada Junior Livestock Show, State 4-H Ambassador Program, National 4-H Conference and Congress, Capital Days, College and Career Days. Local county 4-H staff assist in coordinating these events.

**Applied Economics and Statistics Specialist** – provides information on rural community development, analyzing statistical data, natural resource economics, and recreation.

**Children, Youth Development and Family Specialists** – provide information, training, and research on child and youth development, child care, working with teens, literacy, resiliency, conflict mediation, goal-setting, family resource management, and leadership skills.

**Communications Coordinator** – provides assistance with Web site content; media relations; marketing; press releases; and articles for newspapers, magazines, journals, and electronic newsletters.

**Community Development Specialist** – offers workshops to empower communities to effect local governmental change.

**Environmental and Resource Sciences Specialist** – directs research on the behavioral ecology and habitat requirements of birds, particularly birds of prey (i.e., eagles, hawks and falcons) and wading birds. Conducts seminars on wildlife behavior, raptor ecology and behavior, and wildlife management.

**Horticulture Specialist** – provides information on integrated pest management, pesticide applicator training, urban and community forestry practices, horticulture, and master gardening programs.

**Livestock Specialist** – provides information and educational materials to livestock producers and UNCE personnel (particularly at the county level) on production techniques appropriate for use in Nevada and the West. Specifically provides information on sheep, beef, goat, swine, etc., and on the subjects of livestock grazing, crop production, and sustainable agriculture systems.
Mediation and Group Facilitation Specialist – facilitates strategic vision and action-planning programs for UNCE, provides training programs and workshops in mediation, group facilitation, leadership, and community problem solving for public and non-profit organizations throughout Nevada and internationally.

Nutrition Specialist – provides education outreach about using the USDA food guide pyramid, preventing chronic diseases, and helping youth and adults develop healthy eating habits and lifestyles.

Range/Riparian Specialist – coordinates the Nevada Youth Range Camp – a camp with a 40-year tradition of teaching rangeland ecology and management to high school youth. Teaches healthy riparian habitat (which includes physics of streams and other wetlands) and rangeland restoration/management.

Soil and Water Specialist – provides information on irrigation, septic and wastewater issues, soil and range topics, and pasture and grazing management. Produce the quarterly newsletter "Water Ways." Offer technical support for ongoing projects, including the Subsurface Drip Irrigation Demonstration Project in Lovelock and the Water Efficient Alfalfa Seed Trials in Fallon.

State Extension Veterinarian – responsibilities include research in internal parasite prevention, disease prevention, food safety, and beef cattle production. Also deals with issues surrounding epidemiology & prevention of gastrointestinal parasites in livestock. Shares current animal health information with county offices.

State Horse Specialist – provides information and educational curricula on horsemanship safety, equine behavior, performance horse nutrition, and biology of the horse. Provides classes on stable management and horse production.

Urban and Community Forestry Specialist – provides technical support for volunteer groups with planting projects and conducts grant writing workshops. Provides information on Tree City USA, Nevada Shade Tree Council, and Trees Nevada. Prepares fact sheets, Websites, and a Web newsletter.
Chapter Eight
Financial Procedures

**Dues**
In order to remain inclusive, Nevada 4-H has no national, state, area, or county dues. However, individual clubs may, at times, decide to request fees to cover necessary expenses. Care should be taken to make this voluntary in order to spare the feelings of those experiencing financial challenges. If clubs choose to collect dues, a budget should be created to describe how the money would be used.

**Soliciting Funds/Fundraising**
4-H clubs are encouraged to search for ways to finance themselves with fundraising through the support of local donors and/or the public. Donors should be selected based on their compatibility with the 4-H youth development mission and philosophy. Leaders and parents need to engage youth as a part of this exploration.

Once potential donors are identified, each club or representative must obtain approval from UNCE 4-H staff prior to contacting the donor. This allows us to maintain goodwill by not abusing local donors’ generosity through repeated calls to the same donor. See Appendix A-14 for a printable form.

Clubs are encouraged to conduct an organized annual solicitation of funds, gifts, and awards for 4-H club activities. Donors who provide support should be recognized and thanked in a timely manner, preferably by the youth involved in the project. Events that are planned must be consistent with 4-H youth development goals.

**Fundraising for Groups and Individuals**
Western Area UNCE 4-H encourages raising funds for other groups and organizations as a community service. Our monthly 4-H newsletter, “Clover Clips,” may be used to advertise these types of ventures. However, “Clover Clips” may not be used to advertise fundraisers for individuals. The clover and 4-H name may not be used when raising funds for individuals.

**Travel Costs for Events and Activities**
UNCE funds are not available to defray the travel costs of members or adult 4-H volunteers. However, county leaders’ councils may choose to allocate funds as scholarships to assist with expenses. For more information, please contact your local UNCE office, county 4-H council, external lending sources, etc.
**Year-end Financial Statements**
Each club and council should conduct an annual audit by adult volunteers and the club/council treasurer and with the approval of a UNCE staff representative. By October 31 of each year, an operating statement covering October 1 to September 30 should be submitted by each club and Council to 4-H staff. This is in compliance with the USDA document, “Tax Exempt Status of 4-H Organizations Authorized to Use the 4-H Name and Emblem,” Program Aid #1282. See Appendix A-16 for a form.

**Tax Deductions**
Volunteers are advised to check with the Internal Revenue Service or their own tax advisor for specific details on the types of tax deductions volunteers can claim, as rules are subject to yearly revision.

**Club Accounts**
It is the responsibility of each club to handle and monitor all funds received and to keep accurate records. This includes establishing a bank account in the club’s name with the names of two adult leaders in good standing listed on the account. Youth need to be encouraged to become involved in this role. Clubs and leaders’ councils may use the county UNCE office address for bank statements. However, UNCE offices cannot accept money for leaders’ councils or club activities.

**When a Club Disbands**
When a club disbands, the disbursement of funds will be conducted through the approval and involvement of local UNCE 4-H Staff, the club leader, and club treasurer.
Chapter Nine
Membership Guidelines

Age Categories
One of the purposes of 4-H events and contests is to provide 4-H members with educational experiences through their participation. Participation in state events or contests is dependent on 4-H members participating in county or area “qualifying” events. Generally, these activities are open to all enrolled 4-H members.

Contests are generally classified as Cloverbud, Junior, Intermediate, and Senior. This age division is based on the 4-H member’s age as of January 1 of the year competing. Junior members are 9 to 10 years of age, intermediates are 11 to 13 years of age, and seniors are 14 to 19 years of age. The Cloverbud division is for members under the age of 9. Cloverbud divisions vary by county and are not available at the state level. The Cloverbud division is designed for experience and not competition; all Cloverbuds are recognized for participation but not awarded placements.

4-H Age
The 4-H Program is open to all youth who are between ages 9 to 19 by January 1 of the current year. “4-H age” can be confusing; the best way to work with 4-H age is to ask your members how old they were on January 1. Whatever that age was, that is their 4-H age. In other words, if a member joins in October and is 8 years old at the time, but by January 1 has turned 9, the member will be a junior 4-H member. If a member is 19 on January 1 but turns 20 on January 10, the member is still 19 by 4-H age and will be a senior 4-H member. Marriage or pregnancy shall not be a deterrent to 4-H participation.

County UNCE offices can choose to have a “Cloverbud” program for children under the age of 9. Each county office, based on project selection and availability of volunteer leaders, will handle guidelines for Cloverbuds. Cloverbuds can have a very positive learning experience; however, children under the age of 9 are ineligible to participate in State events and activities since specific events may have certain age requirements. Competition on the club, local, county, or area level must be age-appropriate and in the Cloverbud category. See “Competition and Young Children (Cloverbuds)” on Page 29.

Primary Enrollment
A 4-H member must be enrolled in one county program in the state – this is referred to as the primary county. However, 4-Hers may participate in events or clubs in other counties. If a project is not offered in the county of residence and is offered in a neighboring county, the 4-Her is encouraged to join that specific project. However, members are required to declare their primary county for official recognition. This same procedure applies to states bordering Nevada. It follows that the member must be enrolled in only one state 4-H program. Youth from surrounding states can participate in events in Nevada if they are enrolled in a Nevada 4-H club.
Chapter Ten
Projects and Clubs

4-H Club
A 4-H club must be established under the authorization of UNCE. A club is generally recognized when five or more members are organized under the guidance of a trained/screened volunteer leader; a club with fewer than five members may also be recognized when approved by the local county office. Clubs are encouraged to select or elect officers and develop a basic program for the year. Clubs are also encouraged to be involved in more than project work. Activities such as demonstrations, club tours, guest speaker presentations, participation in judging contests, and community service projects are examples of additional activities.

Club Program
Youth are able to join an authorized 4-H club and be enrolled in at least one project. Members are also expected to follow any county guidelines, which may include attendance at project or work meetings, completing a 4-H Member Record Book or Portfolio, and exhibiting their project at a county fair or exhibit day. The 4-H club member is also encouraged to participate in county, area, and state events and contests. Recognition through county project medals, year pins, and completion certificates is available to club members, as well as recognition on the area, state, and national levels.

Definition of a Club
There are several differences between 4-H clubs and special interest or short-term projects. In general, clubs:

- Say the 4-H Pledge and the Pledge of Allegiance at the beginning of meetings
- Have officers and/or teen leadership
- Hold business meetings that are youth led and directed
- Involve youth in making decisions about club activities and programming
- Meet regularly with a minimum of six meetings during the 4-H year
- Do not have a definite beginning and ending
- Provide community service

Special Interest Project
The special interest program is available to youth not currently involved with 4-H club programs. Special interest projects are usually specific to one topic and short-term. Special interest programs allow youth to become better acquainted with a specific subject matter and the 4-H program without the long-term requirement of a club program. Through involvement in special interest programs, many youth go on to join 4-H clubs.
Independent and Self-determined Projects
4-H youth can enroll in independent and self-determined projects on a case-by-case basis. Independent or self-determined projects are generally defined as projects that 4-H members enroll in independent of their clubs and carry out under the guidance of 4-H staff; these projects must have prior approval before work can begin. Members will develop their own goals and guidelines with the assistance of 4-H staff, parents, or a resource leader.

Short-term versus Long-term Club Program
Short-term projects have a specific beginning and end. Examples include a ski program that only runs during the winter months and a camping program that runs only during the summer months. The volunteer leader of a short-term club sets the parameters of the club objectives. Short-term clubs don’t necessarily follow the protocols of long-term clubs. These clubs probably won’t have officers, etc. Short-term clubs submit enrollment forms at the beginning of the project.

Long-term clubs usually function the entire 4-H year or continue year after year with the same project area(s). Examples of long-term clubs include livestock or horse clubs. Long-term clubs still submit new enrollment forms at the beginning of each 4-H year and follow all other protocols for the 4-H year.

Both short-term and long-term clubs are encouraged to provide a dynamic, experiential learning environment for all youth and to involve youth in many aspects of service and learning.

Community Clubs
Usually a wide range of boys and girls, from younger members to teens, belong to a community club. This type of club works as a central hub, with all members coming together for community club business meetings approximately once a month. Community clubs offer a broad range of project areas for youth to experience. Members enroll in projects according to their interests and attend project meetings in addition to the business meeting. 4-Hers frequently become involved in several different projects during their time in this type of club. Community clubs continue from year to year.

Club Officers
Club officers help a club run smoothly and offer youth an opportunity to gain leadership skills and other skills that will be useful to them. There are several kinds of club officers, including president and vice-president, secretary, treasurer, reporter, historian/scrapbooker, recreation leader, song leader, sergeant-at-arms, and others as needed. For information on the duties of officers, contact your 4-H staff person.

Evaluating Clubs and Activities
Part of the 4-H experience includes processing or evaluating learning opportunities and activities. Club members can do this as a group or individually. Evaluations can be verbal or written, complex or quite simple. Contact your local UNCE office for more information on evaluation methods.
Chapter Eleven
Ambassador Programs

State 4-H Ambassadors
The Ambassador Program is an exciting opportunity for older 4-Hers to meet other 4-H members from across the state and represent 4-H at events and activities. Up to five youth ages 14 to 19 are selected from each of the four UNCE geographical areas: Central, North East, Southern, and Western; the Western area is comprised of Carson City, Douglas County, Storey County, and Washoe County. Applications are sent out in September.

Some responsibilities of State 4-H Ambassadors include:
- Attending the State 4-H Ambassador Orientation and Training
- Attending and participating in monthly State 4-H Ambassador meetings via compressed video
- Planning and conducting an educational program for younger 4-H members
- Seeking input and guidance from 4-H staff in planning and conducting the educational program
- Planning a team-building and fun leadership training event for teens
- Keeping the county UNCE office informed of all ambassador meetings, decisions, and events
- Planning and leading State 4-H events

County 4-H Ambassadors
Youth ages 12 to 19 will be selected as County 4-H Ambassadors, representing each county in various projects that highlight 4-H. All applicants must participate in a selection process. County 4-H Ambassadors make a commitment to the 4-H program. Selected youth will actively contribute to the 4-H program and be involved in planning and implementing countywide programs. Each county may have additional requirements for eligibility. For specifics, contact your local 4-H staff.

Some activities County Ambassadors might participate in include:
- Planning county events, such as service projects, contests and shows, 4-H Youth Fair, Awards Night, and other special activities
- Assisting the State Ambassadors in planning statewide activities
- Promoting the 4-H program and activities through cable access television and radio and visiting elementary schools
- Having fun and making the 4-H program fun
Chapter Twelve
4-H Events

National 4-H Congress
National 4-H Congress is a leadership-development event for young people recognized for their overall development and leadership by State 4-H programs. National Congress offers a variety of educational, cultural, and recreational opportunities focusing on leadership, youth empowerment, and cultural diversity. Delegates from every state participate in a four-day Congress in Atlanta, usually at the end of November. The program includes leadership development, cultural awareness, and community service through workshops, speakers, tours, events, and activities. The interviews and selection process for the Nevada delegation are held in July. Youth ages 14 to 19 may apply. An adult delegate is essential for the youth to participate. Youth and adult participants are responsible for raising their own funds to attend this event, which costs approximately $1,000 per person.

National 4-H Conference
Conference provides an opportunity for youth, adult volunteer leaders, and UNCE staff to work together in addressing the issues of youth and how the 4-H program meets the needs of 4-Hers at the local, state, and national levels through educational programming. National 4-H Conference has long been a model of youth/adult partnerships, with all delegates attending the conference having an equal voice in all matters at the Conference. The National 4-H Conference is held in early spring at the National 4-H Center in Washington, D.C. An adult delegate/chaperone is essential. Youth participants and adult chaperones are responsible for raising their own funds to attend this event, which costs approximately $1,000 per person, and is open to youth ages 14 to 19.

Western Regional Teen Leadership Conference
This is an advanced leadership retreat for teens with county and/or statewide leadership responsibilities. Teens learn how to plan and market large events, facilitate groups, use technology with groups, raise funds, and plan ceremonies. They also learn what other states are doing in 4-H teen programs. State 4-H Ambassadors are given priority in selection for this training. Each state is limited to eight youth and two adult delegates.

Western Regional Leaders’ Forum
The purpose of Western Regional Leaders’ Forum (WRLF) is to equip participants with knowledge and skills they can share with other volunteers. The forum brings together all the greatest programs, projects, and activity ideas from 13 Western states as well as several Canadian provinces and American territories. Adults and teens can discover new energy from motivating keynote speakers, gain new project skills, and choose from approximately 100 workshops. WRLF is hosted by a different state each year. The event generally is held in February or March of each year. Contact your local UNCE office for more information.
College and Careers
The Nevada 4-H College and Careers program focuses on college education, career exploration, and leadership training for high school age youth. This program provides the opportunity for high school age youth throughout the state to gain information on college education and career options. Youth are not required to participate in any other 4-H program. Participants stay in University dormitories and experience college life first hand. The Nevada 4-H College and Careers event is held every other year in early summer at the University of Nevada, Reno campus. Cost is approximately $100 per participant.

State 4-H Leadership Forum
Leadership forums feature keynote speakers, workshops covering many 4-H project areas, and other helpful information for adult and teen leaders. Workshop subjects may include using technology in the club, youth/adult partnerships, livestock, photography, leadership, sewing, and much more. Participants learn how to make 4-H meetings fun and productive, experience hands-on activities, and gain leadership skills. Forums provide the opportunity to network with 4-H folks from around the state and try new things.

State Capital Days
The goal of Capital Days is to help youth understand state government, learn to influence public policies that affect them, and understand the importance of citizenship and voting. Youth seventh grade and older and adult chaperones can participate in Nevada 4-H Capital Days. Capital Days is held biennially when the legislature is in session in Carson City. Participants learn about the legislative process, how state laws are passed, and what happens in committees. They also get to determine issues that affect young people, and have the opportunity to influence public policy by talking to elected officials and testifying at committee hearings. Youth participate in workshops taught by lobbyists, youth leaders, and UNCE staff, and tour the Legislature, the Capitol building, the Supreme Court, and executive offices.

Nevada Day Parade
The Nevada Day Parade is an opportunity for clubs to promote the 4-H program in Nevada by entering a float or walking in the parade. The parade takes place the Saturday after Nevada Day (the last Friday of October) in Carson City. Clubs are encouraged to collaborate on one 4-H entry, although individual clubs may enter. Entries are due by August 1. The theme differs each year. Groups who are interested in competing for awards must decorate their entry to reflect that year’s theme. Applications and entry rules are available from the Nevada Day Parade office at the Carson City Chamber of Commerce.
Chapter Thirteen
Competition Guidelines

**Sportsmanship**
Sportsmanship includes showing a positive attitude, courtesy, respect, and consideration. Participation in 4-H events provides youth with opportunities to learn and acquire these traits. Adult leaders need to help 4-H youth develop sportsmanship knowledge, skills, attitudes, and aspirations with other youth, parents, and spectators who take part in youth programs. This can be done by offering support, setting reasonable goals, role modeling important traits and values, and correcting inappropriate behavior. A fact sheet on sportsmanship, “Sportsmanship vs. Competition,” is available from your local UNCE office.

In addition, parents and volunteers are encouraged to help youth focus on individual achievement with their project instead of on “winning.” Adults should place emphasis on youths’ desire to learn, obtain a goal, and be their best. In 4-H, success is measured by growth within the project. The goal is personal skill development, which awards the success to the youth, reinforcing the idea that each youth is responsible for his or her own behavior (Hall, 1991).

**Competition and Young Children (Cloverbuds)**
Cloverbuds (children ages 8 and under) do not participate in state or national events. If included in county events, Cloverbuds may participate for the experience, but should receive recognition based on participation only and not on the quality of their performance. This is true for any type of competition – animal quality, showmanship, fun classes, etc. The purpose of having Cloverbuds participate in county events is to help them explore, develop, and learn in a safe, noncompetitive and supportive environment. This decision is based on their developmental stage of growth. At this age, children do not have the cognitive and emotional ability or maturity to understand placings and constructive criticism. The experience of participating is what is most valuable at this age.

**Danish System**
The Danish System is the judging process in which each exhibit is judged based upon established standards of quality and may include interview judging. Each exhibit is judged according to how well it meets that standard, rather than how it compares with other exhibits. The standard for each exhibit is established by the characteristics of the “ideal” of each category. Ribbons are blue, red, or white. Blue ribbons are awarded for excellent work that is well within the ability of most of the contestants. Red ribbons are awarded for good work that has room for improvement. White ribbons are given for acceptable work that falls below the ability level of most of the contestants. Projects receiving a red or white ribbon at a county qualifying event are disqualified for entry in a state 4-H contest.
A blue ribbon is only one measure of success. Fair premiums, ribbons and other awards are incentives and symbols of recognition in many areas for those who choose to participate. Self-recognition and self-satisfaction for having completed a project are also important rewards. Adults should help youth keep in mind that the main goal of 4-H is to create blue-ribbon youth, and that blue-ribbon projects are bonuses.

**American System**
In addition to the Danish System, the American System of judging may also be incorporated into some 4-H competitions. The American System of judging compares exhibits against each other and rates or places items in a class by first, second, third, forth, fifth, and so on depending on the number of entries or the number of ribbons available. Awards are given for Grand Champion or Reserve Champion, first or second place overall in particular classes (if merited).
Chapter Fourteen
4-H Contests

Judging Contests
Judging contests are held both at the county and state level to test knowledge of a subject matter or project. Judging contests can be held for any project area. Youth judge items in classes of four, and must rate them in order of first, second, third, and fourth place. Primarily, soils, horse, and livestock projects hold annual contests. Youth may compete individually or on a team. Winners may have the opportunity to continue on to competition at the national level.

Quiz Bowl
Quiz bowl competitions are held at both county and state levels to test general knowledge in subject matter/projects. Youth compete in teams to answer questions similar to “college bowl” by ringing buzzers to have the chance to answer the question first. Contact your 4-H staff to borrow buzzers and to set up a practice quiz bowl.

County Qualifying Events
All counties in Nevada hold qualifying events for 4-H members who want to qualify to enter state-sponsored events, such as Nevada Junior Livestock Show or Nevada State 4-H Expo. Qualifying events are held to ensure quality of exhibits. Often existing events, such as Nevada State Fair, Capital City 4-H Youth Fair, and 4-H Douglas County Youth Fair, will be designated as the qualifying event for a specific county. Check with local 4-H staff for information on qualifying events in your county.

Nevada Junior Livestock Show
Nevada Junior Livestock Show provides an opportunity for 4-H and FFA members to exhibit their livestock projects before the public. Participation in the show encourages sportsmanship, leadership, citizenship, and responsibility of the highest order in members. Through the judging and placing of entries, modern livestock marketing standards are demonstrated. Members, leaders, and parents also gain knowledge regarding livestock industry trends. Entry is open to youth 9 to 19 years old as of January 1 of the year exhibiting who are members in good standing and meet county eligibility requirements of a Nevada 4-H club or FFA chapter.
Nevada State Fair
Nevada State Fair is a five-day event held in Reno at the end of August. This event is open to all 4-H and Future Farmers of America (FFA) members and youth. There are many opportunities for youth and family members to participate and showcase special talents and achievements. Competition Guidebooks are available from the Nevada State Fair office in May with details listing divisions, classes, rules, and regulations. The Danish and American judging systems are used for 4-H, FFA, and youth projects. All 4-H entries must be signed and dated by the county, chapter, or club leader. In some cases, competitions at the Nevada State Fair are also county qualifying shows.

Nevada State 4-H Exposition
The Nevada 4-H Exposition (Expo) is the culminating event for statewide competition each year. It is open to all Nevada 4-H members whose entries have qualified with a blue ribbon at their county or area show. If a qualifying show is not available to the member, UNCE 4-H staff may certify an entry as being blue-ribbon quality. The only exception to this rule is for the educational display classes, which do not require qualification. The Danish system of judging is used to judge all entries. In addition, the American system of judging is used to award first and second place in individual classes. State Expo is usually scheduled in September. Entry fees apply and are noted in registration materials.
Chapter Fifteen
Member Portfolios/Record Books

Record Keeping
Creating a portfolio or record book is the process of documenting, generally in book form, all of the information about a 4-Her and the work he or she has done on projects for that 4-H year. This includes goals; a record of resources; money and time spent; progress made toward project completion; the activities that were part of the project; and evaluation and/or reflection on what was learned and how goals were met. This allows the 4-Her to learn valuable record-keeping skills while documenting their abilities and progress. All forms needed to complete a record book are available from 4-H offices.

Record keeping is a skill that is needed throughout life. It is one of the many life skills taught in the 4-H program. No matter what career 4-H members choose, record keeping “know-how” is needed and used. 4-H records help with school scholarships and applications for school and work.

What is a Portfolio or Record Book?
A portfolio or record book highlights a 4-Her’s most outstanding experiences. It is evidence of a person’s skills, work, and participation in 4-H and other programs. Portfolios can include video or computer presentations and other uses of technology. Portfolios and record books are collections of work that tell the story of a person’s efforts, progress, and achievements. They provide opportunities for youth to demonstrate knowledge, work, and skills and to evaluate or reflect on them.

Portfolios and record books:
- Show others what youth can do
- Demonstrate how the 4-Her learned to set goals; become more responsible; solve problems; make decisions; communicate; and prepare for further education, family, or work
- Tell others how the individual would do things differently to improve his or her work next time
**Purpose**
Many skills and benefits are gained through completing portfolios and record books. They include:

- Goal-setting
- Decision-making
- Self-responsibility
- Communication
- Sense of accomplishment
- Ability to market personal skills, talents, and competencies
- A final product that can be used for employment, furthering education beyond high school, and scholarships
- Direction for planning future 4-H activities and careers
- Ability to reflect and evaluate 4-H work and efforts in other activities
Chapter Sixteen
Awards and Recognition

**General Information**
4-H awards and recognition come in many forms – ribbons, medals, trips, savings bonds, scholarships, etc. A 4-H member or volunteer can earn these awards. Specific guidelines are available from local UNCE 4-H staff.

**Connecting Records and Awards Night**
Volunteer 4-H leaders are asked to encourage their 4-H members to complete a 4-H Portfolio/Record Book. Completion of such books is required for 4-H youth to be considered for year-end county awards. The 4-H member’s book will be measured against a standard and assessed for consideration for county medals in project areas.

**Annual Awards Night**
At annual county awards nights:
- Members may receive year pins or certificates for completing the 4-H year/project
- Star Rank pins are given to 4-H members who have met the requirements listed on the 4-H Star Rank Award Application
- County medals may be awarded in each project area
- Other awards and recognition may also be given

**Project Medals**
Project medals are awarded at the county level. For a youth to be considered for a medal in a project area, a project record sheet must be included in the portfolio or record book for that specific project. Some additional medals are given outside the individual project areas, such as achievement, citizenship, and leadership. These awards are based on information provided in the portfolio or record book. Check with your county office for specific requirements.

**Star Rank**
4-H members accumulate points for work completed each year. Points lead to earning white, red, blue, gold, and all-star pins in the Nevada Star Rank Program. 4-Hers should begin filling out the Star Rank Form the first day of their 4-H experience. All members who complete the requirements for a particular star and fill out and turn in the required forms will be awarded that star at the annual 4-H awards night.
The Star Rank Form is required for all 4-Hers who wish to be considered for Star Rank pins; in some counties, it is also required for project medals. The form must be signed by the member, his or her parent, and the club leader before being submitted to UNCE 4-H staff. If a project is marked as completed on the Star Rank Form, the project record must be included. Project records are available for all projects.

For clarification: For youth to receive Star Rank pins or county medals, they must turn in a Star Rank Form, a Permanent Record Form, and applicable Project Record(s) to their county 4-H staff.

**Permanent Record**
Members enter a summary for all the work done in all 4-H projects over all years enrolled in 4-H on the Permanent Record Form. Members start completing the form the first day of a project and document all club activities, field trips, offices held, committees served on, and awards won. The information is entered in chronological order, with the activities completed first being entered first. This record stays with the 4-H member throughout his/her 4-H years.

**Membership and Leadership Certificates**
Each active participating club member and leader may be awarded a certificate at the end of the 4-H year. In September, a request for confirmation of club members and leaders may be sent by UNCE 4-H staff to each club. Member and leader certificates, awarded at an awards ceremony, reflect the total number of years each member or leader has been active in 4-H. Leaders need to take care to accurately report the beginning date for each 4-H member or leader. Errors need to be reported to UNCE 4-H staff as soon as they are recognized.

**I Dare You Award**
The “I Dare You” Award is granted to as many as two teens per county in recognition of personal integrity, balanced living, and potential for leadership. Teen leaders must be 15 to 19 years old as of January 1 of the current year to be eligible. This award was first offered by William H. Danforth, who dared young people to achieve their highest potential and to influence others through lives of service. Check with your county office to see if they participate in this award.

**Outstanding Leader**
This award is presented to leaders who have exhibited exceptional service to the 4-H club program for three or more years. They are recognized for their years of leadership; accomplishments with club members; involvement at the county, area, and state levels; and general impact on the 4-H program.

**Salute to Excellence for Adult Volunteers**
4-H volunteers who have served for a minimum of 10 years at the county or state level are eligible to apply for the Salute to Excellence Lifetime Volunteer Award. Each state 4-H office will select one state nominee. One volunteer will then be selected as the national award recipient. Details on the award can be obtained from 4-H staff.
General Overview
One of the benefits of being a 4-H member or teen leader is the opportunity to be eligible for scholarships. Generally, members and parents can find information on scholarships in “Clover Clips” and other information mailed out from UNCE offices. Some Leaders’ Councils offer scholarships to graduating high school students who plan to enroll in a trade or vocational school, community college, or university. Students who apply for financial aid at the University of Nevada, Reno (UNR) and other state universities should mention on the application that they have been members of 4-H. Several 4-H scholarships are available through the UNR Financial Aid Office. The Nevada Agriculture Foundation, as well as other foundations, offer scholarships to youth with 4-H experience. Not all scholarships require that members major in agriculture-related programs. Club members and parents need to talk with 4-H staff about scholarship possibilities. Often, 4-H staff will write letters of recommendation for 4-H youth.

Mabel W. Jacks Scholarship
This scholarship is awarded in memory of R.C. Jacks, an enthusiastic supporter of both 4-H and FFA. Every year, five $700 scholarships are awarded. Criteria require that applicants are in high school, reside in California or Nevada, and are members of either 4-H or FFA at the time of graduation. Students pursuing any field of scholastic endeavor at accredited colleges or universities in the United States are eligible to apply.

Nevada Junior Livestock Show (NJLS) Scholarship
Applicants must be seniors in high school at the time of application and have a minimum grade point average of 2.5. Applicants must currently be exhibiting at NJLS, and have at least one year of previous participation. Each scholarship is at least $500. The amount and number of scholarships is determined by funds available. Applications are due April 1 of each year.

Other Scholarships
Check with your local 4-H office, club leader, or school counselor for other scholarship possibilities.
Chapter Eighteen
Advisory and/or Planning Committees

State 4-H Camp Advisory Council
This council advises the Dean and Director of UNCE in the physical development and administration of the State 4-H Camp at Stateline, Lake Tahoe. The role of the council excludes the day-to-day operations and management of the camp. The council makes recommendations concerning:

- Development of property, buildings, and equipment
- Regulations for the use and occupancy of the State 4-H Camp
- Overnight user fees

Twelve members -- four from Nevada Farm Bureau; two appointed by the President of the University of Nevada, Reno; four representing volunteer 4-H leaders (youth and adults who preferably have 4-H camp experience), and two from UNCE (usually one from Nevada Association of Extension 4-H Agents & one 4-H staff) -- serve on the council for three years. Others interested in attending meetings are welcome. The council meets twice a year. Membership and objectives of the council are outlined in Nevada Revised Statutes 550.010 – 550.100.

Nevada Junior Livestock Show Board
This board oversees the planning, implementation, evaluation, and fiscal aspects of the Nevada Junior Livestock Show (NJLS) and Sale. The board approves rule changes to the livestock show and state horse show and sponsors the state livestock judging award. The board provides livestock; and agriculture-related educational opportunities for youth. Seven members – two from the general livestock industry; one from the horse industry; one from the dairy industry; one from the College of Agriculture, Biotechnology, and Natural Resources; and one from UNCE serve on the board for four years. Membership and objectives of the board are outlined in Nevada Revised Statutes 563.010 – 563.140.

Nevada Junior Livestock Show Youth Advisory Council
This council is comprised of youth exhibitors at the current NJLS. It provides them with leadership opportunities, and helps provide pertinent input from show participants. Responsibilities include public relations, serving as representatives for all exhibitors, and participating in the awards presentation/Parade of Champions.
UNCE Advisory Committee
The Dean & Director of UNCE appoints an advisory committee to provide insight and meaningful feedback for current and future UNCE programming. UNCE Advisory Committee members serve on renewable and staggering terms and represent diverse points of views, interests, and geographic locations.

Extension Governing Board
The purpose of the Extension Governing Board (EGB) is to provide a representative group of UNCE employees to review, provide input, and make decisions on policies, procedures, and other matters of significance to UNCE. This includes statewide issues that potentially affect employees, funding needs, our audiences, and operating policies. This board considers any other matters that are appropriate, due to statewide application or significance. EGB members serve as a conduit for information between EGB and fellow employees. This includes sharing EGB decisions in an expeditious manner, soliciting input from fellow employees, and bringing comments and concerns back to the EGB.

EGB is composed of twelve members with an approximate ratio of one elected representative for every seventeen employees, plus one member chosen at large. Also included are the UNCE Dean and Director, Area Directors, and one additional position that the board may choose to fill to achieve balance. All elected representatives serve staggered terms of two years.
Chapter Nineteen
Policies

There are many UNCE policies that assist leaders with their volunteer roles. These policies are included in the appendix of this document. A brief description of each policy follows. Those who do not adhere to UNCE policies and/or procedures and subject to disciplinary action up to and including dismissal. Note: Items in italics are actual UNCE policy language.

Reporting Child Abuse and Neglect

Any child who participates in educational programs and activities conducted under the auspices of University of Nevada Cooperative Extension is entitled to the protections of the law relating to child abuse and neglect reporting. All employees will complete UNCE training to recognize child abuse and neglect and to understand the reporting protocol. See Appendix A-3 for the complete policy.

All UNCE volunteers who work with youth must complete child abuse and neglect prevention/recognition training within 30 days of appointment as a volunteer. Once the self-study guide is completed, the volunteer is asked to return the guide to a 4-H staff member. All required signatures must be obtained on Page 5 of the guide. Individuals cannot work with youth until this requirement is met.


In conjunction with the child abuse neglect prevention/recognition training, all prospective volunteers will be fingerprinted, pursuant to Chapter 179A.180 – 179A.240 of Nevada Revised Statutes. The purpose is to prevent convicted child sexual offenders from involvement with UNCE youth programs. Volunteers will be refingerprinted if there is a break in service of one or more years.

Volunteer Application

All prospective 4-H volunteers will be asked to complete a UNCE Adult Volunteer Working with Youth Background Information and Application. This application provides information about the prospective volunteer that is relevant to becoming a volunteer leader, such as interest, past experience, skills and training, community organizations/activities, and hobbies. Additionally, the application calls for references and acknowledges the background check requirements. See Appendix A-11 for the complete document.
To ensure the continued safe environment of youth participants, prospective volunteers are asked to disclose any and all prior history of criminal convictions other than minor traffic violations. A criminal record will not necessarily bar an applicant, but all offenses will be considered by UNCE as they relate to an indication of a lack of trustworthiness and/or fitness to the specific UNCE program. Volunteers working with youth are obligated to disclose any and all future arrests and/or convictions within one month of the occurrence. Each incident will be assessed for continued volunteer involvement in UNCE youth programs.

**Volunteer Agreement**
The University and Community College System of Nevada (UCCSN) developed the Volunteer Agreement to describe the relationship of a 4-H volunteer with UCCSN. 4-H volunteers sign the agreement at the time of interview and appointment. The agreement asserts that the volunteer is identified as “unpaid staff” of the university and is therefore represented by UCCSN in matters of limited UCCSN liability, indemnification, workers’ compensation insurance, governing law, jurisdiction, state ownership of proprietary information, public records, and confidentiality. The volunteer will receive a copy of the volunteer agreement at the time of appointment. The agreement remains in effect as long as the volunteer is in an active status with UNCE. See Appendix A-10 for the complete document.

**Code of Conduct**
All adult and teen volunteers must adhere to the UNCE Volunteer Code of Conduct. As a leader of the University of Nevada Cooperative Extension 4-H Program, a volunteer agrees to conduct themselves in a respectful manner, exhibit good sporting conduct, and be a positive role model. They also agree to be courteous and to display appropriate behavior to all participants and bystanders.

Volunteer leaders will be asked to sign the complete Code of Conduct document at the time of volunteer screening as well as to initial on the 4-H Leader Enrollment Form each year. It is also the responsibility of the volunteer leader to ensure that all club members are aware of and that parents adhere to the Code of Conduct as well. See Appendices A-5 and A-6 for complete information.

**Photo Release**
UNCE’s Photo/Audio/Video Release allows for the use of recorded images for educational or promotional uses. UNCE requires all participants to have a signed Photo/Audio/Video Release on file before any recording can take place. Since it is quite probable that the opportunity for recording 4-H events can occur, it is recommended that all 4-H members and leaders have a signed release on file with the 4-H office. This is accomplished by checking the appropriate boxes on the back of the 4-H enrollment card. It is the responsibility of the 4-H volunteer to confirm that a signed release is on file. In the event that the release is declined it is the responsibility of the 4-H volunteer to ensure that no photo, audio, or video recording of that individual occurs. See Appendix A-8 for the complete document.
**Assumption of Risk**
UNCE has created an Assumption of Risk Form for 4-H volunteers to use when conducting UNCE Events. The Assumption of Risk Form is meant to be a guideline for UNCE participants to use to ensure that all participants are duly informed about the risks that may be associated with UNCE events. Each 4-H office has access to this form and can modify the template to make it appropriate for a specific event.

A condensed Assumption of Risk Form is on the Member and Leader Enrollment Forms and is to be initialed. When an event is open to more than club members, it is recommended that the 4-H volunteer have all participants sign an assumption of risk form. At the conclusion of the event, all forms are returned to the 4-H office for filing and retention. See Appendix A-2 for the complete document.

**Helmet Policy**
As of June 1997, all Nevada counties are required to enforce the helmet policy as it relates to all equine activities on the county, area, state, and regional levels. As an entity of the State of Nevada and UCCSN and as a sponsor of equine events and activities, UNCE is obligated and mandated to follow and enforce the helmet policy. All 4-H participants are required to wear a properly fitted ASM-SEI-rated helmet with harness while handling or riding horses. See Appendix A-7 for the complete document.

This rule is in effect at all levels; this means that 4-H volunteers must also enforce the helmet policy at club meetings where youth are working with or around horses. Leaders are strongly encouraged to set the example for personal safety by wearing helmets themselves.

Failure to enforce the helmet policy could release the volunteer from the liability and indemnification protection of the University of Nevada, Reno.

**Volunteer/Participant Produced Web pages**
The primary purpose for this policy is to ensure that UNCE program-related Web pages meet legal obligations and reflect well on 4-H, UNCE, UNR, and USDA.

All UNCE program-related Web pages produced by volunteers or participants and made public on the Internet must be reviewed and approved by the county extension educator or other designated county UNCE employee. It is the responsibility of the UNCE reviewer to ensure all appropriate guidelines (UNCE, UNR, USDA, etc.) are followed, and to ensure that the Americans With Disabilities Act (ADA) and other civil rights requirements are met. Also, any subject matter content must be reviewed and approved prior to being posted on the Web. Each UNCE office has the complete guidelines on file. See Appendix A-12.
**Affirmative Action**
As part of the Federal Cooperative Extension System, 4-H comes under the federal guidelines for Affirmative Action. As such, the Nevada 4-H Program will not discriminate on the basis of race, color, religion, sex, age, creed, national origin, marital status, pregnancy, veteran status, medical condition or ability, and sexual orientation, in the educational programs or any of the activities, which it operates. Furthermore, UNCE personnel are prohibited by federal legislation from working with or providing programs to any individuals, agencies, or organizations, that discriminate against anyone under the above guidelines. See Appendix A-1.

County offices are mandated to conduct an annual civil rights review of the 4-H program. Individuals who represent diverse interests outside of 4-H are invited to participate in the review.

**Sexual Harassment**
The policy of UNCE Western Area 4-H is that sexual harassment of members, volunteers, parents, staff, and/or anyone else is unacceptable and prohibited. Sexual harassment is against the law. See Appendix A-9 for details.

**Public Issues**
While UNCE employees and volunteers are free to represent their own views to any group, university policy prohibits them from representing themselves as UNCE/4-H spokespersons on public issues. Therefore, individuals must exercise the utmost care to ensure that personal views and/or opinions are not perceived as the views of UNCE/4-H. Volunteers may be asked to represent UNCE/4-H as content experts, but advocacy on issues in not allowed. UNCE/4-H can provide research-based information and data to all parties but cannot take sides on an issue.
Appendix
Appendix

Policies
A-1 Affirmative Action and Equal Opportunity Statements
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Forms
A-14 4-H Donation Request Form
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A-19 Youth Development in Nevada - Core Concepts
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A-21 Overview of University of Nevada Cooperative Extension
The Affirmative Action Statement describes how 4-H programs cannot, by law, discriminate against anyone.

**Affirmative Action Statement**

The following Affirmative Action Statement must be placed on all print and electronic pieces:

The University of Nevada, Reno is an equal opportunity affirmative action employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, or sexual orientation in any program or activity it operates. The University of Nevada employs only United States citizens and aliens lawfully authorized to work in the United States.

In instances where the piece is too small for the above statement (i.e., bookmarks), the following statement is acceptable:

An EO/AA/ADA institution

The Equal Opportunity Statement explains how everyone must have equal access to 4-H programs.

**Equal Opportunity Statement**

The University of Nevada, Reno is committed to the principle of equal employment opportunity and access for all its students, faculty, employees, and applicants for employment. The University does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, or sexual orientation in any program or activity it operates.

The University complies with the spirit, as well as the letter, of all applicable local, state, and federal laws regarding equal opportunity. Employment opportunities are and shall be open to all qualified applicants solely on the basis of education, experience, aptitude, and ability. Advancement is based entirely on achievement, performance, ability, attitude and potential for promotion.

For more information about affirmative action and equal opportunity, please contact UNR Human Resources at 784-6035.
Note: All underlined information may be modified to fit specific events.

University of Nevada
Cooperative Extension Events
Assumption of Risk Form

In consideration of the acceptance of my application for entry in the Washoe County 4-H Horse Show, I hereby freely agree to and make the following contractual representations and agreements. I fully realize the dangers of participating in said event and I voluntarily assume all risks associated with such participation. I understand these risks include, by way of example and not limitation the following: the dangers of collision with pedestrians, vehicles, and fixed or moving objects; the danger of being bitten, kicked, or stepped on; the danger of being thrown from a horse or having a horse fall on me; the danger of being dragged; the danger of collision with other horses, riders, fences, buildings, or other structures or objects; the dangers arising from surface hazards, equipment, failure, inadequate safety equipment, weather conditions, property damage or loss and the possibility of serious physical injury, pain, mental trauma or death.

(initial)

I understand that horseback riding is an inherently dangerous activity, and that no one can guarantee my safety while participating in or observing this activity. I understand all of the risks and dangers which arise from this activity and knowing those risks and dangers, it is my wish to participate in or observe this activity.

(initial)

For myself, and my heirs, executors, administrators, legal representatives, assignees and successor in interest (collectively referred to as "successors"), I release, forever discharge and agree not to sue the University of Nevada System, its employees, agents, members, sponsors, volunteers, officials, spectators, or owners of property on which this activity may be conducted from any and all liability, claims, loss, cost or expense, including, but not limited to, those arising from property damage or loss, injury to my body, mental trauma, or death, and waive any such claims against any such persons or organizations, arising directly or indirectly from, or attributable in any legal way to, any negligence or other action or omission to act of any such persons or organizations in connection with the sponsorship, or organization or conduct of the above event/activity including travel to and from such event or activity in which I may participate as a participant, spectator or volunteer. I hereby waive all such claims which I have now, or may hereafter have against the above organizations or persons, however caused.

(initial)

I agree that it is my sole responsibility to be familiar with the grounds, buildings, and other facilities, rules, other applicable rules or special regulations for the above event. I understand and agree that situations and conditions may arise prior to, during, or following the event which may be beyond the control of the University of Nevada System, its employees, agents, members, sponsors, volunteers, and officials, and I must participate so as to neither endanger myself or others.

(initial)

I agree for myself and my successors that the above representations and agreements are contractually binding and shall bind me and my successors for the above event. I agree that I for my successors assert any claim or bring any suit in violation of this agreement, I or any of my successors shall be liable for the expenses (including legal fees) incurred by the other party or parties in defending against such claim or suit.

(initial)

I have carefully read this entry and release form and fully understand its contents. I am aware this is a release of liability, a waiver of claims, and agreement not to sue, and a contract between myself and the University of Nevada System.

Signature of Participant   Address
Name   City, State, Zip
Date   Phone Number

Minor's Parent or Guardian Consent:
We undersigned parent or guardian of a minor do hereby consent to any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital service that may be rendered to said minor under the general or specific instructions of any physician or hospital. It is understood that this consent is given in advance of any specific diagnosis or treatment which may be required, but is given to encourage university employees, event staff, hospital staff, and such physician to exercise their best judgement as to the requirements of such diagnosis or treatment. The undersigned shall pay all fees for doctors, hospitals and other medical charges reasonable and necessarily incurred.

Signature of Parent or Guardian:
(If participant is under 21 years of age.)

Person to contact in emergency:
Name   Phone Number
Physician   Phone Number

Signature of Cooperative Extension staff:

A-2

July, 2000
Cooperative Extension Child Abuse and Neglect Training
Requirement and Reporting Protocol

Child abuse and neglect prevention training requirement. As a reminder, the child abuse and
neglect prevention training requirement of University of Nevada Cooperative Extension is:

Any child who participates in educational programs and activities conducted under
the auspices of University of Nevada Cooperative Extension is entitled to the
protections of the law relating to child abuse and neglect reporting. All employees
will complete Extension training to recognize child abuse and neglect and to
understand the reporting protocol.

1. All Cooperative Extension paid staff must complete Child Abuse and Neglect Prevention
   Training within 30 days of hire. In addition, trained Cooperative Extension volunteers who
   work as unpaid staff in programs which involve youth must complete Child Abuse and
   Neglect Prevention Training within 30 days of beginning volunteer assignments. Individuals
   cannot work with youth until this requirement is met.

2. It is the responsibility of the immediate supervisor to inform new staff or volunteers of the
   training requirement and to ensure that each person receives the self-study guide or attends
   a training session.

3. Supervisors should keep documentation that staff and volunteers have completed the
   training, including a copy of the completed checklist. Additionally, the supervisor is
   responsible for submitting a copy of the completed checklist to the Statewide Administrative
   Office for inclusion in a state master list of trained individuals.

Protocol in cases of suspected child abuse or neglect. The University of Nevada Cooperative
Extension protocol for reporting suspected child abuse and neglect is:

1. In any case of suspected child abuse or neglect, all Extension personnel, including
   volunteers, must comply with the law. The law states that "where there is reason to believe
   that a child has been abused or neglected a report must be made." If you become aware
   that abuse may have occurred in the past, even many years ago, you still must report.

2. Reports of suspected child abuse and neglect must be made within 24 hours of gaining
   knowledge of such information.

3. Reports must be made directly to the appropriate local agency (the local Nevada State
   Welfare Department office or the local law enforcement office where the alleged abuse
   occurred) by the person who has reason to believe or suspect that abuse or neglect has
   occurred.

4. Your supervisor should be notified that a report has been filed. Your supervisor is
   responsible for notifying the Extension Educator, Area Director and the Dean and Director of
   the action, without revealing the details of the report.

Effective as of August 18, 1998.
University of Nevada Cooperative Extension Civil Rights Policy Statement

University of Nevada Cooperative Extension is committed to the University’s Affirmative Action Plan and the Equal Employment Opportunity Policy and all Civil Rights mandates from the United States Department of Agriculture (USDA). We support fair and equitable consideration and treatment in all aspects of employment and educational programs for all persons without regard to race, color, religion, sex, age, national origin, political or union affiliation, marital status, sexual orientation or disability.

All Cooperative Extension employees and volunteers are responsible for treating each other and program participants with the utmost respect and cooperation assuring that equal opportunities are made available to all and that our programs and work environment is free of unlawful discrimination, harassment or prohibited personnel practices.

If any employee or volunteer either experiences or witnesses conduct that may be inconsistent with either the University's or the USDA's Civil Rights Policies as stated herein must immediately notify their supervisor or the Statewide Human Resources and Affirmative Action Officer, the University's Affirmative Action Office or the Dean and Director. All Area Directors, Department Heads and supervisors are charged with ensuring that the workplace and programs are free from discrimination or retaliatory behavior toward any individual.

All employees and volunteers are encouraged to work together in a spirit of mutual respect, cooperation and understanding of each other's differences.

Karen L. Hinton
Dean and Director
University of Nevada Cooperative Extension

10/00
University of Nevada Cooperative Extension
Volunteer Code of Conduct
Adopted by EGB 5/16/00

As a University of Nevada Cooperative Extension Volunteer, I will:

- Represent Cooperative Extension with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
- Follow through and complete accepted tasks.
- Conduct myself in a respectful manner, exhibit good sporting conduct, and be a positive role model.
- Seek training for my volunteer role by participating in meetings, self-study, or other training opportunities to help me work more effectively with appropriate audiences.
- Display respect and courtesy for Extension employees, other volunteers, program participants, visitors, clients and property.
- Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information. (Reports of child abuse or neglect will be handled as per Nevada State law and Cooperative Extension policy.)
- Keep Extension staff informed of progress, concerns and problems within the program(s) in which I participate.
- Work cooperatively as a team member with Extension employees and other Extension volunteers.
- Respect and follow Extension policies, along with specific county policies and program expectations.
- Keep personal opinions and actions separate from those made as a representative of this organization.
- Avoid conduct, both on and off duty, that would jeopardize program effectiveness.
- Promote and support Cooperative Extension in developing effective local, county, state and national programs.

And, as a Nevada Cooperative Extension Volunteer, I will not:

- Use vulgar or inappropriate language.
- Solicit gratuities, gifts or bequests for personal or professional benefit.
- Use or be under the influence of illegal drugs.
- Consume or be under the influence of alcohol or consume tobacco at youth events.
- Discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, and, in accordance with University policy, sexual orientation.

Signature___________________________________________ Date____________________
COMPLAINT PROCEDURE
University of Nevada Cooperative Extension Volunteers
Adopted by EGB 5/16/00

Reported violations of the Volunteer Code of Conduct will be investigated. The procedure is as follows:

Anyone may report a violation of the Code of Conduct. Complaints are to be registered with the Extension personnel assigned to the specific program in which the violation occurred. The Extension Educator will be notified of the complaint or situation. Such reports, to the extent possible, will be handled in a confidential manner.

When appropriate, complaints may be investigated by a team comprised of Extension personnel, such as a faculty member who has responsibility for the program involved, program personnel, and the Statewide Human Resources Specialist (optional). The investigation will include, but is not limited to:

- Interviewing the accused volunteer
- Interviewing witnesses and reviewing documents and written/verbal statements (when available)
- Reviewing the circumstances surrounding the alleged violation

Once a complaint has been filed, every effort will be made to reach a decision within 90 days. If, at the conclusion of the investigation, the complaint is supported, the volunteer will be notified of any action to be taken by Extension. Actions taken for violations of the Code of Conduct may include, but are not limited to:

- Verbal counseling
- Written warnings
- Temporary suspension from volunteer activities
- Termination of the volunteer relationship

The decision will be presented to the volunteer in writing and volunteers will be informed of their right to appeal any action taken against them. Any and all actions taken will be documented to the file.

In the event that violation of the Code of Conduct is not found, the investigation will be closed, and the volunteer will be notified as such.

In the case of a false or malicious complaint, the person filing the complaint (if volunteer or staff) will be subject to the above actions, in accordance with applicable University, Extension, State and County policy.

APPEALS PROCESS

A volunteer may appeal any action taken within 30 days through the following procedure:

Appeals must be presented in writing to the respective Area Director. The Area Director will review the request and any additional information provided, and render a written decision within 90 days either supporting the course of action taken by the investigation team, reversing the action, or directing a lesser action.

Following the Area Director’s determination, a second request for appeal may be submitted to the Dean/Director. The Dean/Director will then render a written decision supporting the action taken by the Area Director, reversing the action, or directing a lesser action. The Dean/Director’s decision will be final and binding.

(1) Verbal counseling should be done immediately and followed by a note, copy to file, indicating that a discussion took place.
February 25, 1999

To: Extension Educators
   County 4-H Contacts

From: Karen Hinton
   Dean and Director

Re: Helmet policy

It has come to my attention that questions have arisen regarding wearing helmets while participating in county 4-H horse project activities. In 1997, the Show Board established the following rule: "All 4-H participants are required to wear a properly fitted ASM-SEI rated helmet with harness while handling or riding a horse at the State Horse Show."

In June of 1997, UCCSN Assistant General Counsel, Marc Cardinali, issued an opinion regarding the implementation of the rule at the county level. In his memo, he stated that "As an entity of the State of Nevada and the UCCSN and as a sponsor of the event, UNR Cooperative Extension is obligated and mandated to follow the helmet rules. This rule is for the protection of the rider and a necessary risk management tool required under state rules."

I understand that there are strong feelings about western traditions relating to horse events. However, it is essential that we make the safety of 4-H participants and our volunteers a top priority. Risk management is critical to maintaining a safe environment in all aspects of club meetings, activities and contests and is essential for the ongoing success of the 4-H program. In Washoe County, last year, a 4-H member was thrown from her horse. Her head struck a metal fence. Fortunately, she was wearing a helmet and was uninjured. If we had not taken steps to manage the risk, the consequences could have been dire.

If your county has not already begun to implement this rule, please do so immediately. Failing to manage this type of risk can place employees, volunteers and the University in a position of legal vulnerability.

Cc: Sue Hoffman
   Area Directors
   Administrative Office
PHOTO/AUDIO/VIDEO RELEASE

I give permission, without restriction, to the University of Nevada Cooperative Extension to:

_____ photograph me
_____ videotape me
_____ audio record me
_____ quote me

I grant the right to use these materials for educational and promotional use, as directed by the university, without payment or remuneration for any appearances, use or displays. I acknowledge the university’s right to crop or treat the display of my photograph at its discretion. I understand that the university may use these materials in printed and Internet publications and presentations that they produce, and that they may also give these materials to news media and other organizations for educational or promotional purposes.

Name of Participant ____________________________________________________________
If under 18 years old, name of Parent or Guardian _______________________________________

I agree to the above conditions.
Adult Participant or Parent/Guardian ______________________________________________

Date ____________________________
Mailing Address ________________________________________________________________
City, State, Zip _________________________________________________________________
Phone Number _________________________________________________________________

Thank you!
Sexual Harassment Policy Statement

The policy of the University of Nevada Cooperative Extension’s Western Area 4-H is that sexual harassment of members, volunteers, parents, staff, and anyone associated with 4-H is unacceptable and prohibited. This stance is consistent with the University’s efforts to maintain equal employment opportunity, equal educational opportunity, non-discrimination in programs, services, and use of facilities, and the Affirmative Action program. It is also consistent with our mission of youth programs to provide a safe, productive environment for youth and adults.

Sexual harassment is the introduction of sexual activities or comments into the 4-H setting. Sexual harassment also involves repeated sexual advances or demeaning behavior that has a harmful effect on a person’s ability to participate.

For general policy purposes, sexual harassment may be described as sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature where:

Such conduct has the purpose or effect of interfering with an individual’s performance or participation in activities or creating an intimidating, hostile, or demeaning environment.

Anyone subjected to suspected sexual harassment should contact his or her 4-H staff member and/or another Cooperative Extension representative. Any person who makes a complaint must charge that he or she has been harassed. Contacts are confidential. Formal complaints will be seriously pursued.

The complete policy on this issue, “UCCSN Policy Against Sexual Harassment and Complaint Procedure,” is available from your local Cooperative Extension office.

Remember, sexual harassment is offensive and against the law.
VOLUNTEER AGREEMENT

Whereas, it is deemed that the services of volunteers are both necessary and in the best interest of the University and Community College System of Nevada (UCCSN);

Now, therefore, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. ASSENT. The UCCSN accepts the service of the volunteer until such services are terminated with or without cause or notice at the discretion of either party.

2. INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described, including, when applicable, any certifications, licenses, and/or other credentials the volunteer is to possess; the number of hours or number times the service is to be performed, or when appropriate, a description of the work product.

3. LIMITED UCCSN LIABILITY. The UCCSN shall not waive and intends to assert NRS chapter 41 liability limitations in all cases.

4. INDEMNIFICATION. To the fullest extent permitted by law, the UCCSN shall indemnify, hold harmless and defend the volunteer, as if as an employee of the UCCSN within the scope and meaning of NRS 41.0339, from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to attorney’s fees and costs, arising out of the performance of the services set forth in the “Description of Volunteer Duties” statement contained below if the act or omission on which such liability, claims, actions, damages, losses, and expenses are based appears to be within the course and scope of the public duty assumed by the volunteer, appears to have been performed or omitted in good faith, was done under the control and direct supervision of the UCCSN and in the furtherance of the UCCSN’s business.

5. INSURANCE. The volunteer, as an employee of the UCCSN within the scope and meaning of NRS 41.0339, shall be treated as an employee regarding any applicable liability maintained by or on behalf of the UCCSN while engaged in the performance of the services set forth in the “Description of Volunteer Duties” statement. However, the volunteer is excluded from participation in any employee rights, benefits, or plans, including, without limitation, those found in NRS Title 23.

6. WORKERS’ COMPENSATION INSURANCE. Volunteers shall receive workers’ compensation coverage in accordance with NRS 616A.130 while engaged in the performance of the services set forth in the “Description of Volunteer Duties” statement.

7. GOVERNING LAW; JURISDICTION. This Volunteer Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, and adjudicated in Nevada district courts.

8. STATE OWNERSHIP OF PROPRIETARY INFORMATION. Any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code, or any other documents and drawings, prepared or in the course of preparation by the volunteer while engaged in the performance of those services set forth in the “Description of Volunteer Duties” statement shall be the exclusive property of the UCCSN and all such materials shall be remitted to the UCCSN by the volunteer upon completion, termination, or cancellation of service. A volunteer shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of the volunteer’s service under this agreement without prior written consent of the UCCSN.

9. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents received from a volunteer may be open to public inspection and copying. The UCCSN will have the duty to disclose unless a particular record is made confidential by law or common law balancing of interests.

10. CONFIDENTIALITY. A volunteer shall keep all information confidential, in whatever form, produced, prepared, observed or received by the volunteer to the extent that such information is confidential by law.

VOLUNTEER NAME__________________________ SSN________________________

DESCRIPTION OF VOLUNTEER DUTIES

________________________________________

________________________________________

CAMPUS_________________________ DEPARTMENT_________________________

START DATE OF ASSIGNMENT_______________ END DATE OF ASSIGNMENT_______________

CERTIFICATIONS, LICENSES AND/OR OTHER CREDENTIALS NEEDED________________________

EMERGENCY CONTACT________________________ TELEPHONE NUMBER________________________

IN WITNESS WHEREOF, the parties hereto execute this Volunteer Agreement

Volunteers’ Signature________________________ Date________________________ Volunteer’s Title________________________

UCCSN Department Signature________________________ Date________________________ Title________________________

Parent Signature________________________ Date________________________
(If volunteer is less than 18 years of age)

Distribution: BCN, Department, File Copy, Volunteer A-10
University of Nevada Cooperative Extension (UNCE)
Adult Volunteer working with Youth background information and application

Name ___________________________ First     Middle      Last
Mailing Address ___________________________ Street      City      Zip
Length of time at above address _______ County _______ Phone ___________ Day _______ Evening _______

Emergency Contact ___________________________ Name and number

DOB ___________ mm/dd/yy Drivers’ License # ___________ Social Security # ___________

It is the policy of UNCE to ensure a safe environment for youth participants in any UNCE sponsored program. Therefore, prospective volunteers are asked to disclose any and all prior history of criminal convictions other than minor traffic violations. A criminal record will not necessarily bar an applicant but all offenses will be considered by UNCE as they relate to an indication of a lack of trustworthiness and/or fitness to the specific UNCE program. Volunteers working with youth, are obligated to disclose any and all future arrests and/or convictions within one month of the occurrence. Each incident will be assessed for continued volunteer involvement in UNCE Youth Programs. Background checks and fingerprinting will be done in accordance with NRS 179A.180-179A.240.

Have you ever been convicted of a criminal offense? Yes (    )  No (    )
If yes, please give date, nature of offense, and disposition.

References: List three persons, not related to you, who have knowledge of your qualifications to work in youth development programs. UNCE must have complete addresses.

(1) Name ___________________________ Mailing Address ___________________________
    Phone (    )________________________

(2) Name ___________________________ Mailing Address ___________________________
    Phone (    )________________________

(3) Name ___________________________ Mailing Address ___________________________
    Phone (    )________________________

I authorize contact of listed references. I understand that misrepresentation or omission of facts requested is cause for non-appointment as a volunteer. If appointed as a volunteer, I agree to abide by the policies of UNCE youth development programs. By signing below, I ____________________________, hereby voluntarily authorize the University of Nevada Cooperative Extension to obtain references about me from the sources provided herein, or any other sources as deemed necessary, and to consider the references when making decisions regarding my status as a volunteer with the University of Nevada Cooperative Extension. I also understand that my appointment as a volunteer is contingent on passing the background check. I voluntarily authorize the University of Nevada Cooperative Extension to utilize this release of information/references document at their discretion. I release and hold harmless each and every person, company, or other party that may provide the aforementioned reference to the University of Nevada Cooperative Extension. I further release and hold harmless any employee, officer, or volunteer of the University of Nevada Cooperative Extension who may utilize this information to determine my eligibility as a volunteer or who may have access to this information.

Signature ___________________________ Date __________________

Effective May 12, 1999
Are you a 4-H alumni? ____________

Where were you in 4-H? ____________

Have you previously been a 4-H leader? ______ Yes ______ No

If yes, how many years? ______ Where? ________________________

Town  County  State

__________________________________________

Do you prefer to work directly with ( ) youth  ( ) adults  ( ) both

If you prefer to work directly with youth, what age level(s) do you prefer?

( ) Pre-4-H age  ( ) 12-14 years

( ) 9-11 years  ( ) 15-19 years

What time commitment do you desire initially?

( ) 1-3 months  ( ) 3-6 months  ( ) 6-12 months

Are you available to volunteer? ______ Mornings  ______ Afternoons  ______ Evenings  ____ Weekends

Previous Volunteer Experience: (List current or most recent experience first)

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<thead>
<tr>
<th>Organization</th>
<th>Position Title or Major Responsibilities</th>
<th>From mo/yr to mo/yr</th>
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Skills, Training, or Education related to working with youth: (describe)

________________________________________________________________________

________________________________________________________________________

Community Organizations/activities: (describe)

________________________________________________________________________

________________________________________________________________________

Hobbies, Skills, and Interests that can be shared with youth in 4-H:

________________________________________________________________________

________________________________________________________________________
Background & Introduction
There are a variety of University of Nevada Cooperative Extension (UNCE) program-related web pages produced by volunteers. These may be related to any UNCE program. At this time, however, most are related to 4-H and the Master Gardener programs. These web pages are generally produced by volunteers (adults or youth) to promote UNCE programs.

Recently, some questions have come up about UNCE program-related web pages produced by volunteers and placed on servers not controlled by UNCE. As a result, a committee was appointed by the Extension Governing Board (EGB) to recommend guidelines for volunteer-produced UNCE program web pages – both 4-H related and non-4-H related.

Purpose
The primary purpose for suggesting guidelines is to ensure that UNCE program-related web pages meet our legal obligations and reflect well on 4-H, UNCE, UNR and US Department of Agriculture (USDA). To do this, we need to ensure that volunteers and others developing UNCE program-related web pages know, understand and follow the basic guidelines. Also, it is important they understand the reasons behind the guidelines. However, the County Extension Educator, or other county Cooperative Extension employee they may designate, is responsible to explain these guidelines to volunteers, and to review web pages for compliance. These guidelines, therefore, are written and provided to assist the County Extension Educator in this responsibility.

Guidelines
In general, it is recommended that guidelines already in existence or in common usage for other Cooperative Extension publications, programs, brochures, penalty mail, newsletters, etc., be applied to volunteer-produced web pages as well. With this in mind, below are some specific recommendations for use with volunteer-developed UNCE program-related web pages.

For All UNCE Program-Related Web Pages Produced by Volunteers:

1. The county Extension Educator, or other county Cooperative Extension employee they may designate, is responsible to review and approve volunteer-produced web pages for their county before they are made public on the Internet. (Where there is no Extension Educator in a county, the Area Director will assign responsibility.) It is the responsibility of the UNCE reviewer to insure all appropriate guidelines (UNCE, UNR, USDA, etc.) are followed, and to insure any ADA or other civil rights requirements are met. Also, any subject matter content developed by the volunteer must be reviewed and approved before being posted on the web. If not approved, pages cannot be publicly displayed anywhere on the web. It is the responsibility of the volunteer to re-submit web pages for review and approval whenever major changes are made to a web page.

2. No specific template is necessary for a banner but web pages need to reflect the relationship between UNCE, UNR, and county programs in some fashion - whether by using appropriate logos, an appropriate acknowledgement statement or in some other way.
way. (For example, people looking at web pages for a 4-H club in their county should be able to recognize that 4-H is part of their county UNCE program which is also a part of UNR.) Using the UNCE logo on the web page would be one way to reflect the relationship of the program to UNCE and UNR. Another way would be to have a statement such as:

“The Master Gardener program is a part of the University of Nevada Cooperative Extension in cooperation with the US Department of Agriculture and “your” county.”

3. All UNCE-related program web pages must have the "non-discrimination statement" (see UNCE employee support web page) on at least the home page, and web page contents must reflect our "non-discrimination" policies.

4. Contact information should be shown for the county Cooperative Extension office and the appropriate UNCE personnel. The Cooperative Extension contact should be clearly identified as a UNCE employee.

5. Photos of youth and adults can only be included on web pages if a signed photo release has been obtained. Even with photo releases, full names and contact information for non-UNCE employees should not be included on the web. (See attached photo release.)

6. Links to commercial sites (that sell goods), endorsements of products or other commercial information will not be included on UNCE program-related web pages. When considering links to organizational web sites (ex.: Pruners Association), apply the same principles you would use if it were a UNCE program, newsletter or other publication. In these instances, use the following disclaimer statement:

“This link is provided for informational purposes only. University of Nevada Cooperative Extension does not guarantee the accuracy or completeness of the information which the listed site may contain, nor does UNCE endorse the products or services this site may provide or advocate.”

7. Items for sale or any other solicitation for personal gain can not be included on web sites. (Just as similar items are not included in Cooperative Extension newsletters or other penalty mail items.) Information on UNCE-related program fundraisers (i.e., 4-H) may be appropriate.

8. As in UNCE publications or web pages, sponsors may be recognized, but specific dollars or contributions are not listed.

9. UNCE program-related web pages will not be placed on web sites which have “pop-up” ads. (Many internet service providers provide free web space, without “pop-up” ads for individual subscribers at no cost. Check with your internet service provider.)

10. If volunteer web pages have been reviewed and approved by the county Extension Educator (or other designee) as meeting guidelines, they may link to appropriate county and/or area or state UNCE web pages. Also, approved web pages may have links to other related UNCE county, area, state or USDA web pages. If volunteers have any
doubt about the appropriateness of placing any link on the web page, they should contact their local Cooperative Extension office.

**Additional Guidelines Specific to 4-H Program-Related Web Pages:**

1. By law, the 4-H name and emblem cannot be used without the permission and approval of Cooperative Extension.

2. Web pages must appropriately reflect the 4-H program, reflect positively on UNCE, and use the 4-H name and emblem. The 4-H name and emblem (4-H Clover) are protected by Federal law. Therefore, guidelines for using the 4-H name and emblem must be strictly followed. Guidelines for using the 4-H name and 4-H Clover can be found at: http://www.reeusda.gov/4h/4h.htm. These guidelines are subject to change, so they should be reviewed regularly. This web site also has approved downloadable 4-H logos for use in web pages, and guidelines to use in designing your own 4-H Clover for a web page.

3. To protect youth, last names and contact information (addresses, e-mail, phone numbers, etc.) for youth cannot be displayed on UNCE program-related web pages. Only contact information for the county Cooperative Extension office and the appropriate UNCE contact person should be displayed. (The UNCE contact person can pass on any appropriate messages they receive to the volunteers - adult or youth.)

**Implementation**

While these guidelines cover web pages produced by volunteers, the County Extension Educator has responsibility for insuring implementation. The County Extension Educator, or other county Cooperative Extension employee they may designate, is responsible for explaining these guidelines to volunteers, and for reviewing web pages for compliance.

Six months from the date guidelines are finalized and approved by the Extension Governing Board, all current volunteer produced web pages must be brought into compliance. All new volunteer produced web pages must follow these guidelines.

Finally, it must be recognized that these recommendations may be changed or superceded by UNCE, UNR, State or Federal requirements or guidelines which may be developed in the future.
University of Nevada Cooperative Extension
Policy for Workplace Threats and Violence

Nothing is more important to University of Nevada Cooperative Extension (UNCE) than the safety and security of its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on UNCE property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution. UNCE’s response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on UNCE property shall be removed from the premises as quickly as safety permits, and shall remain off UNCE property pending the outcome of an investigation. UNCE policies, procedures or practices do not prohibit actions necessary to prevent someone from carrying out either a violent act, or from creating a life-threatening situation.

All UNCE personnel are responsible for notifying the Area Director, department head or other appropriate supervisor, of any threats, which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on an organization controlled site, or is connected to organization employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the Area Director is not available, employees should report the threat to their department head or other appropriate supervisor.

All individuals who apply for or obtain a protective or restraining order which lists organization locations as being protected areas, must provide to the Area Director a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

UNCE understands the sensitivity of the information requested and maintains confidentiality when possible but it cannot be guaranteed.

Effective June 21, 2000
Note: Both forms should be completed and turned in prior to activity, event, or solicitation.

4-H Donation Request Form
(Please complete one form prior to each donor/donation solicitation).

County: _________________________________________________________
Name of 4-H Club: ________________________________________________
Club Leader: _____________________________________________________
Name and Address of business or individual being solicited for a donation:
________________________________________________________________
________________________________________________________________
Items being requested: _____________________________________________
________________________________________________________________
Purpose/Goal: ____________________________________________________
________________________________________________________________
Approved by: ______________________________  Date: _____________
4-H Staff Member

4-H Fundraiser Request Form
(Please complete one form prior to each fundraising activity).

County: _________________________________________________________
Name of 4-H Club: ________________________________________________
Club Leader: _____________________________________________________
Type of Fundraiser: ______________________________________________
________________________________________________________________
Purpose/Goal: ____________________________________________________
________________________________________________________________
________________________________________________________________
Approved by: ______________________________  Date: _____________
4-H Staff
Name of Organization __________________________________________________
List Projects  _________________________________________________________
Name of Leader  _______________________________________________________
Mailing Address  ________________________________________________________
City ___________________________ County ______________________
State ___________________________ Zip _______________________
Email Address  ________________________________________________________

Desired Effective Date _________________________ Phone # ________________
Has this group had one of our annual policies with the last year?
□ Yes □ No

Number of Regular Members Registered _______________ (All members must be insured.)
Number of Regular Leaders Registered _________________
Number of Horse/Motorcycle/Ski Members Registered _________________
Number of Horse/Motorcycle/Ski Leaders Registered _________________

Are Leaders to be covered?  □ Yes □ No

Covered Leaders’ Names:
1. ________________________________________________________
2. ________________________________________________________
3. ________________________________________________________
4. ________________________________________________________

As authorized leader of the above group, I request that a Master Policy be issued on the effective
date requested, or on the date this application is received, whichever is later.

We are attaching a check or money order payable to the American Income Life Insurance
Company, P.O. Box 50158, Indianapolis, Indiana 46250, calculated at the rate of $1.00 for each
person ($2.00 for Horse/Motorcycle/Ski/etc.). Minimum Premium per policy is $10.00.

Signed _______________________________________________________
Authorized Group Leader

Print this form and MAIL with your premium check to:

American Income Life Insurance Company
P.O. Box 50158
Indianapolis, IN 46250
(317) 849-5545 or 1-800-849-4820

Policy Number ____________________________ (Assigned by A.I.L.)
Issue Date _______________________________ (Assigned by A.I.L.)

Note: Coverage begins automatically one day after application and check have been postmarked.
Club Name: ______________________________________________________

Leader Name(s): __________________________________________________
_________________________________________________________________
_________________________________________________________________

County: ___________________________________________________________________

Does this club have funds in an account at a banking institution?  ☐ Yes  ☐ No

If yes, name of Banking institution: ______________________________________

General bank account information:
Account number: ______________ Type of account: ______________
Signatures on account: ________________________________________________
_________________________________________________________________
_________________________________________________________________

Financial Activity

Cash balance:  October 1, ________

| Cash in Bank | $ ____________ |
| Cash on Hand | $ ____________ |

Total opening cash balance:  $ ____________

Revenue:  10/1/_______ to 9/30/_______  Amount

| Donations | $ ____________ |
| Fund Raisers | $ ____________ |
| Other (list) | $ ____________ |
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Total revenue:  $ ____________
### NEVADA

**Annual Financial Reporting Form**  
**For 4-H Clubs**

Expenses 10/1/________ to 9/30/________  

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<th>Check# / Cash</th>
<th>Description</th>
<th>Amount</th>
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</table>

**Total Expenses**  
$___________

**Total ending cash balance**  
$___________

**Cash Balance**  
September 30, _______

- **Cash in Bank**  
  $___________

- **Cash on Hand**  
  $___________

- **In Balance**  
  $___________

(MUST AGREE WITH TOTAL ENDING CASH BALANCE)

Date required: November 1st  
Date submitted: ____________  
Date Received: ______________

Submitted By:

Treasurer:  
Name (Type or Print)  
Signature

Adult Leader:  
Name (Type or Print)  
Signature

*This information is required by USDA per their document “Tax-Exempt Status of 4-H Organizations Authorized to Use the 4-H Name and Emblem”  
This form should be returned to your County Cooperative Extension office.*

L:\TEAMS\SW\Admin\SUE\FORMS\4-H annual report.doc

A-16
Medical Permission Form  
(title and date of event)

Name_________________________ Age_________ Birthdate_________________________

Address_________________________ Street and Number_____________ City_________ Zip_________

Parent's Name_____________________ Phone(Home)_____________ (Work)_____________

Family Health Insurance Company_________________________ Policy No._____________

Family Doctor_________________________ Doctor's Phone: (____)_____________

If parents are not available in case of an emergency, notify:

Name_________________________ Phone:(____)_____________

Address_________________________ Number and Street__________ City_________ Zip_________

When last examined by a physician (give approximate date):_________________________

Have you been exposed to any communicable disease, such as measles, mumps, etc., in the last three weeks?
Yes________ No________

Please describe any health problems that you may have and indicate any special considerations that should be made. Please note, the chaperone must be aware of all potential problems or health situations so she/he is prepared for all eventualities, even if you do not consider it a problem or it is well controlled.

Please check all of the following which you are currently subject to:

- Diabetes
- Hyperactivity/ADD
- Asthma
- Fears*
- Epilepsy
- Allergy to bee stings/insects
- Subject to nose bleeds
- Seizures
- Allergies to food*
- Emotional concerns*
- Activity Intolerance*
- High Blood Pressure
- Heart Disease
- Allergies to the environment*

*Please provide additional information for starred items:

Are you now or have you been under a doctor's care in the last six months? Yes____ No____
If yes, what for? _____________________________________________________________________

Are you on any prescribed medication? Please identify: _____________________________________________________________________

Any medication (prescription or non-prescription such as Tylenol) must be accompanied by a signed physician's order and must be turned over to the health professional upon arrival at the event.

<table>
<thead>
<tr>
<th>ACTIVITY DETAILS</th>
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<tbody>
<tr>
<td>Date of Activity</td>
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</table>

Place and time parents are to pick up children _____________________________________________________________________

Other Information _____________________________________________________________________

All youth and adults will follow UNCE Conduct Policies

Parental Permission

I ___________________________ in my capacity as (Name of parent or guardian) (Father, mother, guardian) do hereby grant permission for my child to participate in the activity and for the 4-H chaperones to secure emergency medical care for my child, if necessary, and I am not able to be reached immediately. I will assume all financial obligations incurred if not covered by insurance.

_________________________________________________________ Date

Signature of parent or guardian
4-H Volunteer Club Leader Job Description and Agreement

Position Title: 4-H Volunteer Club Leader

Term of Responsibility: 1 year minimum, but leaders are encouraged to serve for several consecutive years.

Time Commitment: Average of one hour of planning time for every one hour of club activity. One and a half hours each month to attend the Leaders' Council meetings. Additional time may be committed at the discretion of the individual.

Purpose: Overall 4-H club coordinator who communicates with other volunteers, Extension 4-H contact, club members, and 4-Her's parents and families to maintain smooth operation of the club. Support Extension 4-H contacts, volunteers, and youth in conducting meaningful, educational experiences to help youth grow and reach their fullest potential.

Responsibilities:

Commit to young people and their growth in all areas. Be dedicated to youth and be sensitive to their abilities and needs.

☐ Help members gain decision making, problem solving, self responsibility, accountability, communication, goal setting, and career exploration skills in project work.

☐ Encourage youth leadership through the use of committees, demonstrations, junior leadership, and individual guidance.

☐ Encourage youth to learn and experiment with new ideas, techniques, and skills.

☐ Provide feedback to members- letting them know when they are doing a good job and advising them when they need to improve. Praise youth for the progress they make.

☐ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.

Provide a safe environment for all youth.

☐ Follow all guidelines and policies of the University of Nevada Cooperative Extension, Nevada 4-H program, and the county 4-H program.

Coordinate project activities (meetings, work sessions, demonstrations, educational tours).

☐ Attend club meetings and activities. If unable to attend, make arrangements for another trained 4-H volunteer to oversee activities.

☐ Recruit new members when the club has openings. Seek assistance from the Extension 4-H contact in designing and distributing fliers, writing news releases, etc.

☐ Recruit project and activity leaders when needed.

☐ Guide the club in setting goals, planning, and carrying out activities.

☐ Assist the club in evaluating activities and implementing changes when needed.

☐ Read 4-H newsletters and information from Cooperative Extension and share with members, parents, and other volunteers.

☐ Inform members and parents of project requirements and deadlines.

☐ Welcome parents’ ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.

Work closely with the county Cooperative Extension staff regarding learning activities and materials, problems, and participation in county, area, state, and national events.

☐ Attend monthly Leaders’ Council meetings and other program planning sessions or send a 4-H teen leader, member, parent or other adult to represent your club.

☐ Collect enrollment and other information needed by Cooperative Extension and adhere to deadlines.

☐ Keep Extension 4-H Contact informed of club activities.

☐ Inform Extension 4-H Contact of fundraising plans before implementation.

☐ Participate in one or more volunteer development opportunities each year.
Qualifications:
• Sincere interest in working with youth and adults in the community
• Ability to communicate with youth and adults
• Ability to resolve conflict positively and constructively
• Ability to organize, plan, delegate responsibility, and carry out assignments
• Time to carry out the club leader role
• Willingness to seek out resources and information
• Positive role model for youth
• Motivate and foster positive self esteem, decision making, problem solving, responsibility, leadership, career exploration and other life skills in youth

Resources Available:
• Cooperative Extension provides leader training and offers subject matter training upon request, 4-H manuals, pamphlets, audio-visual aids, resource library, newsletters, and other resource materials, names of project resource people, and information on national and state leaders forums and training sessions.
• Resource volunteer leaders are available to offer subject matter assistance and share past experiences as a 4-H leader.

Requirements: Volunteers must meet the following requirements before participating as a 4-H club leader.

2. Three completed reference forms. (The Cooperative Extension Office will mail out forms and self-addressed, stamped envelopes to the references listed on the volunteer application.)
3. Complete leader certification training.
4. Submit to FBI and Nevada fingerprint background check. (Fingerprints are taken by Cooperative Extension staff in accordance with Nevada State Law.)

Agreement:
I have read the above job description and agree to carry out the responsibilities described therein.

Signed ________________________________ Date ____________________

I have discussed the volunteer responsibilities and staff support with the above signed volunteer. The Cooperative Extension Office and 4-H staff will provide assistance as indicated.

Signed ________________________________ Date ____________________

This form should be returned to 4-H staff at your local Cooperative Extension office.
YOUTH DEVELOPMENT IN NEVADA

Core Concepts: A Framework for Programming

**CORE CONCEPTS**

The core provides a basis for youth programming in Nevada. The core is comprised of communication, decision-making, self and social responsibility, goal setting and aspiration building, parenting, and orientation to the world of work. Depending upon community needs, other elements may be addressed.

The mission of the University of Nevada Cooperative Extension youth program is to develop and empower youth, families, and communities to be competent contributors to the environment of which they are a part.

**Self Responsibility and Social Responsibility**

These two qualities are critical in helping us define who we are and where we fit into our social world. An important aspect of these responsibilities is the extent to which we feel in control and accountable for personal achievements or failures. The formation and integration of these responsibilities has been found to play an important role in the successful transition to adulthood. The opportunity for youth to learn and practice self responsibility and social responsibility is crucial for the development of positive and productive members of society.

**Problem Solving and Decision Making**

These essential life skills are developed over the life span. They are critical to the future well-being of individuals and society. Decision making includes recognizing that a decision needs to be made, identifying and weighing appropriate alternatives, and choosing among the alternatives. Problem solving involves implementing decisions in order to achieve a goal or goals.

**Goal Setting and Aspiration Building**

Goals and aspirations provide a sense of direction and a catalyst for motivation throughout life. Goals are what you strive to achieve, want to accomplish or want to make happen. Aspirations embrace a series of short, intermediate and long-term goals which enable an individual (or a group) to reach an ambition, aim, or the end purpose of a venture. Instrumental goals (a means to an end) and lifestyle aspirations are of central importance as an adolescent develops a personal identity.

**Orientation To The World Of Work**

An important component of youth development is understanding the effect work has on life. Career and occupational information for youth can act to stimulate interest and foster curiosity in preparing for the world of work. Because the world of work is changing at such a rapid rate, youth must adopt a philosophy of life-long learning to keep current with changing needs and occupational requirements. Preparing for the world of work requires planned educational experiences in order to meet the challenges of the workplace of the future.
Communication Skills
The ability to express one’s self in verbal and written form is a fundamental skill in youth development. Communication includes verbal, nonverbal and written forms of sharing thoughts and feelings. It is the way youth stay in touch with their world, share their ideas, and respond to the ideas and feelings of others. Communication skills are related to increased social competence and related to the ability to communicate with people of all ages.

Parenting Skills
The task of parents and caregivers is to prepare the next generation to function effectively. Children and youth do not develop in a vacuum but are influenced by the environment in which they live. Family members and caregivers have the greatest impact on youth development. Understanding growth and development, knowledge of guidance methods, and developing communication skills will help to increase the success of caregivers and parents.

Goals
Seven goals for youth programs have been established:

1. Provide an educational process which uses scientific knowledge based on issues and needs.

2. Educate youth in life skills including, but not limited to, decision-making, building aspirations, communications, career planning, and self-responsibility.

3. Recognize that families are fundamental to youth development and should be provided diverse programs to build supportive and educational environments.

4. Engage in active collaboration, cooperation, and participation with various communities (from small informal groups to formal organizations) in order to facilitate supportive environments for youth.

5. Use prevention programming to place special emphasis on youth who are or may be exposed to multiple risk factors.

6. Identify and address issues of human and cultural diversity which impact youth, families, and communities.

7. Recognize youth as an important community resource by involving them in all aspects of programming, including, but not limited to, needs assessment, teaching, counseling, coaching, and evaluation.
Experiential Learning Model

The role of the leader is to help youth process information on a deeper level and develop strategies for lifelong learning. The model of experiential learning engages youth and encourages learning by doing. Experiential learning takes place when a person is involved in an activity, looks back at it critically, determines what was useful or important to remember and uses this information to perform another activity.

1. Experience
Youth experience, perform, or do the activity individually or as a group.

2. Share
Club members share the experience by describing what happened. Encourage the group to talk about the experience. Share reactions and observations. List their comments on a board. Encourage group members to answer questions posed by others. Avoid having the leader or other adults answer questions.

3. Process
Young people process the experience to determine what was most important and identify common themes. Talk about specific problems and issues that the group discovers or that individuals recall from personal experiences. Look for recurring themes and list them in front of the group. Have a panel discussion, talk about as a small group and report back, or have individuals write down ideas on cards.
4. Generalize
Youth generalize from the activity and relate it to their daily lives. Encourage members to find general trends or common truths in the experience. Draw out and identify the principles that are important – that apply to “real life”. Identify key situations where the principles apply.

5. Apply
Club members apply what they learned to a new situation. Concentrate on how this new learning can be applied to everyday situations. Discuss how issues raised by this activity can be useful in the future. Describe how more effective behaviors can grow out of what is learned. Role-play situations that show how the new behavior is learned, write personal goals for changing behaviors, or have small groups solve case studies or problem situations. Involve each youth so each individual can feel a sense of ownership for what is learned.

Sample Questions for Each Experiential Learning Step

Sharing – What Happened?
- What did you like about this activity?
- What part of the activity was hardest to do?
- How did you decide what to choose?
- How did your group work together?
- What are some of the decisions you had to make to do this activity?
- Did everyone in your group agree? Why or why not?
- Do you think you get more ideas working alone or in a group? Why?

Process – What’s Important?
- What did you learn about yourself by doing this activity?
- What did you learn as a group that you might not have learned on your own?
- What were some common themes or thoughts you heard?
- How does having fun help you learn?
- What did you learn about communicating with others?
- What types of communication helped you make your decisions?
- What was the most challenging part of the activity?
- How was this activity different from how you are taught in school?
- What works best to get people involved and excited about doing this type of activity?

Generalize – So What?
- What are the qualities that you think are important in a leader?
- Why is it important that each person has his/her own views?
- In what ways do people help each other learn new things?
- What other situations like this have you had?
- What are ways you like to learn?
- What do you feel you need to work on to be effective?
- What other skills do you need to be a good leader?
- What are some ways we can learn new things?
Apply – Now What?

- What did you learn about ________ that will help you in the future?
- How did this activity change your thinking?
- What did you learn that will help you in 4-H, school, home, etc.?
- What did you learn from this experience that will help you relate better to others in the future?

Keys to Facilitate Learning

- Turn whatever happens into a learning experience
- Maintain a supportive atmosphere, be aware of youth’s feelings and reactions
- Give everyone something to do at all times
- Keep your eye on the time
- Let the group help you
- Write directions for the group on a board or flip chart
- Help keep all groups on time and on task
- Avoid discussions that are too deep
- Make steps clear and complete
- Keep the learning goal in mind

Adapted from University of Illinois Extension and 4-H CCS.
Overview of Cooperative Extension

❖ The college that extends knowledge from the university

Cooperative Extension takes knowledge from the University of Nevada, Reno – and other land-grant universities – and puts it to work in homes, workplaces and communities statewide. Some of our faculty work on campus, but most live and work in 17 offices from Winnemucca to Las Vegas. We deliver non-degree educational programs in agriculture; children, youth and families; community development; health and nutrition; horticulture and natural resources. In 2000, Cooperative Extension made more than 400,000 face-to-face contacts with community citizens.

❖ The college that meets the needs of community citizens

Cooperative Extension was founded in 1914 under the Smith-Lever Act. It was formed as a unique partnership between the federal government, land-grant universities and county governments. During some of its history in Nevada, Cooperative Extension was joined with the College of Agriculture under one dean/director. In 1993, the Board of Regents approved the separation of Cooperative Extension from the College of Agriculture so it could more effectively meet the needs of citizens by forming linkages with other colleges as well. In 1998, Karen Hinton was appointed dean/director of the new University of Nevada Cooperative Extension.

❖ The college that transfers research from many campus units

Cooperative Extension is diverse. We enable Elko ranchers to produce high-quality beef -- we conduct the program’s research with the university’s Department of Animal Biotechnology. We also teach first-time juvenile offenders in Clark County communication skills to help keep them out of the prison system -- for this program, we team with faculty from the Departments of Criminal Justice, Human Development and Family Studies, and Educational Leadership.

❖ The college that fulfills the university’s land-grant mission

“Cooperative Extension has an impressive array of high-quality educational programs that are being delivered to Nevada citizens,” says university President John Lilley. “Their faculty and staff play a key role in fulfilling our land-grant mission, and often provide an important first contact for the university to youth and adults statewide.”

For further information, contact the Dean and Director’s Office at (775) 784-7070
Visit our Web site: www.unce.unr.edu

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