

# **GREEN LAKE COUNTY 4-H LEADERS' ASSOCIATION POLICIES**

**ADOPTED 12/5/13 / UPDATED 7/7/17**

## **GREEN LAKE COUNTY 4-H MEMBER DUES (DONATIONS)**

1. Although the Green Lake County 4-H Leaders' Association does not have the authority to charge dues to Green Lake County 4-H members, it can request a donation to help offset operating expenses.
2. In March of each year, the Green Lake County UW-Extension Office (on behalf of the Green Lake County 4-H Leaders' Association) will submit a donation request form to each Green Lake County 4-H Club. The total amount of the donation requested will be based on club membership using the following formula:

Green Lake County 4-H member (not enrolled in the Horse or Horseless Horse project) = \$5.00 per member

Green Lake County 4-H member (enrolled in the Horse or Horseless Horse project) = \$6.00 per member

*The difference in the amount of the donation requested reflects the increased accident insurance premium for Horse or Horseless Horse project members.*

## **4-H LEADERS' ASSOCIATION BANQUET**

The Green Lake County 4-H Leaders' Association will send complimentary tickets to the following individuals for the annual 4-H Leaders' Association Banquet:

1. All Green Lake County Agriculture, Extension Education and Fair Committee members
2. All Green Lake County UW-Extension staff
3. All Green Lake County 4-H volunteers with over 40 years of experience
4. Diamond Sponsors (2 tickets per sponsor)
5. Alumni Award and Friend of 4-H Award Recipients

Members of the Green Lake County Leaders' Association will receive a discount on the banquet cost. The amount of the discount will be determined each year by the Executive Committee.

## **4-H PROMOTION CONTEST**

In order to support the promotion of 4-H in Green Lake County the Green Lake County 4-H Leaders' Association will annually sponsor a 4-H promotion contest in October and November of each year.

1. The promotion contest is open to all Green Lake County 4-H programs.
2. Participating 4-H Clubs should be creative in their promotion efforts which could include a display, a presentation, a newspaper article, a parade float or any other activity related to promoting 4-H.
3. 4-H Clubs must submit a written report detailing promotion activities. Photographs may be used to enhance the written report. All entries are due to the Green Lake County UW-Extension Office by December 15<sup>th</sup>. Late entries will not be accepted.
4. The President of the Green Lake County Leaders' Association will designate a judge to review the entries and select a winner. The judge should not be affiliated with any of the 4-H Clubs that have entered the contest.
5. All entries will be returned to the 4-H Club with a completed score sheet.
6. The winning 4-H Club will receive \$100 that should be used towards the cost of a pizza party.

## **Club Booth and Barn Decoration Reimbursement**

1. The Green Lake County 4-H Leaders' Association will reimburse 4-H Clubs for decorating expenses incurred at the Green Lake County Fair related to club booth and barn decorations.
2. Clubs can receive \$50 for barn decorations and \$25 for club booths to help offset costs of materials.
3. 4-H Clubs must submit a picture of each reimbursement along with a written description about the display on the appropriate form.
4. Reimbursement forms are due to the UW-Extension Office by October 1.

## **GREEN LAKE COUNTY 4-H GRANT PROGRAM**

1. The Green Lake County 4-H Leaders' Association has established a Grant Program that provides financial sponsorships for Green Lake County 4-H members from limited resource families or families experiencing a financial hardship.
2. This grant program only provides funding for county, regional, state or national 4-H program or event.
3. 4-H members must complete and submit an application requesting sponsorship prior to participation in the program or event.
4. All requests will be handled in a confidential manner and approved/denied by the President of the Green Lake County 4-H Leaders' Association.

## **MEMBER FINANCIAL SUPPORT FOR 4-H PROGRAMS AND ACTIVITIES**

1. The Green Lake County 4-H Leaders' Association will reimburse 50% (up to \$50) of registration fees for any Green Lake County 4-H member attending a regional, state or national 4-H program or event.
2. This policy does not apply to Wisconsin 4-H and Youth Conference, Citizenship Washington Focus, National 4-H Congress, Space Camp and 4-H Summer Camp because funds are already allocated to support 4-H member participation in these programs.
3. To be considered for funding, 4-H members must submit a request in writing prior to participation in the program or event.
4. Once approved, a Green Lake County 4-H member must (within two months of attending the program/activity) provide a verbal report to the Leaders' Association. This verbal report must be given prior to any funds being dispersed.
5. Green Lake County 4-H members can only receive funding once per 4-H program year. (October 1 – September 30). 4-H Trips and Award Scholarships do not apply.

## **GREEN LAKE COUNTY 4-H CAMP SCHOLARSHIPS**

1. The Green Lake County 4-H Leaders' Association will provide a \$50.00 scholarship for Green Lake County 4-H members who attend 4-H Camp.

2. The Green Lake County 4-H Leaders' Association will pay the full cost (not including transportation) for Green Lake County 4-H youth counselors and adult volunteers who attend 4-H Camp.

#### **4-H INTERVIEWS FOR TRIP SCHOLARSHIP, KEY AWARD AND LEADERS' ASSOCIATION SCHOLARSHIPS**

1. The interview panel will consist of three - five (3-5) judges. The majority of judges will have knowledge of the Green Lake County 4-H Program.
2. The President of the Green Lake County Leaders' Association will appoint judges for the interviews. Judges may be 4-H volunteers, 4-H parents or community members, but no judge may serve if an immediate family member is participating in the interview process.
3. All applicants are strongly encouraged to attend the face-to-face interview, but if the applicant is unable to other arrangements could be made including a phone interview, video conference or a video recording. The applicant is to work with the Green Lake County UW-Extension staff to determine the best format for their particular situation.
4. The applicant is responsible for checking with the Green Lake County UW-Extension Office to verify that their application form has been received and setting up an individual interview time.
5. Applicants are to follow the directions on the application. Incomplete or incorrect applications may not be accepted.
6. All 4-H members who participate in the 4-H Trips and Award Interview process will receive written feedback on their interview using the standardized interview form.

#### **4-H TRIP SCHOLARSHIP SELECTION**

1. The maximum number and amount of Leaders' Association scholarships to attend state or national trips/events are as follows:

Trip	Amount of Scholarship	Maximum # of trip scholarships available	Maximum # of alternate spots available
Wisconsin 4-H and Youth Conference	\$150.00	5	2
4-H Space Camp	\$350.00	3	1
Citizenship Washington Focus	\$800.00	1	1
National 4-H Congress	\$800.00	1	1
National 4-H Conference*	\$800.00	N/A	N/A

\* National 4-H Conference participation is determined through a state-wide selection process. Both the Citizen Washington Focus and National 4-H Congress scholarship winners will be given the opportunity to complete the National 4-H Conference Application. If a Green Lake County 4-H member is selected as a delegate for National 4-H Conference the Green Lake County Leaders' Association will pay the amount listed in the chart above towards any program fees.

2. All individuals participating in the interview process will be notified in writing. Successful candidates will also be invoiced for their portion of the trip at the time of notification.
3. Only one trip scholarship per member per selection year will be awarded. These trips are the Wisconsin 4-H and Youth Conference, 4-H Space Camp, Citizenship Washington Focus and National 4-H Congress.
4. The interview committee has the authority to move scholarship funds from one trip to another if all the funds are not allocated from the original trip category.

#### **4-H TRIP PAYMENTS**

1. All 4-H trips must be paid in full before youth can participate in the educational experience. The following due dates have been established.

<b>Trip</b>	<b>Payment Due Date</b>
Wisconsin 4-H and Youth Conference	June 1 <sup>st</sup>
4-H Space Camp	March 1 <sup>st</sup>
Citizenship Washington Focus	June 1 <sup>st</sup>
National 4-H Congress	October 1 <sup>st</sup>

2. The Green Lake County UW-Extension Office will generate invoices and monitor payments.
3. The Green Lake County 4-H Leaders' Association Bookkeeper will deposit funds and make trip payments to the Wisconsin 4-H Office by official due dates.
4. The Green Lake County 4-H Leaders' Association Treasurer will follow-up with any youth participants who do not have their account paid in full by the posted due date.
5. Youth who do not have their account paid in full by the due date may not be able to represent Green Lake County 4-H.

## **WISCONSIN 4-H KEY AWARD SELECTION**

1. The maximum number of youth who may be selected to receive the Wisconsin 4-H Key Award for Green Lake County is two (2).
2. The Wisconsin 4-H Key Awards will be presented at the Green Lake County 4-H Leaders' Association Banquet.

## **GREEN LAKE COUNTY 4-H LEADERS' ASSOCIATION SCHOLARSHIPS**

1. The Green Lake County 4-H Leaders' Association will award three (3) \$500 scholarships to be used at an accredited college, university or technical college.
2. Scholarship recipients must be currently enrolled as a Green Lake County 4-H member and be a senior in high school or a freshman in college.
3. Scholarship recipients must have been a Green Lake County 4-H member for a minimum of three (3) years.
4. The \$500 scholarships will be paid by the Green Lake County 4-H Leaders' Association Treasurer to the designated college, university or technical college when the treasurer is notified that the recipient has completed one grading period and is registered for a second period of study.
5. Once a member has received a Green Lake County 4-H Leaders' Association Scholarship they are no longer eligible.
6. Scholarships will be presented at both the Leaders' Association Banquet and the individual high school awards/graduation ceremonies, if possible.

## **GREEN LAKE COUNTY 4-H LEADERS' ASSOCIATION MEMORIAL FUND**

1. The Green Lake County 4-H Leaders' Association has established a Memorial Fund to recognize the contributions of Green Lake County 4-H volunteers who have passed away.
2. In order for the allocation process to occur, a written request must be made to the President of the Green Lake County 4-H Leaders' Association and/or the Green Lake County UW-Extension Office.

3. Once the information in the request has been verified, the President of the Leaders' Association will authorize the transfer of \$25 from the Sunshine Fund to the Memorial Fund and notify the family of the allocation.
4. Monies in the Memorial Fund will continue to grow until such a time that significant funds (\$250.00) could be disbursed to support a specific project that would benefit the Green Lake County 4-H program.
5. All Memorial Fund Honorees will be recognized in the Green Lake County 4-H newsletter.