

LOUISIANA STATE UNIVERSITY AGRICULTURE CENTER

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CATEGORY: Youth Development

4-H Youth Development Program

I. Purpose

Positive youth development programs engage youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youth's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.

II. What is 4-H?

The 4-H Youth Development Program is the youth outreach program from the land-grant universities, Cooperative Extension Services, and the National Institute of Food and Agriculture (NIFA) of the United States Department of Agriculture (USDA). Since its inception, 4-H has emphasized the importance of young people being engaged, well-informed citizens. By connecting to their communities and community leaders, youth understand their role in civic affairs and expand their role in decision-making processes. 4-H is the largest youth organization in the United States, with over seven million youth members, and is a national leader in health-related educational issues including nutrition, physical activity, safety, social-emotional health, and the prevention of drug and alcohol use. Science programs prepare youth for the challenges of the 21st century by engaging them in a process of discovery and exploration through direct access to the latest technological advances in agriculture, life sciences, family, and consumer resources management and human development.

4-H is led by a unique private-public partnership of the Cooperative Extension System; land-grant universities; federal, state, and local government agencies; and foundations. These partners work together to provide rich educational content and curricula, resources in cutting-edge technology, insight into the latest national issues, and innovative thought-leadership.

The LSU AgCenter provides oversight of the Louisiana State University 4-H Youth Development Program and is charged with providing positive youth development expertise and resources in research and evaluation, professional development, learning, and engagement to young people and adults throughout Louisiana's 64 parishes, cities, and towns. LSU AgCenter Extension faculty and staff guide dynamic, non-formal, educational program delivery and engage adult volunteers who serve as club or project leaders or sit on committees and advisory boards.

The 4-H Youth Development Program influences youth from all ethnic, racial, and socio-economic backgrounds who live in rural, suburban, and urban communities by helping them develop knowledge, skills, and attitudes that will enable them to become productive and contributing members of society. Articulating a statewide LSU AgCenter Extension 4-H Youth Development Program policy is essential for all partners to work toward a program that focuses on positive youth development.

III. Louisiana 4-H Mission, Vision, Philosophy, Pledge, Motto, Slogan, Colors, and Emblem

Louisiana State 4-H Mission Statement

The mission of Louisiana 4-H is to provide an inclusive environment where members can feel engaged and develop into well rounded and self-reliant adults while building life skills, confidence, and collaboration skills through hands on learning.

4-H Vision

The vision of Louisiana 4-H is to create an environment where all youth feel valued, accepted, and successful while learning responsibility, respect for self and others, and independence.

4-H Educational Philosophy

The 4-H Educational Philosophy is to set a high expectation by motivating members to focus on becoming life-long learners.

4-H Pledge

The pledge tells what 4-H is about. The ideals of 4-H are the four-fold development of youth: Head, Heart, Hands, and Health. The pledge was adopted by the delegates of the 1927 National 4-H Club Camp in Washington, D.C. State club leaders voted for and adopted the pledge for universal use. The phrase “and my world” was added in 1973. The saying of the pledge has a prominent place in 4-H activities, at regular 4-H meetings, achievement days, and other club events.

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 Motto

The motto “To Make the Best Better” is intended to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences.

4-H Slogan

The slogan “learn by doing” uses the experiential learning process which allows youth to experience learning. Through the experiential learning process, youth experience (do) an activity, reflect on the experience and then apply it by connecting it to real life experiences.

4-H Colors

The 4-H colors are green and white. Green, nature’s most prominent color, symbolizes growth. The white symbolizes purity and high ideals.

4-H Emblem

The 4-H name and emblem are intended to represent the ideals of the program with its focus on Head, Heart, Hands, and Health. Today, it is one of the best-known and most valued images emblematic of more than a century of 4-H achievement.

The 4-H emblem is not a plain four-leaf clover. The official 4-H emblem is a clover with four leaves and an “H” on each leaf. The clover’s stem must point to the right as you look at the image. The 18 USC 707 notice is part of the emblem.

IV. 4-H Membership

The Louisiana Cooperative Extension Service (“Extension”) will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity and will strive to achieve full, and equal employment opportunity throughout the LSU AgCenter.

Age Requirements

Youth may participate in the 4-H year from August 1st of grade four through July 31st following completion of grade twelve, with these age restrictions:

- Minimum participation – Fourth (4th) grade. Exception: a youth who turns nine (9) years of age before January 1st and in the 3rd grade may join.
- Maximum participation – Twelfth (12th) grade. Exception: youth enrolled in special education may participate in parish level events only and cannot have not passed their 20th birthday by December 31st.
- Special education youth who are older than 19 and have not graduated from high school may participate in 4-H Youth Development programs as members, with approval by the parish Extension agent. Participation is limited to the club or parish level. Parish Extension staff have the option, on a case-by-case basis, to allow Special Education youth older than 19 to participate in competitive events at the club or parish level.

4-H Member Categories

- Junior/Division I Grades 4, 5, and 6
- Intermediate/Division II Grades 7 and 8
- Senior/Division III Grades 9, 10, 11, and 12

Member categories may be different at the parish and/or national levels based on contest requirements or programming.

V. Membership Status

A youth applies for 4-H membership when they either complete and submit an individual paper enrollment form, or individual on-line registration via 4HOnline, and pays the assessment fee. Membership is not active until an applicant’s registration is entered into 4HOnline and approved by the Parish Office. A youth participates in 4-H by belonging to a 4-H club or parish program or any recognized unit of membership in the parish where he/she resides or attends school.

*Membership cannot be held simultaneously in more than one parish, region, or state, but membership may change with residence.

Involvement in other Parish 4-H Programs

If a 4-H member has an interest in a project that is not offered in their parish of membership, they may participate in an adjacent parish, if both parishes are aware and in agreement. 4-H members must represent the parish in which they reside and are enrolled and approved for all 4-H competitions, events, and activities by their home parish.

Active Membership

Once a membership is approved in a parish it cannot be moved or transferred to another parish until the following year unless approval is given by the State Leader of the Louisiana 4-H Youth Development Program and there is an agreement among both Parish Extension Agents.

Other Membership Requirements

- Each young person wishing to be part of a 4-H club is required to pay an assessment fee before being granted membership status. State assessment fees will be assessed at \$5.00 for those enrolling between August 1st of the 4-H year (or when the new enrollment period begins) to July 31st of the 4-H year. Refunds will not be given for 4-H participation fees. Generally, it does not include participants in short-term special interest groups and school enrichment groups.
- Parish/clubs may set an additional participation fee, within reason, for the enhancement of parish and/or club operations.
- Marriage and parenthood are not barriers to 4-H membership, provided other requirements are met.
- A youth who is accepted as a 4-H member is entitled to all the rights and privileges of membership in connection with 4-H. Specific events and activities may require that rules be established beyond being a 4-H member. When this is the case, the responsibility for establishing and monitoring such rules rests with the organizational leadership in charge of the event or activity. Such rules, once made, should be made known to all 4-H members and their families. The rules must not violate the rights or discriminate against any protected class of individuals and should be so stated as to be inclusive in nature.

4-H Enrollment Year

The Louisiana 4-H year runs from August 1st to July 31st of each year. Parish Extension Staff are expected to keep a record of all 4-H members and volunteers enrolled through 4HOnline. Under special conditions, a youth may be required to change his/her parish of residence due to family and/or legal situations. In such cases, parish Extension Staff are encouraged to help members remain actively involved. 4-H members transferring from one parish to another should be accepted by that parish and given full credit for their past 4-H work and achievements.

In accordance with reporting policy by the United States Department of Agriculture, enrollment is “zero-based” and requires re-enrollment annually of all 4-H members and adult volunteers.

VI. Cloverbuds

In support of the youth development mission of 4-H, the purpose of the 4-H Cloverbuds Program is to help youth learn social skills, reinforce formal school programs through informal, noncompetitive experiential educational projects and activities, develop self-esteem and build family strengths. The annual participation fee does not pertain to Cloverbuds. The following rules and guidelines are based on youth development research indicating competitive events and competitive judging are inappropriate for Cloverbud aged youth.

Age Requirements

- The Louisiana 4-H Youth Development Program extends a limited version of the 4-H experience to youth in grades K-3 as “4-H Cloverbuds.” This age category is further defined as youth who are eligible to

enroll in Kindergarten on August 1st of the 4-H year and have not entered (started classes) the fourth grade on August 1st.

- Cloverbuds are not eligible to serve as club officers, nor are they eligible to participate in activities, recognition programs, or competitive events reserved for older youth.

Enrollment

- Any community 4-H club may organize a “4-H Cloverbuds” group within the club.
- A school, day care center, community center, neighborhood, or group may sponsor and organize a 4-H Cloverbuds group, with the aid of volunteers trained by the parish Extension staff or their designees.
- Each 4-H Cloverbuds member may participate only through organized learning groups under the guidance of qualified and trained volunteer 4-H leaders and/or parish agent.
- Members can be enrolled on 4HOnline using individual or group enrollment forms.

Approved Projects and Recognition

- Emphasis is on providing project-related learning experiences and forms of recognition which are age appropriate and based on current youth development research. The individual project is the basis for a significant part of the education in 4-H. Projects and curricula approved by the LSU AgCenter for Cloverbuds include:
 - Curricula
 - Cloverbuds (2nd and 3rd)
 - Team Up for Tigers (K through 3rd)
 - Incubating Education, Louisiana 4-H Embryology (3rd)
 - Youth Wetlands (3rd)
 - Junior Master Gardener/School Gardens (K through 3rd)
 - Lesson Study Offerings (K through 3rd)
 - Projects
 - Rabbits
 - Food & Nutrition
 - Health & Personal Safety
 - Photography
 - Robotics
 - Horticulture
 - Dog Care & Training
 - Sport Fishing
 - Fashion & Interior Design
- Projects are restricted to those mentioned above which the youth can, by themselves, understand, manage, and care for and for which the youth can master the associated subject matter knowledge.
- Projects for Cloverbuds ARE NOT to be entered into competition.
- Cloverbuds are not eligible to be entered into competition in traditional 4-H program events and activities reserved for the 4th grade to the 12th grade group.
- Projects may be exhibited at an appropriate Extension approved non-competitive 4-H Cloverbuds event.
- In presentations and exhibits, Cloverbuds will be presented participation awards only, with recognition based upon completing and exhibiting the product or skill. No judging or placing shall be permitted.

VII. 4-H Delivery Methods

The Louisiana 4-H Youth Development Program recognizes six delivery modes for youth development programming. These delivery modes cover both individual and group enrollment types for the manner that youth can participate as 4-H youth.

Community 4-H Clubs

4-H clubs are an organized group that meets regularly to focus on a series of educational experiences. Official individual enrollment is required. This includes any 4-H Club or Project Club held outside of normal school hours and not in cooperation with a school (at a minimum every parish must have a Member At-large & Junior Leader Club).

In-School 4-H Club

Club is an organized group that meets regularly to focus on a series of educational experiences. Official individual enrollment is required, and the club is held during normal school hours.

After-School 4-H Club

Club is an organized group that meets regularly to focus on a series of educational experiences. Official individual enrollment is required, and club can be organized in cooperation with the school, held immediately before or after normal school hours.

Military 4-H Club

Club is an organized group that meets regularly to focus on a series of educational experiences. Official individual or group enrollment is required, and club is held on or in conjunction with youth of military families.

4-H School Enrichment

School enrichment programs offer non-formal, hands-on educational experiences in classrooms in support of school curriculum. Group enrollment is required. Educational experience is supported by the LSU AgCenter agent(s), but is led by schoolteachers, volunteers, or other organization educators.

4-H Special Interest Group

Special interest programs include short-term experiences, such as workshops or clinics, as well as experiences focused on a single topic or interest. Individual or group enrollment is allowed based on group. Special interest programs are not part of a school enrichment curriculum and are not restricted to 4-H club members.

Cloverbuds 4-H Group*

Organized group of youth grades K-3 which emphasizes parent involvement and support; led by trained adults with focus on hands-on, learn by doing curriculum. Cloverbuds 4-H Groups conduct non-competitive activities, meet in or out of school, and as often as deemed by volunteer adults; not elected officers. Cloverbuds can be considered as part of any delivery mode based on the subject and purpose of the group. Cloverbud opportunities may not be offered in all parishes.

**Youth enrolled in these groups do count in the total membership report for the state of Louisiana.*

VIII. Recognition of 4-H Clubs and/or Groups:

Groups wishing to be recognized as an official 4-H community must adhere to the following requirements:

1. Each year the organizational leader will submit a request for a "Letter of Authorization" from the parish 4-H office to form or continue an existing project or community 4-H club. The request will include:
 - Name of club
 - Name, address, and telephone number of organizational and other volunteer leaders
 - Name and address of members
 - Date, time, and location of the initial meeting
 - Plans for announcing the organizational meeting to the public.

2. The club must be open to all people regardless of race, color, religion, sex, national origin, or disability. The Organizational Leader is required to sign a “Letter of Authorization” form and return it to the parish office and to work with the parish office to publicize the club’s availability to prospective and potential members. Project and community clubs must be willing to extend “all reasonable efforts” and otherwise conform to the Extension Service Affirmative Action requirements.
3. At the request of the parish and/or state 4-H office, a club may be required to submit documentation of dollars raised and how they were expended. All clubs should follow guidelines and policies of parish and state 4-H foundations.
4. Assessment fees at the parish or club level should be determined by 4-H leadership at each respective level.
5. No current or prospective 4-H member may be excluded if he or she is unable to pay membership fees.
6. The 4-H Club is an organized group of six or more youth (not from the same family) given guidance by one or more adult volunteer leaders.
7. Other suggested policy for 4-H clubs include:
 - Each club involves members in planning the calendar for the 4-H year.
 - Clubs meet at least for a minimum of six times each year for the purpose of addressing club business, providing an educational program, and promoting 4-H projects, events, and opportunities.
8. A 4-H Club must select an official non-discriminatory name to be approved by the parish Extension Office as part of the establishment process and be authorized to use the name and emblem.

IX. Volunteer Involvement

The Louisiana 4-H Program relies on the assistance and leadership from both adult and youth volunteers to deliver the 4-H program. Volunteers play a key role in the success of the program and youth involved. The success is through a variety of types of volunteers and the highest expectation of those volunteers in serving the program.

Serving as a 4-H Volunteer is a privilege; it is not a right. Volunteers serve at the request of the LSU AgCenter and the Louisiana 4-H Youth Development Program, and that request may be withdrawn at any time.

Types of Volunteers

- **Direct:** A Direct Volunteer is an adult who is officially enrolled as an adult volunteer; provides unpaid support for the 4-H Program through face-to-face contact; and provides learning experiences for youth. Such a volunteer may include a club leader, project leader, camp counselor, teacher, and/or coach.
- **Indirect:** An Indirect Volunteer is either a youth or adult who provides unpaid support for the program which does not include face-to-face contact with youth; and does not provide a learning experience for youth. Such volunteers may include a board member, committee member, and/or livestock show boards and/or donors.

Adult Volunteers

- **Club Leader:** This is a leader who provides overall 4-H club leadership. Club Leaders can be individuals or a group of people who have specific roles that fulfill the Club Leader’s responsibilities. Club leader responsibilities are to coordinate members, parents, and the involvement of other volunteers.
- **Project/Activity Leader:** This is a leader who directs a specific project or parish activity, such as a field trip, fundraising, recreational event, shooting sports activity, camp, service-learning project, or club social.
- **Advisory/Foundation Board:** This is a leader who represents, advocates for, and identifies the needs and issues of 4-H clientele in an official advisory role. This role may include raising funds, managing budgets, providing input on program processes and changes, and conducting supplementary parish programs.

- **Judge/Episodic:** This is a leader who serves in such roles as a judge or an interviewer for a 4-H activity or competition. This would also include volunteers who only assist for a certain event or a short amount of time and do not have any one-on-one interaction with youth such as a guest speaker, AgMagic volunteer, or other.

Youth Volunteer

- **Youth Project/Activity Volunteer:** A youth volunteer that leads or assists with a specific 4-H project, program, or activity.

Volunteer Roles Assigned by Parish Office

Based on the duties and responsibilities and/or training which some volunteers are required to have, the parish Extension Office may assign volunteer roles to certain adults or youth. Those volunteer roles assigned at the parish level include:

- **Organizational Club Leader:** An individual who organizes and supervises the operation of a 4-H Club. This person oversees the planning of club meetings and activities and provides leadership for the club's members.
- **Master Volunteer:** Any person who has completed advanced training according to criteria determined by a specific educational program area and has demonstrated expertise and agreed to a voluntary, long-term commitment to 4-H.
- **Overnight Chaperone:** Any person who provides guidance and support to youth in an overnight situation and has received Risk Management training.
- **Youth Camp Counselor:** A youth volunteer serving as a counselor at either an overnight or day camp who has received youth volunteer training.

Volunteer Code of Conduct

The following guidelines assist volunteers in understanding personal conduct expectations during the course and scope of their duties. 4-H Volunteers must abide by all applicable LSU AgCenter procedures.

- Serve as positive role model to youth.
- Respect the individual rights, safety, and property of others.
- Carry-out the assigned position responsibilities that he or she has accepted.
- Participate in volunteer training opportunities and activities that are required and pertinent to their duties.
- Be committed to the core values, education goals, and standards of the 4-H Youth Development Program.
- Support the 4-H Youth Development Program and its rules and guidelines.
- Recognize and support the responsibilities of the 4-H Youth Development Program staff in setting program standards, priorities, and direction.
- Support the non-discrimination practices of the 4-H Youth Development Program, including: race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability, or veteran's status, and follow procedures to address complaints for those who believe they have been subjected to discrimination and/or harassment in violation of this policy.
- Make reasonable efforts to provide access to 4-H related information and equal opportunities to youth in their community to participate in project activities, awards programs and other events and activities.
- Adhere to Louisiana laws on the use of motor vehicles and safely transporting youth.
- Not consume alcohol and/or illegal drugs (or to be under the influence thereof) while involved in or enroute to or from any 4-H event, meeting or activity.
- Not dress inappropriately, use inappropriate language, or disregard any laws.
- Maintain direct supervision of 4-H members and not leave youth unsupervised unless approval was received from the individual in charge of the overall event or delegation.
- Not sign a lease agreement, use permit with schools or other public or private facilities, or grant or order contracts on behalf of the LSU AgCenter and 4-H Youth Development Program. All such agreements

shall be forwarded to the local office of LSU AgCenter for review and forwarding to appropriate official for signature.

- Recognize Louisiana Law requiring all adults acting on behalf of the LSU AgCenter to report suspected child abuse of any 4-H youth to proper law enforcement or child protective services. To report, call: 1-855-452-5437
- Safeguard and hold confidential any information gained through administrative duties involving supervision of personnel, information identified by the program as being confidential, or other events/activity/situation where confidentiality is expected.
- Adhere to Louisiana 4-H policy of “two-deep” leadership.
- Not physically or verbally abuse a youth member or use corporal punishment to reprimand 4-H members for inappropriate behavior.
- Understand that falsifying enrollment information, budgets, documents, or records is a breach of the Code of Conduct.
- Not engage in illegal sexual activity or romantic relationship (physical or social) with youth members.
- Not engage in communication (text, social media) with any non-related youth member without involving other adults and/or parent/guardian in the communication as well.
- Adhere to fiscal responsibility and financial best management practices as outlined by the LSU AgCenter.
- Not receive compensation for professional services provided in support of youth 4-H activities (excluding reimbursement for expenses).

Disciplinary Decisions

Should a 4-H member require discipline beyond what has been outlined in this document, a volunteer must contact and work with LSU AgCenter staff at the parish, regional, and/or state level. Any discipline must be approved by LSU AgCenter employees prior to action.

Consequences for Infractions Volunteers’ infractions of the Louisiana 4-H Volunteer Code of Conduct must be reported to the 4-H Youth Development staff and/or LSU AgCenter Parish Office. Consequences may include:

- Discussion of the inappropriate actions with the 4-H leader, clarification of the policy.
- Reassignment or suspension of volunteer.
- Termination as a 4-H volunteer.
- Notification of incident to the appropriate law enforcement agency.

A volunteer may be reassigned or dismissed at the sole discretion of the LSU AgCenter with or without cause. Examples of conduct which could lead to disciplinary action include, but are not limited to: illegal activity, behavior which compromises the health and safety of youth, violating an Extension policy, violation of LSU AgCenter and/or 4-H Policies, willfully violating or causing children to violate rules, being habitually disruptive to the overall program, unwilling or unable to work amicably with agents and/or other volunteers, exhibit conduct which is harmful to the 4-H program’s reputation, or failure to rotate the leadership role. The nature and seriousness of the infraction or violation will determine whether the option of reassignment or dismissal should be considered. An adult volunteer who is unable to grasp the overall philosophy of youth development may be asked to leave and/or counseled toward other avenues of volunteering. A child who has a parent dismissed as a 4-H volunteer is still eligible to participate in 4-H.

Immediate Removal of an Adult from an Event

Any adult may be required to immediately leave any 4-H function for using abusive language, threatening any individual, becoming violent, causing, or threatening bodily harm to any minor (including their own child) or adult, or exhibiting signs of being under the influence of alcohol or drugs.

X. Trip and Awards

Trips (recognition and contest) and awards will be provided according to the following guidelines:

- A member must meet the specific requirements established for the trip or award.
- A member shall not be given the same state award more than once, unless noted in the award guideline.
- Scholarships or other monetary awards provided by donors must be used in the 4-H Program year in which they are received in accordance with the specific award or scholarship guidelines.
- 4-H members and volunteers accepting funds to participate in 4-H activities and/or trainings are expected to meet all requirements of the activities and/or trainings. If all requirements are not met, all funds are to be repaid by the recipient.
- The State 4-H Leader or designee must certify that all state teams, individuals, or groups attending regional or national 4-H events are in good standing with 4-H.
- Personal conduct of 4-H members while attending state, regional, or national events is expected to be consistent with the code of conduct set for the event and the Louisiana 4-H Youth Development Program. If those in charge of the group determine a member's behavior violates the expectations, such person or persons may be immediately returned home to the custody of their parents or guardian at the expense of the parents or guardian. After the conclusion of the event additional action may be taken based on the behavior and/or violation of the 4-H youth.
- Each trip participant will be required to submit a minimum deposit for the trip they are selected to attend or participate in. Deposits are non-refundable unless for one of the following exceptions:
 - Illness under the care of a physician, or
 - Death in the immediately family
- If a 4-H member has been awarded a trip and does not attend the event for any reason(s) beyond such as an illness under the care of a physician, or a death in their immediately family, the 4-H member will be responsible for reimbursing the state 4-H program any expenses incurred for the 4-H member. Failure to pay expenses may result in the person not being allowed to register and/or participate in any future region/state events or activities.
- Parish's planning interstate or international trips should submit a request for approval to their Regional Director and Regional 4-H Coordinator of their plans outlining the educational purpose and value of the trip, cost, staffing structure, and risk management plan. All such travel must be approved by the State 4-H Leader at least sixty (60) days prior to the trip.

XI. Appropriate Behavior

LSU AgCenter and the 4-H Youth Development Program support moral and ethical behavior on the part of its faculty and staff, and all 4-H program participants, parents, and youth/adult volunteers. Fairness, honesty, and good sportsmanship are expected. Fraudulent, illegal, or deceptive practices in exhibiting individual projects and in the demonstration of knowledge and skills will not be tolerated. The AgCenter reserves the right to impose stricter behavior expectations on members participating in projects that inherently pose a greater threat to the individual safety of participants.

All youth participating in the Louisiana 4-H Youth Development Program are required to adhere to the 4-H Member Code of Conduct. Violations to the Code Conduct can result in discipline ranging from a verbal reprimand to immediate and permanent revocation of 4-H membership. Membership in the Louisiana 4-H Youth Development Program is a privilege and not a constitutional or legal right, therefore, youth can be removed if deemed in the best interest and safety of the parish, region, state, or national 4-H program or other youth and adult participants. Noncompliance of any person(s) of the LSU AgCenter and the 4-H Youth Development Program who are determined to have violated policy statements, intentionally or unintentionally, are subjected to disciplinary actions up to and including dismissal. **Ref: AgCenter PS-1.**

All youth must abide by the Louisiana Department of Education’s Extra-Curricular Education Guidelines. In the event an individual loses his/her eligibility to participate in an extracurricular event/activity due to a violation of the Guidelines, the individual will not be eligible to participate in extracurricular events/activities as a 4-H member. **Ref: La. Rev. Stat. Ann. §17:176**

XII. Suspension of Participant/Removal of a 4-H member from Program or Activity

The Louisiana 4-H Youth Development Program has the right to act in the best interest of all youth and adults in the program by possibly removing a 4-H member or 4-H volunteer from participation who has acted in a manner considered by 4-H leadership as being inappropriate, harmful or potentially harmful to the health or well-being of themselves or others, whether such act occurred within, or outside of, the 4-H program. Noncompliance of any person(s) of the LSU AgCenter and the 4-H Youth Development Program who are determined to have violated policy statements, intentionally or unintentionally, are subjected to disciplinary actions up to and including dismissal. **Ref: AgCenter PS-1.**

XIII. Disciplinary Action Disclosure

Disciplinary action will be kept confidential among the youth’s family and Extension faculty to the extent permitted by Louisiana law. Volunteers in a management role will be informed of action on a “need-to-know” basis to be determined by Extension on a case-by-case basis. Extension reserves the right to provide discipline-related information to volunteers, parents, and youth members in those rare cases where Extension believes, in its sole discretion, it is necessary to protect the health and well-being of 4-H Program participants or other living creatures. If a 4-H member is representing a school club, notice about any issue and/or disciplinary action will be given to the school campus administrator(s). **Ref: AgCenter PS-1, Section VI. Violations, Ref: La. Rev. Stat. Ann. §17:176**

XIV. Outstanding Debt to 4-H

4-H members and adults who have registered in any 4-H event are responsible for making payment for any registration. Failure of a 4-H member or adult to make payment may result in the person not being allowed to participate in the event, any future events, and/or the ability to register for an event. Non-payment can also include insufficient fund checks, other returned checks, and/or any associated fees. Failure to make payment can also result in legal action.

XV. 4-H Name and Emblem

Use of the 4-H clover and name is protected under 18 U.S.C.707. The 4-H Name and Emblem is a highly valued mark within our country’s history. As such, it was granted a unique and special status; it is in a category like the Presidential Seal and the Olympic Emblem. The care of this name and emblem is the responsibility of all AgCenter employees.

Louisiana 4-H clubs and affiliate groups are permitted to use the name and emblem. Use on a multi-parish or state basis shall be approved by the Associate Vice-President and 4-H Program Leader. Any commercial vendor, private organization, or other entity must request permission through the Louisiana 4-H Youth Development State Office, who in turn will advise regarding steps to take for use of the 4-H name and emblem. Any request to use the 4-H name and emblem in a way that does not specify a local or state program, must route through National 4-H Headquarters at USDA in Washington D.C. In all instances, such use shall conform to state and national policy and be for the furtherance of the 4-H educational program rather than for the benefits of private individuals, commercial vendors, donors, or others.

Reference: "Using the 4-H Name and Emblem": <https://nifa.usda.gov/program/4-h-positive-youth-development>.

XVI. 4-H and Advertising

In any advertisement, display, exhibit, film, news release, publication, web page, radio program or television representation, the 4-H message must be distinctly set apart from commercial reference. Advertisements, public releases or displays done by 4-H clubs or groups, 4-H members, volunteer leaders, Extension or its employees cannot include actual or implied testimonials or endorsements of business firms or their products or services.

XVII. Alcohol, Tobacco, and Drugs

4-H prohibits the unlawful distribution, possession, consumption, being under the influence of, or use of controlled substances, illegal drugs, and alcohol by youth or adults at 4-H events and activities. E-cigarette (vape) used by youth is not permissible at 4-H events and adults must abide by facility specific policies regarding tobacco and E-cigarette use.

XVIII. Search of Personal Belongings

Searches of lodging rooms, vehicles, and belongings present at a 4-H event, camp, and/or activity may occur if, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the youth has violated or is violating the law, school rules, or 4-H program rules. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and is not excessively intrusive in light of the youth's age and sex and the nature of the suspected offense. Upon the seizure of any firearm, bomb, knife, or other implement which can be used as a weapon and the careless use of which might inflict harm or injury, or any controlled dangerous substance as defined by law, personnel from the LSU AgCenter Extension shall report the confiscation of such implement or material to the appropriate law enforcement officials. **Ref: La. Rev. Stat. Ann. §17:416.3.**

XIX. 4-H Driving Policy

Transportation to and from many LSU AgCenter and 4-H Program activities, not a part of the activity, is the responsibility of the participant and their family. Louisiana 4-H has no ownership or control over any privately owned vehicles and relies on the drivers' compliance to 4-H policies and procedures.

ALL adult drivers coordinated by LSU AgCenter and Louisiana 4-H at all levels (parish, regional, state) must be in compliance with State of Louisiana laws, the LSU AgCenter and 4-H Program policies, including but not limited to: a valid driver's licenses, adequate insurance, current car registration and inspection, seat belt use, and completion of the Defensive Driving Course as outlined by the LSU AgCenter. Additionally, Louisiana 4-H requires that drivers utilize a transport vehicle that is in good repair and working order.

In the case of out-of-state trips, the driver must be at least 25 years of age. In state trips, the driver must be at least 21 years of age.

XX. 4-H Events and Chaperones

All volunteers defined as direct volunteers (refer to definition of direct volunteer) must have completed the Louisiana 4-H Volunteer screening, certification process and the risk management training. All participants at 4-H events must have parental permission, waiver of liability, and a current health form, code of conduct form on file and accessible to 4-H agent and/or lead supervising chaperone.

XXI. Youth/Adult Housing

Youth can be housed with a parent and/or legal guardian at overnight 4-H events (except overnight camping activities) as long as the parent and/or legal guardians have successfully completed the required risk management training.

Chaperones at 4-H overnight events are responsible for serving as role models for youth and for guiding youth behavior. Only adult chaperones and youth of the same gender can be housed together. An unrelated youth and adult must never share a room and/or bed.

XXII. Chaperone Ratios

Supervising chaperones must be at least 21 years of age (18 for camps at Camp Grant Walker), registered and screened, risk management trained, and properly orientated (including event details, chaperone responsibilities, etc.). Lead chaperones will be provided with a copy of signed medical/health forms for each participant before the trip's departure for duration of the trip. Staffing (Extension professionals, adult volunteers, etc.) of events will be based on age of participants, the nature of the event or facility and current Louisiana 4-H Policies. All 4-H events must have at least "two deep leadership." The chart below indicates the ratio of chaperones needed beyond the minimum two-deep leadership requirement.

Required minimum chaperone ratio at activities under direct supervision of 4-H

A minimum of 2 adults needs to be always present with youth groups. In the case of an accident or emergency, one adult can supervise the children while the other adult addresses the problem. Where guidelines exist for specific activities or the use of specific types of equipment, those guidelines will be followed.

| PROGRAM SETTING | AGES 5-8 | AGES 9-11 | AGES 12+ |
|--|---|------------------|-----------------|
| | RATIO ADULT TO YOUTH (A MINIMUM OF 2 ADULTS REQUIRED AT ALL TIMES) | | |
| High-risk activities (Shooting Sports/Horse) | 1:6 | 1:6 | 1:6 |
| Meetings or other low-risk activities | 1:8 | 1:10 | 1:16 |
| One-Day Trips | 1:8 | 1:8 | 1:10 |
| Overnight Trips | 1:8 | 1:8 | 1:10 |

Other programs (Examples: Camp Grant Walker, 4-H University, Award/Contest Trips) may have specific requirements about chaperones. Program organizers should review program information for current chaperone requirements. For any 4-H activity, organizers are required to provide sufficient levels of age-appropriate supervision.

While traveling overnight it is required to have male and female chaperones for delegations with both genders. Chaperones may be shared among different parishes to provide desired chaperone coverage.

XXIII. Medical Information for 4-H Activities

Waiver, Indemnification, and Authorization for Medical Care

The Waiver, Indemnification, and Authorization for Medical Care form is required for each event. Youth and volunteers can choose to complete this form at the time of enrollment and this form can be used throughout the

year for all events and activities. This form is available for completion through the enrollment process in 4HOnline or can be downloaded from the Louisiana 4-H website.

Notifying Event Management Regarding Illness, Medications, and Allergies

4-H members and/or parent/guardians participating in a 4-H event or activity are expected to notify and disclose in detail to the event management any health/behavioral issues, special needs, or allergies that may prevent them from fully participating or pose a risk to themselves and/or other participants. Parents/guardians of the 4-H members that are taking medication should decide if event management should be notified of their child's need for assistance with taking the medications. Youth participating in activities at Camp Grant Walker will be expected to follow medicine protocol established by camp.

Confidentiality

Medical information provided to event management should be kept confidential and held in a secure location that is not readily accessible for general observation. Disclosure of information can occur if necessary to safeguard the health and welfare of the youth involved.

XXIV. Cooperation Between 4-H, FFA, and Other Organizations

A cooperative relationship is expected between the 4-H Youth Development Program and FFA. The exhibiting of projects and participation in similar educational and competitive events offered by the two organizations should always emphasize maximizing educational opportunities for young people. Consistent with the rules and guidelines of the specific events and contingent upon an agreement between the parish Extension staff responsible for the 4-H Youth Development Program and the faculty member responsible for the FFA program, youth are allowed to use the same projects and/or activity to participate in FFA and 4-H programs.

XXV. Unescorted Minors Traveling

Unescorted minors who travel to 4-H events beyond the parish level in their own vehicle where lodging is required on site are expected to turn in ALL the vehicle ignition and door lock keys/fobs to the adult in charge upon arrival.

XXVI. Dress Code

All youth and adults must adhere to any published or stated dress code for an event, meeting, project, activity, or travel. Any person found to be out of compliance with the published/stated dress code will be excused from the event, meeting, activity, or travel to change into acceptable clothing, or not return. Multiple violations of the dress code can result in being excused from the event, meeting, project, activity, or travel. Some projects based on their inherent risk and/or environment the event is being held in may require certain dress codes.

XXVII. Insurance Coverage

The Louisiana 4-H Program will provide limited, secondary, accident/incident secondary insurance to an enrolled 4-H member or volunteer. To be covered the individual must have an active individual (not group enrollment) enrollment profile in 4HOnline.

XXVIII. Leaving an Event Prior to its Adjournment

If a 4-H member needs to leave an event prior to the official conclusion, the 4-H member and parent/guardian must provide a written request to the parish 4-H office prior to the event for approval by the parish agent and

event coordinator. Request should include the name of the event, date the 4-H member will be leaving and reason for leaving event prior to its adjournment.

XXIX. Americans with Disabilities Act

The Louisiana 4-H Youth Development Program acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. Individuals with disability who require an accommodation to fully participate in or access a Louisiana 4-H Youth Development Program activity, meeting and/or program, are to submit their request for accommodation in writing and within a reasonable timeframe, but no longer than seven (7) business days prior to the first day of the activity. To request accommodation please contact your local Parish 4-H Office.

XXX. Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities at institutions that receive federal financial assistance. Sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. The LSU AgCenter Title IX Coordinator is Ashley Gautreaux, Assistant Vice-President for Human Resource Management. If you have questions or concerns, or want to file a complaint, contact her at 225.578.4640 or AGautreaux@agcenter.lsu.edu

XXXI. Conflict of Interest Statement

No 4-H youth, volunteer, or adult serving in a leadership role for a 4-H club/group, or any of its committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Louisiana 4-H Program or any of its clubs/groups. Each individual shall disclose to the Parish Extension Agent any personal interest which he or she may have in any matter pending before the Louisiana 4-H Program or any of its clubs/groups and shall refrain from participation in any decision on such matter.

XXXII. 4-H Privacy and Information Sharing

The policy of the Louisiana 4-H Program is to not release any information about anyone (youth or adult) involved with the 4-H Program. To maintain the safety and well-being of all those involved in the 4-H Program, all information must be kept confidential.

The information obtained from individuals (youth or adult) via enrollment, activity participation, program attendance, or any other method is only for use within the Louisiana 4-H Program. This information is not to be shared or distributed with any individual, agency, group, association, etc. unless written permission is received from the individual whose information is being publicized or is being provided to another individual, agency, group, association, etc.

If an attendance/participation list for an activity (program, event, camp, or whatever) is to be shared and distributed to all attendees (even though this is typically done to facilitate communication and interaction among attendees, which enhances the activity), written permission must be obtained from each individual before their name and other information (phone number, email address, etc.) is included on the list. This permission can be included as part of the registration form or obtained through another method.

If photographs, videos, audio, etc. are to be used at the activity (program, event, camp, or whatever), written permission must be obtained from each individual before his/her picture can be utilized (such as posting on a website or appearing in a news article). Louisiana 4-H has a form designed for this purpose; it is called "Louisiana 4-H Media Release."

If a possible conflict arises, such as Child Protection Services or the Police requesting information on someone involved in the 4-H Program, and the request is a matter of safety; this privacy of information can be waived. However, before a waiver is granted, the legitimacy of the agency or organization seeking the information must be verified. This validation and legitimacy must in be writing and signed by a representative of the agency or organization and signed by LSU AgCenter/4-H Personnel providing the requested information. The written agreement must also state the exact information being provided to the agency or organization.

XXXIII. Free Speech Through Social Media Sites

The First Amendment provides protection for those commenting on social media, and LSU AgCenter and 4-H social media accounts are public forums created by a public entity. Therefore, on those sites, the Louisiana 4-H Program must be viewpoint neutral, and not pre-screen comments, delete, or ban comments or users. In instances of abusive behavior on social media, please notify your supervisor, your local Extension personnel, or the Associate Vice-President for Youth Programs.

All 4-H clubs are expected to follow the LSU AgCenter social media guidelines.

XXXIV. Stated Policies and Procedures

Policies & procedures are subject to change, in accordance with USDA policies, State of Louisiana laws, LSU University policy, LSU AgCenter policy, and/or direction from administration. When significant changes are made, LSU AgCenter faculty and staff will be notified, and they will pass this information on to stakeholders.

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