



Extension

College of Agriculture,
Biotechnology & Natural Resources



4-H Youth
Development

University of Nevada, Reno Extension

4-H Youth Development

Handbook and Policy Guidelines

Updated and effective November 1, 2025

This document is intended to be the operational guide and an important reference to help Extension faculty, staff, volunteers, and youth accomplish the 4-H mission and uphold the values of the Nevada 4-H Youth Development Program. The contents will be regularly reviewed to ensure relevance and accuracy in meeting the needs of Extension faculty, staff, and volunteers. From time to time, changes and/or additions may be made, however these changes will be communicated with staff when they occur.

It is important to note that the policies included in this Policy Handbook superseded any other Nevada state 4-H policies or guidelines otherwise printed or stated which may disagree or conflict with those included in this handbook.

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Section 1

Introduction

Introduction

Welcome to the world of 4-H Youth Development. This handbook expresses the policies and procedures for the administration of the University of Nevada, Reno, Extension 4-H Youth Development Program. The 4-H Policy Handbook is a guide for the management of the 4-H Youth Development Program in Nevada. Please note: Neither this handbook, nor the policies and procedures contained herein, creates any expressed or implied right to be a 4-H volunteer, member, or otherwise participate in the 4-H Youth Development Program.

Overview

Police were created to provide a consistent framework for the program and to ensure that 4-H Youth Development programming and outreach efforts are consistent, fair, and legal. To properly maintain program continuity and operate as efficiently as possible, it takes a great deal of structure and many procedures. As such, the Nevada 4-H Policy Handbook is designed as a resource for all Extension faculty, staff, and volunteers working with the 4-H Youth Development Program. It was developed with the input from 4-H members, volunteer leaders, and Extension staff.

It is expected that ALL individuals participating in the Nevada 4-H Youth Development Program will adhere to the 4-H Code of Conduct (included in Appendices). Any suspected violations will be investigated and outcomes can vary, up to, and including removal from the program.

Application

- A. The policies and procedures in all sections of this handbook apply to program activities under the direct purview of the Extension Director and Associate Dean for Engagement and the State 4-H Youth Development Program Leader. These policies cover state-wide programming, county programming, and statewide activities and events.
- B. This handbook applies to all administrators, faculty, county Extension educators and coordinators, county 4-H professionals, advisory groups, volunteers, and youth associated with the Nevada 4-H Youth Development Program.
- C. The following policies and procedures clarify the roles and responsibilities of all people associated with youth development programs conducted as part of the University of Nevada, Reno Extension 4-H Youth Development program. All 4-H clubs and affiliates are subject to the authority of University of Nevada, Reno Extension. All participants, including members at all levels, parents, volunteers, and all 4-H clubs and affiliates agree to conduct their programs and manage their affairs in accordance with these policies.
- D. A county may have policies that are more restrictive, but not less restrictive. The State 4-H Youth Development Program Leader should be notified of any policies that differ from the State 4-H policies and may disapprove a non-conforming policy if they determine it does not positively advance the mission, philosophy, or goals of the 4-H Youth Development Program or is contrary to law. A request to waive any of these policies or procedures must be directed in writing to the State 4-H Youth Development Program Leader.

Content

- A. The contents of this handbook will be used to set forth policies and procedures that are specific to the program.

- B. Information in this handbook is applicable to all aspects of the Nevada 4-H Youth Development program until superseded by revisions approved and distributed by the State 4-H Youth Development Program Leader.

Policy Interpretation Procedure

- A. The 4-H Youth Development Program is a non-formal educational program planned and conducted at the county level in compliance with the policies, guidelines, and standards for 4-H activities and events outlined in this handbook.
- B. The policies in this handbook are designed to ensure that decision making is based upon the agreed ethical values of integrity, excellence, accountability, and respect when enforcing the policies, procedures, and guidelines.
- C. It is strongly encouraged that local policies are kept in writing and kept at the county office.
- D. Policy changes must be publicized widely throughout the county and state.

Policy Development and Review Process

- A. When a 4-H Policy issue is presented to the State 4-H Office, it will be referred to the State 4-H Youth Development Program Leader. The policy will be reviewed by the State 4-H Office and appointees as necessary, UNR Extension Administration, and UNR Legal.
- B. Revisions to this handbook are established after careful review and analysis. The State 4-H Youth Development Leader will make all final decisions on policy and procedure modifications. All changes will take effect on October 1 of the new 4-H year.
- C. Handbook sections will be reviewed and revised on a regular basis with approved revisions posted on the Nevada 4-H website.



Section 2

General Information

General Information

Statement of Purpose for the Nevada 4-H Youth Development Program

The University of Nevada, Reno Extension 4-H Youth Development program is an age-appropriate, positive youth development program that helps shape future leaders and innovators through research-driven, hands-on learning activities with a focus on lifelong skills to succeed in career and life.

4-H Year

The 4-H year is from October 1 of the current calendar year to September 30 of the following calendar year.

4-H Slogan and Philosophy

The slogan “Learn by Doing” reflects the core principle of the 4-H program which emphasizes hands-on, experiential learning for youth development.

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 Pledge

The pledge tells what 4-H is about. The 4-H goal is 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 Emblem

The official 4-H emblem consists of a green four-leaf clover with stem and the letter "H" on each leaflet. The clover can be utilized in three colors including green, white, or black. The H's on a green clover can be white, black, or metallic gold. The H's on a black clover can be white. The H's on a white clover can be black or green. The 4-H Clover for awards can be etched/engraved into the material of the award (i.e., plaques or trophies) or the clover can be displayed as a stand-alone item made of the same material as the award.

The 4-H

When writing 4-H, it is written with the numeral “4”, separated from a capital “H” with a hyphen (-). It should be written as: 4-H. Unacceptable versions may include: 4H, 4h, 4-h. A sentence can begin with 4-H. When writing 4-H, the 4-H must not be separated if on a line break, increase the number of spaces to ensure the “4-H” remains together and the H does not dangle.

Use of 4-H Name and Emblem

When the 4-H Emblem is used, the following wording (exactly as printed below) will be displayed to the right of the base of the stem and under the lower right leaf: 18 U.S.C. 707. The ONLY exception will be when the wording "18 U.S.C. 707" becomes too small to be legible. In computer generated samples, it appears that as long as the 4-H Emblem is at least 3/4 inch in size, the writing is legible. Once the 4-H Emblem is a size of .5 inch or smaller, the writing is probably not going to be legible. When large versions of the 4-H Emblem are used (e.g., T-shirts, poster, and banners), the statement can be smaller in proportion to the Emblem. In these cases, the following guidelines will be used:

- On printed material use an asterisk at the same location (to the right of the base of the stem and under the lower right leaf) and place the statement "18 U.S.C. 707" in a prominent place on the page.
- On packaged items (e.g., lapel pins and jewelry) place the statement on the outside package.

When used, the 4-H Club name and emblem shall be given a position of prominence. It is not permissible to superimpose any letter, design, or object over the top of, or behind, the 4-H emblem or to alter its shape in audiovisuals, on stationery over which a letter is written or typed, certificates, publications, etc.

Any use of the 4-H name and emblem is forbidden if it exploits the 4-H program, its volunteer leaders, or 4-H youth participants. Also, the 4-H name and emblem cannot be used to imply endorsement of commercial firms, products, or services.

Authorization for use of the 4-H name and emblem by Nevada 4-H Clubs or Affiliates must be obtained through the chartering process. An official 4-H Club Charter or Letter of Authorization issued by the State 4-H Office must be on file at the State 4-H Office and the County Office.

Commercial vendors, private organizations, or other entities need to contact the Nevada 4-H State Office to determine what steps need to be taken to use the 4-H Name and Emblem. Anyone wishing to use the 4-H Name and Emblem in a way that extends beyond an individual county or state 4-H program must seek authorization from the Nevada 4-H State Office.

To view the entire 4-H Name and Emblem Guidelines visit the Appendices.

Terms of Authorization

There must be some form of a written agreement, memorandum of understanding, or a contract between the individual, organization, institution, or group to whom authorization has been granted to use the 4-H name and emblem and the designated persons responsible for granting authorization at the appropriate level of geographic jurisdiction.

4-H Club Emblem Fraudulent Use

The 4-H Name and Emblem is a federal mark with protections and standards that exceed that of trademarks and copyrights. Using the 4-H Name and Emblem requires proper authorization. Anyone engaging in unauthorized use or misuse of the 4-H Name and Emblem may be subject to citations, up to, and including, charges and prosecution.

Alcohol, Tobacco, and Vaping at 4-H sanctioned events

Nevada 4-H prohibits the possession, use, or distribution of alcohol, tobacco, and/or vaping at all sanctioned events to ensure a safe and alcohol/drug-free environment for youth. This policy applies to both youth and adults participating in 4-H programs and events. Violation can lead to immediate disqualification and expulsion from the event and may result in program removal.



Section 3

Membership and Enrollment

Membership and Enrollment

General Eligibility

Nevada 4-H is the premier youth development program of the University of Nevada, Reno Extension. Extension and 4-H are committed to the University's Affirmative Action Plan, 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. The Nevada 4-H Youth Development program is open to all youth ages 5 to 19 years of age (inclusive) as of January 1 of each 4-H year.

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

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 Extension Civil Rights and Compliance Officer. 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.

The purpose of this policy is to ensure the 4-H clubs are as inclusive and diverse as possible. All youth participating in 4-H should have the same opportunity to equal access in 4-H work. All 4-H work should be conducted by paid Extension faculty/staff or trained/certified volunteers in such a manner that the Extension organization would not be criticized for any unfair or unequal treatment, including the selection of winners.

Child relatives of Extension personnel enrolled in the 4-H club program are eligible to compete in all 4-H programs and activities and are, therefore, eligible for all county, district, state, and national awards. However, if there is deemed a conflict of interest, the Extension employee will recuse themselves when a child relative is involved.

4-H Membership & Enrollment

4-H has an OPEN MEMBERSHIP policy, which means a child can join 4-H at any time during the year. However, there may be local deadlines, livestock ownership deadlines, club capacity limits, etc. that must be met to participate in specific 4-H activities or events (e.g., fairs, camps, etc.).

4-H membership is only offered through the University of Nevada, Reno Extension's county 4-H programs. A youth becomes a "4-H member" when the youth either complete an individual enrollment form through the current Nevada 4-H enrollment platform or is included in a group enrollment form.

4-H membership is based upon the age of the child on January 1 of the 4-H year (October 1 to September 30). A child must be between ages 5 to 19 (inclusive) on January 1 of the 4-H year. Membership expires each year on September 30th. A 4-H member must renew their membership each year to continue in the program. Until

the membership is renewed after October 1st of the current year; the member is considered inactive. Reenrollment is also subject to approval by the county 4-H professional, or their designee.

Youth and volunteer enrollment information shall be maintained on the state-approved electronic enrollment system. Work with your local County Extension Office to enroll in the local 4-H program through this system.

Marriage and/or parenthood shall not disqualify individuals from 4-H membership and participation, provided other requirements are met.

Membership in Another County or State

A youth participates in 4-H by belonging to a 4-H club, or any recognized unit of 4-H participation, usually in their county of residence. Nevada 4-H policies do, however, allow youth to participate in 4-H in another county, or state, as long as they are not participating in the same 4-H project in more than one location at a time. For example, a youth living part of the year with each parent may participate in 4-H at both locations as long as it is not simultaneous. Youth are encouraged to enroll in the county in which they reside as their primary county. Approval by the county 4-H professional, or their designee, in both locations is required for multi-county enrollments. Other states may have a state policy or form to allow youth to enroll in multi-state 4-H Programs. Youth and their families will need to check with each state on their policy.

4-H Age Categories and Guidelines

The age of a 4-H Member is determined by how old they are on January 1 of the 4-H Club Year (October 1 to September 30). For clarification purposes, three examples are detailed below.

- A child turns 14 years old in November. This means the youth was 13 years old when the 4-H Club Year started on October 1, but it also means the youth is 14 years old on January 1 of the 4-H Year (Oct 1 to Sept 30). Therefore, this child is considered as 14 and is a Senior Member throughout the 4-H Club Year.
- A child turns 14 years old in February. This means the youth was 13 years old when the 4-H Club started on October 1, but it also means the youth is 13 years old on January 1 of the 4-H Year (Oct 1 to Sept 30). Therefore, this child is considered as 13 and is an Intermediate Member throughout the 4-H Club Year.
- A child turns 11 years old in March. This means the youth was 10 years old when the 4-H Club started on October 1, but it also means the youth is 10 years old on January 1 of the 4-H Year (Oct 1 to Sept 30). Therefore, this child is considered as 10 and is a Junior Member throughout the 4-H Club Year.

Based on the determination process and examples outlined above, the age categories for Nevada 4-H are defined as listed below:

Cloverbud	5 to 8 Years Old
Junior	9 to 10 Years Old
Intermediate	11 to 13 Years Old
Senior	14 to 19 Years Old

Nevada 4-H Cloverbud Policy

The Nevada 4-H Cloverbud Program is for youth ages 5 to 8 years old. The age of the child is based on their age on January 1 of the 4-H Club Year (October 1 to September 30). Nevada 4-H Cloverbuds emphasizes hands-on learning and exploration in a non-competitive environment. The focus of the 4-H Cloverbud Program is the positive growth of young children through their exploration of a variety of project areas because it is developmentally appropriate for their young age. The 4-H Cloverbuds are not allowed to participate in ranked competitions with their projects (animals, art, baking, nature, etc.). However, they are encouraged to still exhibit in project areas, except for large livestock animals and shooting sports. 4-H Cloverbuds can have an educational experience with animals if it is done in the following manner:

1. If it emphasizes hands-on learning and exploration in a non-competitive environment. For example, the youth learn about animals in a fun, safe, and entertaining way that does not involve competition.
2. If it is supervised by an adult and/or teen leader in a one-to-six ratio - including the adult/teen leader leading the animal with appropriate safety equipment/gear (based on the animal species). For example, a lamb should wear a halter, and a child should wear appropriate clothing/equipment when necessary for safety.
3. If large animals (such as horses, beef, dairy, and/or swine) are used in an event, there must be a 1:1 ratio with youth to adult.

These animal policies are for the safety of the 4-H Cloverbud member and the public at the public exhibition. Extension personnel may determine that a Cloverbud member's safety is being compromised and may limit their participation with animal projects.

4-H Cloverbud aged youth are NOT allowed to participate in any shooting sports events or activities.

If a local 4-H Club or county 4-H program meets the above criteria, it can sponsor 4-H Cloverbud activities. Any local 4-H Club or county 4-H Program that do not meet these criteria must discontinue the activity until the proper adjustments are made to their guidelines.

Membership Implications for Fairs and Events

Extension and 4-H do not always set policy for eligibility for youth exhibitors for county, area, or state fairs or competitions (example: Nevada Junior Livestock Show). However, it is the recommendation that the age for youth exhibitors coincides with the official age of 4-H competition (ages 9 to 19). This is suggested, especially for area/regional or state fairs/events and preferably county fairs/events as well. If county fairs do allow younger youth (ages 5-8) to exhibit, it is recommended that the recognition (ribbons, small trophies, etc.) be identical. Research indicates that this age group's comprehension of competition or judging one over the other is limited and maybe harmful to the development of positive self-esteem.

Types of 4-H Membership

Club-Based Programs:

The 4-H Club program is just one delivery mode for 4-H Youth Development program in Nevada and across the nation. The definition of a 4-H Club is an organized group of youth who meet regularly with adult volunteers or staff for a progressive series of educational experiences.

4-H Clubs and affiliates must be chartered through the county extension office and must meet the minimum criteria for a 4-H Charter Club listed below. Official 4-H Clubs and affiliates have the authority to use the 4-H Name and Emblem. To be enrolled as an official chartered club, the following criteria must be met:

Regular 4-H Club

- Must have five members from no fewer than three families.
- Must be organized with a youth-led leadership structure.
- Must meet six or more times per year.
- Must be supervised by one or more certified 4-H volunteers.
- Use approved research/evidence-based 4-H curriculum.

Family Club

- Must have fewer than five members enrolled or fewer than three families enrolled.
- Must be organized with a youth-led leadership structure.
- Must meet six or more times per year.
- Must be supervised by one or more certified 4-H volunteers.
- Use approved research/evidence-based 4-H curriculum.

For some youth, exposure to 4-H experiences and learning materials comes through activities conducted either within their family or as an independent member. While 4-H encourages participation in club settings to promote friendships, leadership, citizenship, and opportunities to interact with other youth and adults, for some youth, this is not always possible.



Section 4

4-H Clubs

4-H Clubs

What is a 4-H Club?

Because of the key role clubs play in 4-H delivery, it is important to have a clear definition and understanding of the functions of a 4-H club. The goals and structure of 4-H clubs vary according to the needs of the members. Some clubs focus on one project (or one project at a time) that the entire membership experiences together at the club meeting (project club). Some clubs offer a selection of projects delivered through project meetings held at times outside the regular club meeting. Some clubs have a singular focus such as project club, or they target a specific audience such as afterschool clubs, home school clubs, or military clubs (youth whose parents are in the military). However, there are components and characteristics that are common to all 4-H clubs, and these commonalities provide the definition of a 4-H club described below. These are the minimum requirements of all 4-H clubs to support a quality 4-H club experience. Please note the local Extension office may include additional requirements for 4-H clubs in their county.

4-H clubs are organized groups of youth who have a youth-led leadership structure (example: club officers) and are supported by trained, certified adult volunteer leaders. The 4-H club conducts meetings and educational activities throughout the year — holding six or more official meetings annually and with a membership of a minimum of five members. Club meetings typically include the conducting of some business by the officers, an educational program, and a team building or recreational activity. The club frequently includes opportunities for leadership and community service/service learning. It may meet in any location and is authorized through the county and state to use the 4-H name and emblem. Youth ages 5-19 (as of January 1 of the current year) are eligible to be members.

In summary a 4-H Club:

- It is an organized group of a minimum of five youths from three different families.
- It has a planned meeting calendar that meets a minimum of six times throughout the year. Club meetings should include experiential learning during the club year.
- Is advised by trained, certified volunteer leaders.
- Have a youth-led leadership structure. Officers must be actively engaged in conducting meetings.
- Should meet in any accessible location.
- Includes opportunities to learn skills through a variety of project experiences.
- Offers opportunities for leadership and citizenship/community service.
- Use approved research/evidence based 4-H curriculum.

Naming of Clubs

- Must be specific.
- Foster the character-building purpose of 4-H.
- Not imply exclusivity.
- Not be religious or secular in any manner.
- Not violate copyright regulations, including federal or state copyright laws
- Not being offensive, demeaning, or discriminatory in any manner

Types of 4-H Clubs

Any youth who is recorded by Extension as participating in one of the following recognized delivery modes is considered a 4-H member. A youth who is accepted as a 4-H member is entitled to all rights and privileges of membership in connection with 4-H. All delivery modes that work with school aged youth will follow a 1:10 ratio (1 adult for every 10 youth) for program delivery. For example, a club with 25 youths must have a minimum of three leaders. This policy is a “best practice” to ensure 4-H participants have a safe and meaningful experience with a caring adult.

Community Clubs

These clubs typically meet in the evenings or on weekends and offer **multiple** learning experiences and activities. A Community club is a multi-project club that meets regularly to conduct business meetings, address county 4-H requests and community issues, provide an educational program presentation or activity, and offer a selection of projects delivered through project meetings held at times outside the regular club meeting. These clubs require the selection of a youth-led leadership model (example: electing club officers) and are advised by two non-related trained volunteer leaders. Members are encouraged to do community service/service-learning projects during the 4-H year. This format provides a wider choice of learning experiences for the 4-H members but requires more leaders for the additional project meetings and is generally more complicated to manage. Youth can enroll in one or more project areas in a multi-project community club. Community clubs are usually formed within geographic areas, schools, or housing communities.

Project Clubs

These clubs typically meet in the evenings or on weekends and offer **one** project area (from the list in the Participation section of the current 4-H enrollment platform) to work through multiple learning experiences and activities. These clubs meet regularly (minimum of six meetings), conduct a business meeting, address any county 4-H requests and community issues, and then focus on one project that the entire membership experiences together are referred to as project clubs. Members are encouraged to do community service/service-learning projects during the 4-H year. All project clubs require at least two designated non-related trained volunteer leaders. The 4-H project club is an ideal way to expand membership and to create interest in new project areas.

SPIN (Special Interest) Project Experience

These clubs meet, usually for a shorter amount of time, to cover a specific topic or topic of interest. Have a defined beginning and end (i.e., the first Saturday of each month, for six months). Involves direct teaching by extension staff or trained volunteers (may include teachers). This program is not part of the school curriculum and not restricted to members of 4-H clubs. These “high impact” experiences will be flexible and focus on specific activities and skill development related to the chosen special area of interest. These groups will have the flexibility to provide positive youth development and adult mentorship through varying time frames giving both youth and leaders more flexibility in when and how long they meet. Characteristics of the SPIN Project Groups might include:

1. Offering shorter-term learning experiences (i.e., meet 6 times for 1 hour at a time; meet four times for 1.5 hours each time, meet three times for 2 hours each time).
2. Taking the programming to the participants by meeting where it is convenient for them.
3. Offering different curriculum/project-material levels ranging from beginner to advanced.
4. A smaller youth-to-adult ratio so more leaders and volunteers can serve as mentors.

School Based Programs:

A school-based program is a cooperative effort between a school and the University of Nevada, Reno Extension. This may be a public, private, or home school environment. Members participate in an educational program planned and coordinated by county 4-H professional(s) in cooperation with the school officials to supplement and compliment the school curriculum. The school enrichment project is taught by a teacher, county 4-H professional(s), or volunteers and should consist of multiple learning experiences. School enrichment can build a relationship between the school system and county 4-H professional(s), that may lead to the formation of a 4-H club. There must be a 4-H Youth Group Enrollment Form or similar documentation kept on file in the county Extension Office for these programs. The group enrollment information must be entered into the 4-H electronic enrollment system before the end of the 4-H year.

4-H Afterschool Programming

Educational programs offered to youth outside of school hours, usually in a school or other community center and incorporating 4-H curricula. Afterschool programming can build a relationship between the school system and county 4-H professional(s), that may lead to the formation of a 4-H club. 4-H Afterschool is designed to combine the resources of 4-H and the Extension system with community/school-based organizations that provide out-of-school programs that address community needs.

In-School Programming

An in-school Club meets during school hours, with planned activities beyond school enrichment. Generally, Extension is invited to be a partner in education. The school will usually ask Extension to cover a specific topic. These programs operate to support the educational standards of the school district, with a focus on experiential (hands-on) learning. A teacher may serve in the role of club leader. In-School Clubs provide the opportunity to reach more of a county's potential audience (youth 5-19), to build a relationship with the county school system, and demonstrate how 4-H can add to the current academic learning.

Camping Based Programs:

Youth taking part in a 4-H planned educational experience.

- ***Overnight camps*** include being away from home at least one night and not restricted to members of organized 4-H clubs. Examples are county 4-H camps, state 4-H camp conducted at one of the State 4-H Camps, Teen Leader Conference, Forestry/Wildlife Camp, etc.
- ***Day camps*** consist of multiple-day programs, with youth returning home each evening.
- Note: full camping program details can be found in the ***Camp Program Guidelines (separate document)***.

Individual Enrollment Based Programs:

Planned learning which occurs independent of a formal group setting such as a club, as an individual, paired, or family learning effort. Self-directed but under the direction of a county 4-H professional. Examples include the desire of a youth to learn more beyond what is offered through a club setting. This may include self-study or mentoring or shadowing with an "expert."

Military 4-H Clubs

Military 4-H Clubs are organized by the Armed Forces, often on military installations, and principally for military dependents. Military 4-H Clubs provide a "slice of home" for Military youth wherever they

live. Clubs organized on a military installation are only open to youth whose parents are stationed at that installation or serving as military contractors at that installation. If the club is organized in a community, then military and non-military youth may participate. These clubs must elect officers, meet a minimum of six times, and be advised by two non-related trained volunteer leaders. Currently not available in Nevada 4-H.

Starting a 4-H Club

4-H Club Chartering

The University of Nevada, Reno Extension is committed to protecting at the highest level, our 4-H program, its members, as well as the name/emblem and image in Nevada. This protection comes through the commitment and requirement for all 4-H clubs to have current charters and understand the value of those charters.

A Nevada 4-H charter provides official recognition by the Nevada 4-H Office, to a club or affiliate, that they are recognized by the Nevada 4-H Youth Development Program as an official club in good standing. Additionally, a club may receive tax-exempt status as an official unit of the University of Nevada, Reno Extension. They also have permission to use the 4-H name and emblem within the guidelines (as described earlier in this manual).

Requirements of Chartering

Potential 4-H Clubs and Affiliates (Council or Project Leader Group) and volunteer leaders need to fill out the following documents and forward to the County Office:

- Chartering Application (required)
- Civil Rights Compliance Statement (required)
- Bylaws template (required)
- Official Requirements Checklist (required)
- Annual Program Plan Template (optional)

Process for Chartering a 4-H Club

Below are the steps for completing the chartering process:

1. A 4-H Club leader will submit the documents listed above to their County 4-H Professional.
2. After review by the County 4-H Professional, a copy of the Application and Official Requirements will be forwarded to State 4-H Office.
3. The State 4-H Office will review and approve the official charter document. It is signed by the Extension Director, State 4-H Program Leader, and the USDA: NIFA 4-H Leader. It is sent to County 4-H Professional for their official signature.
4. Copies of all documents are retained in State and County offices. 4-H Clubs will receive an original copy of their official club charter.
5. Only 4-H Entities that are Chartered and in good standing will be permitted to use 4-H Name & Emblem.

Suspending or terminating a 4-H Club Charter

Reasons to suspend or terminate a charter may include, but are not limited to:

- Unlawful discriminatory practices.
- Not submitting required county paperwork including club reports, annual financial reports, member enrollment forms, and volunteer applications.
- Club leadership not attending volunteer training and workshops, if required by county.

- Practices that are not considered youth developmentally appropriate.
- Any violation of the Nevada 4-H Code of Conduct.

If a Charter is to be suspended or dissolved, the following steps should be taken:

- The County 4-H Professional should meet with the club leader and outline the concerns and follow up in writing. Give a defined period of time to remedy the situation.
- If it becomes necessary to move forward with suspending or dissolving the charter, the process is:
 - a. Contact the State 4-H Program Leader or Associate 4-H Program Leader for guidance and support. Forward supporting documentation for their review.
 - b. Inform direct supervisors and other Administration as needed.
 - c. Create a timeline with dates that meetings were held with the 4-H volunteer leader to discuss concerns.
 - d. Assemble all written correspondence sent to club leadership regarding expectations and defined times to remedy the concerns.
 - e. Outline a plan to support the existing club members i.e.: Club and project opportunities to which the youth may transfer their membership.
 - f. Contact State 4-H Program Director at State 4-H Office for charter to be suspended or dissolved.
 - g. The State 4-H Office will follow up with letter to club leadership and membership indicating the club has been suspended or dissolved. Letters to youth club members should include a summary of other club opportunities in the county.

Copies of Club Charter documents are provided in the Addendum of this manual.



Section 5

4-H Club

Financial

Management

Nevada 4-H Financial Guidelines

4-H Club Money

Most 4-H Clubs raise money to support club activities through the collection of dues or holding specific fundraisers. Since 4-H is an educational, non-profit organization authorized through USDA and the University of Nevada, Reno, there are several procedures that must be followed when working with a club treasury. The key point to remember is the ability to show and prove proper accountability.

End of the Year Financial Report: The Nevada 4-H Youth Development fiscal year is July 1 – June 30. The policy requires that all 4-H clubs and/or affiliates submit an annual fiscal report. The County 4-H professional will work with the 4-H Leaders to distribute and prepare the required documents. In addition, the Club or Affiliate representative will provide an electronic bank statement for each of the months in the reporting window. This report is due to each county office by a designated due date (usually in August), and the counties must submit those forms and bank statements to the State Office no later than mid-August. The State 4-H Office then works with the UNR Extension Fiscal Officer to prepare all the appropriate tax documents for filing. The 4-H Volunteer Leaders should work closely with their county 4-H Professionals to communicate the exact dates and requirements, as these may change slightly from year to year.

Nevada 4-H Financial Guidelines

A 4-H Entity, as used in this section, is defined as a 4-H club, council, and/or affiliated group. The following guidelines apply to any Nevada 4-H entity.

- **All financial accounts are listed with the Employee Identification Number (EIN): *Nevada Extension 4-H Youth Development, Inc. (EIN: 93-4336841)*.** This is the only EIN that provides tax exemption within Nevada 4-H and is classified as a public charity.
- A bank account, at a federally recognized and insured banking institution or a credit union **MUST** be opened if the 4-H entity handles any money (program fees, dues, fundraisers, community service donations, etc.).
- The fiscal accounting year runs from July 1 to June 30.
- Be sure that the checking and savings accounts for your group are NOT under the Social Security Number of the any leader or member OR any EIN other than what is listed above.
- Two signatures are encouraged on all checks, and they must be certified/screened volunteers and/or members from different families.
- All bank accounts should have the county Extension office as the resident address. Bank statements should be provided to the local Extension office on a regular basis. If printed, they should be mailed or delivered to the Extension office. If electronic, the County 4-H Professional or a designee, should receive a copy of them for reporting purposes.
- Obtain a duplicate receipt book for receipting all money and donations (cash and non-cash).
- Encourage a yearly budget to help 4-H members learn the importance of budgeting.
- Money should be deposited within 72 hours of receiving it into the proper account. Checks should be endorsed properly, according to the bank standards.
- Monthly reconciliation of bank statements must be completed and signed off by the 4-H Entity Treasurer and an adult leader (if the 4-H entity is a 4-H club, teen council, etc.). Financial reports should be given at the regular meetings of the 4-H entity.
- All payments should be approved by the membership of the 4-H entity, and a receipt should be attached to the payment request form. Any payment request that is not included in the yearly budget must be approved by the membership prior to the purchase.

- If a 4-H entity wishes to conduct a fundraiser, they must submit a fundraiser approval form (found in the Appendix) to the county office by the deadline set by the county.
- Clubs are allowed to use their banking institution's electronic transfer portal (i.e., Zelle) and/or an assigned debit card.
- Cloverbud Clubs are eligible for bank accounts with adult signatories or teens who may be helping lead the club.

Fundraising

Any club seeking private support for their 4-H club through fundraising must comply with the tax exemption guidelines associated with Nevada Extension 4-H Youth Development, Inc., per the IRS Section 170. Critical elements of these regulations and guidelines include:

- Fundraising programs using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on or associated with products and services for such purposes MUST HAVE approval of the county 4-H professional, in consultation with their direct supervisor, and in collaboration with the State 4-H Office.
- All money received from 4-H fundraising programs, except those necessary to pay reasonable expenses, MUST BE expended to further the 4-H educational programs. Funds can be used to support local club activities and events, as well as state, regional, and national educational or leadership opportunities.
- Private support money should be:
 - Given and prioritized for educational purposes.
 - Accounted for efficiently and fully
- There MUST BE a definite plan to account for funds raised prior to authorization. This plan should be shared with the County 4-H professional.
- Any use of the 4-H Name and Emblem is forbidden if that use misrepresents the 4-H, adult volunteers, members, USDA/NIFA, Cooperative Extension, land-grant institutions, or their employees.
- It is required that a club or entity report income from a fundraiser as part of the annual fiscal reporting period.

Sales of Products by 4-H Clubs

4-H entities may secure private funds to support their goals and activities through fundraising such as the sale of items. These groups must report their plans to the county 4-H professional (by completing the Fundraising Request Form). 4-H may not be viewed as endorsing any company or product. It is the responsibility of the 4-H entity to follow Nevada state laws in obtaining any required licenses or permits (this includes any raffles).

Sales and Income Tax Exemptions:

Sales Tax Exemption: 4-H clubs and affiliates should work with their county 4-H professional to identify which club purchases would be exempt from sales tax. 4-H Clubs and Affiliates do NOT collect sales tax when selling goods. The only 4-H groups that are sales tax exempt are those who receive their funding from taxpayer dollars (county, state, or federally appropriated funds).

Income Tax Exemption: The IRS EIN letter recognizes Nevada 4-H exempt from income tax under Internal Revenue Code Section 501(c)(3).

Grants

Adult volunteers, members, clubs, and/or affiliates may not apply for or receive grants without permission from the county 4-H professional, in consultation with their direct supervisor, and the State 4-H Office.

Financial Accountability

Any monies acquired using the 4-H name or emblem are considered public funds. All Nevada 4-H clubs and affiliates must fully comply with all financial procedures set forth in this document; failure to do so may result in the suspension or termination of their charter. Additionally, club or affiliate funds may be transferred to another club until compliance requirements are met. Violators may be subject to criminal prosecution as allowed by local, state, or national statute.

Club Assets

Any 4-H club that manages money or acquires material assets must comply with Nevada Extension 4-H Youth Development, Inc. procedures for disposing of the funds or assets if the club or affiliate should disband. Disbursement among the members and/or volunteers of the club is not acceptable, nor is transfer of the funds to a non-4-H group. In Nevada 4-H, the options include:

- Donate to County 4-H Council
- Donate to University of Nevada, Reno Extension 4-H Youth Development
- Donate to another 4-H Club or affiliate
- Shooting Sports' Club Assets: All firearms, including air guns and bows, can only be transferred to another Nevada 4-H club. Those transfers must be reflected in Assetworks, and if they are broken or unusable they must be disposed of according to UNR Police Department guidelines.

Section 6

4-H Volunteer Management



4-H Volunteer Management

Volunteers

Volunteers are the key to success for the 4-H Youth Development Club Program. They provide the much-needed energy, skills, and resources that make our 4-H program a positive development experience for young people. Many of the 4-H volunteers are involved directly with 4-H members. They provide the caring adult experience that 4-H has become known over the years. 4-H volunteers provide knowledge and skills to develop the young people into responsible and productive adults. Volunteers provide guidance to the county 4-H program. They work with their County 4-H professionals on planning, implementing, and evaluating the 4-H program and activities.

County 4-H program volunteers are those people who work on behalf of the 4-H program at the county level and who are not paid for their services. Volunteering involves adults working closely with youth after having completed the 4-H Child Protection and Application Policy (background check, fingerprinting, and training). Volunteers can support the 4-H program through being a leader, fundraising, judging, serving as a committee member, donating, and supporting the 4-H program.

Types of 4-H Volunteers:

Direct Volunteer - Adult with authority to independently plan and conduct educational experiences for youth OR volunteer whose position puts them in close, ongoing, interactions with youth. *Direct volunteers are required to complete the Volunteer Application and Screening Process.* **Examples:** Club Leader, County-Wide Leader, Project Leader, Camp Counselor, and/or Event/Overnight Chaperone.

Resource Volunteer - Volunteer who works with the Extension 4-H program, but not directly with youth. *Resource Volunteers are required to complete the Volunteer Application and Screening Process.* **Examples:** Fair Boards, Subject Matter Expertise, and Extension Advisory Boards.

Episodic Volunteer - Volunteer helping with a single "episode" or activity, usually with a registered volunteer present. *Episodic volunteers are NOT required to complete the Volunteer Application and Screening Process.* **Examples:** Judge or Superintendent at Fairs, Workshop Presenter, and/or Guest Speaker. Since this type of leader has not completed the background check and fingerprinting, they should never be left alone with youth. If there is a chance, they will be alone with youth, then they should complete the background check and fingerprinting process.

Types of 4-H Club Leadership-Direct

The 4-H Club leadership consists of adults that have enrolled in 4-H Online and have been approved as 4-H Volunteers. These volunteers work together to establish, support, and maintain a 4-H Club. These trained volunteers serve in one of the following leadership roles:

Club/Organizational Volunteer: This person has enrolled in 4-H Online and completed the 4-H Volunteer Application process. The "Club/Organizational Volunteer" is the person responsible for the club program development process, the organization and guidance of club officers, communication of club meetings and

activities, and delegation of responsibilities to other volunteers, families, and adults. Organizational volunteers communicate with and follow the guidance of their County 4-H professional and the State 4-H Program.

Project Club Volunteer: This person has enrolled in 4-H Online and completed the 4-H Volunteer Application process. This person is responsible for a specific project club. The 4-H Project Volunteer guides 4-H members in setting project goals and conducting “Learn by Doing” experiences that help them reach their goals. A 4-H Project Club may have several projects and/or volunteer leaders depending on the interests of the members.

Responsibilities for both Organizational and Project Club Volunteers may be:

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, teen 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.

Providing a safe environment for all youth

- Follow the guidelines and policies of the University of Nevada, Reno Extension and the national, state, and county 4-H program.
- 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 vaping/tobacco products 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, plan for other trained volunteers to oversee activities.
- Recruit new members and seek assistance from the 4-H County professional in designing and distributing flyers, writing news releases, etc.
- Recruit project volunteers or volunteers to lead activities 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 Extension and share with members, parents, and other volunteers.
- Inform members and parents of project requirements and deadlines in a timely manner.
- Welcome parents’ ideas, activities, project assistance, cooperation, support, and attendance at 4-H activities.

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

- Attend Leaders' Council and/or other 4-H volunteer meetings and program planning sessions or send a 4-H teen leader, member, parent, or other adult to represent your club.
- Encourage annual 4-H enrollment using the online program management system (4-H Online) or collect enrollment forms by state determined deadlines.
- Keep County 4-H professional informed of club activities.
- Inform County 4-H professional of fundraising plans before implementation.
- Complete a minimum of two volunteer trainings per year.

4-H Resource Volunteer: 4-H Resource Volunteers 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.

Resource volunteers can help a club grow and expand by providing additional learning opportunities for youth. Responsibilities of resource leaders might include:

- Appear as a guest speaker or teach a specific skill/activity at a club meeting
- Serve as selection community members or a contest judge
- May assist with conducting countywide and area-wide programs, events, and contests
- May assist in county and area-wide training and coordination in members' record books/portfolios, demonstrations, public speaking, judging, etc.

4-H 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 additional leadership responsibility. Teen leaders must be enrolled in the teen leader project. Youth, under age 13, who wish to assist leaders may do so at the discretion of the adult volunteer and County 4-H professional. By assuming limited leadership roles, (i.e., committee chair, club officer, leading activity at club meeting or other club functions, etc.) prior to age 13, 4-H members are being prepared for future leadership roles with added responsibility.

A teen leader may:

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

Volunteer Job Description

A job description involving volunteer leaders can be attained from your County Extension Office. There is a sample position description in the Appendix.

Training for 4-H Volunteer Leaders

Effective volunteer leader training is essential for growth, maintenance, and sustainability of the 4-H Program. The State 4-H Program requires training at the county, area, and/or state levels through face-to-face, group meetings, online, and individual study for volunteer leaders. A minimum of two trainings per year are required by all 4-H volunteers (except resource volunteers), which will be documented by the County 4-H Professional(s). These trainings may include skills and competency building that volunteers will need to effectively deliver 4-H youth development programs and activities. Training may come from local, state, or National 4-H initiatives. Volunteers failing to secure the required two annual trainings may be suspended or dismissed from their leadership responsibilities.

All 4-H Volunteers are required to complete the Child Protection training, as outlined by UNR. This training may count as one of the two required trainings per year. Those training modules are:

State of Nevada Department of Child and Family Services Video:

<https://www.youtube.com/watch?v=ygVvaCLzYR0>

Special Certifications and Training: Volunteers for select roles or positions (i.e., Shooting Sports Instructors) will be required to attend certification training. All 4-H volunteer leaders are highly encouraged to attend programs and/or receive additional training that will help them become a successful volunteer. Additional required training may arise as new programs and situations arise.

Volunteer Policies and Protections

Volunteers are not considered employees for any purpose other than workers' compensation and general liability protection. Therefore, they are not eligible for retirement and health benefits, other than workers' compensation, because of their volunteer status. Volunteers serve at the pleasure of the institution. Accordingly, a volunteer assignment can be terminated at the discretion of the institution without notice or cause.

Federal and state legislation provides some protection for volunteers for non-profit organizations and government agencies. A person who performs volunteer service under the direct supervision and control of and for the benefit of the NSHE is considered an employee and is entitled to defense and indemnification under the NSHE's self-insured liability program provided their acts are not wanton or malicious. This includes 4-H Youth Development volunteers, as long as they are working within their position description. Additional information can be found at <https://www.unr.edu/bcn-nshe/risk/volunteers>

Youth Protection Procedure for Direct Volunteers

Every 4-H Volunteer is required to go through the Extension Child Protection and Fingerprinting Process at initial enrollment and may be expected to reprint at certain intervals as determined by UNR and Extension. The components of the Child Protection and Fingerprinting Screening Process include:

1. Complete the Extension 4-H Volunteer Application and Fingerprinting Packet - including providing contact information for three personal references.
2. Be fingerprinted at a designated location identified by the County Extension Office. The County Extension Office will submit those fingerprints, and the fingerprint packet, to the designated authority for processing.
3. Complete the following Child Protection training requirements (must be acknowledged annually after the initial year):
 - a. Watch the video from State of Nevada Department of Child and Family Services
<https://www.youtube.com/watch?v=ygVvaCLzYR0>
 1. Sign and date a certification completion for this part of the training
 - b. Read the Information packet from UNR regarding Reporting Child Abuse and Neglect. Can get copy from county Extension Office.
 1. Sign and date a certification of completion
4. While waiting for fingerprint results to be returned, potential volunteers will complete all relevant and current Child Protection training requirements (steps are completed every six years), which are provided to you by your County 4-H Professional.

If there is a volunteer with a break in service of one year or more will be required to complete the entire process (including fingerprinting).

Being a 4-H Volunteer

While volunteerism is crucial to the success of 4-H, it is a privilege, not a right to be a 4-H volunteer. Volunteers are expected to adhere to the University of Nevada, Reno Extension 4-H Volunteer Code of Conduct, located in the Appendix of this document. Volunteers may be dismissed from service at any time, for any or no reason.

Volunteer Termination/Suspension

It is expected that ALL volunteers participating in the Nevada 4-H Youth Development Program will adhere to the 4-H Volunteer Code of Conduct (see Appendix). Any suspected violations will be investigated and outcomes can vary, up to, and including removal from the program. Volunteers are expected to abide by the same university policies and regulations that govern the actions of employees, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and drug and alcohol use. A volunteer assignment can be terminated at the discretion of the institution and/or county 4-H professional and/or Extension Educator/County Coordinator without notice or cause.

Any violations of the Volunteer Code of Conduct will be handled at the county level by the Extension Educator/County Coordinator, and 4-H professional, in consultation with the Area Director and the State 4-H Program Leader/Associate Leader. The State 4-H Program Leader/Associate Leader shall be notified of any disciplinary actions against a 4-H volunteer.



Section 7

Risk

Management for Clubs and Volunteers

RISK MANAGEMENT FOR CLUBS AND VOLUNTEERS

What is Risk?

It is any act or phenomenon which has probability of causing a negative outcome or negative outcomes.

What is Risk Management (RM)?

It is the actions or course of action taken to protect life or assets by minimizing the potential for negative outcomes.

Why is Risk Management Important?

It reduces the chance of a negative outcome (such as injury) to program participants, and it supports positive action taken by whomever or whatever is liable for the program. For example: a club, group, or planning committee anticipates potential risks and plans ways to manage and minimize them.

What is Managing Risk?

Managing/controlling risk has four options:

- Avoidance...choosing not to take on the risk (simply not doing/conducting the program or event)
- Assume...choosing to accept the risk (deciding to conduct the program or event)
- Reduce...choosing to do the program/event but also analyzing and considering the risks involved with the program/event and taking actions to lower the probability of negative outcome or negative outcomes (i.e., wearing helmets at horse events)
- Transfer...choosing to do the program/event but finding a way to shift the risk or at least some of the risk to another party (i.e., obtaining and providing insurance coverage for the activity)

What is a Risk Management Plan?

A good Risk Management Plan will involve a combination of the four options listed in the previous section, and it will address specific situations that might be encountered during the program or event. These include but are not limited to:

- Rationale & Goals...what you want to do, why you want to do it, what are program intentions?
- Lesson Plan...each activity should have a written lesson plan outlining the event and what will occur
- Personnel Policies...how are individuals selected and trained to assist with the activity
- Job Descriptions...what is the responsibility of each individual selected and trained to assist with the event
- Supervision...what level of supervision is required, whose responsibility is it, authority level of each helper
- Inspections...was all equipment safety checked, was the facility checked for safety
- First Aid...First Aid Kits (and trained personnel if deemed necessary) should always be onsite

- Emergency Plan...who will do what should an emergency occur, where are emergency phone numbers and physical addresses of the event
- Records...keep accurate, thorough, and up-to-date records of everything pertaining to the activity, including a sign-in sheet

What is the Risk Management Process?

The Risk Management Process involves three aspects or phases:

- Phase 1...identify the potential areas of risk and evaluate these potential risk areas in terms of the most severe or most likely to have/cause a negative outcome or negative outcomes. These are the areas that need the most attention when striving to reduce the risk of a negative outcome such as an injury.
- Phase 2...identify the managing/controlling risk options (avoidance, assume, reduce, or transfer) to use in order to have less negative outcomes; consider safety issues (such as possible falls, cuts, etc.), consider financial issues (such as resources, time, dollars, etc.), and communicate this information to everyone who needs to know.
- Phase 3...continually monitor and evaluate the Risk Management Plan implemented and make changes or adjustments as needed to reduce risks.

Risk Management – UNR Release of Liability Waiver Form

- All participants of 4-H camps and events must complete a UNR Liability Release Waiver Form.
- All participants under the age of 18 must have the UNR Release of Liability Waiver Form completed by a parent or guardian.
- All completed UNR Release of Liability Waivers must be stored by the department for at least **7 years**.
- The UNR Release of Liability Waiver Form can be edited by the county 4-H professional/program supervisor to include specific risks related to the activity, camp, or event.
- Contact UNR Risk Management for a current copy of the UNR Release of Liability Waiver form (also found in the Appendices) by emailing BCNRisk@unr.edu or calling 775-784-4394.

Incident Reporting

All incidents involving injury, property damage, and theft should be documented by staff members and reported to 4-H supervisors immediately. The following forms are to be used by staff for recording incidents:

Employee/Volunteer Injury – “C-1 Notice of Injury or Occupational Disease”

- This form (found in the Appendices) should be used in the event of an employee or volunteer injury.
- All employee or volunteer injuries must be reported immediately to a supervisor. All procedures and Worker’s Compensation documentation forms can be found at <https://www.unr.edu/bcn-nshe/workers-comp>
- In addition to this form, the supervisor on duty must complete a “Supervisor’s Incident Investigation Form” for the injury.

- Both the C-1 form and the Supervisor's Incident Investigation Form must be sent to Risk Management within 24 hours by emailing BCNRisk@UNR.edu or Risk@nshe.nevda.edu
- The appropriate and respective County/Area/State Offices should keep a copy of these reports.
- The employee (paid or unpaid) should keep a copy of this report.
- County personnel should report all incidents to their direct supervisor and to the State 4-H Office immediately.
- UNR requires that all records be kept for three years.

Liability Incident Report

- This Risk Management (RM) Form (found in Appendices) is to be used to document incidents at 4-H Activities and the 4-H Checklist should be attached to this report because it tends to relate to most incidents.
- This RM Form can be used to document the following, but is not limited to the following:
 - Injury or illness to guests, participant, or member of the public
 - Emergency situations
 - Property damage to a third party
 - Theft of third-party property
- Since this RM Form is used to document an incident, it can be used as a "Witness Statement."
- Proper documentation of incidents will provide recordable facts for later recall and may lessen liability.
- It asks for a brief synopsis of the activity, and this should include adults assisting with the activity.
- Any forms utilized for the activity (transportation form, overnight form, etc.) should be attached.
- A scanned copy of the report should be sent immediately to UNR Risk Management via email at BCNRisk@unr.edu.
- A copy of this report should be kept by the person responsible for the activity and a copy should be kept in the respective Extension/4-H County Office and 4-H State Office.
- County personnel should report all incidents to their direct supervisor and to the State 4-H Office within 24 hours of the incident.
- UNR requires that all records be kept for three years.

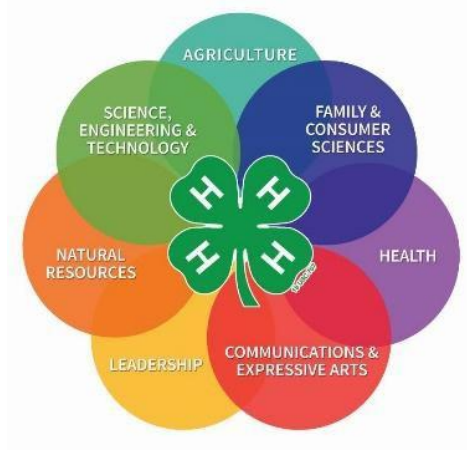
Vehicle Accident Report

- All accidents involving an NSHE vehicle must be documented using the Vehicle Accident Report (in the Appendices) found in the glove box of the vehicle. A digital version of the accident report can be found here: <https://www.unr.edu/bcn-nshe/risk/auto-insurance>
- Employees involved in a vehicle accident with an NSHE vehicle must report to their supervisor immediately.
- All vehicle accidents must be reported to local law enforcement at the time of occurrence.
- Take photos of the damage to both vehicles and wide shots of the accident scene (if safe to do so).
- Vehicle Accident Reports must be submitted to UNR Risk Management within 48 hours of occurrence using the online submittal form:
 - https://universityofnevadareno.formstack.com/forms/vehicle_accident_report
- This may not be relevant for all volunteers.

Property Damage Incident Report

- This Risk Management Form (in the Appendices) is to be used to document incidents at 4-H Activities involving damage to NSHE, UNR, and 4-H property or theft of property.
- This form should be completed by the 4-H supervisor or director and include:
 - Photos of the damage
 - Estimated Value of loss.
 - Description of what occurred and location of occurrence.
 - Any associated police or fire department reports.
- A scanned copy of the report should be sent immediately to UNR Risk Management via email at BCNRisk@unr.edu.

For copies of the Activities Checklist, Employee (paid/unpaid) Incident Report, and Non-Employee Incident Report form, go to <https://extension.unr.edu/4h/policies-forms.aspx>.



Section 8

4-H Program Management

4-H PROGRAM MANAGEMENT

What is University of Nevada, Reno Extension?

University of Nevada, Reno Extension extends the educational resources and research-based information of the University of Nevada, Reno, to the local communities. Extension has a unique partnership formed by the United States Department of Agriculture (USDA), the State of Nevada, and local counties. In addition to 4-H programs, Extension offers educational support in the areas of agriculture, community development, health and nutrition, horticulture, personal and family development, and natural resources.

What is the “chain of command” within 4-H?

Any 4-H sponsored activity, or event falls within the management of the University of Nevada, Reno Extension. The Extension Director has overall responsibility for all Extension-related activities. The State 4-H Youth Development program is under the direction of the State 4-H Program Leader. All 4-H activities are under the guidance of one or more county 4-H professionals. As the paid staff of Extension, these individuals have ultimate responsibility for the decisions, programs, and activities that occur under the 4-H name. It is the responsibility of paid staff to ensure that programs and activities operate within the guidelines, policies and procedures of the University of Nevada, Reno, and Extension. At times, it may be necessary for staff to deny a request made by volunteers for some type of program or overturn a decision made by volunteer advisory groups because the decision is not in compliance with a University or Extension policies.

What can the 4-H staff do for me?

4-H staff person’s responsibilities are divided into two main responsibility areas, education, and program management.

Education

In this role, county 4-H staff may lead workshops and trainings for club members, youth groups, volunteers, and schools. The county 4-H Professional may also meet one-on-one and in small groups to provide training and educational resources from Extension and other research-based universities and organizations. Areas in which staff can offer educational assistance may include:

- Sharing ideas for community service projects.
- Advising volunteers and/or clubs about fund-raising.
- Providing and researching additional educational resources.
- Providing training to start a new 4-H delivery models.

As a reminder, it is expected that ALL individuals participating in the Nevada 4-H Youth Development Program will adhere to the 4-H Code of Conduct (see Appendix). Any suspected violations will be investigated and outcomes can vary, up to, and including removal from the program. The Code of Conduct is acknowledged and signed by the youth members, and their parent/guardian.

Program management

The county 4-H Professional(s) have a responsibility for 4-H programming that occurs in their county. The use of adult and teen volunteers, community members, youth, teachers, and others may be utilized to develop and implement programs and activities that promote positive youth development. Volunteers and community members also help identify new program needs within their communities that 4-H might address.

When should I contact a 4-H staff person?

The 4-H staff are always available and willing to talk with you about your volunteer role and about questions or concerns you may have regarding the work you are doing with 4-H members. Feel free to contact your county 4-H Professional any time you have questions or if you need suggestions and ideas for educational resources to use with programs, as well as any challenges or problems that result from being a 4-H volunteer. There are times, however, when it is necessary to contact a county 4-H professional immediately. These may include when:

- Someone is injured while participating in a 4-H activity.
- Concerns arise about discrimination.
- You or someone else raise concerns or questions about financial management or mismanagement of funds.
- Any suspected abuse or neglect.

The following are issues that may be concerning and require you to reach out to your county 4-H Professional. However, these are not as immediate as other concerns.

- Behavioral problems or discipline issues arise in your club or group.
- You are having personality conflicts or disagreement with other volunteers in the club or group.
- There are parental-behavior concerns within your club or group.

If a problem occurs, can I get help?

County 4-H Professionals are always available to explore options and help identify solutions to problems. This can be done by phone but is usually done best in a face-to-face meeting. A brief discussion can often provide several valuable alternatives to questions or problems, as well as help clear up any communication discrepancies.



Section 9:

4-H Activities

and Events

4-H ACTIVITIES AND EVENTS

4-H Transportation Policy

4-H Traveling in Private Automobiles:

In some cases, and dependent on location, it may be necessary for smaller groups to travel in private automobiles, i.e., cars, vans, SUV's. In an event where parents, guardians and/or faculty and staff are providing transportation to and from a 4-H state event, they must adhere to the safety guidelines set forth below.

Operating privately owned vehicles: Privately owned vehicles must be covered for at least state minimum liability limits. Auto liability is the responsibility of the vehicle owner and will be primary if an accident occurs. Passengers in privately owned vehicles may be covered through the owner's policy, depending on the coverage maintained by the owner. There is no insurance coverage through the University of Nevada, Reno for auto liability or passengers.

4-H Arranges Public Transportation to 4-H Events

The University of Nevada, Reno Extension 4-H Youth Development Office may arrange and oversee public transportation arrangements - trains, buses, and/or commercial airlines - to and from events. Because commercial chartered companies are held to higher safety standards with periodic inspections and approved health and safety policies, 4-H requires all youth and chaperones participating in State, National and International events to use the transportation arranged by the state for the specified event, unless an accommodation has been granted, and is part of the transportation documents.

Operating vehicles owned by the University of Nevada: Drivers of state-owned (university) vehicles are restricted to university employees, volunteers or contractors approved by the applicable appointing authority. Each driver must have and maintain a valid Nevada driver's license unless they are a student employee who retains their home address in another state or an employee whose primary residence is in another state and who has and maintains a valid driver's license in said state. It is required to complete the University of Nevada approved defensive driving class if a faculty, staff, and/or volunteer are driving a university owned or state owned vehicle, For UNR's Vehicle Use Policy, go to <https://www.unr.edu/administrative-manual/5000-5999-general-university-services/university-services/5100-vehicle-use-policy>. It is recommended that a minimum of two adults transport youth in a vehicle.

Safety guidelines for all vehicles

1. No 15-passenger vans may be used to transport 4-H youth.
2. Seatbelts are required to be worn by all occupants while vehicles are in motion.
3. All drivers must have a valid driver's license that has not been suspended for any reason. Drivers must be currently licensed and at least 18 years of age. All drivers must obey driving laws, including the speed limit (and allow for road conditions).
4. Drivers must not operate a vehicle while using hand-held cell phones or text while driving. A hands-free device may be used sparingly and only when necessary.
5. Drivers should be well rested, and driving time will not exceed more than 8 hours per day, with sufficient breaks.
6. Drivers will not allow any alcohol or drugs in the vehicle or drive under the influence of any drugs or alcohol.
7. Drivers will report any incidents or accidents to the local County Extension Office within 24 hours of incident (or timeframe outlined in UNR Vehicle Use Policy).

4-H Chaperone Policy

Providing a safe environment for youth is our greatest responsibility. Any adult independently supervising youth at overnight 4-H sponsored events (locally, area, statewide, regional, or national) must meet the following minimum criteria:

- Be a certified Nevada 4-H Volunteer
- Successfully pass the UNR Extension background screening
- Have a signed Nevada 4-H Code of Conduct
- Attend a corresponding event orientation, if offered
- Have a signed position description outlining their duties

Specific events may have additional requirements. Chaperones for overnight state 4-H events must be at least 18 years of age and not enrolled 4-H members. Active engagement within the club or local 4-H program is preferred. Chaperones attending regional and/or national events must be at least 21 years old.

The State 4-H Program Staff will designate all adult chaperones to state, regional, or national 4-H events and/or contests that Nevada youth attend. The county 4-H Professional, in coordination with their supervisor, shall appoint all adult chaperones to county events.

University of Nevada, Reno Extension 4-H Youth Development recommends the following adult to child ratios when planning and implementing 4-H programs:

Youth ages	Daytime/Evening	Overnight
5 – 8 (Cloverbud)	1:10	Not recommended
9 – 12 Years Old	1:15	1:8
13 – 18 Years Old	1:20	1:10

Other programs may have specific policies about chaperones. Program organizers should review program information for current chaperone requirements. For any activities, organizers are required to provide sufficient levels of age-appropriate supervision.

Youth/Adult Housing

This rule is to avoid situations that place adults and youth in compromising circumstances. This rule intends to promote a safe environment for both adults and youth at 4-H overnight functions.

Overnight Sleeping Rooms Rule for Adults and Youth at 4-H Programs:

- Unrelated adults should never share a bed or private sleeping rooms with youth.
- Youth should be assigned private sleeping space with other youth within a three-year age range.
- No more than one youth may be permitted to sleep in any bed, air mattress, bunk, or hide-a-way sleeper.
- Adults should be assigned sleeping space with other adults.
- No individual youth under the age of 18 should be assigned to a private room.

If a circumstance exists such that the above rule may not be feasible, then the county 4-H professional, in their discretion, in consultation with the State 4-H Program Leader/Associate Program Leader, may allow a parent/guardian to choose one of the following options:

- Option 1: The parent/guardian may sign a consent form for a youth under the age of 18 years of age to stay in a room alone. This form must be signed by the County 4-H Professional, State 4-H Staff member, and witnesses unrelated to the youth, parent, or guardian.
- Option 2: The parent/guardian may sign a consent form for youth to room with another youth that is more than three years older or younger. This form must be signed by the County 4-H Professional, State 4-H Staff member, and witnesses unrelated to the youth, parent, or guardian.

Regardless of which option is chosen, the 4-H professional in charge must secure written consent from the parent/guardian. Appropriate forms of consent include the completion of a form provided to the parent/guardian by the 4-H Professional OR an email from the parent, in which the parent explicitly states approval.

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 University of Nevada, Reno Extension 4-H Youth Development Volunteer Application and Certification Process. 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 bed. If an adult and two youth are sharing a room, everyone should have their own bed (i.e., rollaway, or pull-out couch). At overnight camping situations, there should be two adults per cabin or housing unit, unless the American Camping Association (ACA) guidelines differ because of camper ages, and in that situation, we would defer to ACA recommendations.

4-H Overnight Lodging Permission

At the request of the state or county 4-H Professional, a 4-H Overnight Lodging Permission Form may be used whenever a 4-H event includes an overnight stay as part of the program, and the program registration form does not include overnight permission. Events where an overnight stay is part of the registration do not require use of this form. Failure to utilize this form by the group conducting the event may result in sanctions that could include probation of the group, disbandment of the group, revocation of the 4-H Charter, etc.

See Appendix for a copy of the 4-H Overnight Lodging Permission Form.

4-H Dress Code

These guidelines will be used for all State level 4-H events and activities. However, please read each event's guidelines, as there may be exceptions for certain events. Also check with your county 4-H personnel to determine dress code for county level 4-H events and activities. Counties may choose to be more specific in their dress code. Additionally, the requirements for regional and national may have a specific dress code.

Nevada 4-H Official Dress Attire

The official Nevada 4-H dress attire is:

- Plain white, sleeved, collared, with full front button-up or snap shirt:
 - No Polo Shirts
 - Shirts are to be tucked into pants
 - Long sleeves are required for livestock and horse project areas
 - Shirts are to fit the individual appropriately (i.e., No tight, low-cut, bare midriff, and/or spaghetti strap shirts)

- A green 4-H collar, tie, or scarf around the neck
 - An example of a place to purchase a 4-H tie is:
Leslie Carman - 4-H Club Supplies
(888) 466-9433
www.4hsupplies.com
- Pants must be appropriate for project area and event:
 - Dark long blue or black pants are acceptable for most project areas
 - Dairy Cattle and Dairy Goat Showmanship require long white pants
 - Dog Showmanship allows black skirts that are at or below the knee
 - Pants are to fit the individual appropriately (i.e., No waistband on pants should be below the hip, no exposed undergarments, no distressed/torn jeans)
- Belts for pants are suggested but are not mandatory:
 - EXCEPTION: Horse project areas - participant must have a belt when pants have belt loops
- Shoes must be appropriate for project area and event:
 - Closed-toe shoes are required for all project areas
 - Livestock and horse project areas require closed-toe boot-like shoes
 - Mounted horse project areas require boots that state “Approved for Riding” on the boot box, require heeled boots of at least a ¾-inch heel, and must have boots with a minimum of a 6-inch top
- Torn and/or ripped clothing is not acceptable

The Nevada official 4-H attire for county and state 4-H events may be more specific and will be stated as such in their rules and guidelines. For competitive events, generally no contestant shall wear any clothing, hats, pins, or badges that will in any way show advertisement and/or reveal their identity; however, check the contest rules and guidelines.

General Dress Code Guidelines (where Nevada Official 4-H Attire is not required)

Responsibility for grooming and the appearance of each 4-H participant rests with the individual 4-H'er, parents, volunteers, and Extension staff. It is the philosophy of the University of Nevada, Reno Extension 4-H Youth Development Program that proper dress and good grooming contribute to good citizenship.

It is the Nevada 4-H Youth Development Program's responsibility to ensure that participants' appearance does not jeopardize individual safety, nor that of others, and does not interfere or create disruptions during 4-H activities and events. To ensure that safety conditions, and proper educational process are maintained, the following guidelines apply to all state 4-H activities and events:

- General appearance should be neat and clean.
- No clothes deemed inappropriate or anything that violates the 4-H Code of Conduct.
- Hats, hoods, caps, and visors should be worn respectfully and should be removed for meetings, workshops, meals, flag-raising, and pledges.
- No bare feet.
- Closed-toed shoes are always required for livestock, equine, and shooting sports events.
- Swimming (for all water recreation)-swimsuits for men-swim trunks only (no shorts, cut-off pants, or Speedos). Swimsuits for women, one-piece swimsuits are recommended, however, two-piece suits are allowed if they are modestly cut. No string, thong, or crochet suits will be allowed. Swimsuits may only be worn while in designated swimming area (or going to and from designated swimming area).

- 4-H Members should dress appropriately for the occasion. It is the responsibility of all 4-H Youth, Volunteers, and paid staff to hold 4-H Members accountable for appropriate dress. Event leaders may ask individuals to modify their clothing selection if standards of decency in appearance are not met.

Items that are inappropriate for any 4-H event or activity:

- Shorts must be mid-thigh length. No cut-off shorts or short shorts allowed.
- Blouse straps must be at least 1" wide
- No spaghetti straps, halter, or tube tops
- No cut-offs or muscle shirts
- No offensive or inappropriate language, graphics, or logo t-shirts
- No holes in clothing (shirts or pants/shorts)
- No pajamas (except inside sleeping rooms)
- No low-cut pants or shirts
- Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see-through) are prohibited.

Here are examples of appropriate attire for different dress categories:

- Relaxed:
 - Your choice, as long as it follows the general guidelines
- Casual:
 - Jeans, khaki's
 - T-shirts
 - Sneakers, flip flops (if appropriate)
- Business Casual:
 - Khaki shorts, slacks, skirts, capris
 - Polo's, shirts with collars (no ties), blouses
 - Flats or low-heeled shoes, western boots
 - Sports jacket for boys is optional
 - Denim must be dark, pressed, and clean. Only skirts and jeans are allowed
 - No tennis shoes or flip flops
 - No spaghetti straps or strapless dresses/tops unless worn with a jacket or sweater, t-shirts
 - No hats
- Professional:
 - Matching suit jacket and skirt/slacks
 - Tie for boys
 - Dress shoes, sandals as appropriate, dress shoes with socks for boys
 - Dresses, skirts, blouses
 - If pants/skirts have belt loops, belt is recommended
 - No Denim
 - No tennis shoes or flip flops, hats, spaghetti straps, or strapless dresses/tops unless worn with a jacket or sweater.
- Formal:
 - Suits with ties for boys
 - Strapless or spaghetti strap dresses for formal or banquet attire are acceptable
 - Dress shoes, sandals as appropriate, dress shoes with socks for boys
 - No backless, low-cut, or exposed midriff dresses
 - No tennis shoes or flip flops, denim, or hats

These are general guidelines that should be observed at all state 4-H activities and events. Other guidelines for specific events may be issued if warranted.

4-H Member Participation at National Events/Contests

Nevada 4-H youth and adults shall attend the following contests, when they qualify at state level:

- Shooting Sports: National 4-H Shooting Sports Championship
- Livestock Contests:
 - Judging: Western National 4-H Roundup or North American International Livestock Exposition (NAILE)
 - Quiz Bowl: Western National 4-H Roundup or North American International Livestock Exposition (NAILE)
 - Skill-a-Thon: North American International Livestock Exposition (NAILE)
- Horse Contests (judging, quiz bowl, and hippology): Western National 4-H Roundup
- Family and Consumer Science (FCS) National Championship and Conference
- All other contests: Western National 4-H Roundup (unless contest is not offered-then permission must be obtained from State 4-H Office to attend a specific contest).
- National 4-H Conference
- National 4-H Congress
- Citizenship Washington Focus
- Ignite

Age and eligibility requirements vary slightly according to the National 4-H Contest/Event being addressed and considered. Therefore, the specific rules for each national event and national contest should be reviewed very carefully when considering participation.

National Contests also have a subject matter requirement to ensure fairness for all contestants. Three examples of this are provided below, but this concept applies to all National 4-H Contests.

- National 4-H Shooting Sports Contest: otherwise, eligible shooters who are members of organized collegiate or military teams or collegiate or military shooting clubs receiving coaching are not eligible for 4-H shooting events. Active participation in other matches or receiving general or specialized instruction in shooting camps, training programs or similar activities (such as Junior Olympic Shooting Programs; Olympic Training Center Shooting Camps; and state, national, or international matches) does not disqualify any shooter otherwise qualified from participation in the 4-H shooting sports event.
- National 4-H Horse Judging/Hippology/Demonstration/Speaking/Quiz Bowl Contests: no 4-H member who has taken post-high school Equine, Animal Science, Livestock Judging, Horse Judging, or related subject courses may enter. In addition, any member who has competed in a National Level 4-H Horse Contest (judging, hippology, public speaking, quiz bowl, etc.) will be ineligible to compete in that same contest for a second time and is ineligible at the State Level as a member of a county team. If that member wishes to compete and is considered eligible after the county elimination contests, special arrangements can be made for that member to judge as an individual at the State Contest. However, it is encouraged for this member to become a junior coach for county teams and become involved in other aspects of the judging program.
- National 4-H Livestock Judging/Livestock Skill-a-Thon/Livestock/Quiz Bowl Contests: no 4-H member who has taken post-high school Animal Science, Livestock Judging, Horse Judging, or related subject

courses may enter. In addition, any member who has competed in a National Level 4-H Livestock Contest (judging, skill-a-thon, quiz bowl, etc.) will be ineligible to compete in that same contest for a second time and is ineligible at the State Level as a member of a county team. If that member wishes to compete and is considered eligible after the county elimination contests, special arrangements can be made for that member to judge as an individual at the State Contest. However, it is encouraged for this member to become a junior coach for county teams and become involved in other aspects of the judging program.



Section 10

4-H Code of Conduct

4-H CODE OF CONDUCT

Youth and Parent Code of Conduct (see Appendix)

The 4-H Code of Conduct for youth and parents/guardians will be used as official document for dealing with infractions by 4-H members and potentially parents/guardians.

The primary goal of the Nevada 4-H Youth Development program is to build character in youth while participating in 4-H. Unethical behavior including, but not limited to, dishonesty by lying, immoral actions, deception or omission in conjunction with any 4-H activity/event will not be tolerated. Violating this Code of Conduct shall be grounds for action up to or including immediate removal from the 4-H Youth Development activity/program. Decisions regarding immediate removal or expulsion will be made by the county 4-H Professional in conjunction with the Extension Educator/County Coordinator, and the State 4-H Leader/Associate Leader.

If a delegate attending an out-of-state event violates either the state Code of Conduct or the event Code of Conduct, the chaperone should contact the member's County 4-H Professional, the Extension Educator/County Coordinator, and the State 4-H Leader/Associate Leader to discuss the issue. Together, they will determine if the member should be sent home by airplane or other appropriate means of transportation at the parent/guardian's expense.

Volunteer Code of Conduct (see Appendix)

The Volunteer Code of Conduct will be used as an official document for dealing with infractions by 4-H volunteers. Unethical behaviors including, but not limited to, dishonesty by lying, immoral actions, deception, or omission in conjunction with any 4-H activity or event will not be tolerated. Violating this Volunteer Code of Conduct may result into corrective actions, which may include suspension and/or terminating the volunteer from the program.

Any violations of the Volunteer Code of Conduct will be handled by the County 4-H Professional, the Extension Educator/County Coordinator, in consultation with the Area Director and/or State 4-H Program Leader/Associate Leader. The State 4-H Program Leader shall be notified of any disciplinary actions against a 4-H volunteer.

Termination of a volunteer can only be conducted by the State 4-H Office, after consultation with the County 4-H Professional, the Extension Educator/County Coordinator, and/or the Area Director. The State 4-H Office will have the final responsibility for notification.



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.

Section 11

Health Statement, Medical Information, and Insurance for Activities

HEALTH STATEMENT & MEDICAL INFORMATION FOR ACTIVITIES

Health Statement and Parents' Release

Youth applying for and participating in any county, area, state, or national 4-H activities and events should be currently enrolled in 4HOnline and must have an updated member health and medical form, indicated agreement to the 4-H Code of Conduct, signed the assumption of risk form, and completed the section on the photo/video/audio/quote/name/town release agreement. Hard copies of these forms may also be completed and kept on file in the County Office (if the event and/or activity allows non-members to attend). The 4-H activity/event coordinators or adults providing transportation must have in their possession a copy of the Member Health and Medical Form for all youths involved in the activity or being transported. This can be a printout from 4HOnline or the completed hard-copy form. In case of an emergency, 4-H volunteers or UNR Extension staff will secure all medical care, for youth program participants. Extension staff will contact families as quickly as possible. Parents/guardians will sign medical acknowledgement for each event.

Medical Insurance Procedures

Club Events: When it is deemed necessary, it is the responsibility of the 4-H Club to arrange for and purchase insurance from 4-H club funds for a club activity to cover medical expenses, within limits, for accidental bodily injuries that may occur en route to, from, or during a club activity. Special activity coverage is extended to those who are registered and participating in a sanctioned 4-H activity/event. The club may want to consider an annual "blanket coverage" policy for each enrolled 4-H member, but this policy does not cover youth under age 5.

County Events: It is the responsibility of the county Extension faculty to arrange for and purchase insurance from county 4-H funds for **county** wide 4-H events to cover medical expenses, within limits, for accidental bodily injuries that may occur in route to, from, or during the **county** 4-H event. Special activity coverage is extended to enrolled 4-H members, guests, adult volunteers, and parents. The county may want to consider an annual "blanket coverage" policy for each enrolled 4-H club member, but this policy does not cover youth under age 5.

Extension faculty, staff, and volunteers should not be included in this policy since they are covered under a separate employee policy.

Area and State Events: The State 4-H Office will obtain insurance coverage for state events.

Some statewide "special events" which are not conducted by the State 4-H Office should have county coverage for participation. (For example, Silver State Youth Livestock Show and Sale.)

Insurance Company: American Income Life is a long-term partner with 4-H nationwide and is an option for our insurance for Area and State events. Special limits apply for horse events and winter sports events. See the policy for these limits.

Annual "blanket coverage" for club or county events is available but is limited to enrolled 4-H members, age 5-19, only. It is the parents'/guardians' responsibility to provide the primary health/medical insurance for their child; this is a supplemental policy only.

American Income Life: <https://www.aillife.com/SpecialRiskDivision/4H-Extension>

- Complete the Activity Report (<https://www.aillife.com/specialriskdivision/activityreport>).

Procedures in case of injury or illness

In case of injury or illness of a participant in a 4-H activity, the following procedures should be followed. The person in charge of the activity or event should:

1. Call 911 for serious injury.
2. Get appropriate medical care for the patient.
3. Supply the care giver (hospital, doctor, etc.) with the family provided insurance number/coverage.
4. A County 4-H Professional, volunteer, or other designated adult will notify the parents/guardians or appropriate family members.
5. If an injury or illness happens at an area or state event, notify the State 4-H Office, who should notify the Extension Director.
6. Every effort should be made to be informed about the continued care of the youth with the injury or illness.
7. After the incident, the County 4-H Professional(s) and/or Volunteers will write up incident report statements to retain locally unless requested by UNR Offices or Departments.



Section 12

Civil Rights and Sexual Harassment Information

Nevada 4-H Youth Development is a program under the University of Nevada Extension and is a recipient of federal funding.

As a recipient of federal funds, 4-H is obligated to adhere to specific guidelines from the U.S. Department of Agriculture (USDA). The USDA provides leadership on food, agriculture, natural resources, rural development, and nutrition based on public policy. One of the agencies under the USDA is National Institute of Food and Agriculture (NIFA). NIFA's mission is to invest in and advance agricultural research, education, and Extension programs. Extension works in partnership with NIFA, in translating research and knowledge into practice to benefit our communities in Nevada.

The University of Nevada, Reno 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 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 environments are 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 College of Agriculture, Biotechnology, and Natural Resources (CABNR) Human Resources, Coordinator of Civil Rights and Compliance, the Center of Civil Rights & Equal Access on campus, or the US Department of Agriculture Office of the Assistant Secretary for Civil Rights. 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.

Equal Employment Opportunity Statement:

The University is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

UNR Affirmative Action Policy: Our Commitment to freedom from discrimination

NSHE and the University of Nevada, Reno, are committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair and texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes).

The University of Nevada, Reno does not discriminate on the basis of protected classes in any education program or activity that it operates. Non-discrimination on the basis of protected classes is mandated by Federal law. The University's commitment to nondiscrimination in its education programs and activities extends to applicants for admission and employment.

Policy Against Discrimination and Sexual Harassment

Effective May 2003, Revised June 2017

Board of Regents Handbook: Title 4, Chapter 8, Section 13

Introduction: This policy is divided into four parts. Section A states the NSHE policy against discrimination. Section B states the NSHE policy against sexual harassment, training requirements, and sexual harassment definition and examples. Section C describes the remedies and interim measures that are available. Section D contains the complaint and investigation procedure for discrimination and sexual harassment complaints. These procedures are in addition to disciplinary complaints brought against professional employees or students under Title 2, Chapter 6, Chapter 8 or Chapter 10 of the NSHE Code (or if applicable, institution student codes of conduct), or against classified employees under the Nevada Administrative Code Chapter 284 or Desert Research Institute Technologists under the Technologists Manual. However, information gathered as part of the complaint process may be used in connection with disciplinary proceedings.

For full Policy Against Discrimination and Sexual Harassment, go to:

<https://www.unr.edu/civil-rights/discrimination/policy>

Filing Discrimination and/or a Sexual Harassment Complaint

If a 4-H member, volunteer, parent, or paid personnel feels they need to file a complaint to the University, please go to the following: <https://cm.maxient.com/reporting.php?UnivofNevadaReno> If you need to file a complaint of sexual misconduct, please visit our website and file out the complaint form:

<https://www.unr.edu/civil-rights/title-ix/sexual-harassment>.

Where discrimination is found to have occurred, the NSHE will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible. The complete policy is available on the website: <https://www.unr.edu/civil-rights/discrimination/policy>.



Section 13

Other Rules and Guidelines

OTHER RULES AND GUIDELINES

4-H Privacy and Information Sharing Guidelines

The policy of University of Nevada, Reno Extension's 4-H Youth Development 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 Nevada 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 his/her 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). Nevada 4-H has a form designed for this purpose (see Appendix).

If sharing 4-H information through social media platforms, do not include last names, email addresses, telephone numbers, or other identifiers that would allow the viewing public to contact members.

If a 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 be in writing and signed by a representative of the agency or organization and signed by Extension/4-H Personnel providing the requested information. The written agreement must also state the exact information provided to the agency or organization.

4-H Social Media and Club Website Policy

As web and social media continue to be primary avenues for people and organizations to communicate, Extension's website and social channels provide an important opportunity for Nevada 4-H and Nevada 4-H Clubs to showcase the work of their members, enhance members' digital literacy, communicate with the public about their activities, and promote 4-H.

To support 4-H in this opportunity, the College has provided web (<https://www.unr.edu/cabnr/brand/websites-guide>) and social media (<https://www.unr.edu/cabnr/brand/lists-and-guides/social-media/college-social-media-policy>) usage guidelines to follow. While the full guidelines are available online at [unr.edu/cabnr/brand](https://www.unr.edu/cabnr/brand), key takeaways are:

- All websites or groups representing Extension and its programs, including those for Nevada 4-H and Nevada 4-H Clubs, are to be hosted on Extension's website at extension.unr.edu.
- All social media content representing Extension and its programs, including those for Nevada 4-H and Nevada 4-H Clubs, is to originate from an authorized Extension account (listed at unr.edu/cabnr/brand).

For access to, support with or questions about Extension's website or social channels, submit a web (<https://forms.hive.com/?formId=Wc93cyXtW9NydJReg>) or social (<https://forms.hive.com/?formId=RWTtyq7f9pkyl4q5>) request form or email cabnrcomms@unr.edu.

Social Speech Is Free Speech

The 1st Amendment provides a lot of protection for those commenting on social media, and University social media accounts are public forums created by a public entity. So, on those sites, we must be viewpoint neutral, and we must not pre-screen comments or delete, hide, or ban comments or users.

In special cases, we may be able to take things down. Before doing so, we must contact the appropriate people, such as the UNR Police Department and the Title IX office. We also need to document the situation. If you think you may have a special case, immediately contact your County 4-H Professional who will consult with the State 4-H Program Leader and the Web & Social Media Communications Specialist.

Policies & Procedures Are Subject to Change

These Social Media Policies & Procedures are subject to change, in accordance with University policy, direction from leadership and the ever-evolving world of social media. When significant changes are made, Extension faculty and staff will be notified, and they will pass this information on to the volunteers.

Please note, we have done our best to cover as many topics and details as possible. However, there will be issues and other circumstances that may arise and are not covered here. When/if that happens, please reach out to the Nevada State 4-H Office for guidance.



Section 14

Appendices



Using the 4-H Name and Emblem

The 4-H Youth Development Program is the youth outreach program from the Land Grant Universities, Cooperative Extension Services, and the United States Department of Agriculture. The 4-H Name & Emblem is 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 a century of 4-H achievement. The 4-H Name & Emblem is very important to us as an organization because it represents who we are.

What is the 4-H Name & Emblem?

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 4-H Emblem is *not* a plain four-leaf clover. The 4-H Emblem should appear in specific colors and in its entirety. The 4-H Name & Emblem belongs to the 4-H Youth Development Program, under the authority of USDA and anyone wishing to use it must obtain permission to use it ahead of time.



How Do I Get Permission to Use the 4-H Name and Emblem?

It depends on who you are and for what reason you wish to use the 4-H Name & Emblem: 4-H Club or Program member or volunteer leader? Commercial vendor? Event, activity or program affiliated with 4-H? Private, non-profit organization?

If you are a 4-H member or volunteer, you are permitted to use the 4-H Name & Emblem once your program is chartered with the official 4-H Charter from 4-H National Headquarters at the Institute of Food and Agriculture (NIFA), within the United States Department of Agriculture (USDA). If you are a commercial vendor, private organization or any other entity, you need to contact either the local Cooperative Extension Service office or the State 4-H Office to determine what steps you need to take for your use of the 4-H Name & Emblem. Anyone wishing to use the 4-H Name & Emblem in a way that does not specify a local or state program, should seek authorization to use the 4-H Name & Emblem from 4-H National Headquarters at USDA.

In all private and commercial use of the 4-H Emblem, the statement “18 USC 707” **must** legibly appear either to the right of the base of the stem or below the lower right leaf of the clover. In use internal to the Cooperative Extension System (all 4-H Youth Development programs and clubs duly given authorization to use the 4-H Name & Emblem) use of the statement is at the discretion of the State 4-H Program Leader, or for those uses that are multi-state, regional, or national in scope, at the discretion of 4-H National Headquarters.

Whoever uses such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words “4-H Club” or “4-H Clubs” or any combination of these or other words or characters in colorable imitation thereof, without being duly authorized, shall be fined not more than \$5,000 for individuals and \$10,000 for groups, or imprisoned not more than six months, or both.

Did You Know? The 4-H Name & Emblem is a highly valued mark within our country’s history. As such, it was granted a very unique and special status; it is in a category similar to the Presidential Seal and the Olympic Emblem. This federal protection makes it a mark into and of itself with protection that supercedes the limited authorities of both a trademark and a copyright. As a result, responsibility and stewardship for the 4-H Name & Emblem were not given to the U.S. Patent Office but were given to a higher level of the federal government, a member of the Cabinet, the Secretary of Agriculture. The Secretary has responsibility for the 4-H Name and Emblem, at the direct request of Congress. The “18 USC 707” is the statement in the United States Code that outlines the protection of the 4-H Name & Emblem.



4-H National Headquarters; 1400 Independence Avenue, S.W.; MS 2225;
Washington, D.C. 20250
www.national4-hheadquarters.gov



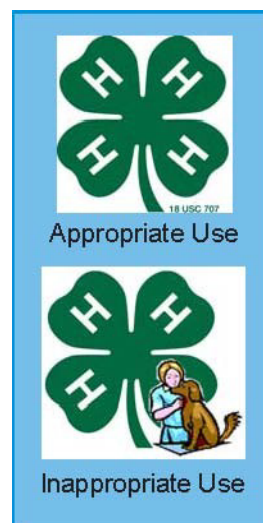
The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Using the 4-H Name & Emblem: Graphics Basics

The Official 4-H Emblem

The Official 4-H Emblem is a 4-leaf clover with an H in each leaf, with the stem turned to the right. The Emblem may be two-dimensional (flat) or three dimensional (with shadows that show depth and perspective). Authorized users of the 4-H Emblem should take care to ensure that when they use the Emblem, they have done the following:

1. They have obtained the Official 4-H Emblem and are using it in its entirety.
2. They do not “flip” the image to create a framed look. The stem on the 4-H Emblem **must** point to the right as you look at the image. Under no circumstances should the stem be changed to point to the left.
3. They are familiar with resizing graphics through the software application being used, and do not distort or warp the dimensions of the Emblem.
4. The 4-H Emblem is never used to imply endorsement of any product or material.
5. They follow the graphic use guidelines outlined in this document, or for additional information, contact 4-H National Headquarters.



Use the Whole Emblem

The 4-H Emblem should always appear in its entirety - meaning it should always appear as a whole and complete image - the image recognized by millions of people. This means: don't remove any leaves. If you are using a clover image that has an “H” on each leaf, the leaves cannot be removed or have another image superimposed over the top of one of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem. This also means you shouldn't “cut off” a leaf by running it off the edge of the paper in print media or other designs.

Don't place text or other images over or on top of the 4-H Emblem. The 4-H Emblem should not appear screened under words or graphics. No photo, drawing, symbol, word or other figure or object may be placed on or obscure the 4-H Emblem. This includes on web pages, where it should not appear as a “watermark” behind other information.



Keep it Upright

In general, the 4-H Emblem should not be rotated or turned on its side. There are some exceptions, such as on fabric where the emblem is scattered randomly across the fabric or in other random designs. If you are considering an exception, please contact the 4-H National Headquarters.

Color

The 4-H Emblem should never be screened, shaded, gradated, or appear in a multi-colored hue. The official and preferred color of the 4-H Emblem is 100 percent PMS 347 green, (The H's reversed out to the color of the paper on which the emblem is printed). The clover can also be white, black, or metallic gold. The H's on the clover can be white, metallic gold (only on a green clover), green (only on a white clover), or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background.

One-color printing requires either PMS 347 green or black. For commercial applications, the “18 USC 707” notice should be the same color as the clover leaves. Black is the only acceptable alternative to green for one-color printing and should be used only when cost prohibits green ink or color photocopies.

Two-color printing—Only PMS 347 green may be used for the leaves and “18 USC 707” notice—the H's will be reversed out of the PMS 347 to be white or the color of the paper on which the emblem is printed. The H's may also be printed in metallic gold (PMS 873) on a green background.

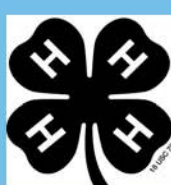
Four-color process (full color printing)—In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H's PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no CMYK equivalent to PMS 873.



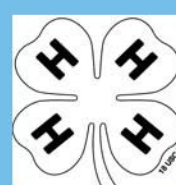
Preferred



Preferred



Accepted



Accepted

Video and Computer Screen Colors (Electronic Media) The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: R=51, G=153, B=102. No other colors are acceptable.

For exceptions to the guidance provided regarding color, especially in non-print or corollary materials, please contact 4-H National Headquarters.

Distortion and Proportion

The appearance, shape, and proportion of the 4-H Emblem should never be distorted to fit in an imprint space. Do not make the 4-H Emblem longer, taller, wider or angled. Do not alter the shape in any way. The overall size of the 4-H Emblem may be changed, but the proportions must remain intact. All standard word processing software applications allow you to scale an image while maintaining its original proportions. Before rescaling the 4-H Emblem, please consult your software manual for proper instructions. Do not make the 4-H Emblem so small that the H's are no longer clearly legible.

Using the 4-H Name

The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term "4-H" it must conform as follows:

- Numeral "4" separated from a capital "H" with a hyphen (not a dash, slash or space).
- It is well documented in English usage, as well as in the most familiar style manuals, that you should never begin a sentence with a numeral. To comply with this rule, you would need to begin a sentence using "Four-H." This language rule, however, is contrary to the regulations set down for use of the 4-H Name & Emblem; if such a situation arises in writings, it is far better to re-word the sentence slightly to avoid the language rule. An exception to this would be in writing news headlines where the 4-H name would be better served by using the familiar numeral-hyphen-letter combination to provide instant recognition.
- Do not use the 4-H Emblem in place of the word "4-H" in a title or text.
- Avoid separation of any of the elements of the 4-H Name at the end of sentences. This can sometimes be difficult because some software programs override user commands. Often, these overrides do not become visible until after printing or posting to a web page: careful scrutiny of text after trial printing or posting is advised. If such overrides occur, try rewording your sentence to keep the entire name on the same line or add a small word or space between words to force the separated portions together on the next line.

Using the 4-H Emblem on Collateral Items

The 4-H Emblem can be used for collateral materials such as jewelry or fine art and may be made of metal (e.g. copper, bronze, gold or silver), glass, leather, or wood without conflicting with the color specifications for the 4-H Emblem. Ceramic, plaster, paper, fabric or any materials that are colored or painted must comply with the color specifications and all other guidelines.

Use of the emblem on fabric, whether painted, screen printed, embroidered, appliquéd, or some other technique, must accurately represent the 4-H Emblem in authorized colors and adhere to all other use guidelines.

The 4-H Emblem is not open to reinterpretation or reconfiguration, regardless of its intended use, including the development of materials such as jewelry, sculpture, furniture, signage, crafts, or other fine art.

Using the 4-H Name and Emblem in Animation

Animation of the 4-H Name & Emblem is allowable provided that the animation is in keeping with the guidelines, and that at the end point of the animation (where the animated loop begins to repeat, if in an ongoing loop), the 4-H Name & Emblem appear in a manner that meets all guidelines for its use. Effects that may be used as part of an animation loop include: swivel and rotate, transition and dissolve, fly-by, layer, and posterization.

Animation may also show the 4-H Emblem on a waving flag, on a float that is partially hidden by crowds watching a parade, being placed in a box or behind a curtain, twirling as it “dances,” “separating” as it forms the doors opening to welcome you to the 4-H Program, be partially hidden as it forms the backdrop for a youth speaking about 4-H, slowly come into focus or formation as the 4-H Emblem from an amorphous or other background, or completing itself as the clover leaves are added one by one to form the 4-H Emblem and each “H” is explained. In each of these cases, the 4-H Emblem may be temporarily blocked, in whole or in part, or have its shape altered. The end point of the animation must still comply with the guidelines.

For additional information or guidance related to animation applications for the 4-H Name & Emblem, contact 4-H National Headquarters.

Using the 4-H Name and Emblem in Partnership with Others

The 4-H Name & Emblem may be used in conjunction with the names, emblems, and word marks of other organizations and programs when 4-H is a partner, co-author, sponsor, or supporter or in some other official relationship. When feasible, the nature of the relationship among the organizations or programs should be clearly defined (e.g., in partnership with, sponsored by, etc.), and the 4-H Emblem should be given prominence consistent with its role in the relationship.

The 4-H Emblem should not be used or integrated into a larger design in such a manner that it becomes difficult to recognize or distinguish, or that is not consistent with the graphic guidelines for use of the 4-H Emblem.

To avoid the appearance of endorsement of a program, product, or service, the 4-H Emblem may not be incorporated into a larger design of a program, product, or service that is protected by trademark, service mark, copyright, or other similar laws. It is not acceptable to incorporate the 4-H Emblem into any other organization's logo or emblem. The authority for determining the proper display and use of the 4-H Emblem rests with 4-H National Headquarters.

Permission to use the 4-H Name & Emblem is not required when the 4-H Name & Emblem is used to link to an official 4-H website in keeping with the policies and guidelines of 4-H National Headquarters.

Downloadable Graphics

The official 4-H Emblem and versions for print and the web are available for download at:
http://www.national4-hheadquarters.gov/emblem/4h_emblems.htm.

Each of the download files contains both black and white, and two-color and three-color versions of the 4-H Emblem in EPS, TIFF and GIF formats, for Mac and PC. The EPS files are especially suited for “Postscript” printers and Mac-based units. In general, TIFF files may be used with any printer type. Test both formats with your software and printer to find which yields the best results.

Making 4-H Name and Emblem Decisions

This document is meant to be a quick reference for using the 4-H Name & Emblem. The 4-H National Headquarters at NIFA, USDA provides further documentation on the official headquarters web site:
<http://www.national4-hheadquarters.gov>.

If your questions are not answered here, please go to the URL above and click on the 4-H Name & Emblem link. Carefully researching the **4-H Name & Emblem section of the 4-H National Headquarters website** should answer your questions. If you need more information or clarification contact National 4-H Headquarters for help at 4HNE@nifa.usda.gov.

Portions of the content and graphics used in this document were taken from “4-H Emblem Use and Graphic Standards,” <http://4h.ifas.ufl.edu/newsandinfo/ClipArt/4hemblem.htm>, Ami Nieberger-Miller, University of Florida, Gainesville, FL. Special thanks: Laura Stone and Dallas Woodrum, N4-HYTLT, for publication design, and to the 4-H Name & Emblem Working Group.

The 4-H Name & Emblem is protected under “18 USC 707.”

UNIVERSITY OF NEVADA, RENO EXTENSION 4-H YOUTH DEVELOPMENT

4-H Chartering Requirements & Definitions

4-H Chartering Requirements

4-H CLUBS/COUNCILS/AFFILIATED ORGANIZATIONS

Hereafter, 4-H Clubs/Councils/Affiliated Organizations will be referred to as "4-H Entity".

A 4-H Entity must be chartered by National 4-H Headquarters at the U.S. Department of Agriculture and the appropriate State 4-H Program office in order to:

- be recognized as part of 4-H
- be authorized to use the 4-H Name & Emblem
- be eligible for tax-exempt status.

County & State 4-H offices should maintain documentation on the issuance of Charters to 4-H Entities. The decision whether or not to charter a potential group is at the discretion of the County & State 4-H Program Office and will not be reviewed by National 4-H Headquarters.

All Nevada 4-H Entities are required to apply for and receive an official charter or letter of affiliation.

WHAT THIS MEANS:

- ✓ 4-H Entities need to fill out the following documents and forward them to the County Office:
 - Chartering Application (Required)
 - Charter Official Requirements (Required)
 - Charter, Constitution & Bylaws (Required)-maintained in County Extension Office
 - Equal Opportunity/Civil Rights Compliance Statement (Required)
 - Annual Program Plan (Optional)-maintained in County Extension Office
- ✓ After review by the County UNR Extension 4-H Office, a copy of the Application, Official Requirements, and Equal Opportunity/Civil Rights Compliance Statement shall be forwarded to State 4-H Office.
- ✓ State 4-H Office approval of official charter document is signed by UNR Extension Director, State 4-H Youth Development Director then forwarded to County for designated County official signature.
- ✓ Copies of all documents are retained in the County offices and digital copy of the charter application and charter or letter of affiliation will be retained in the State 4-H Office.
- ✓ Only 4-H Entities that are chartered or have a letter of affiliation will be permitted to use the 4-H Name & Emblem.

4-H Definition Of 4-H Clubs

STRUCTURE OF A 4-H CLUB:

- ✓ Enrolls at least 5 youth members from at least 3 families. **Family clubs cannot be chartered.**
- ✓ Conducts a minimum of 6 regular club meetings per year.
- ✓ Have a youth-led leadership structure by selecting youth officers or youth leaders to provide leadership to the club.
- ✓ Meets in any location—a home, community center, military installation, library, public housing site, school, after-school program, and/or many other places.
- ✓ Adapts to and supports mobility of youth and parents—when a youth or parent moves, the club will work with the county Extension Office to link them to 4-H programs in other counties and states.
- ✓ Meets interests and needs of youth in same-age or cross-age groupings and using single-project or multiple-project formats. Is advised by adult staff or volunteers who have been screened and trained.
- ✓ Have a least one certified adult volunteer leader or Extension professional
- ✓ Families and independent members are welcome to participate as part of the 4-H experience; however, the **IRS and national 4-H policies prohibit families or independent members from inclusion under the 4-H General Exemption Number as a tax-exempt entity, and from raising funds for their specific family group or members.**

Changes to a 4-H Club:

When a club disbands, the county office must notify the State 4-H Office so their charter can be documented as not active. If the club's adult volunteer leader or the club name changes, the county Extension office must notify the State 4-H Office. If the club name changes, a new charter with the club name change can be issued.



University of Nevada, Reno Extension 4-H Youth Development *Club Charter Official Requirements

County: _____

Date: _____

Name of 4-H Entity: _____

The following requirements must be met in order for the 4-H entity to qualify for an official 4-H charter (**identified below**). **Please initial next to each requirement that has been fulfilled.**

Must have five or more members in the club from three different families. Exception: Cloverbuds and independent projects, Youth participants must meet age requirements of being 5 years old by January 1 and not exceeding 19 years of age by January 1 of current 4-H year.

- _____ Membership meets the Affirmative Action guidelines for 4-H entities according to the University of Nevada, Reno Extension 4-H Youth Development's Equal Opportunity/Civil Rights Compliance Statement and other anti-discrimination laws and guidelines. (Required)
- _____ Have an identified youth-led leadership structure.
- _____ Have at least one University of Nevada, Reno Extension certified volunteer or Extension professional as the point of contact. (Exception: Cloverbuds must have two certified volunteers)
- _____ Show evidence of a planned educational program which can include an annual plan, club goals, and curricula used. To be retained in the County office (optional)
- _____ Have a written constitution and/or set of bylaws. To be retained in the County office (Required)
- _____ Receive and provide Federal EIN tax number to UNR Extension. (if the entity handles funds, accepts gifts or has checking/savings account(s) EIN Number # _____. A copy of letter from IRS will also be submitted to UNR Extension when received. (Required)
- _____ Submit a completed Annual Financial Statement. To be retained in the County office and an electronic copy sent to the State 4-H Office. (Required)

We declare that we have met the above requirements where applicable.

4-H Club Adult Volunteer Representative Signature

Date

UNR Extension 4-H Youth Development Professional Signature

Date

*Check with your local county 4-H program since there may be additional club/county operational procedures and requirements that you need to meet. Signature of county UNR Extension 4-H representative verifies that all state and any additional county requirements for charting have been met."

The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

Revised October 2025



Extension
College of Agriculture,
Biotechnology & Natural Resources



4-H Youth
Development

UNIVERSITY OF NEVADA, RENO EXTENSION 4-H YOUTH DEVELOPMENT CHARTER APPLICATION

To be completed by groups, clubs or programs that desire the use of the 4-H Name and Emblem.

Group Name

County

The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy-related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

Nevada 4-H Youth Development Charter Application

Select One:

New 4-H Group (first-time charter)

Clubs must complete and submit the following with this application to the county Extension office:

- _____ 4-H Program Plan (Optional)
- _____ Constitution/Bylaws (Required)
- _____ Equal Opportunity/Civil Rights Compliance Statement (Required)

Type of Group

- | | |
|-------------------------------------|--|
| _____ 4-H Club | _____ 4-H After-School Club |
| _____ 4-H Affiliate* | _____ 4-H Cloverbud Club |
| _____ 4-H Military Club | _____ 4-H Special Interest (SPIN) Club |
| _____ Other (Please explain): _____ | |

*A 4-H Affiliate is a term used to describe 4-H entities that are adult-led governing entities. Typically, these include a County 4-H Council (governing entity for the 4-H program) and/or a County 4-H Fair Board (entity responsible for the operation, use, and upkeep of the fairgrounds and its facilities).

The 4-H name and emblem are held in trust by the Secretary of Agriculture of the United States Department of Agriculture and may only be used with permission for the educational and character-building purposes of the 4-H program.

UNR Extension 4-H Youth Development personnel have the responsibility to ensure a positive youth development environment exists in any group, club, or program utilizing the 4-H name and emblem. Accordingly, he or she has the authority to approve or deny charter applications. When your application has been reviewed and signed by the 4-H Extension personnel, your group will be authorized to use the 4-H name and emblem and will receive an official 4-H Charter. A 4-H Charter may be revoked at any time for not following UNR 4-H Policies and Procedures.

As a 4-H group, we agree to be intentional in our efforts to provide an optimum environment for young people to learn by:

- Encouraging and giving our members a chance to be an active part of the planning, leadership, and decision-making process for meetings, events, and activities.
- Valuing and respecting the voices of all.
- Providing every member an opportunity for a public demonstration of their learning.
- Connecting members with the community through service.
- Encouraging the development of positive relationships with peers and adults.
- Planning opportunities for members to reflect on their learning.
- Providing a welcoming environment that ensures equal opportunity and access to all youth.
- Celebrating member and group achievements.
- Challenging youth to establish and meet individual goals.
- Providing an environment that is physically and emotionally safe.

As a 4-H group, we agree to the following organizational expectations:

- Ensuring that adults who work with the group are screened and officially accepted as Nevada 4-H volunteers before unsupervised access to any youth and/or vulnerable adult.
- Being accountable for all monies raised and dispersed by the group and following all financial guidelines and reporting procedures of the Nevada 4-H Youth Development Program.
- Maintaining a membership level that is conducive to group learning (minimum of five members from three different families).
- Committing to gather six or more times during the year.

Club/Affiliate President Signature (Youth/adult)

Date

Adult Volunteer Leader Signature

Date

The 4-H Youth Development Program of the University of Nevada, Reno Extension recognizes the Applicant Group as a 4-H group in good standing and agrees to support their efforts by providing educational resources and opportunities in leadership and organizational management.

UNR Extension 4-H Paid Professional Signature

Date

University of Nevada, Reno Extension 4-H Youth Development

4-H Club/Affiliate Constitution & Bylaws Template

All items in red need to be replaced with correct information before submission

Article I. Name

The name of this organization shall be the (Name of Club/Affiliate) 4-H Club/Council.

Article II. Purpose (Select correct statement)

For 4-H Club:

The purpose of this organization shall be to provide a positive youth development experience through fun, experiential learning opportunities for youth and adults through 4-H youth development work.

For 4-H Council/Affiliate:

To represent the 4-H Youth Development program in (Name) County. The 4-H council serves in an advisory capacity to the UNR Extension 4-H Youth Development Program and provides support for educational events and activities of 4-H members and/or leaders. They also provide resources and financial assistance to the 4-H members and/or leaders for educational events and activities they participate in.

Article III. Membership (Designate the 4-H Club or Council/Affiliate membership)

Club Membership Use:

Any youth 5 to 19 years of age may be a member of this club by completing the enrollment process and enrolling in one or more 4-H projects. Members 5 to 8 years of age will be eligible for membership in the Cloverbud program.

4-H Council/Affiliate Use:

Any adult or teen leader who is involved in 4-H youth development programming in the (Name) County program is invited to participate in the 4-H Leaders Council serving as a representative from their club or group.

Article IV. Leadership Structure (Designate how clubs/councils will run meetings and determine leadership.)

Example #1: The officers of this club shall include the president, vice president, secretary, treasurer and reporter. Each shall perform the regular duties of these offices. (Other officers might include recreation and/or song leader, historian, etc. You might also designate the length of term, i.e. one-year term, quarterly, etc.)

Example #2: This club will be led by a team of members designated each month to plan the next month's meeting and program.

Article V. Meetings

The club shall hold regular meetings during the year.

Section 1. The club motto shall be "To Make the Best Better."

Section 2. The club emblem shall be the four-leaf clover with an "H" on each leaf.

Section 3. The 4-H pledge:

*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*

Section 4. (Example section, if your club will be electing officers on a yearly, quarterly or some regular basis.)

Example #1: The officers of this club shall be elected and shall hold office for one year or until their successors have been elected and qualified.

Example #2: The officers of this club shall be selected quarterly by volunteering or ballot if more than one member volunteers for an office.

Section 5. The following order of business may be followed at regular club meetings:

1. Meeting called to order.
2. Pledge of Allegiance and the 4-H Pledge.
3. Roll call.
4. Minutes of last meeting.
5. Treasurer's report.
6. Old business (if any).
7. New business (if any).
8. Announcements (if any).
9. Adjournment.

An educational program and recreation may be included before or after the meeting.

Article VI. Chartering of 4-H Club/Council

The following requirements must be met to be officially recognized as a 4-H club in Nevada:

1. Club/Council name
2. Adult leadership that has been approved by UNR Extension screening process
3. Have a youth-led leadership structure
4. Follow UNR Extension Affirmative Action policies allowing membership to all
5. Follow UNR Extension 4-H Youth Development financial guidelines
6. Submit year-end financial club report to county UNR Extension office annually

Article VII. Quorum

A club should set a certain percentage to constitute a quorum for major decisions. Typically, is 50% + 1 of the membership present.

Article VIII. Additional Club Policies

(Include any local club rules, expectations, achievement requirements etc.)

Article IX. Club Reporting

Each chartered club shall submit an annual year-end report which must include the club or affiliate financial report but also may include an affirmative action report, club accomplishments, and completion report to the county office.

Article X. Dissolution Clause

Upon dissolution of the club, any assets (ie. Monies, funds, equipment, supplies, etc.) remaining shall be transferred to the (Any 4-H club that handles money or acquires material assets should have a clearly defined and known procedure for disposing of the funds or assets if the club should disband. Money or assets acquired in the name of 4-H must be used to benefit 4-H even if the original club disbands. Disbursement among the members and/or volunteers of the club is not acceptable, nor is the transfer of the funds to a non-4-H group. Some appropriate options include:)

- Donate to County 4-H Council
- Donate to University of Nevada, Reno Extension 4-H Youth Development
- Donate to another 4-H Club or affiliate
- Sponsor a 4-H award

Club/Council President Signature

Date

Club/Council Leader Signature

Date

The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

Revised April, 2023

**University of Nevada, Reno Extension 4-H Youth Development
Equal Opportunity/Civil Rights Compliance Statement**

4-H is required by law to provide equal access to its programs for all citizens. This form confirms our commitment to this obligation. Each 4-H club needs to complete this form and submit it to the local 4-H Extension office. These documents will be kept on file at the local county 4-H Extension office.

The _____ 4-H Club certifies that it complies with the anti-discrimination provisions of state and federal law, as well as, the Board of Regents of the University of Nevada.

The University of Nevada, Reno Extension 4-H Youth Development Program complies with the Civil Rights Act of 1964. Membership in your 4-H Club is open to all youth of the community regardless. The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy-related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

As a certified adult volunteer leader in Nevada 4-H Youth Development, I certify that I will abide by this policy, as a volunteer, and that our club is in compliance with this policy.

Adult Volunteer Printed Name: _____ Date: _____

Adult Volunteer Signature: _____

University of Nevada, Reno Extension 4-H Youth Development

4-H Program Plan Template

Note: This is a template groups may use to begin their program planning. Contact your local County University of Nevada, Reno Extension 4-H Office for specific planning requirements pertaining to your respective county. Essential elements to any plan are goals or desired outcomes, a plan of action and general timeline. Exact dates and times are not critical. However, the more planning done in advance, the more likely the group will achieve its goals.

STRUCTURE OF A 4-H CLUB

It conducts a minimum of six regular club meetings per year, with many clubs holding 9-12 regular meetings throughout the year; and often supplemented by project meetings, camps, fairs, & other learning activities.

Name of group: _____ **Year:** _____

County: _____ **Leader:** _____

Group goals for the year:

1. _____
2. _____
3. _____

Gathering	Things To Do	Committee/Person(s) Responsible
Date: Place: Time:	Theme: Activity for early arrivals: Business items: Educational program: Recreation/refreshments:	
Date: Place: Time:	Theme: Activity for early arrivals: Business items: Educational program: Recreation/refreshments	

Date: Place: Time:	Theme: Activity for early arrivals: Business items: Educational program: Recreation/refreshments	
Date: Place: Time:	Theme: Activity for early arrivals: Business items: Educational program: Recreation/refreshments	
Date: Place: Time:	Theme: Activity for early arrivals: Business items: Educational program: Recreation/refreshments	
Date: Place: Time:	Theme: Activity for early arrivals: Business items: Educational program: Recreation/refreshments	

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Extension
College of Agriculture,
Biotechnology & Natural Resources



NEVADA 4-H

4-H Program Plan Template

Note: This is a template groups may use to begin their program planning. Contact your local County University of Nevada, Reno Extension 4-H Office for specific planning requirements pertaining to your respective county. Essential elements to any plan are goals or desired outcomes, a plan of action and general timeline. Exact dates and times are not critical. However, the more planning done in advance, the more likely the group will achieve its goals.

STRUCTURE OF A 4-H CLUB

It conducts a minimum of six regular club meetings per year, with many clubs holding 9-12 regular meetings throughout the year; and often supplemented by project meetings, camps, fairs, & other learning activities.

Name of group: Lucky Clovers 4-H Club **Year:** 2023-2024

County: Elko **Leader:** Jane Smith

Group goals for the year:

1. Each club member has a sense of belonging to the club as evidenced by their participation in meetings, community service, fundraisers, fun activities and countywide events.
2. Members will build positive relationships with leaders and their peers.
3. Members will gain responsibility, teamwork, communication, empathy and other important life skills.
4. The club will conduct 2 service projects and 2 fundraisers, and each member will participate in at least one of the community service and one fundraising activity.

Gathering	Things To Do	Committee/Person(s) Responsible
Date: October Place: School Time: 6 p.m.	Theme: National 4-H Week Activity for early arrivals: make a collage of 4-H members' pictures Business items: submit record books Approve by-laws Sign up for fundraiser Enrollment/Dues Elect officers Encourage older youth to apply for County Ambassador Select Committees and Chairs Sign up for Committees Educational program: What does the 4-H Pledge Mean? Club Achievement Night/Officer Installation Recreation/refreshments: Apple slices to celebrate the fourth "H" – Health	Assigned Member (Amani) Club Historian Club Leader and Club President Club Sentinel or Recreation/Spirit Leader Club Vice President Older 4-H Member or County Ambassador Club Leader Snack Committee

Date: November Place: Joe's Garage Time: Saturday, 9 a.m.	Theme: Festival of Trees – make decorations Activity for early arrivals: make easy decorations Business items: Enrollment/dues Select club fundraiser Promote County Achievement Night Give officer handbooks to club officers Educational program: Teach Parliamentary Procedure: Let's Make Trail Mix Recreation/refreshments: Trail Mix	Festival of Trees Committee Chair Festival of Trees Committee Chair Club Leader & Officers Club President Snack Committee to bring cups to serve trail mix
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Date: December Place: Club Member's Home Time: 6 p.m.	Theme: Club Game Night Activity for early arrivals: Set up game and snack stations Business items: How to sign up for County workshops Countywide Leadership Training Shooting Sports safety classes Educational program: How to give a demonstration Teamwork by playing games together Recreation/refreshments: Games & Snacks	Game Night Committee Club President and Vice President Older 4-H Member Game Night Committee Snack Committee
Date: Friday in January Place: Extension Office Time: 3 p.m.	Theme: Club Demonstrations Activity for early arrivals: Legos Business items: Discuss County Rules and guidelines Record Books Promote Art Club and Pollinator Club Educational program: Record Keeping Demonstrations Recreation/refreshments: Show and Tell Lego Creations	Club Recreation/Spirit Leader Club Officers Youth from the Art Club and Pollinator Ambassador County Record Book Committee Representative 5 Club Members Club Spirit Leader

<p>Date: February</p> <p>Place: Community Center</p> <p>Time: 6 p.m.</p>	<p>Theme: 4-H Expressive Arts</p> <p>Activity for early arrivals: Make "All About Me" Flag</p> <p>Business items: Promote 4-H Capital Days in Carson City Select Fundraiser Select Community Service Project</p> <p>Educational program: Demonstrations and videos on 4-H Expressive Arts</p> <p>Recreation/refreshments: Charades</p>	<p>Club Spirit Leader</p> <p>County Ambassador</p> <p>Fundraising Committee Chair Community Service Committee Chair</p> <p>4-H Art Club Members</p> <p>Club Recreation/Spirit Leader</p>
<p>Date: March</p> <p>Place: Community Center</p> <p>Time: 6 p.m.</p>	<p>Theme: All Things Spring</p> <p>Activity for early arrivals: Shape a Person You Admire with Playdough</p> <p>Business items: Promote National 4-H Congress in Atlanta, GA & Citizenship Washington Focus in Washington DC</p> <p>Educational program: Pollinators and Gardening</p> <p>Recreation/refreshments: Show and Tell Person You Admire playdough sculpture</p>	<p>Club Recreation/Spirit Leader</p> <p>4-H Youth who attended the event</p> <p>Bee Club and Master Gardener</p> <p>Club Recreation/Spirit Leader and Snack Committee</p>
<p>Date: April</p> <p>Place: Community Center</p> <p>Time: 6 p.m.</p>	<p>Theme: 4-H Science, Technology, Engineering, Art and Math Projects</p> <p>Activity for early arrivals: Robots</p> <p>Business items: Elko County Fair Deadlines Record Keeping 4-H Camps Attendance Reminders</p> <p>Educational program: Make a Robot</p> <p>Recreation/refreshments: Robot Demonstrations</p>	<p>Club Recreation/Spirit Leader or Youth/Adult STEM Leader</p> <p>4-H Youth who attended the event</p> <p>Elko County 4-H Record Keeping Committee Member 4-H Youth who attended camp Club Leader</p> <p>Club Recreation/Spirit Leader or Youth/Adult STEM Leader</p> <p>Club Recreation/Spirit Leader or Youth/Adult STEM Leader and Snack Committee</p>

<p>Date: May</p> <p>Place: Community Center</p> <p>Time: 6 p.m.</p>	<p>Theme: Serving Others</p> <p>Activity for early arrivals: Unpacking Diaper Drive Items</p> <p>Business items: Decide on awards to support (Shooting Sports, Fashion Revue, Showdown, etc.) Completing Entry Forms and Camp Applications</p> <p>Educational program: Understanding why we held the diaper drive – what families need free diapers and why</p> <p>Recreation/refreshments: Would You Rather</p>	<p>Diaper Drive Committee Chair</p> <p>Club President and Club Leader</p> <p>Diaper Drive Committee Members</p> <p>Club Recreation/Spirit Leader and Snack Committee</p>
<p>Date: June</p> <p>Place: Community Center</p> <p>Time: 6 p.m.</p>	<p>Theme: Celebrate Freedom and Veterans</p> <p>Activity for early arrivals: Writing/Drawing Notes for Veterans and Active Military</p> <p>Business items: Entry forms due for Shooting Sports, Fashion Revue, Showdown, etc. 4th of July Parade Entry Form Due, Float Decorations</p> <p>Educational program: Guest Speaker – person who is a 4-H alumni and vet or active military: why should we support military families & vets?</p> <p>Recreation/refreshments: Assemble shoe boxes for veterans and active military personnel</p>	<p>Community Service Committee</p> <p>Club Leader 4th of July Parade Committee Chair</p> <p>Community Service Committee</p> <p>Community Service Committee Club Recreation/Spirit Leader and Snack Committee</p>
<p>Date: July</p> <p>Place: Veteran's Cemetery</p> <p>Time: 9 a.m.</p>	<p>Theme: 4-H Camp and Community Service</p> <p>Activity for early arrivals: Choose your favorite military hero from any point in history</p> <p>Business items: Discuss items to bring to camp Fair Parade Float Stall Decorations</p> <p>Educational program: Clean up Veteran's Cemetery</p> <p>Recreation/refreshments: Describe your military hero and why</p>	<p>Club Recreation/Spirit Leader</p> <p>Camp Teen Counselor</p> <p>Community Service Committee</p> <p>Club Recreation/Spirit Leader and Snack Committee</p>

<p>Date: August</p> <p>Place: Park</p> <p>Time: 6 p.m.</p>	<p>Theme: 4-H Contests</p> <p>Activity for early arrivals: Fill water balloons without breaking them</p> <p>Business items: August Contest reminders Fair Parade Float Promoting 4-H and recruiting new members State 4-H Expo</p> <p>Educational program: What skills do youth gain in 4-H and why are they important?</p> <p>Recreation/refreshments: Beach Towel Water Balloon Toss</p>	<p>Club Recreation/Spirit Leader</p> <p>4-H Youth who attended the event</p> <p>Older teen member and 4-H alumni</p> <p>Club Recreation/Spirit Leader and Snack Committee</p>
<p>Date: September</p> <p>Place: Community Center</p> <p>Time: 6 p.m.</p>	<p>Theme: Back to School/Back to 4-H</p> <p>Activity for early arrivals: Sensory/Fidgets</p> <p>Business items: Record Books Achievement Night Club Achievement Night 4-H Scholarship Outstanding 4-H Member Club Officer Elections</p> <p>Educational program: Opportunities in 4-H (scholarships, international programs, national trips, state contests)</p> <p>Recreation/refreshments: Group Juggle</p>	<p>Club Recreation/Spirit Leader</p> <p>County Ambassador or Club President</p> <p>Club President and Leader</p> <p>4-H alumni/recipient/delegate/participant or 4-H Professional</p> <p>Club Recreation/Spirit Leader and Snack Committee</p>

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Nevada 4-H Fundraising Approval Form

All 4-H fundraising activities need **prior** approval from the County 4-H Professional. Fundraising includes and is not limited to acquisition of funds through activities and events of the 4-H club/affiliate such as selling or auctioning items or services, applying for grants, seeking donations, or receiving money in any way.

Return this form for approval to your County Extension Office at least 2 weeks prior to any fundraising activity (or by county deadline). Please attach additional pages as needed. Work with the County 4-H Professional for any fundraiser that requires a Facility Use Agreement and Certificate of Liability for the facility hosting the event.

4-H Club/Affiliate Name: _____

Contact Person: _____

Phone and Email: _____

Name and description of event: _____

Date of event: _____

4-H Club/Affiliate EIN: _____

Type of fundraising:

☐ Selling or auctioning items or services

☐ Donation or sponsorship

☐ Grant

☐ Other (please describe) _____

Estimated Income: _____

Estimated Expenses: _____

Net Estimated Income: _____

Date club/affiliate membership voted and approved of the fundraising event (anticipated) income and expenses budget: _____

Date all income and expenses will be reported in writing to the club/affiliate membership: _____

1. Describe the purpose of the fundraiser, including how the funds will be used.
2. Describe how the 4-H Name and Emblem will be used.
3. Name and address of facility hosting the fundraising event (if applicable) or location.
4. Describe an outline of the activity, including any products or services to be sold or auctioned.
5. If applying for a grant, please complete the following four questions, otherwise skip to number 6.
 - a. What organization are you applying to for the grant?
 - b. What will the funds be used for?
 - c. How much funding are you applying for?
 - d. What is the estimated award date?

By signing this document, we confirm the accuracy of the information provided. We understand and agree to follow all National 4-H and State 4-H fundraising procedures and guidelines. We understand that if grant money is direct through the University of Nevada, Reno Extension and/or University of Nevada System of Higher Education, applicable fees will be deducted and the individual applying for the grant is responsible for all follow-up reporting and meeting the criteria of the grant.

4-H Club/Affiliate President Signature: _____ Date: _____

4-H Adult Volunteer Signature: _____ Date: _____

Approved by:

County 4-H Professional Signature: _____ Date: _____

*Note to 4-H Professional: If this is a request to apply for a grant, please forward a copy of this form to the State 4-H Office once you have approved it. Additionally, you will need to work with the UNR Grants Contact to fully ensure this request is submitted.



Nevada 4-H Club Apparel Approval Form

All 4-H Club Apparel needs **prior** approval from the County 4-H Professional. Apparel includes and is not limited to club t-shirts, hats, jackets, hoodies, banners, bags, etc. The County 4-H Professional will provide appropriate feedback on name and emblem use to ensure compliance with the 4-H Clover and UNR brand.

Return this form for approval to your County Extension Office at least 2 weeks prior to ordering or purchasing club apparel. Please attach mockup item to be ordered.

4-H Club/Affiliate Name: _____

Contact Person: _____

Phone and Email: _____

Description of item(s) to be ordered: _____

What is intended use of items: _____

4-H mock-up included: _____

We understand and agree to follow all National 4-H and State 4-H name and emblem guidelines. We understand that approval is required from the County 4-H Professional prior to ordering/printing items. Failure to obtain approval may result in a suspension or loss of your club charter.

4-H Club/Affiliate President Signature: _____ Date: _____

4-H Adult Volunteer Signature: _____ Date: _____

Approved by:
County 4-H Professional Signature: _____ Date: _____

4-H Volunteer Leader Position Description

Position:	4-H Volunteer Leader
Supervisor:	County 4-H Extension Professional
Purpose:	<p>Provides overall 4-H club leadership. The 4-H volunteer leader communicates with other volunteers, county 4-H staff, club members, and families/guardians to maintain smooth operation of the club. Support youth in conducting meaningful, educational and leadership experiences to help youth grow and reach their fullest potential. Coordinates club meetings, educational events, fundraising events, community service events, etc. 4-H Volunteer Leaders can be an individual, a team or a group of people that have specific roles to ensure youth have an enriching, safe, and engaged experience.</p>
Benefits of Position:	Being involved in the experience of helping a young person achieve their goals.
Major Duties:	<p>Major duties may include:</p> <ol style="list-style-type: none">1. Commit to young people and their growth in all areas. Be dedicated to youth and be sensitive to their abilities and needs.<ul style="list-style-type: none">• Help members find their spark and gain life skills, such as decision making, problem solving, self-responsibility, accountability, communication, goal setting, citizenship, caring relationships, leadership, healthy lifestyle choices, and career exploration skills in project work.• Encourage youth leadership through club officers, 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/guardians, and other volunteers to actively participate in 4-H opportunities.2. Provide a safe environment for all youth.<ul style="list-style-type: none">• Follow all guidelines and policies of University of Nevada, Reno Extension 4-H Youth Development program.

3. Coordinate project activities (meetings, work sessions, demonstrations, educational tours).
 - Coordinate and attend club meetings and activities. If unable to attend, make arrangements for another trained 4-H volunteer to oversee activities.
 - Recruit new members, including underserved youth, when the club has openings. Seek assistance from the county 4-H professional in designing and distributing flyers, writing news releases, club clothing, etc.
 - Recruit other potential 4-H volunteers.
 - Guide the club in setting goals, planning, and carrying out activities.
 - Assist the club in evaluating activities and implementing changes when needed.
 - Read and distribute 4-H newsletters and information from the State 4-H Office and share with members, parents/guardians, and other volunteers.
 - Inform members and parents/guardians of project requirements and deadlines.
 - Welcome parent/guardian ideas, activity and project assistance, cooperation, support, and attendance at 4-H activities.
4. Work closely with the county 4-H professional regarding learning activities and materials, participation in county, area, state and national events.
 - Attend county leaders' meetings as appropriate, and other program planning sessions or send a club representative if unable to attend.
 - Collect enrollment and other information needed by Extension and adhere to deadlines.
 - Keep county 4-H professional informed of club activities.
 - Inform county 4-H professional of fundraising plans before implementation.
 - Seek approval from county 4-H professional for design of club apparel prior to purchase.
 - Participate in one or more volunteer development opportunities each year.
 - Submit year-end financial and other reports to Extension by the deadline.

Skills Needed:

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, and 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.

Term:

Varies depending on type of club model or delivery mode in the county.

Time Involved: Average of one hour of planning time for every one hour of club activity. Two hours each month to attend leader meetings or additional training. Additional time may be committed at the discretion of the individual.

Training: 4-H Volunteer Leaders must pass a background check and fingerprint check, completing the 4-H volunteer application process, Extension 4-H Child Protection Policy requirements, and complete county required volunteer onboarding, etc.

Extension Office Privileges: County Extension Office provides/offers leader training and offers subject matter training upon request. Additionally, 4-H curriculum, pamphlets, audio-visual aids, record book resources, newsletters, and other resource materials.

Agreement:

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

4-H Volunteer Leader Signature: _____ Date _____

County 4-H Professional: *I have discussed the volunteer responsibilities and staff support with the above signed volunteer. The Extension office and 4-H staff will provide assistance as indicated.*

County 4-H Professional Signature: _____ Date _____

A signed copy of this form will be given to the 4-H Volunteer Leader AND the county Extension Office will retain a signed copy.

Nevada System of Higher Education Terms of Employment for Volunteer/Adjunct/Clinical Faculty

Volunteer Name:

Contract Start Date:

Contract End Date:

Description of services to be provided:

Whereas, it is deemed that the services of volunteers are both necessary and in the best interest of the Nevada System of Higher Education (NSHE);

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

1. **ASSENT.** The NSHE 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 NSHE LIABILITY.** The NSHE will not waive and intends to assert NRS chapter 41 liability limitations in all cases.
4. **INDEMNIFICATION.** To the fullest extent permitted by law, the NSHE shall indemnify, hold harmless and defend the volunteer, as if as an employee of the NSHE 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 those services set forth in the "Description of Services to be Provided" 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 NSHE and in the furtherance of the NSHE's business.
5. **INSURANCE.** The volunteer, as an employee of the NSHE within the scope and meaning of NRS 41.0339, shall be treated as an employee regarding any applicable liability insurance maintained by or on behalf of the NSHE while engaged in the performance of those services set forth in the "Description of Services to be Provided" 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 those services set forth in the "Description of Services to be Provided" 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 NSHE and all such materials shall be remitted to the NSHE 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 NSHE.

9. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents received from a volunteer may be open to public inspection and copying. The NSHE 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.

For Adjunct/Clinical Faculty:

DEFINITION: Persons qualified to provide special services to the Nevada System of Higher Education and receiving no compensation from the institution may be appointed as adjunct/clinical faculty and may be assigned appropriate rank and title.

Conditions of Appointment: For persons to be appointed to adjunct/clinical positions, it must be demonstrated that their services will be of value to the teaching, research, public service, or educational support service programs of the Nevada System of Higher Education, and that they fulfill the appropriate requirement for the corresponding position as specified by the department/center concerned, and by the Nevada System of Higher Education Code. Persons holding adjunct/clinical title shall be non-voting members of the faculty. This appointment may be terminated at will, without notice; employee has no appeal rights.

Any other terms, understandings, promises, prior negotiations or representations, or conditions not specified in the **Description of Services to be Provided** section above, or attached to and made a part of this appointment by reference in the **Description of Services to be Provided** section above, shall not be considered a part of the appointment. This appointment is not binding or of any legal effect until duly executed by both the employee and the appointing authority.

Volunteer Approval:

I accept all conditions listed above.

Volunteer's Signature

Date

Guardian's Signature

(If volunteer is less than 18 years of age)

Date

Department Approval:

I have read this document and find it to be satisfactory. I recommend the document for approval and signature.

Recommending Authority Signature

Date

Appointing Authority Signature

Date



University of Nevada Reno

WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT

(Note: items in red font should be personalized to the course /activity)

This form is to be used for **voluntary activities or events**. The Department or College should add any other identified risks associated with this activity, or delete those risks stated in red that do not apply.

I, _____, hereby acknowledge that I have voluntarily elected to participate in the _____ (the "Activity") at the University of Nevada, Reno ("UNR"), a member institution of the Nevada System of Higher Education ("NSHE"). I understand and agree that the Activity involves certain risks which include, but are not limited to, the following:

1. Traveling to and from the Activity (transportation **is/is not** provided by UNR).
2. **Manual labor, including lifting, reaching, stretching, and moving objects — individuals should be aware of own physical limitations.**
3. **Inclement weather that can impact safety (rain, cold, wind, heat).**
4. **Steep slopes, uneven terrain, loose rocks and gravel, slippery conditions.**
5. **Working with other volunteers from organizations outside of UNR.**

Knowing this information and the risks related to this Activity, in consideration of my participation in the Activity, I **expressly** and **knowingly** agree as follows:

RULES AND REQUIREMENTS: I agree to conduct myself in accordance with UNR policies and procedures. I further agree to abide by all the rules and requirements of the Activity. I acknowledge that UNR has the right to terminate my participation in the Activity if it is determined that my conduct is detrimental to the best interests of the group, my conduct violates any rule of the Activity, or for any other reason in UNR's discretion.

INFORMED CONSENT: I have been informed of and I understand the various aspects of the Activity, including the dangers, hazards, and risks inherent in the Activity, including but not limited to transportation to and from campus via private vehicle, participation in the **rehearsals, recreational activities, and classroom activities, weather conditions, conditions of equipment, facility conditions, negligent first aid operations or procedures**, and in any activities I undertake as an adjunct to the Activity. In addition, I understand that as a participant in the Activity, I will engage in activities, including **swimming, diving, and floating** during which I could sustain personal injuries, illness, and/or property damage. I understand that as a participant in the Activity I could sustain serious personal injuries, property damage, or even death as a consequence of not only UNR's actions or inactions, but also the actions, inactions, negligence or fault of others or myself, and that there may be other risks not known to me or not reasonably foreseeable at this time. I further understand and agree that any injury, property damage, disability or death that I may sustain by any means is my responsibility except for those occurrences due to UNR's negligence or intentional acts.

RELEASE AND WAIVER OF LIABILITY: To the extent authorized by law, I, individually, and on behalf of my heirs, executors, administrators, personal representatives, successors and assigns, hereby release, forever discharge and agree not to sue NSHE and UNR and their officers, employees, agents, volunteers and representatives, from any and all liability, loss, claims, demands, causes of actions (known or unknown), suits, judgments, cost, expense or attorneys' fees, including, but not limited to, those arising from injury, loss or damage to my person or property, which arise out of, occur during, or are in any way the result of or connected with my participation in the Activity, **REGARDLESS OF WHETHER THE INJURY, LOSS OR DAMAGE IS CAUSED BY NSHE OR UNR, UNLESS THE INJURY, LOSS OR DAMAGE IS CAUSED BY NSHE OR UNR'S NEGLIGENCE OR INTENTIONAL ACTS, AND REGARDLESS OF WHETHER THE INJURY, LOSS OR DAMAGE OCCURS WHILE IN, ON, UPON, OR IN TRANSIT TO OR FROM THE PREMISES WHERE THE ACTIVITY OCCURS**

OR IS BEING CONDUCTED. I further agree that NSHE and UNR are not in any way responsible for any injury or damage that I sustain as a result of my own acts.

ASSUMPTION OF RISK: I understand that there are potential dangers incidental to my participation in the Activity, some of which may be dangerous and which may expose me to the risk of personal injuries, property damage, or even death. I understand that there are potential risks as a consequence of my participation in the Activity which include, but are not limited to the following: travel to and from University property via private vehicles, **weather conditions, facility conditions, equipment conditions, first aid operations or procedures**, and other risks that are unknown at this time. **I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE ACTS OF NSHE OR UNR, UNLESS THEY ARISE FROM NSHE OR UNR'S NEGLIGENT OR INTENTIONAL ACT,** and I assume full responsibility for my participation in the Activity.

INDEMNITY: I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend, and hold harmless NSHE and UNR and their employees, agents, and representatives, from any and all liability whatsoever for any and all damages, losses, or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, expenses and costs, including attorneys' fees, which arise out of, result from, occur during, or are connected in any manner with my participation in the Activity.

PERSONAL MEDICAL INSURANCE: I understand that neither the NSHE nor UNR will provide health insurance coverage to me during any aspect of my participation in the Activity. I further acknowledge that I am responsible for the cost of any and all medical and health services I may require as a result of participating in the Activity.

CONTROLLING LAW: To the extent that I, individually, or my heirs, successors, assigns, or personal representatives bring a claim of any kind whatsoever against NSHE and/or UNR and/or their employees, agents, and representatives, I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Nevada, including the provisions of Nevada Revised Statutes Chapter 41.

SEVERABILITY: If any term or provision of this Agreement shall be held invalid, illegal, unenforceable, or in conflict with any law governing this Agreement the validity of the remaining portions of the Agreement shall continue in full legal force and effect.

I hereby acknowledge that I have read this entire document, that I understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

Participant's Name: _____

Participant's Signature: _____

Dated: _____

If participant is a minor:

I am the parent or legal guardian of the Participant. I hereby acknowledge that I have read this entire document, that I understand its terms, that by signing it I am giving up substantial legal rights that I or the Participant might otherwise have, and that I have signed it knowingly and voluntarily. I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

Guardian's Name: _____

Guardian's Signature: _____

Dated: _____

"NOTICE OF INJURY OR OCCUPATIONAL DISEASE"

(Incident Report)

Pursuant to NRS 616C.015

Name of Employer _____

Name of Employee		Social Security Number		Telephone Number	
Date of Accident (if applicable)	Time of Accident (if applicable)	Place where accident occurred (if applicable)			
What is the nature of the injury or occupational disease?			List any body parts involved:		
Briefly describe accident or circumstances of occupational disease: (Note: if you are claiming an occupational disease, indicate the date on which employee first became aware of connection between condition and employment)					
Names of witnesses:					
Did the employee _____ YES leave work because of the injury or _____ NO occupational disease?		If yes, when (date and time)?		Has the employee _____ YES returned to work? _____ NO	
Was first aid _____ YES provided? _____ NO		If yes, by whom?		Name and address of treating physician, if applicable or known	
Did the accident happen _____ YES in the normal course of work? (if applicable) _____ NO					
Was anyone _____ YES else involved? _____ NO		Names of others involved			

MY EMPLOYER/INSURER MAY HAVE MADE ARRANGEMENTS TO DIRECT ME TO A HEALTH CARE PROVIDER FOR MEDICAL TREATMENT OF MY INDUSTRIAL INJURY OR OCCUPATIONAL DISEASE. I HAVE BEEN NOTIFIED OF THESE ARRANGEMENTS.

Supervisor's Signature _____ Date _____

Signature of Injured or Disabled Employee _____ Date _____

TO FILE A CLAIM FOR COMPENSATION, SEE REVERSE SIDE, SECTION ENTITLED, CLAIM FOR COMPENSATION (FORM C-4).

For assistance with Workers' Compensation Issues you may contact the State of Nevada for Consumer Health Assistance Toll Free: 1-888-333-1597 Web site: <http://dhhs.nv.gov/Programs/CHA> E-mail: cha@govcha.nv.gov

Employee should sign, date and retain a copy.
Original to Employer, Copy to Employee



Nevada System of Higher Education Supervisor's Incident Investigation Form

Institution		Address _____		
Department _____		Location of Incident _____		
1. Employee Name _____	2. Date of Incident _____	3. Time of Incident _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		
4. Job Title _____	5. Length of Employment <input type="checkbox"/> Less than 1 mo. <input type="checkbox"/> 6 mos. – 1 yr. <input type="checkbox"/> 1-5 yrs. <input type="checkbox"/> More than 5 yrs.	6. Length of Time in Position <input type="checkbox"/> Less than 1 mo. <input type="checkbox"/> 6 mos. – 1 yr. <input type="checkbox"/> 1-5 yrs. <input type="checkbox"/> More than 5 yrs.		
7. Employment Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Volunteer	8. Was the employee performing duties within their job scope? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain: _____ _____ _____	9. Has the employee received training related to this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, please list date of most recent training: _____ Topic: _____ Training Provider: _____		
10. Physical demand of position: <input type="checkbox"/> Very heavy work <input type="checkbox"/> Heavy Work <input type="checkbox"/> Medium Work <input type="checkbox"/> Light Work <input type="checkbox"/> Sedentary Work				
11. Who was the injury first reported to? _____	12. Date Reported _____	13. Was a C1 Notice of Injury form completed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
14. Injured Body Part: (check all that apply) <input type="checkbox"/> Head, face <input type="checkbox"/> Back <input type="checkbox"/> Hip <input type="checkbox"/> Chest, lower trunk <input type="checkbox"/> Lungs	<input type="checkbox"/> Eye <input type="checkbox"/> Rib <input type="checkbox"/> Leg, knee <input type="checkbox"/> Toe <input type="checkbox"/> Mouth	<input type="checkbox"/> Neck, shoulder <input type="checkbox"/> Hernia, rupture <input type="checkbox"/> Foot, ankle <input type="checkbox"/> Wrist/hand <input type="checkbox"/> Other _____	<input type="checkbox"/> Hearing Loss <input type="checkbox"/> Arm, elbow <input type="checkbox"/> Thumb/finger <input type="checkbox"/> Heart	Side <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> N/A
16. Injury Type: (check all that apply) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Burn <input type="checkbox"/> Bruise, abrasion <input type="checkbox"/> Concussion <input type="checkbox"/> Death </div> <div style="width: 33%;"> <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Cut, puncture, or laceration <input type="checkbox"/> Crush, mash <input type="checkbox"/> Exposure </div> <div style="width: 33%;"> <input type="checkbox"/> Fracture <input type="checkbox"/> Amputation <input type="checkbox"/> Syncope/fainting <input type="checkbox"/> Other _____ </div> </div>				

17. Severity of Injury: (check all that apply)

<input type="checkbox"/> No action/treatment needed	<input type="checkbox"/> Restricted Duty	<input type="checkbox"/> Lost time from work
<input type="checkbox"/> First Aid	<input type="checkbox"/> Dr. Visit	<input type="checkbox"/> Urgent Care
<input type="checkbox"/> Emergency Room	<input type="checkbox"/> Fatality	<input type="checkbox"/> Other _____

18. Describe how the incident occurred. Please include preceding events leading up to the incident, and what lead to the injury occurring.

19. Causal factors. Causal factors are events and conditions that contributed to the incident. Check all that apply.

Environmental

- ☐ Icy/snowy conditions
- ☐ Heat
- ☐ Cold
- ☐ Noise
- ☐ Smoke/fumes
- ☐ Dust
- ☐ Other _____

Work Conditions

- ☐ Defective equipment/tools
- ☐ Poor housekeep/clutter
- ☐ Poor walking surface
- ☐ Inadequate protective equipment
- ☐ Inadequate lighting/poor visibility
- ☐ Inadequate ventilation
- ☐ Other _____

Personal Factors

- ☐ Unsafe act
- ☐ Lack of knowledge/skill
- ☐ Outside of job duties
- ☐ Inadequate planning
- ☐ Fatigue/stress
- ☐ Not wearing personal protective equipment/improper footwear
- ☐ Deviation from procedure
- ☐ Violation of safety rule
- ☐ Inattention/distraction
- ☐ Other _____

Job Factors

- ☐ Poor work area set up
- ☐ Inadequate equipment/tools
- ☐ Inadequate workspace
- ☐ Lack of rules/procedures
- ☐ Maintenance issues
- ☐ Inadequate inspections
- ☐ Inadequate resources
- ☐ Other _____

Ergonomic Factors

- ☐ Awkward posture
- ☐ Static posture
- ☐ Repetitive motion
- ☐ Forceful motion
- ☐ Bending/twisting motion
- ☐ Overhead work
- ☐ Other _____

Management Issues

- ☐ Insufficient planning
- ☐ Budgetary constraints
- ☐ Insufficient training
- ☐ Safety issue not prioritized
- ☐ Insufficient enforcement of rules
- ☐ Understaffed
- ☐ Other _____

20. Causal Factors: Section 2 (Complete only for slips/trips/falls)

*Please include a photograph of the specific location and anything that may have caused the slip/trip/fall.

Was there a specific hazard that may have caused the accident? ☐ Yes ☐ No

If yes, please explain: _____

Did the employee's footwear contribute to the accident? ☐ Yes ☐ No

Is the location in the employee's immediate work areas? ☐ Yes ☐ No

If yes, how often does the employee walk through the area on an average day? _____

Is this location publicly accessible? ☐ Yes ☐ No

<p>21. Corrective action plan. Please list all corrective actions that have been, or will be, taken to prevent this incident from occurring again. Please include how all casual factors identified above will be addressed.</p> <p>A. Immediate action: _____</p> <p>_____</p> <p>_____</p> <p>B. Short term plan: _____</p> <p>_____</p> <p>_____</p> <p>C. Long term plan: _____</p> <p>_____</p> <p>_____</p>	<p>Implementation Date(s):</p>		
<p>22. Witnesses. Please list full name and contact information.</p> <p>Witness #1 _____</p> <p>Witness #2 _____</p> <p>Witness #3 _____</p>			
<p>23. Describe any damage to property or equipment. If the incident involved an NSHE vehicle, please include the vehicle make/model/EX plate number.</p> <p>_____</p> <p>_____</p>			
<p>24. Additional Information:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p>25. Investigating Supervisor</p>	<p>Phone</p>	<p>Signature</p>	<p>Date</p>

Please submit form to the NSHE Risk Management Office at risk@nshe.nevada.edu.

INCIDENT REPORT FORM

Please type or print clearly

Form Completed By:

Date:

Title:

Phone:

Name of Injured Party:

Date of Incident:

Time of incident:

Injured Party Phone:

Location Where Incident Occurred (include Street Address):

Please provide a detailed description of what happened and attach all supporting documentation you may have.
(Attach additional pages if necessary.)

Please describe actions taken to resolve the incident.

Persons Notified:



Nevada System of Higher Education
(NSHE)

For State Use Only:	
State Claim No.	_____
Budget Acct. No.	_____
Coverage	_____
Adjuster	_____

Vehicle Accident Report for Business Center North – Risk Management

INSTRUCTIONS: (If you need more space, attach a separate sheet of paper)

- **REPORT all accidents immediately (within two hours)** to your supervisor and Risk Management (775) 784-4394, whether or not there is damage or injury.
- If necessary, contact UNR Police Services (775) 745-6195, or Reno Police 911.
- Complete as much information as possible at the scene.
- Cooperate with investigating officer(s) and the NSHE's adjuster(s).
- Obtain insurance information from other parties.

☐ **Send copy to BCN Risk Management**

BCN Risk Mgt. Fax: 775-784-4363
BCN Risk Mgt. Mail Stop 0241
Email BCNRisk@unr.edu

WITHIN 48 HOURS:

A.M. Location of
P.M. Accident
Date of Accident _____ **Time** _____

OUR INFORMATION:

Driver's Name _____ Agency/Dept _____

Office Address _____ Bus. phone _____

Driver's Lic. No. _____ State _____ Expiration Date _____

Contact Person _____ Title _____ Phone _____

Vehicle ID No. (VIN) _____ EX Plate No. _____

Year _____ Make _____ Model _____

Location of Vehicle _____

Describe **damage** to State vehicle:

☐ **Windshield damage only; no other party involved**

Please attach Defensive Driving Certificate

THEIR INFORMATION: Self-insurance card provided to driver/owner? ☐ Yes ☐ No

OWNER'S NAME _____ Daytime Phone _____

Address _____ City/State/Zip _____

Insurance Company _____ Policy No. _____ City/State _____

Insurance Agent _____ Phone No. _____

Plate No. _____ State _____ Year _____ Make _____ Model _____

DRIVER'S NAME _____ Daytime Phone _____

Address _____ City/State/Zip _____

Driver's Lic. No. _____ State _____ Expiration Date _____

Describe **damage** to other vehicle and any **injuries** reported _____

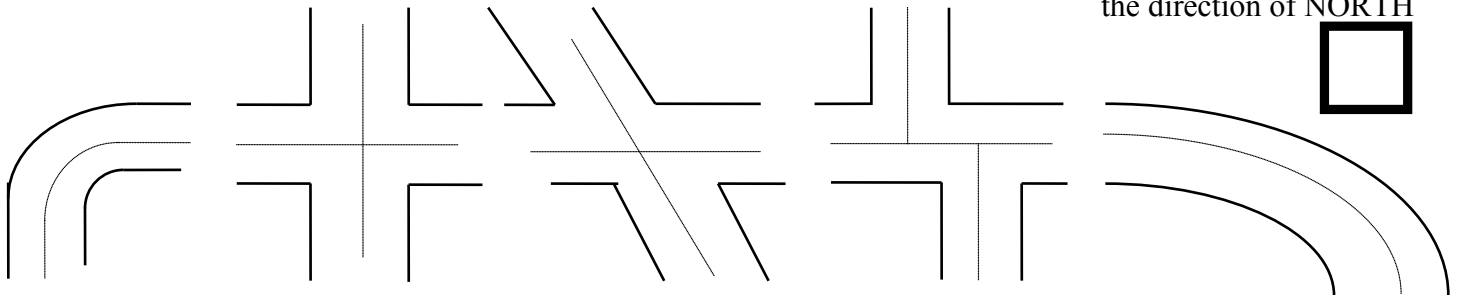
EXPLAIN WHAT HAPPENED: _____

Accident Reported to (NHP, Campus Police, or local law enforcement) _____
 Report # _____

Citations Issued? ☐ No ☐ Yes If "Yes," explain _____

Complete the following diagram showing direction and positions of automobiles involved.
 Clearly designate point of contact.

Indicate by arrow
 the direction of NORTH



_____ path before accident - - - - - path after accident + + + + + Railroad ◆ Stop Sign ○ Stop Light ↑ Pedestrian

WITNESSES: ☐ Witness card given/statement taken

Name	Address	Phone

PERSONS INJURED: (If injured person is a NSHE Employee, complete a Worker's Compensation Claim Form.)

Name	Address	Phone

Agency Information: ☐ Damage estimates attached ☐ Estimates will follow

NSHE Driver's Signature _____ Date _____

Reviewed by Department Head _____ Date _____



NEVADA SYSTEM OF HIGHER EDUCATION BUSINESS CENTER NORTH PROPERTY LOSS REPORT

INSTRUCTIONS

Use this form for: ***Reporting Thefts or Damage*** to NSHE Property that exceeds \$2,000 (excluding Motor Vehicles) and for ***Reporting Boiler and Machinery*** losses that exceed \$2,000.

Report the loss **immediately**. A \$2,000 deductible applies to all claims. Losses under \$2,000 are the responsibility of the individual department.

Notify and Send Original Report to:

BCN – Risk Management: (775) 784-4394 Fax: (775) 784-4363 M/S 0241 - Reno

Email: BCNRisk@unr.edu

Date of Incident: _____ Time _____

Location Where Loss Occurred Including Street Address:

Department _____ **Budget Account** _____

Contact Person _____ E-mail: _____

Telephone No. _____ Fax No. _____

Provide a detailed description of what happened and what was damaged/lost. Attach witness statements and photos, along with related police or fire reports. Please attach additional pages if necessary.

Estimated Value of Loss \$ _____

Form Completed By: _____ Date: _____

NEVADA 4-H
4-H Transportation/Overnight Travel Permission Form
(Approved/Revised; October 2025)

This Form is encouraged to be used whenever a 4-H Event includes transportation and/or overnight travel as part of the program (i.e.: travel for a field trip or ski trip, to/from a County/State/National Event, or any other event whose registration does not include travel permission). It is a best practice to have this signed form on file prior to the event.

Name of Participant (Youth, Parent, Leader, etc.): _____

Name of Event Location(s) of Event: _____

Date(s) of Event: _____

Please list any “special” or “unusual” travel requirements for the above-named Event Participant (i.e.: must sit in front seat, may not ride with a certain person, requires medication at a certain time, etc.).

Acceptable behavior for this activity includes the following, but is not limited to this list:

- Shall follow all applicable laws regarding riding in a motor vehicle (especially seat-belt laws).
- Shall respect all people traveling with (youth and adult) and shall respect the vehicle(s) riding in.
- Shall never jump from seat to seat and shall never be disruptive to the driver.
- Shall follow all directions provided by the driver.
- Shall dress appropriately by not wearing offensive clothing or revealing clothing.
- Follow directions/guidance of Extension/4-H Staff and support the Extension/4-H staff supervising the event.
- As a 4-H Member/Volunteer/Parent, I realize and remember that I have agreed to *4-H Commitment to Excellence/Code of Conduct* (or its equivalent document), indicating that I will always represent 4-H in a responsible, positive, and healthy manner.
- I also understand that riding in a motor vehicle may result in personal injury or death from wrecks, collisions, or other acts caused by driver, other drivers, riders, animals, objects, etc.

Participation in Events such as this activity are a privilege and this privilege can be revoked at any time for failure to comply with the above stated conditions. Failure to comply with the above may result in an expulsion from the Event (at parent/guardian’s expense) and/or expulsion from County/State 4-H Program(s). The specific event will likely have additional travel and/or participant conduct expectations.

By signing this Form, I acknowledge reading the above information and agree to its contents as well as understanding the overall intent and purpose of the contents of this Form.

Signature of Participant (Youth, Parent, Leader, etc.): _____

Signature of Parent/Guardian (if Participant is under 18): _____

Print Name of Parent/Guardian (if Participant is under 18): _____

Signature of County 4-H Professional _____

University of Nevada, Reno Extension 4-H Youth Code of Conduct

(as acknowledged by the Parent/Guardian in 4-H Online)

In order to ensure that University of Nevada, Reno Extension (referred to as Extension from this point on) 4-H Youth Development Program provides positive environments for all individuals to learn and grow, all participants, including but not limited to youth, volunteers, parents, spectators, and Extension personnel agree to abide by these expectations of behavior, while participating in any 4-H Youth Development activities:

Represent University of Nevada, Reno Extension 4-H Youth Development with professionalism, dignity and pride, and be responsible for conducting themselves with courtesy and appropriate behavior. All participants, volunteers, and parents will conduct themselves in a respectful manner, exhibit good sportsmanship, and be a positive role model.

- Display respect and courtesy for Extension staff, volunteers, program participants, visitors, clients and property.
- Respect and follow all county and state 4-H Youth Development Policies and Procedures.
- Inform Extension personnel of any incidents that may violate 4-H policies.
- Promote and support 4-H Youth Development in developing effective local, county, state and national programs.
- 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. Any actions, such as conviction for child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, mismanagement of 4-H funds, or other serious offenses will not be tolerated.
- The distribution, dispensation, possession, or use of illegal drugs, controlled substances, alcohol, and tobacco (including vaping) or distribute pornography or other potentially other illegal content by youth or adults at any 4-H Youth Development activity is strictly prohibited. If needed, law enforcement may be contacted.
- Use of vulgar or inappropriate language is not allowed at 4-H Youth Development activities.
- Solicitation of gratuities, gifts, or bequests for personal or professional benefit is not allowed.
- Treat animals humanely and all participants must abide by the National Show Ring Code of Ethics and provide appropriate and ethical animal care.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H Youth Development programs.
- Ensure that 4-H participants are not required to purchase materials, equipment, animals or services from any specific places of business.

- Comply with all applicable laws of the city, county, and state of residence and/or location of 4-H activity.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
- Handle all concerns regarding 4-H program management within the University of Nevada, Reno Extension system structure. All issues should be handled at the local level whenever possible.
- Keep personal opinions and actions separate from those made as a representative of this organization. 4-H Youth Development promotes teaching youth “how to think” not “what to think.”
- Discrimination is not allowed on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy-related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). in accordance with University policy.

Violating this Code of Conduct shall be grounds for action up to or including immediate removal from the 4-H Youth Development activity/program. Decisions regarding immediate removal or expulsion will be made by the county Extension 4-H Youth Development Personnel in conjunction with the Extension Educator and notification to the State 4-H Youth Development Program Leader.

I have read, understand and agree to abide by this Code of Conduct. I also understand there are consequences for non-compliance or willful disregard.

University of Nevada, Reno Extension 4-H Parental Code of Conduct

(As acknowledged by the parent in 4-H Online)

University of Nevada, Reno Extension 4-H Youth Development Code of Conduct

In order to ensure that University of Nevada, Reno Extension (referred to as Extension from this point on) 4-H Youth Development programs provide positive environments for all individuals to learn and grow, all participants, including but not limited to youth, volunteers, parents, spectators, and Extension personnel agree to abide by these expectations of behavior, while participating in any 4-H Youth Development activities:

- Represent the University of Nevada, Reno Extension 4-H Youth Development with professionalism, dignity and pride, and be responsible for conducting themselves with courtesy and appropriate behavior. All participants, volunteers, and parents will conduct themselves in a respectful manner, exhibit good sportsmanship, and be positive role model.
- Display respect and courtesy for Extension staff, volunteers, program participants, visitors, clients and property.
- Respect and follow all county and state 4-H Youth Development Policies and Procedures.
- Inform Cooperative Extension personnel of any incidents that may violate 4-H policies.
- Promote and support 4-H Youth Development in developing effective local, county, state and national programs.
- 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. Any actions, such as a conviction for child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, mismanagement of 4-H funds, or other serious offenses will not be tolerated.
- The distribution, dispensation, possession, or use of illegal drugs, controlled substances, alcohol, and tobacco (including vaping) or distribute pornography or other potentially other illegal content by youth or adults at any 4-H Youth Development activity is strictly prohibited. If needed, law enforcement may be contacted.
- Use of vulgar or inappropriate language is not allowed at 4-H Youth Development activities.
- Solicitation of gratuities, gifts or bequests for personal or professional benefit is not allowed.
- Treat animals humanely and all participants must abide by the National Show Ring Code of Ethics and provide appropriate and ethical animal care.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H Youth Development programs.

- Ensure that 4-H participants are not required to purchase materials, equipment, animals or services from any specific places of business.
- Comply with all applicable laws of the city, county, and state of residence and/or location of 4-H activity.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
- Handle all concerns regarding 4-H program management within the University of Nevada, Reno Extension system structure. All issues should be handled at the local level whenever possible.
- Keep personal opinions and actions separate from those made as a representative of this organization. 4-H Youth Development promotes teaching youth “how to think” not “what to think.”
- Discrimination is not allowed on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy-related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). in accordance with University policy.

Violating this Code of Conduct shall be grounds for action up to or including immediate removal from the 4-H Youth Development activity/program. Decisions regarding immediate removal or expulsion will be made by the county Extension 4-H Youth Development Personnel in conjunction with the Extension Educator and notification to the State 4-H Youth Development Program Leader.

I have read, understand, and agree to abide by this Code of Conduct. As a parent, I understand that my child and myself must adhere to this Code of Conduct and that there are consequences for non-compliance or willful disregard. I will assist and support youth in their efforts to adhere to the Code of Conduct.

University of Nevada, Reno Extension 4-H Volunteer Code of Conduct

(As acknowledged by the volunteer in 4-H Online)

As a University of Nevada, Reno Extension 4-H Volunteer Leader, I will:

- Represent UNR Extension 4-H Youth Development 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. Any actions, such as conviction of child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, mismanagement of 4-H funds, or other serious offenses will not be tolerated.
- Ensure that 4-H participants are not required to purchase materials, equipment, animals or services from any specific places of business.
- Comply with all applicable laws of the city, county, and state of residence and/or location of 4-H activity.
- Handle all concerns regarding the 4-H Youth Development program management within the University of Nevada, Reno Extension system structure. All issues should be handled at the local level whenever possible.
- 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 UNR Extension policy.)
- Inform UNR Extension personnel of any incidents that may violate 4-H policies, as well as progress, concerns and problems within the program(s) in which I participate.
- Work cooperatively as a team member with Extension personnel and other Extension volunteers.
- Respect and follow all county and state 4-H Youth Development policies and procedures 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 UNR Extension in developing effective local, county, state and national programs.

And, as a University of Nevada, Reno Extension Volunteer, I will not:

- Use vulgar or inappropriate language.
- Solicit gratuities, gifts or bequests for personal or professional benefit.
- Distribute, dispense, be in possession, or use illegal drugs, controlled substances, alcohol, or tobacco (including vaping) or distribute pornography or other potentially other illegal content.
- Discrimination is not allowed on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy-related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). in accordance with University policy.

Violating this Code of Conduct shall be grounds for action up to or including immediate removal from the 4-H Youth Development activity/program. Decisions regarding immediate removal or expulsion will be made by the county Extension 4-H Youth Development Personnel in conjunction with the Extension Educator and Area Director and notification to the State 4-H Youth Development Program Leader.

I have read, understand and agree to abide by this Code of Conduct. I also understand there are consequences for non-compliance or willful disregard.

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