



Alaska 4-H Policies & Procedures

May 2011

Note: These Policies and Procedures incorporate those found in previous documents entitled 4-H in Alaska, dated February 2006; Volunteer Selection Policy and Procedures, effective October 1, 2007; UAF CES 4-H Risk Management Plan, as of October, 2006; and additional policies posted to the website and approved prior to 2011. This document replaces all previous Alaska 4-H program policy statements. Alaska 4-H program topics and practices not covered by this document shall be resolved by the state 4-H program leader or appointed representative.

Alaska 4-H is the educational youth development program of the University of Alaska Fairbanks. It is sponsored jointly by the United States Department of Agriculture and the UAF Cooperative Extension Service. Authority for 4-H program policy is held by the director of the Cooperative Extension Service and administratively delegated through the state 4-H program leader and district Extension faculty and staff.

4-H MEMBERSHIP

The Alaska 4-H program is open to all youth beginning with grades kindergarten through the calendar year of high school graduation. Youth who graduate from high school before their normal year of graduation or drop out of school may participate in 4-H until their normal year of high school graduation. The high school year of graduation, entrance year in 4-H, and divisions within 4-H are based on a child turning 5 years of age prior to August 15 of their kindergarten year as required by the Alaska Department of Education. Members who transfer from another state or country will be accepted and enrolled in the Alaska 4-H program without paying another membership registration fee for the 4-H year provided they have been enrolled in another state or country for that year. They may participate in 4-H programs and activities when they meet the Alaska 4-H program deadlines and other requirements.

- A. Cloverbud 4-H:** Cloverbud 4-H is an introductory program open to youth in kindergarten through second grade. It is generally expected that Cloverbuds will have their own Cloverbud project club; however, they may participate in 4-H club projects at the discretion of the local district. They are not eligible to participate in beef, sheep, swine, dairy cattle, dairy goat, reindeer, horse or llama projects. Cloverbuds are eligible to participate in noncompetitive activities and events (they are excluded from competitive events where judging occurs). They may exhibit their projects and receive participation ribbons only. At district fairs only static Cloverbud projects and small animals not listed above may be exhibited (exceptions to this rule will be made by the state 4-H program chair). Cloverbuds pay the regular 4-H membership fee and are encouraged to participate in the district insurance program.
- B. Standard 4-H** is for youth in third grade through high school graduation. Divisions are: juniors, grades 3–5; intermediates, grades 6–8; seniors, grades 9–12.

- C. Home school 4-H grade determination:** Because some home school members have worked at grade levels beyond their normal age group, the following rules will be used to determine the grade of home schools. Age will be determined as of August 15, with the start of the 4-H year being October 1 of that same year.

Age	Grade		Age	Grade		Age	Grade		Age	Grade
5	K		6	1		7	2		8	3
9	4		10	5		11	6		12	7
13	8		14	9		15	10		16	11
17	12									

- D. Determination of membership:** Membership is established when enrollment forms have been filed in the Extension office by the club leader and current enrollment fees have been paid or waived. Participation in any given project may be in one district only.
- E. Marriage and parenthood:** There are no barriers to 4-H membership, provided other requirements are met.
- F. Special needs/challenged individuals over 4-H age:** In some of our programs we will be working with individuals who are mentally or physically challenged and exceed the age for 4-H. We will continue to work with these audiences but they will not be enrolled as 4-H members. They will not be covered by our accident insurance. You should ask each individual to provide some proof of accident coverage. If you are working with an organized group such as Special Olympics make sure they have accident insurance. As a leader you are still covered with all the liability and accident insurance you would normally have as long as you are providing your program as a community service. Members assisting with this community service will be covered by 4-H accident insurance. If you are receiving pay for providing these services you need to check with your insurance carrier to make sure you are covered with the proper liability insurance as you will not be covered by university liability.

Individuals who are 4-H members may compete in regular 4-H classes with all the rights and privileges of 4-H members. If classes need to be set up to accommodate special needs, participants will be consulted to insure they are comfortable with these arrangements. When possible, all 4-H members should compete in the same classes, with division only made based on grade levels. If competition is held where regularly enrolled 4-H members are involved, age groups should be maintained. You may want to develop groupings for participants over 4-H age based on criteria provided by the group.

- G. 4-H membership is open to all eligible youth.** However, individual club leaders will establish the maximum number of club members and type of projects offered.
- H. Program year:** The 4-H program year begins Oct. 1 and ends Sept. 30.

4-H VOLUNTEERS

The volunteer leader is the heart of the 4-H program. A volunteer may serve in a multitude of roles: organizational leader, resource leader, club leader or one of a variety of short-term positions. Volunteers may provide leadership and service to individuals, 4-H members and other volunteers, and to the organization serving at the club, district and with state levels.

The purpose of the 4-H program is positive youth development. Positive youth development is grounded in the essential elements of Mastery, Independence, Generosity and Belonging. Decisions and actions carried out on behalf of the 4-H program should reflect this purpose. Negative or abusive treatment of youth by staff or volunteers will not be tolerated. Though adult volunteers are an essential part of the 4-H program, the focus should be kept on developing youth in a positive manner.

Volunteer Leader Protection

Leaders need to understand that no one is immune from lawsuits and that they can be sued at any time for any reason. It does not mean the party suing will win. The university provides liability protection for qualified volunteer 4-H leaders.

General Coverage Information

The university agrees to defend, indemnify and hold harmless those it determines to be qualified volunteers in the same manner and to the same extent the university protects its other agents and employees from any claim, demand, suit for property damages or personal injury, including death allegedly caused by the volunteer's activities if the volunteer (a) at the time of the occurrence was acting in good faith within the course and scope of his/her volunteer duties in accordance with the directions of the supervisor; (b) provides immediate notice to the university of any claim; and (c) cooperates in the prosecution or defense of such claim and does not stipulate to any judgment or settlement without the university's approval.

To qualify to receive liability protection through volunteer work, specific criteria must be met. The system office of UA Risk Management and/or General Counsel office will determine eligibility for defense or indemnification based, in part, on the following guidelines:

1. Volunteers MUST be working under the direct supervision of a PAID University of Alaska employee. Supervision by a university employee means that the volunteer is given the means and the direction for the performance of the work.
2. An individual is performing work where there is a legitimate need for services. The work for which the volunteer is being recruited should be productive work for which payment would normally be made.
3. Volunteers must be engaged in activities related to the business or operations of the University of Alaska. Such activities are defined as work that furthers the goals and missions of the university in education, research or community service.
4. Volunteers have the skills necessary to perform the work.
5. The person authorizing the volunteer services is not a family member or cohabitant of the volunteer.
6. For volunteers under the age of 18, written permission must be received from campus risk management offices and from a parent of legal guardian.

Personal Risk Exposures

An employee and volunteer leader's homeowner/automobile coverage will always be primary when they have an activity in their home or are driving their personal vehicle while volunteering. The university's program would be secondary, meaning if the limits of the employee/ volunteer's personal liability coverage are exceeded, the university's insurance should come into play if the employee/volunteer was acting with the course and scope of the mission the university wanted performed.

Orientation and Training

4-H leaders will be provided training in the conduct of the 4-H program through their local 4-H district, with additional training available through the state 4-H Volunteer Leaders Organization forum and the Western Region 4-H Leaders Forum (WRLF). All new leaders must attend a mandatory "New Leader Training" or receive training via online or correspondence if circumstances require that type of training.

Shooting Sports Volunteer Leaders

To lead a shooting sports project you must be certified and trained by a state 4-H shooting sports instructor. This requires being a registered 4-H volunteer leader and attending training in the discipline area(s) of your desire.

Release

Either the agent or the 4-H volunteer may initiate a release from a position. A volunteer is requested to give as much notice as possible when resigning. A minimum of two weeks is desirable.

Situations may arise that make it necessary to release an individual from a position. The UAF Cooperative Extension Service agent may release an individual because of, among other things, restructuring of positions, elimination of the volunteer position in which the individual serves, the volunteer's inability or failure to complete the requirements of the position, or the refusal to comply with the Extension office concerning 4-H policies.

University of Alaska Fairbanks Cooperative Extension Service Volunteer Selection Policy and Procedures *(Effective October 1, 2007, one revision 2011)*

Adults who desire to volunteer their time, energy and talents with University of Alaska Fairbanks Cooperative Extension Service 4-H Youth Development Program must complete a volunteer selection process.

Long-Term or High-Responsibility Volunteer Assignment

Adults serving members of a vulnerable population (minors, elderly and/or disabled), specifically 4-H members, in an unsupervised capacity with potential for ongoing/sustained contact and/or having regular access to personal records of the children and youth involved and opportunities for financial, overnight and transportation responsibilities will:

1. Complete the NEW 4-H Volunteer Leader Application and Agreement and Media Release Form. Receive, at the time of application or start of position, a written volunteer position description outlining the responsibilities.
2. Read, agree to and sign the UAF Cooperative Extension Service Code of Conduct for Parents and Volunteers Working with 4-H Youth Development Program.
3. At a minimum, have three references from nonrelatives that can be verified by UAF Cooperative Extension staff, either in writing, over the telephone or face to face.
4. Complete an interview with the appropriate UAF Cooperative Extension Service representative.
5. Complete a Background Check Form and consent to the electronic background check through ChoicePoint, a UAF-contracted service, which will conduct the local, state and national review at a cost of \$6.50 (nonrefundable), OR, without this consent, obtain and submit a FBI National Crime Information Center Review (\$18) and Person of Interest Statewide Review from the Alaska State Troopers (approximate cost \$20).
6. Participate in a new volunteer orientation/training program.

Short-Term Volunteers

Adults serving a short-term assignment for a consecutive series of days or several nonconsecutive days for a period of one (1) week or less in which they will be under the direct supervision of a paid staff member (or approved volunteer key leader), not having the potential for financial, overnight and transportation responsibilities and no sustained/ongoing contact with 4-H youth, will complete the following selection procedures:

1. Complete only page one of the Volunteer Application and Agreement.
2. Receive role/responsibility orientation.

PARTNERSHIPS AND COLLABORATIONS

- When entering into partnerships/collaborations, UAF Extension professionals shall work cooperatively with those entities to establish volunteer selection procedures that meet minimum requirements of all organizations.
- In partnerships where volunteers are representing UAF Extension programs (e.g., district fairs), the volunteers must meet minimum Extension requirements.
- The following are not required to complete a selection process: one-time guest speakers; one-time group facilitators; judges for fair judging; parents (providing they are not providing leadership to children other than their own); and other similar positions.

CODE OF CONDUCT FOR PARENTS AND VOLUNTEERS WORKING WITH 4-H YOUTH DEVELOPMENT PROGRAM

1. Adults should work with young people in reasonably open spaces where others are welcome to enter (not behind closed or locked doors). Be aware that while spending time alone with a single youth can be positive and helpful, it may also create reasons for concern for everyone involved.
2. Live by the “two adult rule” — i.e., as often as possible, have two adults present when working with youth.
3. Always welcome and encourage parents and guardians to attend meetings and events and keep parents informed of member’s participation and progress on projects.

4. Respect privacy of youth, especially when clothes are changed or showers are taken. Adults should get involved when there is a health or safety issue.
5. Be alert to the physical and emotional health of the young people you work with.
6. Make sure there is a minimum of one responsible adult (at least age 21) for every ten youth for any events including an overnight stay. This is consistent with National 4-H Guidelines.
7. Never use physical punishment or deny basic necessities, such as food, shelter or medical care. Also refrain from verbal abuse. You also need to report such abuse, if observed.
8. Do not lodge one unrelated adult with one youth during an overnight stay.
9. Work with youth, families, volunteers, Extension personnel and the public in a cooperative, courteous, respectful manner demonstrating good sportsmanship and behaviors appropriate to providing a positive role model for youth.
10. Accept supervision from Extension personnel and cooperate with other volunteers.
11. Uphold every individual's right to dignity, self-expression and individual development.
12. Respect, adhere to and enforce the rules, policies and guidelines established for the 4-H Youth Development Program.
13. Comply with equal opportunity and antidiscrimination laws.
14. Be aware that consuming alcoholic beverages, using a controlled substance or being under the influence of mind-altering chemicals while chaperoning, teaching, directing, attending or participating with 4-H youth is grounds for termination.
15. Have signed permission for any photos of youth taken at 4-H youth development programs.
16. Inform Extension personnel of any incidents that may violate 4-H policies.
17. Treat animals humanely and encourage youth and adults to provide appropriate and ethical animal care.
18. 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.
19. Ensure that 4-H members are not required to purchase materials, equipment, animals or service from any specific place of business.
20. Comply with all applicable laws of the city, district and state of residence and/or location of 4-H activity.

4-H LIABILITY INSURANCE

The University of Alaska has liability insurance for 4-H club leaders who have signed up through a district office and have been approved by their district agent.

- This liability insurance covers 4-H leaders from enrollment date through September 30 of the current year.
- 4-H volunteers of the University of Alaska Fairbanks receive the same coverage as paid faculty members.

MEDICAL INSURANCE

The University of Alaska Fairbanks insurance does not provide any coverage for an injury to a 4-H member where the university is not negligent.

- It is the responsibility of the family to provide medical insurance for children participating in 4-H. Districts are encouraged to obtain medical accident insurance for all 4-H members and adult 4-H leaders in their district. This coverage is included in the annual enrollment fee.

AUTOMOBILE INSURANCE

Volunteers need to rely on their own vehicle insurance policies when working in an Extension youth program. It is recommended that all volunteers and paid staff review their personal property liability coverage and consider a personal and family umbrella liability policy.

SAFE OPERATION OF MOTOR VEHICLES, MACHINERY AND EQUIPMENT

Anyone who transports youth to participate in Extension youth program activities and events must possess a valid motor vehicle operator's license. Volunteers must also have liability insurance coverage to meet minimum state law.

Teens are not authorized to drive or transport other persons when they are involved in authorized activities.

Adults are role models. Adults are responsible for the safety of the youth they work with, and they influence the development of lifelong safety habits in youth program participants. Adults need to use safe practices and common sense with equipment, chemicals, pesticides and/or shooting equipment. Protective clothing (helmets, ear and eye protection, life jackets, etc.) should be used as appropriate for the situation.

TRANSPORT OF 4-H MEMBERS

An Extension agent will ask to see a valid driver's license before allowing anyone to transport youth in his or her own personal vehicle.

Enrolled 4-H volunteers may drive UAF vehicles provided they have successfully completed the requisite DMV and background checks and any required training/instruction. Contact your Extension agent for the most current guidance.

PERMISSION FOR PICKUP OF YOUTH

Care should be taken to ensure that youth participating in 4-H activities or events in which they are dropped off and picked up, are allowed to leave only with individuals indicated by the parent/guardian. A [release authorization form](#) may be used for this purpose.

MAILING LISTS

- The general policy of CES is not to give out mailing lists.
- It is the responsibility of district agents to oversee all 4-H mailing lists and see that these are only used for appropriate 4-H business.
- Private individuals and other organizations and agencies are not allowed to view 4-H mailing lists.

- Memorandums of Agreement/Understanding may be made between CES and certain youth-serving agencies to allow for the sharing of information and limited 4-H mailing lists.

4-H FUNDS, CLUB ACCOUNTS, FUNDRAISING AND CLUB INVENTORY

Funds raised on behalf of 4-H must be consistent with the mission, goals and philosophy of the 4-H program and must not restrict or limit further fundraising activities. Should your club decide to conduct a fundraiser, please inform your local Extension office and check with them regarding current policies and guidelines. Fundraising should be done to meet a specific goal, and the experience can provide members an opportunity to learn organizational and business skills. To ensure safety, no one should solicit door to door. All money or items donated or given to the club become the property of the club and not any one individual in the club.

Club Bank Accounts

All 4-H clubs conducting fundraising and/or earning interest on a club bank account should be chartered and have their own IRS nine digit Employer Identification Number (EIN), also known as a Taxpayer ID number. Online file at <https://sa.www4.irs.gov/modiein/individual/index.jsp>. A copy of club EIN should be sent to district office as soon as possible once received. To protect the integrity of club leaders and members, accounts should be reviewed annually for accuracy. When a club disbands, all funds shall be used to further 4-H programs. This means the club may donate the funds to another 4-H club, the county or state program, or another form of 4-H programming.

A. Fundraising

When raising 4-H funds using 4-H members and adult volunteers, there must be a definite objective or use for the funds that is understood by those raising the funds and explained to the public.

4-H members and leaders may participate in fund raising in the name of 4-H with the approval of their district Extension agent when the funds raised are to be used for legitimate 4-H activities.

- Fundraisers are for 4-H programs, activities, club groups, projects, etc.
- District Extension agents must approve fundraising in the name of 4-H in their districts prior to the raising of funds.
- Fundraising must not be used to endorse a particular business or product.
- Funds are not to be raised in the name of a particular individual (4-H member or leader).
- Fundraisers are for programs, activities, club groups, projects, etc. (Exceptions may be made by the district 4-H agent when a fundraiser is to help provide medical assistance for a needy person or similar service goal.)
- Scholarships may be given to a 4-H club or council for the use of named individuals to attend 4-H sanctioned events, etc. with the approval of the district 4-H agent.
- Funds and properties raised in the name of 4-H become the property of 4-H (4-H funds are not the property of the individuals who may have helped raise the funds).

4-H'ers involved in fundraising should know how to:

- Introduce themselves.
- Explain why the club is seeking the financial support and how the money will be spent.
- Explain the 4-H program to potential donors.
- Maintain records of money received and from whom.
- Maintain records of how the funds were spent.

- B. Sales of equipment, etc. through a 4-H club** must be at cost or the profit from sales must go to 4-H. Anything over the amount a 4-H leader pays for materials or equipment that is collected from 4-H members must go to 4-H.
- C. Club funds should be carefully accounted for** and used in the furtherance of the 4-H program. Accumulation of club funds beyond immediate program needs is restricted by federal tax regulation.
- D. District Cooperative Extension Service agents shall oversee all district and 4-H club bank accounts and trust funds** within their district when the designated 4-H tax exempt number has been used. A yearly report of accounts shall be submitted to the district Extension agent. Extension employees do not have signing authority on Extension-related 4-H accounts.
- E. The district agent, state 4-H office or University of Alaska may require a report or audit** of the financial records of a 4-H club by giving two weeks written notice to the club.
- F. 4-H leaders may not charge a fee for their services** as a part of a 4-H club. If they have a private business they must keep that activity separate from their 4-H activity.
- G. 4-H clubs may charge an activity fee to cover the cost of equipment, materials, supplies and trips, or to pay an instructor.** If a fee is charged, it must be well understood by the youth and their parents what the money is being used for. Careful records must be maintained of all activity fees, and a report (audit or financial review) must be provided to the district 4-H agent in October of each year.
- H. When a club disbands, the monies in the club treasury, and any equipment, shall be returned to the district 4-H program,** given to another 4-H club, or placed in the 4-H fund of the University of Alaska Foundation. No restrictions shall be placed on the use of the funds being transferred.
- I. When a club decides to split into two or more clubs** the original club treasury shall be split between the new clubs in proportion to the number of youth transferring to each club.
- J. A 4-H membership registration fee** is currently collected yearly from each youth who joins 4-H in the state of Alaska. This fee may be waived by the district 4-H agent in individual cases for good cause. The fee varies from district to district.

Club Inventory

4-H clubs may find it necessary to keep tangible property to assist the educational goals of teaching youth life skills. Tangible assets are physical property and may range from cooking equipment to horse tack to buildings, property, vehicles and live animals. When acquiring tangible assets, be fully prepared to handle the responsibilities associated with owning and maintaining the materials. Before the decision is made to acquire property, evaluate the following issues:

- Storage, maintenance and care of equipment or animals
- Documentation and recordkeeping
- Risk associated with ownership
- A plan for disposal of property when it is no longer needed

In some cases, it may not be in the best interest of the club or organization to hold tangible assets. Carefully consider all options and consult with the local 4-H agent before making the decision to acquire property. You should never feel an obligation to accept or maintain items that are not consistent with the mission of 4-H or that will not further our educational goals. Be careful before accepting property in the name of 4-H that carries conditions limiting the organization's options for management or disposal.

All property purchased with 4-H funds or donated to a 4-H club or organization belongs to the organization and not to any one individual. If you keep accurate and complete records, you will avoid many problems. Store receipts, warranties, titles and other important paperwork in a safe location such as the local Extension office or a safe deposit box. The existence, ownership, condition and location of these assets should be verified annually. Keep as much documentation as you think necessary to prove ownership if the item is lost, stolen or destroyed. Such proof may be instrumental in getting the item replaced.

An inventory record may be helpful in managing the items. Inventory sheets should be kept on file in the Extension office as well as with the club leader. Contact your Extension office in the event of damage or loss of property. A [sample inventory record](#) sheet is included in the [Alaska 4-H Volunteer Handbook](#).

RISK MANAGEMENT

When we involve youth in 4-H activities, we assume responsibility for maintaining a safe environment. 4-H staff and volunteers are expected to follow established policies and procedures, and act logically and in a way that is reasonable in terms of the health and safety of the youth in our care. Negligence occurs when we fail to do, or not to do, what a reasonable and prudent person would do in the same situation. For example, if there is an established safety procedure and a volunteer ignores the procedure and a 4-Header is injured, the volunteer may be found “negligent.”

UAF CES 4-H Risk Management Plan (as of October, 2006)

Grounded in **Essential Elements** of 4-H

BELONGING — Safe Inclusive environment; positive relationship with a caring adult

MASTERY — Engagement in learning; opportunity for mastery and skill

INDEPENDENCE — Opportunity for self-determination; seeing oneself as an active participant in the future.

GENEROSITY — Opportunity to value and practice service for others; giving *back* to the community.

Risk Management Basics Training:

Liability, Medical/Accident Insurance, Employee/Volunteer Protections, Risk Handling Techniques

- Reaffirm organization's dedication to youth and their well-being.
- Carefully select adults to work in University of Alaska Cooperative Extension Service youth programs: interview, background check, reference checks, position descriptions.
- Establish policies that provide a safe, positive environment for all participants.
- Provide education and resources to detect and prevent child maltreatment, and establish barrier to unsafe situations in Extension youth programs.
- Provide documentation of volunteer selection for coverage under University of Alaska criteria to receive liability protection through volunteer work.
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Source: Adapted from University of Florida, Institute of Food and Agricultural Sciences (IFAS) "Volunteer Resource Packet, Selecting Volunteers and Establishing Safe Environments in Extension Youth Development Programs," August 2005

Standard Operating Procedures (SOPs)

- Live by "two adult rule" (one-on-one situations of an adult with a youth should be avoided as reasonably possible).
- Work with youth in reasonably open spaces where others are welcome to enter.
- Provide a minimum of one adult for every 10 youth for any events.
- Respect privacy of youth, especially when clothes are changed or showers taken.
- Never use physical punishment
- One unrelated adult should not be lodged with one youth during an overnight stay.

Comprehensive Volunteer Leader Screening

- Volunteer Leader Application and authorization to conduct background check
- Verification of application information every five years
- Level 3 scrutiny of background checks, national and state
 - Database — criminal history, sexual offender list
 - Cost: \$6.50, paid at time of application
 - Opportunity for self-disclosure and if negative report
 - Opportunity for refuting information

Risk Management for Establishing Safe Environments for Youth Definitions:

Abuse — Any willful act or threatened act that results in physical, mental or sexual injury or significant impairment.

Maltreatment — Includes emotional, physical or sexual abuse or neglect.

Neglect — Occurs when a child is deprived or is allowed to be deprived of necessary food, clothing, shelter or medical treatment.

Reasonable and Prudent — Means that a person acts in a way that others who have similar background and training would act in these circumstances.

Threatened Harm — A situation, circumstances or behavior that leads a prudent person to have reasonable cause to suspect that abuse or neglect has occurred or may occur in the immediate future if no intervention is provided.

Source: Adapted from: University of Illinois, Extension 4-H, "Avoiding a Can of Worms: Developing Risk Management Strategies for 4-H meetings and Events."

Decision: To Accept or Not to Accept a Potential Volunteer

Reasons to reject an application to work with youth in Extension programs include, but are not limited to:

- Sexual assault
- Sexual abuse
- Purposefully injuring a child
- Incest
- Indecent exposure
- Abandonment or endangerment of a child
- Possession or promotion of child pornography
- The sale, distribution or display of harmful material to a minor
- Criminal homicide
- Crimes related to the possession, use or sale of drugs or controlled substances
- Aggravated assault
- Kidnapping or unlawful restraint
- Convictions for driving while intoxicated, or repeated other driving offenses

Alaska Dept. of Public Safety Sex Offender Registration/Registry

<http://www.dps.state.ak.us/sorweb/Sorweb.aspx>

Harassment

Alaska 4-H is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy and equitable treatment. It is the policy of the organization to

provide all volunteers with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment.

Alaska 4-H expressly prohibits any form of harassment on the basis of race, color, religion, sex, age, national origin, disability, marital status, citizenship, ancestry, veterans' status or any other characteristic protected by federal, state or local law.

Any volunteer who feels that she or he has been subjected to harassment of any type, whether by another volunteer, Extension staff member or any agent of the organization, should promptly report the incident to a supervisor or to the state program director. The agent, upon receiving such a complaint, must report the matter to the state program director, who will conduct an investigation and, depending on the findings, take appropriate corrective actions.

Sexual Harassment

It is against the Alaska 4-H policies for any individual, male or female, to sexually harass another volunteer, employee or 4-H member of the same or opposite sex. The University of Alaska Fairbanks Cooperative Extension Service reserves the right to refuse membership endorsement or reappointment and to dismiss or suspend from affiliation with the program any volunteer who, in conducting a 4-H program, sexually harasses another volunteer, employee or 4-H member of the same or opposite sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, abusing the dignity of another through insulting or degrading sexual remarks or conduct, and threats or suggestions that volunteer's status is conditioned upon toleration of or acquiescence to sexual advances. Some examples of sexual harassment that could create a hostile environment include telling of sexual jokes or stories, the presence of sexually explicit photographs or other materials, touching of another person's clothing, hair or body, making sexual comments about another person's body, making sexual comments or innuendoes, asking personal questions about another person's social or sexual life, and staring, leering and making sexual gestures. Any volunteer harassed should promptly report such behavior to an agent or state program leader.

Upon receiving a complaint, the agent will report the matter to the state program leader. The program leader will conduct an investigation and, depending on the findings, take appropriate corrective action.

Child Abuse

The Alaska 4-H program supports and maintains environments that are free of child abuse and neglect as defined by the Child Abuse Prevention and Treatment Act.

Child abuse and neglect are unlawful acts and it is against the Alaska 4-H policy for any volunteer, male or female, to physically, sexually, mentally, emotionally or verbally abuse or neglect any member. Alaska 4-H reserves the right to refuse membership endorsement or reappointment, and to dismiss or to exclude from affiliation, any volunteer implementing a 4-H

program who is found guilty of child abuse and neglect or has been convicted of child abuse and neglect.

Child Abuse Reporting

Volunteers who suspect that a youth may be a victim of child abuse or neglect should report this to their local Extension agent or the state program leader, who will contact the State of Alaska, Office of Child Protection (OCP) to make a report. Volunteers may also call the OCP directly. The statewide number is 1-800-478-4444.

If you are unclear about a situation, you may call the numbers and talk to an intake worker about what you have seen or heard. Questioning or interviewing the child about statements he or she has made or your suspicions is not recommended. Instead, talk to the intake staff at OCP.

Relationship of 4-H to the University of Alaska

The Cooperative Extension Service 4-H program is the youth development education program of the University of Alaska Fairbanks, in cooperation with the United States Department of Agriculture. District 4-H Extension agents are University of Alaska Fairbanks faculty assigned under the state 4-H program leader to direct the district 4-H educational programs. 4-H leaders are considered volunteer faculty members of the university. They are appointed and serve under the direction of their district Extension 4-H agent. Within the 4-H program, volunteer leaders are highly valued. They share some of the same benefits and responsibilities as employed staff. While engaged in sanctioned 4-H educational activities they are covered for liability by the University of Alaska. In this context they must follow the policies that govern the University of Alaska 4-H program to benefit and be protected by it.

The Role of the District 4-H Extension Agent

The 4-H agent is a professional who represents the Cooperative Extension Service in the district and directs, assists and supervises the development and implementation of an educational program for youth. The agent is charged with development and organization of educational delivery systems such as school clubs, community clubs, project groups, special interest groups and camps, etc. To encourage the maximum participation of youth and adults, the agent should:

1. Provide leadership to council purpose.
2. Provide leadership to individuals in carrying out their leadership roles.
3. Develop organizational patterns and delivery systems essential to successful programs.
4. Develop a system and program to promote maximum growth in leadership skills.
5. Provide leadership in coordination of the youth development phase of the total Extension program.
6. Provide direction with 4-H committees.
7. Work with the president of the 4-H Leaders Council in the following area:
 - a. agendas for council meetings
 - b. appointment of all committees
 - c. rotation of committee assignments
 - d. council attendance

- e. participation of membership
- f. effective organization of Executive Committee
- g. developing a plan of work for the council
- h. Arranging for a yearly audit of leaders council financial records

The Role of 4-H Volunteer Leaders Councils

The 4-H Leaders Council functions as a volunteer-led support group. The council assists the 4-H agent in developing and maintaining an effective district 4-H youth development program. The purpose of this council is:

- A. To assist in organizing, planning and carrying through to completion the 4-H program at the district level.
- B. To help evaluate the district 4-H program or aspects of it.
- C. To receive, maintain and hold in trust or otherwise any funds without limitation of amount of value and to manage, use and administer such funds for various purposes agreed upon by the 4-H Leaders Council with concurrence of the district 4-H agent and the donors for the best interest for the 4-H program in the district.

Purpose of the District 4-H Leaders Council

1. Assume assigned responsibilities for the development of a 4-H program based on the needs of youth and district situations.
2. Assume responsibility for and carry out planned programs.
3. Provide periodic evaluation of 4-H programs and activities.
4. Know and understand objectives and philosophy of 4-H club work.
5. Assume major responsibility for recruiting of volunteer leadership. Aid in determining leader training needs.
6. Assume active leadership in organizing new 4-H clubs and establishment of new projects.
7. Represent interest of district 4-H program at other meetings or events.
8. Assist in determining policy for district 4-H program when not determined by state or national.
9. Assist in arranging for district's maximum participation in all events and activities.
10. Assume responsibility of informing other leaders about decisions made at 4-H Leader Council meetings.
11. Raise and manage funds to underwrite planned program.
12. Sponsor recognition for 4-H members, leaders, sponsors and alumni.
13. Develop a constitution and by-laws that define organizational purposes with the advisement of the 4-H agent.
14. Recruit 4-H leaders.
15. Maintain an active executive board that includes officers and standing committee chairmen.
16. Assist agent in determining leader and member training needs.
17. Assist 4-H program planning with 4-H agent.
18. Help plan, execute and evaluate 4-H activities.
19. Plan effective meetings that start on time and end on time.