

2018-2019 Larimer County 4-H Manual and Policies

The current Colorado State 4-H Youth Development Policies supersede these policies

when something is not addressed in this document. They can be found on the Colorado 4-H website. We expect all 4-H members and their families to be familiar with both our local County Policies, as well as the Colorado State Policies. Counties may set stricter policies than the State Policies so it is important to be familiar with both. This policy document is intended to cover the non-competition related policies of 4-H in Larimer County. Some items, especially regarding eligibility for competitions, may also be found in this document. However, these policies DO NOT cover rules, regulations or requirements regarding specific competitions. You can find rules for specific competitions on our county website.

General Policies

Organization and Administration

Colorado State University is the land-grant institution responsible for the administration of the Extension program in Colorado. At the local level, the CSU Extension 4-H Agent in Larimer County is responsible for administering the Larimer County 4-H Program.

4-H Membership and Age Requirements

4-H age is the age of the individual on December 31 of the previous 4-H year. The 4-H year runs from October 1 to September 30.

- Cloverbud: 5-7 years old (non-competitive)
- Junior Member: 8-10 years old
- Intermediate Member: 11-13 years old
- Senior Member: 14-18 years old

Enrollment Policies and Procedures

Enrollment Fees: \$50

The enrollment fee includes the following: project literature for unlimited projects, accident insurance (covers State/County/Club 4-H functions with an adult 4-H leader supervising), a \$15.00 State 4-H membership fee and \$2.00 Colorado Youth Fund fee (these last two are included in the enrollment fee and do not need to be paid separately).

Larimer County 4-H Foundation Financial Assistance Scholarship applications will be available, if families are interested in applying, to help with the cost of enrollment fees, up to \$50 per member or to set up a payment plan.

Re-Enrollments

1. Enrollment for all returning 4-H members and leaders must be in 4HOnline by

January 15 of the current 4-H year in order to participate in the Larimer County Fair.

2. Enrollment includes all forms and fees due to the office.
3. Enrollments will be accepted after January 15, but will be subject to an additional \$15 late fee.
4. Enrollments after March 1, will not be eligible for participation at the County Fair, unless they are 5-7 years old (Cloverbud).

New Enrollments

1. All new 4-H members must enroll by March 1 of the current 4-H year if they wish to participate in County Fair. (For this purpose “new” 4-H members includes any member who was not enrolled in 4-H the previous 4-H year.)
2. New enrollments will be accepted after March 1st of the current 4-H year however participation is limited; they will not be eligible to compete at County or State Fairs.

Refunds

1. If a member chooses to drop 4-H within 45 days of payment of the enrollment fee, a refund can be requested. Refunds are only granted when extenuating circumstance such as an unforeseen move or extreme family illness occurs. After March 1, no refunds will be given.
2. There will be no refunds on 4-H materials or curriculum purchased.
3. No refunds will be given for registered events after the County deadlines have passed.

NOTE: Other additional fees, such as club dues, must be handled at the club level.

4-H Member/Leader Accident Insurance

The American Income Life Insurance policy carried for injury related accidents for 4-H members and leaders is in effect only during authorized leader supervised 4-H club events. Only officially enrolled youth/adults are covered. The maximum amount of coverage per leader/member is \$1,500. Insurance fees are included in the enrollment fees each year.

Liability Insurance

Volunteers participating in official 4-H activities are protected from liability for injuries to others (person or property) by the self-insured liability program of the State of Colorado as long as acts of the volunteer are not willful and wanton.

Cloverbuds

It is neither the intent nor the objective of the 4-H Cloverbuds program to duplicate the 4-H member experiences that are designed for older 4-H youth, nor to create a “mini-4-H” concept. While the 4-H Cloverbuds program is a component of the overall 4-H Youth Development Program and 4-H Cloverbud members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a special membership category with regard to program and policy. As a result, the 4-H Cloverbuds Program is fundamentally different than general membership in 4-H.

1. 4-H Cloverbud members participate in occasional, non-competitive, sampler-type, age-appropriate, properly supervised events or activities sponsored by 4-H groups.
2. 4-H Cloverbud members should not have ongoing projects of any kind. Cloverbuds only enroll in the Cloverbud Project.
3. 4-H Cloverbud members may not handle animals, firearms or equipment of any kind.
4. 4-H Cloverbuds do not conduct formal business meetings, elect officers, or handle finances.

4-H Membership in a County Other than the County of Residence

Youth participate in 4-H by belonging to a 4-H club, or any recognized unit of 4-H participation, usually in the county of residence. The following policy is observed when this is not the case:

- Youth may join and enroll in projects in only one county at a time.
- Youth may participate as a 4-H member in only one county fair per enrollment year, and exhibit a given project in only on county per enrollment year.
- Membership can be transferred from one county to another when the family moves, when the 4-H members lives part of the year in one county and part of the year in another, or as other situations arise, dictate.
- Written approval by the county Extension offices in both county is required to facilitate the transfer.
- When a situation exists that necessitates change of residence mid-year, state and local 4-H fees will assessed in both counties.
- Should a county Extension program close, 4-H members residing in that county will not be allowed to join 4-H in another county unless they have been enrolled in another county 4-H program prior to the closure of the Extension office in the county of their residence.

4-H Leader Enrollment

All leaders must complete enrollment on 4honline. Leaders must re-enroll each year in 4honline in order for the year of leadership to be recognized and to be able to order project literature. Leaders (volunteers) will also need to sign and submit the annual 4-H

volunteer appointment agreement. Clubs are required to enroll all adults who will be serving as leaders or helping with special projects or activities.

New Leader Requirements

In order to be recognized as a volunteer 4-H leader in Larimer County, all new leaders, both traditional Revised 07/14/2016 Page 4 club and family club leaders, must complete the following requirements within 45 days of enrolling in 4honline. Completing 4-H enrollment in 4Honline is required each year.

1. Complete enrollment in 4HOnline
 - a. Including signing the Code of Conduct and Annual Leader Agreement
2. Complete the 4 e-Learning modules at www.colorado4h.org/volunteers/elearning.php.
3. Complete a background check
 - a. interview - required for Organizational Leaders

Enrollment Changes

1. All enrollment changes must be completed on or before March 1st of the current 4-H year. This includes changing clubs, adding and dropping projects. Please remember, all 4-H members must complete each project they are enrolled in once the enrollment change deadline passes on March 1st (see completion requirements)
2. Enrollment changes must be done by contacting the Extension Office who will update the member change through the 4-H Online system.

Enrollment Fee Submission & Confirmation Members (For Organizational Leaders)

The Larimer County Extension Office will place the first order late January after the majority of enrollments have been recorded in 4honline. A secondary order will be placed late February/ early March to complete the curriculum orders for the County. Curriculum will be distributed to Club Organizational Leaders to pass on to members. Please contact the office with any changes to project enrollments for tracking purposes.

4-H Leader/Member Manual Recall

Please return all unused and borrowed 4-H project manuals to the Extension office. In order to keep member enrollment fees down and provide members and leaders with project literature at no additional fee. Make sure your manuals for projects are the current ones. See project update for changes.

Livestock Manuals

Beef, Sheep, Swine, Goat, Rabbit and Dog manuals are one per family and are meant

to be used throughout the 4-H member's participation in the livestock projects. If you are a returning livestock family, you will not receive another copy of the manual(s) if you received one last year. If a replacement copy is needed, you will have to purchase a copy. If a member is new to livestock or is switching to a species they have not been previously enrolled in, then the family will receive one copy of the appropriate manual.

Member Requirements

Requirements to Join 4-H and be a Member in Good Standing

1. Be of the appropriate age as listed previously
2. Complete 4-H member enrollment form in 4Honline.
3. Enroll in at least one 4-H project per year
4. Sign a 4-H member Code of Conduct form (electronically)
5. Pay state and local 4-H fees (scholarships may be available based on need)
6. 4-H Member in Good Standing: Participation in certain county, state, regional and national events is limited to those members who are in "good standing" with their local 4-H club and county. This includes abiding by the 4-H Code of Conduct, Show Ring Code of Ethics, Meat Quality Assurance (if applicable), meeting deadlines, attending a majority of club and project meetings, completing at least one project during the project year and following any and all County and State 4-H Rules and Policies as well as County Fair Rules of Exhibition.

Project Completion Requirements

1. Participate in a demonstration or other speech-arts presentation
2. Participate in a community service activity
3. Exhibit your project
4. Complete a record book for each project the member is enrolled and receive a score of 70% or above
 - a. If not being scored: the Organizational Leader will need to review the record book and determine if it would warrant a 70% score or better.

Project Completion Enforcement

Enforcement of completion requirements is handled by the CSU Extension Office and the 4-H Youth Development Agent. Club leaders also must submit documentation of members who complete their demonstrations and community service portions of the requirements. They also should monitor their members who did not complete a particular project the previous year to prevent them from enrolling in that project the following year.

NOTE: Clubs may have additional participation requirements for continued participation in their club and to maintain active status within the club. This is different and separate from county and state project completion requirements

and may vary from club to club.

Record Book Policy

1. Members must complete a record book for each project the member is enrolled in receiving a score of 70% or above.
2. Please be aware that some record books have a supplemental form that must also be submitted.
3. Record books for Family Consumer Science, Shooting Sports and General projects will be turned in at the County Fair with the member's exhibit (only if the member chooses to exhibit) otherwise they will be turned in to their project leader and graded prior to the last Friday in August.
4. Record books for Dog, Horse, Livestock and Small Animal projects are to be graded by the project or club leader.
5. The official Score sheet should be used when grading record books. Score sheets (rubrics) are posted on the COUNTY 4-H website and can usually be found on the project area pages.
6. SEE Animal Project Record Book Policies for more detail on animal record books. (Posted in newsletters and on our County 4-H Website)

NOTE: In the event a member turns in an unsatisfactory record book, they should be given one week to revise their record book to reach a score of 70% or higher, prior to the final due date of the first Monday in September. If revisions are required, they will not be eligible for end of the year record book awards but will satisfy the completion requirement.

Officer Handbook

1. Officer Books for Secretary and treasures books are to be turned in to the Extension Office by September 15 for grading. An award will be given for the best book in each category. This is not required, but encouraged.

County, Club and Project Expectations

Newsletters

1. All 4-H members and their families should read all newsletter and news blasts (information sent out between newsletters.)
2. Newsletters will be emailed bi-monthly (except for August), as well as posted on our website.
3. Newsletters will not be mailed. If a family does not have access to email, they should make arrangements with their club leader to receive a copy of the newsletter at their club meetings. We also have copies available for pick up at the extension office.

Club Meetings

1. Regular attendance at club meetings is expected of all 4-H members and their parents.
2. If you do not meet your club's requirements it may affect your ability to join the same club in subsequent years.
3. Leaders, members and parents are expected to make 4-H club meetings be of the quality that 4-H members should want to attend, participate and learn something beneficial.

Deadlines

1. The proper compliance with established, stated and published deadlines is considered an appropriate expectation of 4-H membership. Submitting things on time and following the rules is part of the 4-H learning experience and is considered a reasonable thing to do..
2. Individuals not complying with these expectations may lose awards and privileges. Members not complying with established and published dates for ownership, inspection, or exhibition may be prevented from showing or denied any and all premiums or awards for their project.
3. Deadlines are announced in the 4-H newsletter in a timely manner. (also see the fair book for specific deadlines as they may relate to the county fair and exhibition)

Exhibition/ Contests

1. Exhibition of 4-H projects in local, county or state fairs is considered a privilege and is voluntary on the part of the exhibitor.
2. The exhibition of 4-H projects provides the 4-H member an opportunity to have his or her project(s) evaluated, displayed for public appreciation, to engage in wholesome competition and enjoy an educational and social environment with their peers.
3. With the privilege of exhibition also comes the responsibility for abiding by all rules applicable to the respective 4-H project and exhibition. Not following the established rules of the projects will be grounds for exclusion from the competition/exhibition.
4. See the appropriate Exhibit Requirements or Fair Book document for your project area

Additional Requirements for 4-H Clubs and Associated Organizations

1. All 4-H groups MUST apply for and receive an Employee Identification Number (EIN). Clubs with bank accounts must associate those accounts with the EIN. The EIN number must be report to the local Colorado State University Extension Office so that it is in compliance with IRS reporting. This is regardless of whether

or not the club maintains a bank account.

2. All 4-H clubs, councils, advisory committees, associations, foundations, etc. that use the 4-H name and emblem, will complete a Colorado 4-H Organization Financial Report and submit it to the CSU Extension Office in Larimer County on an annual basis.
3. Will comply with federal, state, and local requirements for non-profit, educational program status.
4. All 4-H groups are required by law to submit an annual Affirmative Action report and be open to all youth of eligible age regardless of race, color, gender, national origin or disability.
5. All 4-H groups which dissolve will submit remaining funds and property to the CSU Extension office in Larimer County according to state policies.
6. Provide chartering documentation required by State and National Policies including but not limited to financial reports, by-laws and constitution as well as charter request form.

Requirements For A New Club

1. Must fill out application for Charter(available at Extension Office). Upon approve, the club will be required to renew annually and submit the required documentation.
2. Contact your local Extension Office for necessary paperwork, guidance and to schedule a meeting about Organizational Leader expectations.
 - a. It is highly recommended that the Organizational Leader have been a leader for one year working with a club prior to applying.
3. A standard club shall have a membership of at least five members from two families.
 - a. It is recommended that the club begin with more due to the educational outcomes working with a group, turn over, voting, and general success of events and activities.
4. A local club shall be organized with an approved adult Organizational Leader.
5. Membership will include officers, and adopt a constitution and by-laws. A copy must be filed with the local Extension Office.
6. The club will be required to have an approved status prior to December 31 to be eligible for membership enrollment the following year.

Club Fundraising Regulations

Almost all 4-H Clubs will have a fund raising activity at least once a year. Before hosting a fundraiser, clubs should check with the Extension Office to see if what they are planning is legal. 4-H is a non-profit organization and because of State and Federal regulations, there are strict guidelines on what clubs can and cannot do for fundraisers.

There are penalties for failing to comply with the regulations. For information, call the 4-H office at 970-498-6000.

Contracts

In the state of Colorado, it is illegal for a minor to sign a legally binding contract, even if the individual's parent or guardian also signs. On contracts/leases that are intended to be legally binding (for instance, if individuals are leasing horses to 4-H'ers), only the parent(s)/guardian(s) should be signing parties. Club contracts or contracts volunteers may be asked to sign to use facilities etc. CSU Extension volunteers are not allowed to sign contracts on behalf of CSU Extension 4-H or for their club. Should you need to sign a contract to use a facility for example, please contact CSU Extension 4-H Staff at 970-498-6000 and they will be able to assist you in getting the contract signed. It is permissible to have an agreement between cooperators and 4-H youth regarding behavioral expectations of the youth, as they relate to care and treatment of animals, keeping records and exhibiting at the fair. If you have questions, please call the 4-H Office at 970-498-6000.

Youth Driving Policy

1. Youth may not drive passengers to out-of county events without written permission from the parents of the driver and passengers.
2. Youth who drive to an event must receive permission from the 4-H agent or adult in charge to continue use of the vehicle during the event.
3. All drivers must be in compliance with State of Colorado laws, including but not limited to: a valid driver's license, adequate insurance and seat belt use. Furthermore, it is expected that any vehicle used to transport 4-H members is maintained so that it is "safe and reliable" for the conditions, weather and distance in which it is to be driven.

Social Media Policy

Please check with the CSU Extension Agent for policies regarding the use and application of social media including but not limited to the Larimer County Extension website, Facebook, Twitter and YouTube. See additional links on website.

Logos, Names and Emblems

Only 4-H clubs, enrolled 4-H members, and leaders may use the 4-H name and emblem (the 4-H Clover.) Other uses must be authorized by the State 4-H Program Leader. See additional document on website for more information. Please contact the Extension Office with any questions.

Inquiries from Potential Members

It is encouraged that 4-H members and leaders support and encourage new families to become involved in 4-H, as it is a big commitment. If your club is closed, please direct

them to other available clubs, the website and the Extension Office for additional information and support.

County Fair Books

The County Fair Book lists project exhibit requirements. There are few changes from year to year, with the exception of new projects, so it may help you to review the past year's Fair Book when choosing projects and planning exhibits for the current year's fair at the Larimer County Fairgrounds.

To Better Serve You - Please Call Ahead

The 4-H agents at the Larimer County Extension Office are dedicated to helpful service. To best meet your needs, please call in advance to schedule an appointment with a 4-H agent or to request any forms or literature be prepared for you to pick up. If you only need to drop something off between 7:30am-4:30pm, a call is not necessary. We can be reached at 970-498-6000.

Snow/ INclement Weather

Workshop presenters and staff will make every effort to make a judgement call on anticipated weather and the need for cancellations by 3:00 p.m. the day of the event. Clubs are urged to make a decision about what they will do in bad weather conditions and communicate that decision to the club members. Participants registered in the respective areas will be notified by their family email address listed in 4honline, unless the project area or club designates another form of communication that better suits the group.

Independent Membership Terms & Conditions

The 4-H Youth Development Program is an opportunity for CSU Extension to provide an educational environment for the positive development of diverse youth to enable them to realize their full potential. The 4-H club is the foundation for this environment, and potential members are strongly encouraged to use all of their resources in an attempt to find a club compatible to their educational needs, life-skill development and family situation. However, this may not always be possible.

The following set of criteria is used to determine candidacy of individual youth for independent membership in county 4-H Youth Development programs.

1. Living outside a 25-mile (one-way) driving distance of an existing 4-H club
2. Lack of transportation to 4-H club meetings due to personal circumstances (including parental health or the work schedules of parent(s) or guardian(s))
3. Personal safety or health of potential member

Requirements for county 4-H independent members:

1. Submit application
2. Registration fee
3. Written plan of work including learning objectives of what the member is to accomplish in his/her project work. The plan of work must include a community service project.
4. Written reports will be required from the member on specific dates as set by the county program. (Please see the master calendar for those specific deadlines)
 1. Applications due: January 15
 2. Progress Reports due: July 1
 3. Reports due: September 15
5. Members must complete a 4-H Enrollment Form for the current 4-H year. Re-Enrollments must occur by the January deadline.
6. Larimer County 4-H members must enroll and exhibit of one 4-H project for the current 4-H year.
7. At least one current youth member in the family/household must have 2 years with a club in Larimer County prior to applying.
8. Members must exhibit in each project taken during the current 4-H year. Exhibiting may be accomplished in any of the following means:
 1. Exhibiting at the Larimer County Fair, or a State/National livestock event
 2. Exhibiting at a formal event at school or other appropriate public venue.
9. In order for the project to be successfully exhibited, the following criteria must be met:
 1. A physical object or documentation of a physical object must be presented for examination.
 2. Necessary record keeping (e-record) must be completed and be in proper order and be presented for examination.
 3. E-Record must be a minimum of 75% complete before they are considered satisfactory. (This would correspond to a "red" ribbon ranking.)
 4. In the case of livestock records, these books must be submitted for examination by September 15th of the current 4-H year, or at the time indicated the Extension Office. The 75% completion requirement is in effect for livestock record books as well.
10. Members must present at least one project related, educational demonstration or illustrated talk, plus a minimum of one project talk per project taken during the current year. In the case of independent members these demonstrations and project talks must be presented at the County contest, Extension or 4-H Advisory Board meeting, or with another club in the County.
11. Members must pay countywide fees required by the Larimer County 4-H.

12. Members are encouraged to participate in county-wide functions and activities may include, and are not limited to:
 1. County-wide fund raisers; (Carnival, Dairy Bar)
 2. County-wide work day projects (Ag Day at CSU or 4-H Open House)
 3. County-wide community pride projects (National 4-H Week)
13. The independent member and his/her family will abide by all county and state 4-H Youth Development policies and rules applicable to members of the 4-H Youth Development organization.
14. Independent memberships will be reviewed annually to determine whether conditions still exist to qualify the members for this membership classification.
15. Members or families not abiding by these policies will forfeit the opportunity to participate as independent members in the specific county 4-H Youth Development program.
16. Members must be guided by an enrolled 4-H Adult Volunteer Leader for the current 4-H year. In the case of an independent member, a parent or guardian must enroll as a 4-H Youth Development leader and participate in the county leader qualification program.
17. All completion requirements listed above (excluding livestock records) must be met by Project Entry Date of the current 4-H year to be eligible to participate at Fair.

Failure to satisfactorily complete these requirements by September 15th of the current 4-H year will result in a review of the members status. Members may document any legitimate reason for failure to complete the requirements in writing to the Extension Office. Should the member fail to document the reasons to complete, the member will be eligible to reapply for Independent Membership status the following year.

Acceptable reasons for “failure to satisfactorily complete” may include, but are not limited to:

1. Injury/illness preventing the member from completing requirements.
2. Family situation occurring that prevents member from completing requirements.
3. Incident that destroys or otherwise makes project/program completion impossible.

(NOTE: “Not having enough time” to complete requirements is NOT a legitimate reason for non-completion. Each member may either add or drop projects or drop membership up to March 1st of the current year with no fault regarding completion requirements.)

Each request for independent membership will be reviewed on an individual basis by professional staff members of the local CSU Extension office. In addition, county level 4-H programs can opt to not allow any independent memberships.

Volunteer Policies

The volunteer leader is the heart of the 4-H program. A leader serves in a multitude of roles. These range from working at the club level to supervising other volunteers at the county, regional or state level. All 4-H volunteers will:

1. Fill out a volunteer application form, including references through 4honline. References should not be relation or office staff.
2. Undergo a national background check.
3. Complete and sign a 4-H leader enrollment form on an annual basis through 4honline.
4. Complete online or self-study orientation to 4-H within 45 days of the time of enrollment.
5. Comply with federal, state and local reporting and accountability requirements, including 501(c)3 nonprofit, fiscal, EEO/Affirmative Action, etc.
6. Need to sign the annual 4-H volunteer appointment agreement.
7. Serve at the request of CSU Extension and that request can be withdrawn at anytime for any or no reason.
8. Be required to re-apply and complete all new volunteer requirements if absent from 4-H for one year or longer will.
9. Comply with the 4-H Code of Conduct.
10. Be authorized volunteers are protected from liability under the Governmental Immunity Act (24-10-101 CRS et seq). Liability protection is provided only for actions within the scope of responsibility and as long as such actions are not willful and wanton. The performance of any "job" or in any position must be for the benefit of, or at the request of, and under the supervision of the state.
11. Require approval from both counties in order to transfer from one county to another.
12. Larimer County 4-H has several formally organized groups or committees of volunteers who serve to support of the program and 4- H staff efforts. They assist with carrying out the 4-H mission.

Chaperoning 4-H Events

Please see separate Chaperoning Policy Document. Chaperones must be at least 21 years old.

Child Protection

1. Extension staff and adult and youth volunteers are expected to report suspected

or observed child abuse or neglect. The person who has observed the behavior makes the report.

2. When there is reasonable cause to suspect abuse or neglect, it must be reported within 24 hours.
3. Individuals reporting in good faith are provided immunity from civil or criminal liability

Alcohol/ illegal substances

The Colorado 4-H Youth Development Program has no tolerance for the possession or use of alcohol or other illegal drugs at youth events. 4-H prohibits the unlawful distribution, dispensation, possession, or use of controlled substances, illegal drugs, and alcohol by youth or adults.

Special Event Insurance

Special event or activity (tours, day trips, one-day camps, etc.) insurance is also available on a per-day basis. Forms for this insurance are available at the Larimer County 4-H office. Volunteers must complete and send forms directly to the insurance company with the appropriate fees.

Participants in 4-H activities should know that the insurance used by Larimer County Colorado State University Extension will not cover pre-existing conditions and may not pay all medical costs.

Larimer County policies are in compliance with those of the Colorado State 4-H program. Please contact the 4-H office for any clarifications or questions by calling 970-498-6000.

Project related Policies

Family & Consumer Science and General

Participation

1. Members must be enrolled in a project/unit to compete in that project/unit. Project "Unit"

Policy

1. A member may enroll in and complete the same unit multiple times, given that the "end product" is different each time.
2. A member may enroll in and complete multiple units of the same project area in the same 4-H year.
3. Units do not have to be completed in any particular order however; it is highly recommended that the 4- H member progress through the units in a logical way.

4. The member may exhibit in all of the units in which they are enrolled.

Shooting Sports

Participation & Completion

1. Any 4-H member of 4-H age 8 or older may enroll and participate in the Shooting Sports project.
2. Members are invited to participate in the County Fair Exhibit Day as well as the County Shooting Sports competition. However, neither contest is required for project completion.
3. Members must be enrolled in a discipline to compete in that discipline.
4. Members may compete in all disciplines at county and state competitions subject to the requirements outlined in this document and in the County Shoot Competition Rules and Fair Book.
5. Refer to the Larimer County Fair Premium Book for additional final exhibitor rules:
 - a. A member may only exhibit in on skill area/ discipline of the shooting sports project. Youth enrolled in multiple shootings sports disciplines should choose only one skill area to complete a display board/ stand alone item and record book.
 - b. No live ammo, gun powder, board heads, field points or arrow tips, knives or functional firearms are allowed to be displayed.
 - c. Absolutely NO SAFETY VIOLATIONS may be show in the display or stand-alone project. Exhibits showing unsafe practices will be lowered one-ribbon placing and may not be displayed during Fair.
 - d. In order to represent Larimer County on a Shooting Sports Team at state fair, the 4-H member must exhibit a display or stand alone item and record book at the Larimer County Fair and earn at least red ribbon placement.

CDOW Hunter Safety Certification

1. A Hunter Safety certificate is mandatory to participate in the State 4-H Shooting Sports program. For hunter safety classes and fees, call the Colorado Division of Wildlife at 303-291-7530 or watch the newsletter for options.
 - a. This will be due to the Extension Office or uploaded through 4honline by July 1.
2. CDOW Hunter Safety certification is required to participate in the County and State Shoot Competitions.
3. Once a member obtains their Hunter Safety Certification Card, they should provide that number electronically through the 4-H Online System.

Animal Project

Please note that violation of these requirements may result in disqualification of all animal projects for that year.

Code of Show Ring Ethics

1. Yearly, all 4-H animal project members and their parents must sign and have on file at the Extension office the Larimer County 4-H Code of Show Ring Ethics form in order to exhibit at any county 4-H competitive events, including county fair.
2. Only one copy of the Code of Show Ring Ethics needs to be on file for each exhibitor, regardless of the number of projects they enroll in.

Animal Care and Housing Form for Colorado 4-H Animal Projects

1. All 4-H members in any and all animal projects must fill out and sign this form. If the animal is housed at the member's place of residence this form is completed electronically when enrolling through 4honline. **If the animal is not housed at the members place of residence then the form must be filled out in hard copy and is to be submitted at the time of enrollment and kept on file at the Extension office yearly.** If a member fails to complete this electronic section on 4honline, the hard copy must be filled out and submitted to the Extension office. Please read the top portion of the form for more details.

NOTE: Extension staff may verify this information by doing site visits.

Animal Identification and Ownership

1. All market animals that are 4-H projects must be individually identified, i.e., ear tags or other identification at the announced and designated official weigh-in /tag-in dates and times. Tag-in establishes ownership. All market animals must be owned by the established tag-in/weigh-in date. The official Tag-in/Weigh-in dates and times are also the only time animals can be nominated for State Fair. 2.
2. All Market Beef, Market Sheep, and Market Goats will be retinal scanned for identification purposes. 3.
3. Horse IDs, Dog Ids and Cat IDs are due May 1 to the Extension Office or through 4honline.
4. State Fair For projects that require nomination in order to be eligible to be shown at state fair, that nomination process occurs at the local level during the designated weigh/tag-in times and dates for each species.

Animal Ownership:

1. Each 4-H member shall own his/her own 4-H exhibit. Members must be

able to show ownership of market animals. Non-market animals may be co-owned or leased (dog projects cannot be leased).

- a. Breeding Beef- April 1.
2. The Extension office must approve lease arrangements. Further, the Larimer County 4-H Lease Agreement Form must be used and on file at the CSU Extension office.
3. Lease agreements or transfer of ownership must be in effect by May 31st and is only allowed on nonmarket animals.
4. The 4-H member will provide the primary and continuous care of their project animal from project beginning to completion (ownership period).
 - a. Primary care means that the 4-H member enrolled in the project takes the majority of the responsibility for the project, with assistance of family members or volunteer 4-H leaders.
 - i. Dairy Leasing Program would be the exception. Youth will be required to participate in the majority of the monthly meetings and/ or activities scheduled for the program.
 - b. There may be rare circumstances when youth may not be able to provide the necessary care for the animal at a particular time, as in illness, short vacations, etc. On such rare occasions, another individual may be called upon to provide "secondary" care.

Primary Care of 4-H Animal Projects

1. 4-H Members will provide the primary and continuous care of their project animals from project beginning to completion (ownership period.) Market swine, market sheep, and market goat projects recommend a minimum 60 day ownership period, and market steers a minimum 120 day ownership period. Random checks are recommended regarding care and feeding of project animals during the ownership period. "Primary" care means that there may be rare circumstances when the youth may not be able to provide the necessary care for the animal at a particular time, as in illness, short vacations, etc. On such occasions, another individual may be called upon to provide "secondary" care. Members are required to complete the animal care and housing document.
2. Only an animal's owner (a 4-H member) should prepare and care for their project animal when it is being exhibited at the county fair or 4-H shows. If a member needs assistance, for safety or educational reasons, another Larimer County 4-H member (in good standing), immediate family members or an Larimer County 4-H leader may provide it. The project

animal owner/4-H member must be present and/or working/participating in the activity to benefit from the teaching and instruction. The primary work should not be done for the member.

Horse Helmet Rule

ASTM/SEI approved helmets must be worn and correctly fastened, by exhibitors at all times while mounted. This includes warm-up, riding to and from arenas, during all competitions and all other occasions. Failure to comply with this policy will result in a warning. A second failure to comply will result in dismissal from the 4-H Horse Show.

Compliance with all Colorado Laws

Compliance with all Colorado laws prohibiting, tampering with or drugging of livestock and/or sale of adulterated meat is mandatory for any 4-H member and/or family member enrolled in a 4-H project. If legal charges are brought against any 4-H member, the member will be suspended from participation in all 4-H livestock activities, pending resolution of those charges. If found guilty, the 4-H member will be prohibited from all livestock projects by CSU Extension 4-H Youth Development for one year and designated as a Member Not in Good Standing.

MQA Training Requirements

1. All meat animal project members (even those who have animals that are pets) must participate in a Meat Quality Assurance Program (MQA).
 - a. Once as a Junior Member (ages 8 - 13 years old)
 - b. Once as a Senior Member (14 - 18 years old)
 - c. All new 4-H livestock members
 - d. Those who turned 14 during the 2017 calendar
2. It is a Colorado 4-H requirement and the Larimer County Fair and Jr. Livestock Sale Committee also require livestock members to complete this program before they can participate in the 2018 Fair and Jr. Livestock Sale.
3. Meat animal projects include all breeding and market livestock in the following species: Beef Cattle, Dairy Cattle, Goats (Pygmy, Dairy Goat, Breeding Meat Goat, Market Goat), Poultry (Geese, Duck, Chicken, Turkey, Pigeon), Rabbit, (including Pet Rabbit), Sheep and Swine.

