Kansas 4-H Policy Comparison: 2021 vs. 2023

Policy Section (9.30.2021)	Section in New 4-H Policy (10.2023)	Education for local units
5.3.1: Enrollment Outside Unit of Residence Youth who wish to join 4-H outside the extension unit in which they reside must contact the local extension agent in the unit where they wish to enroll. The extension agent will be able to guide the family on their local enrollment or transfer process. Regarding 4-H member transfers from out of state, in the current online enrollment system, existing youth 4-H members can transfer from another state. Agents are asked to solicit from the new enrolling family the county extension/4-H point of contact to aid in the verification of prior 4-H enrollment. Otherwise, youth will need to sign up for Kansas 4-H as if they were a new member.	5.3.1: Enrollment Outside Unit of Residence Generally, youth are expected to participate in extension units and states where they live with their parent(s) or legal guardians. Youth who wish to join 4-H outside the Extension unit in which they reside must contact the local extension agent in the unit where they wish to enroll. The extension agent will be able to guide the family on their local enrollment or transfer process. Extension professionals and Extension Boards are encouraged to create "win-win" arrangements for youth, making allowances for transfers of 4-H memberships when youth are subject to changes in residency during the program year. Permission for youth to participate in a county, district, or state other than the one in which they reside as well as permission for youth to participate in 4-H project work in more than one local Extension unit must be agreed to by both local Extension Boards. The decision of the respective boards is final and not subject to state appeal. Regarding 4-H member transfers from out of state, in the current online enrollment system, existing youth 4-H members can transfer from another state. Extension professionals are asked to solicit from the new enrolling family the county extension/4-H point of contact to aid in the verification of prior 4-H enrollment. Otherwise, youth will need to sign up for Kansas 4-H as if they were a new member.	Please note that for a member wishing to enroll in an Extension Unit where they do not reside, both Extension Boards must agree. It is also best practice to make note of the decision in the minutes of both Executive Boards.
	 5.4: Dual Enrollment of 4-H and FFA Members Eligible youth may participate in both 4-H and FFA but shall avoid duplication. Therefore, the following principles are required to be used in delivering the 4-H and FFA programs in Kansas as we strive to educate youth. Agriculture Education teachers, FFA Advisors, Extension staff and local volunteers are encouraged to cooperate in sharing information and resources to provide educational opportunities for youth. When young people are members of both 4-H and FFA, they shall plan and manage separate projects, and/or supervised agriculture experiences (SAE) programs. FFA and 4-H members may enroll in the same area of experience in 4-H and FFA, however; participants cannot identify, nominate, manage, keep records on, or exhibit the 	This new section of policy seeks to clarify and outline dual enrollment of 4-H and FFA members.

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	same plants, animals, etc. in both organizations. Members must designate exhibits as either FFA or 4-H at weigh-in, registration or similar deadline.	
	4. Members may participate in judging contests and related events in FFA and 4-H but cannot represent both organizations at a contest, show or event at the same time.	
	5. When 4-H and FFA are conducting collaborating activities, both the 4-H and FFA organizations should be represented through emblems and information on all signs, print materials and awards.	
	6. Collaborating FFA and 4-H activities or events are obligated to have supervision representation from both organizations.	
	The above principles are in agreement with Kansas 4-H and FFA and hereby affirmed by members and professionals in order to participate in either educational program (Memorandum of Understanding between the Kansas FFA Association and Kansas State University, State Office of 4-H Youth Development, July 19, 2023).	
6.2.2: Project Clubs	6.2.2: Project Clubs	The new wording clarifies that while youth are
A 4-H Project Club is an organized learning community that meets regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.	A 4-H Project Club is an organized learning community that meets regularly with adult volunteers or staff for a long-term, progressive series of educational experiences. Project clubs are organized around a specific subject matter	typically enrolled in the project of focus, they may also enroll in additional project areas of interest. For example, members in a horse project club may focus most of their time around equine studies and enroll in the horse project,
Project clubs are organized around a specific subject matter (project) area (e.g. robotics, shooting sports, rabbits, dairy goats, horse, dogs, or electricity, etc.). The youth and adult volunteers use club meetings to learn together about the subject around which they have organized. They have a progressive series of educational experiences that include lessons, field trips, and teaching each other about related concepts. They often prepare an exhibit for a county fair. They develop leadership skills (club officers/leadership roles) and group process skills by working together and completing projects that are meaningful to each other or their community.	(project) area (e.g. robotics, shooting sports, rabbits, dairy goats, horse, dogs, or electricity, etc.). The youth and adult volunteers use club meetings to learn together about the subject around which they have organized. They have a progressive series of educational experiences that include lessons, field trips, and teaching each other about related concepts. While youth are typically enrolled in the project of focus, they may also enroll in additional project areas of interest. They often prepare an exhibit for a county fair. They develop leadership skills (club officers/ leadership roles) and group process skills by working together and completing projects that are meaningful to each other or their community.	but they may also enroll in additional projects as well.
7.4 Club Finance	7.4 &7.5 Club Financial Management 7.6: Sale of Products by 4-H Clubs and Councils	These sections have been added to Kansas 4-H policy. These policies have been previously
	7.7: Fundraising	located in the KSRE <u>Tax Issues for Local</u> <u>Extension Offices</u> and the KSRE <u>Principles of</u>

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	7.8: Raffles 7.9: Federal Income Tax Exemption for 4-H Clubs	Managing Funds for Extension Affiliated Groups.
All individuals who work directly with youth are required to complete the Kansas 4-H volunteer screening process. Volunteer screening is done in order to ensure a safe, positive, and nurturing environment for all youth involved with the Kansas 4-H program and provide protection for the child, the volunteer, the K-State Research and Extension professional, the extension board, and K-State Research and Extension. Initial screening of volunteers will occur when they sign up to volunteer. Kansas 4-H Volunteer The following guidelines should serve to ensure adequate screening of volunteers: Adults providing direct supervision to youth at a 4-H program; make decisions on behalf of the 4-H program; have access to private data of 4-H youths or volunteers; and/or handle funds as part of 4-H must complete the volunteer screening process, be accepted, and enrolled as a Kansas 4-H volunteer. Process steps include: 4-H Online profile, References, Criminal History, Interview, Orientation, and Approval These roles will include, though may not be limited to: 1. Organizational (project) club leaders 2. Chaperones for any overnight events 3. Camp volunteers 4. Volunteers who will have access to funds raised on behalf of 4-H 5. Volunteers who will have access to confidential records or information Adult Helper An adult helper is someone who gives their time and/or expertise to 4-H education programs or activities and who will either not be in direct contact with children or youth or who will only be in	8.2: Definitions & Types of 4-H Volunteers Individuals wishing to be involved in the Kansas 4-H program must be screened at an appropriate level. The following guidelines should serve to ensure adequate screening of volunteers. 8.2.1: Direct Kansas 4-H Volunteer: Adults providing direct supervision to youth at a 4-H program; make decisions on behalf of the 4-H program; have access to private data of 4-H members or volunteers; and/or handle funds as part of 4-H. Direct Kansas 4-H Volunteers are required to complete the volunteer screening process and enroll in 4-H Online. Direct volunteers who provide overnight supervision or transport youth, must be 21 years of age or older. Direct volunteers with Kansas 4-H Shooting Sports may have other stipulations. Please refer to Kansas 4-H Shooting Sports Policy, Section 13. These roles will include, though may not be limited to: 1. Club Leaders or Project Leaders 2. Chaperones for any overnight events 3. Camp Volunteers 4. Any volunteers who will have access to funds raised on behalf of 4-H 5. Volunteers who will have access to confidential records or information 8.2.2: Indirect Adult Volunteer An indirect adult volunteer is someone who gives their time and/or expertise to 4-H education programs or activities and who will either not be in direct contact with children or youth or who will only be in situations directly supervised by paid and/or screened, experienced volunteer/staff. Indirect adult volunteers do not need to complete the volunteer screening process, nor do they need to enroll in 4-H Online. These positions will include, though may not be limited to: 1. Guest speaker/presenter 2. Concession stand workers for single events 3. Judges 4. Superintendents 8.2.3: Youth Participants:	The Kansas 4-H Volunteer policy has previously been a separate document, while a small piece of it was included in Kansas 4-H policy. The 2023 policy revision sought to combine all existing policies into one large, all encompassing policy document. Specific items to note: • When defining volunteers, we define them as direct or indirect. The term "adult helper" is discontinued. • Direct volunteers who provide overnight supervision or transport youth, must be 21 years of age or older. This has always been implied, but never stated directly. • The only time a 4-H youth needs to complete volunteer screening is when youth assist direct adult volunteers with overnight supervision as part of a defined counselor role • The youth serving in a defined counselor role must be a minimum of two (2) years older than the participants.

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situations directly supervised by paid and/or screened, experienced volunteer/staff. Process steps include: 4-H Program staff member keeps names on file for adult helpers (e.g., food stand sign-up or sign-in form kept in food stand file; project day presenters list kept in project day file; guest speaker listed on club meeting agenda). Kansas 4-H volunteers serving as club leaders are asked to track club level adult helpers. These positions will include, though may not be limited to: 1. Guest speaker/presenter 2. Concession stand workers for single events 3. Presentation judges 4. Fashion Revue judges Youth Participants Youth in the 4-H program often engage in leadership and volunteer experiences as part of	Youth in the 4-H program often engage in leadership and volunteer experiences as part of their 4-H program participation. Youth participants aged 7 to 19 are considered youth participants and do not require any volunteer screening, with the exception of overnight camp counselors. When youth assist direct adult volunteers with overnight supervision as part of their defined counselor role, the following vetting process is required: a. Application (A youth application cannot require the collection of social security numbers.) b. Interview c. Training The youth serving in a defined counselor role must be a minimum of two (2) years older than the participants. Note: This does not apply to paid camp staff at Rock Springs Ranch.	
their 4-H program participation. When participating in a defined role where additional vetting is needed, best practice for process steps include the creation of an application (4-H Online profile), reference checks, an interview, a defined position description, and orientation. The camp counselor role is one example of a defined leadership role where a defined vetting process has been established.		
Note: A youth application cannot require the collection of Social Security numbers.		
	0.0 Kanana Alli Valanda an Oanana'an Barana	The Kenney Alli Value of the control in the control
	8.3: Kansas 4-H Volunteer Screening Process	The Kansas 4-H Volunteer policy has previously been a separate document. The 2023 policy
	8.3.1: Volunteer Screening	revision sought to combine all existing policies
	All direct volunteers are required to complete the Kansas 4-H volunteer screening process. Volunteer screening is done in order to ensure a safe, positive, and nurturing environment for all Kansas 4-H participants. Volunteer Screening provides protection for the child, the volunteer, staff, the Extension Board, and K-State Research and Extension.	into one large, all-encompassing policy document.
	To be considered a Kansas 4-H Volunteer, the volunteer must successfully complete the following items:	
	A. Enroll as a volunteer in 4-H Online	

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	B. Volunteer Orientation Training	
	C. Interview	
	D. Background Check	
	E. Local Extension Unit Executive Board Approval	
	Once a volunteer successfully completes the screening process, their volunteer status is good for 3 years, dependent upon reenrollment in years two (2) and three (3).	
	8.3.2: Volunteer Annual Re-Enrollment	
	4-H Volunteers renew their volunteer status annually by re- enrolling in 4-H Online. Volunteers are asked to confirm contact information and specify their volunteer role(s) for the year. If a volunteer fails to reenroll on an annual basis their volunteer status is null and void until the time of re-enrollment. Volunteers who do not re-enroll are not covered by the Kansas 4-H Accident Insurance policy.	
	8.3.3: Volunteer Rescreening	
	To maintain a Kansas 4-H volunteer status, volunteers will be rescreened every three years from when the original screening was completed. Re-screening includes:	
	A. Re-enroll as a volunteer in 4-H Online	
	B. Volunteer Orientation Training	
	C. Background Check	
	8.3.4 Volunteer Screening Best Practices	
	Refer to local unit best practices which outlines the volunteer screening process for both Local Unit office and Volunteer. https://www.kansas4-h.org/volunteers/volunteer-screening-resources/index.html	
	8.3.5: Costs and Payment of Background Check	
	The state 4-H office will send invoices to Local Extension Units on a quarterly basis. Local Units may determine how to cover those costs.	
	8.3.6: Transferring Registered Enrolled Volunteer Files between Local Extension Units	
	A screened 4-H volunteer who moves to a new location and wishes to volunteer for the new unit, or who wants to extend volunteering to an additional local Extension unit, needs to resubmit the volunteer application with the new local Extension	

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	unit. If the volunteer screening has been completed within the past three years: a) The 4-H Online Volunteer Orientation can transfer; and b) The Criminal Background Information may be passed between counties/districts.	
8.4: Code of Conduct Violation Guidelines	8.4.2: Volunteer Dismissal	
When there is suspected evidence of volunteer conduct violations, extension offices are to document issues and retain within a volunteer file. The Kansas 4-H Code of Conduct is the standard for adult volunteers who represent Kansas 4-H within local extension units. Dismissal of a Volunteer One of the principles of positive youth development is that a young person has the benefit of a positive, sustained relationship with a caring adult. In Kansas 4-H, we depend on a team of volunteers to help fulfill the role of a caring adult. The Kansas 4-H Volunteer Code of Conduct specifies the appropriate behavior, attitudes, and actions of the volunteer. Unfortunately, situations occur in which a volunteer may act inappropriately	One of the principles of positive youth development is that a young person has the benefit of a positive, sustained relationship with a caring adult. In Kansas 4-H, we depend on a team of volunteers to help fulfill the role of a caring adult. The Kansas 4-H Volunteer Code of Conduct specifies the appropriate behavior, attitudes and actions of the volunteer. Unfortunately, situations occur in which a volunteer may act inappropriately or display behavior that undermines the goal of positive youth development. These actions may even be disruptive to the youth, volunteers, and staff around them. If there is immediate concern over the safety of youth or others associated with the program, if the volunteer has been charged with a crime, or if a situation arises regarding inappropriate behavior by a volunteer, the local extension agent and/or local extension director should consult with the State and 4-H Youth Development Specialist with local unit responsibilities and Regional Extension Director for the appropriate next steps.	 The Kansas 4-H Volunteer policy has previously been a separate document, while a small piece of it was included in Kansas 4-H policy. The 2023 policy revision sought to combine all existing policies into one large, all-encompassing policy document. Please note: If a volunteer applicant is not appointed or a screened and appointed volunteer is dismissed, the State 4-H Program Leader, 4-H Youth Development Specialist with local unit responsibilities, and Regional Director should receive a carbon copy of any correspondence sent to the individual. Additionally, you will need to submit the name of the individual and additional information to an online database.
or display behavior that undermines the goal of positive youth development. These actions may even be disruptive to the youth, volunteers, and	Note: Prior to the point of dismissal, KSRE professionals are to work with state and regional professionals to explore alternatives to dismissal.	
staff around them. If there is immediate concern over the safety of youth or others associated with the program, if the yellusteer has been oberged with a grime, or if a	Any volunteer who does not abide by the Volunteer Code of Ethics will be subject to review and appropriate consequences. Contact your 4-H Youth Development Specialist with local unit	

If there is immediate concern over the safety of youth or others associated with the program, if the volunteer has been charged with a crime, or if a situation arises regarding inappropriate behavior by a volunteer, the local agent and/or local extension director should consult with the State and Regional 4-H Youth Development Specialists and Regional Extension Director for the appropriate next steps.

Any volunteer who does not abide by the Volunteer Code of Conduct will be subject to review and appropriate consequences.

Any volunteer who does not abide by the Volunteer Code of Ethics will be subject to review and appropriate consequences. Contact your 4-H Youth Development Specialist with local unit responsibilities and Regional Director about the volunteer situation. They will then guide you through a process as each situation is handled on a case-by-case basis. If a volunteer applicant is not appointed or a screened and appointed volunteer is dismissed, the State 4-H Program Leader, 4-H Youth Development Specialist with local unit responsibilities, and Regional Director should receive a carbon copy of any correspondence sent to the individual. Additionally, you will need to submit the name of the individual and additional information in this online database.

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Note: Prior to the point of dismissal, KSRE professionals are to work with state and regional professionals to explore alternatives to dismissal.		
	8.4.3: Transportation of Youth Direct volunteers and Extension staff who are at least 21 year of age or older can transport youth. Volunteers will operate machinery, vehicles, and other equipment in a safe and responsible manner. When operating a motor vehicle, volunteers must have a valid driver's license and the legally required insurance coverage.	The Kansas 4-H Volunteer policy has previously been a separate document. The 2023 policy revision sought to combine all existing policies into one large, all-encompassing policy document.
	8.4.4: Volunteer Role Description All direct volunteers should be provided a written role description with their board appointment correspondence and placed in their file or uploaded in to their 4-H Online profile. The role description needs to be signed by the both the Extension Professional and the direct volunteer.	The Kansas 4-H Volunteer policy has previously been a separate document. The 2023 policy revision sought to combine all existing policies into one large, all-encompassing policy document. Please note: this is new to policy
	9.1: K-State Research and Extension Risk Management Plan This publication describes best management practices for addressing risks in a wide range of research and extension programs. Risk management is important in all our activities. Each of us has an obligation to protect our program participants and our organization from unreasonable risk. https://www.ksre.k-state.edu/employee_resources/local-unit-director-resources/table_of_contents/risk-management.html	The K-State Research and Extension Risk Management Plan has been recently updated. We felt it important to include in our Kansas 4-H Policy.
10.6: Sale of 4-H Exhibits/Projects (including animals) Any 4-H exhibit sold at public auction or by private contract is not eligible to be exhibited at the Kansas State Fair or Kansas Junior Livestock Show. Public auction includes: premium sale, ribbon auction, or similar event. If the project is sold, regardless of ownership changes, on the date of the transaction the 4-H youth has given up the right to exhibit that specific animal or product in the future. In the case of livestock, market animals sold are ineligible to be shown as breeding animals in the future. Non-livestock exhibits (perishable foods, photographs, etc.) may be reproduced for the Kansas State Fair. It is the responsibility of the local extension unit to report tag number of animals sold in a premium	Section 10.6 Sale of 4-H Exhibits/Projects is removed beginning with the 2024 4-H program year.	 • Kansas State Fair and Kansas Junior Livestock Show currently have rules in place prohibiting livestock that have been sold from showing at their shows. Discussions are currently being held by both shows about whether or not to change this rule. • Local units should share with partners (fair boards, livestock sale committees) that the policy has been changed. • Local units may want to review current livestock sale rules. Possibilities for changes to consider would include terminal sale,

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sale to the Department of Animal Sciences and Industry, Kansas State University.		 premium only sale, premium/terminal hybrid sale. State shows currently have a rule in place preventing livestock that have been sold from being shown. State Fair and KJLS have been notified of the change. The boards will meet and make a decision.
 13.2.2: Permissible Practices Livestock competitive events provide an opportunity for evaluation and positive feedback for youth. Participation in competitive events help 4-H members learn to make and refine decisions as well as improve public speaking skills. In addition, competition offers opportunities for evaluation, learning sportsmanship, and cooperation. All livestock competitive events should be designed with the following: Educational objective. Educational activities. Appropriate evaluation. Examples of educational opportunities: grooming clinics, sessions with industry experts on nutrition. 	 12.2.2: Permissible Practices Livestock competitive events provide an opportunity for evaluation and positive feedback for youth. Participation in competitive events help 4-H members learn to make and refine decisions as well as improve public speaking skills. In addition, competition offers opportunities for evaluation, learning sportsmanship, and cooperation. All livestock competitive events should be designed with the following: Educational objective Educational activities Appropriate evaluation Examples of educational livestock opportunities: grooming clinics, sessions with industry experts on nutrition, livestock shows. 	Encourage feedback through positive youth-youth partnership and positive youth-adult partnership through clinics, contests, etc. Foster growth through feedback provided from judges and industry professionals in exhibition, clinics, hands-on demonstrations. Foster growth and learning through hands-on learning from other experienced youth mentors. Provide additional learning experiences throughout the year beyond the county fair including clinics, exhibitions, competitions, demonstrations where youth have the opportunity to work side-by-side with other youth as well as clinicians and industry leaders.
13.2.3: Non-permissible Practices Events organized around the successive pooling of fees, accumulation of points, or standings through the required participation in a series or circuit culminating in a large cash "jackpot" or inkind prize are deemed unacceptable to the educational mission and inclusive parameters of 4-	12.2.3: Non-permissible Practices Agents and other personnel of K-State Research and Extension may participate in the administration of livestock activities. Local offices of K-State Research and Extension, extension councils, 4-H councils and 4-H clubs must follow the "Use of Cooperative Extension Funds" and "Principles of Managing Funds for Extension Affiliated Groups"	Agents and personnel of K-State Research and Extension may participate in the administration of livestock activities alongside local volunteers, but should not be expected to carry out the majority of the work as part of their role with KSRE. These activities are vital to the learning and growth of 4-H youth, but can and should be

educational mission and inclusive parameters of 4- Extension Affiliated Groups".

Following are examples of practices that are not permitted:

- The 4-H name and emblem shall not be used in conjunction with an event not sponsored by K-State Research and Extension.
- · Local offices of K-State Research and Extension may not be the entry point for non-extension events, receive funds for an

carried out with the assistance of local volunteers and supporters of the program following KSRE and Kansas 4-H policies.

Although 4-H participants are free to compete as private citizens, they must not be sponsored by K-State Research and Extension, nor should finances and entries be managed or handled by local offices of K-State Research and Extension.

H Youth Development and K-State Research and

Extension. These types of events must be

sponsored by private organizations.

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extension councils, 4-H councils, or 4-H clubs. Agents and other personnel of K-State Research and Extension may participate in such activities on their personal time. Following are examples of practices that are not permitted: • The 4-H name and emblem shall not be used in conjunction with an event not sponsored by K- State Research and Extension. • Local offices of K-State Research and Extension may not be the entry point for non-extension events, receive funds for an external organization, or involve extension personnel on official time. • No membership dues may be collected via a competitive event for an extension board or its subdivisions (4-H Events Council, etc.) for 4-H participants from a county or district to participate in an extension education program. Kansas County Extension Council Law also forbids dues being assessed by 4-H units. Extension boards may collect fees for specific services that require special equipment or personnel for educational services. • Cash prizes awarded on the basis of chance are subject to Kansas gaming laws are forbidden.	external organization, or involve extension personnel on official time. No membership dues may be collected via a competitive event for an extension board or its subdivisions (4-H Events Council, etc.) for 4-H participants from a county or district to participate in an extension education program. Kansas County Extension Council Law also forbids dues being assessed by 4-H units. Extension boards may collect fees for specific services that require special equipment or personnel for educational services.	
Section 14: Projects Requiring Special Policy	Section 13: Shooting Sports	The Kansas 4-H Shooting Sports policy has previously been a separate document. The 2023 policy revision sought to combine all existing policies into one large, all-encompassing policy document.
Section 14: Projects Requiring Special Policy	Section 14: Cloverbuds	The Kansas 4-H Cloverbuds policy has previously been a separate document. The 2023 policy revision sought to combine all existing policies into one large, allencompassing policy document.

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	15.1: Fraudulent use of 4-H Emblem - Public Law 772	This is not new law, but it has not been included in our policy previously.

