



WASHINGTON STATE UNIVERSITY
EXTENSION

I. KITTITAS COUNTY 4-H PROGRAM POLICY

II. The following policies apply to all persons associated with the 4-H program in Kittitas County.

I. GOVERNANCE

- a. **State 4-H Policy/Council** – Kittitas County 4-H Council is governed by Washington State 4-H Policy and Procedure Handbook (Revised 2016), Kittitas County 4-H Council Constitution, By-Laws, and this policy.
- b. **Policy Development Enforcement** – County policies are made and enforced by the Kittitas County 4-H Council and Kittitas County WSU Extension staff.
- c. **Umbrella Policy** – The “Kittitas County 4-H Program Policy” is the umbrella policy for the Kittitas County 4-H program. Committees of 4-H Council with specific policies that fit under this Kittitas County 4-H Program Policy are as follows:
 - i. Kittitas County Endowment Trust Fund Policy
 - ii. Kittitas County 4-H Committee Policies
XIV B Livestock Committee
XIV C Scholarship Committee
 - iii. Kittitas County 4-H Horse Policy
 - iv. Kittitas County 4-H Challenge Policy
 - v. Kittitas County Medal of Honor Policy
 - vi. Kittitas County 4-H Dog Project Committee Policy
 - vii. Kittitas County 4-H Shooting Sports Policy
 - viii. Kittitas County 4-H Teen Leadership Policy
 - ix. Kittitas County 4-H Small Animal Committee Policies and Member Requirements

II. MEMBERSHIP

a. Age

- i. **Minimum age** – Youth who have reached their 5th birthday before October 1st of the current 4-H year. It is at the discretion of the leader(s) and parent(s) whether a member, of any age, can safely handle a project, particularly large animal, food preservation and shooting sports projects. If the leader(s), parent(s) or both feel a child is not ready, then he/she will be advised to enroll in a different project or wait a year before enrolling.
- ii. **Maximum age** – Youth who have not reached their 19th birthday before October 1st of the current 4-H year. See 4-H Policy and Procedure Handbook for Exceptions.

iii. **Age divisions** – Age as of October 1st of the current 4-H year.

1. Cloverbuds: 5 to 7 years of age
2. Junior – 8 to 10 years of age
3. Intermediate – 11 to 13 years of age
4. Senior – 14 to less than 19 years of age

III. CIVIL RIGHTS

- a. **Non-Discrimination** – Kittitas County 4-H is open to all eligible youth and adults. A club or program may not discriminate on the basis of race; sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental or sensory disability, including disability requiring the use of a trained service animal; or genetic information; marital or parental status; **and/or status as an honorably discharged veteran or member of the military**. Violation of the Civil Rights law will not be tolerated and may lead to the dissolution of a club and/or loss of leadership privileges.
- b. **Affirmative Action** – Each year, after the clubs have enrolled, each club must complete the Request to Use the 4-H Name and Emblem form ([C0747](#)) and have it on file in the Extension office in accordance with the Affirmation Action Plan.
- c. **Voting** – Club members cannot vote on whether to accept or reject a new member **or leader**

IV. ORGANIZATION AND ENROLLMENT

- a. **4-H Year** - The club year is October 1 through September 30.
- b. **Enrollment** – Youth may enroll in 4-H at any time using the 4HOnline enrollment process. However, Kittitas County 4-H Council Committees may set enrollment deadlines for participation in specific events, such as the Kittitas County Fair, and certain project areas in order to meet positive youth development needs.
- c. **Club Name** – New clubs should not duplicate another name in this county, and names cannot incorporate “4-H” into another word (e.g., 4-Hogs). Refer to the 4-H Policy and Procedure Handbook 6.4 for appropriate guidelines for 4-H Club names.
- d. **New Clubs** – The New 4-H Club/Charter Application is to be completed by all new clubs. There shall be at least five members from at least three families and one certified adult leader to start a club; exemptions can be granted with faculty approval. The club will be provided with a flag set from 4-H Council when the club leader(s) provides the County Extension office with the name and enrollment of the club. Each new club can request \$20 for startup money from 4-H Council.
- e. **Club Charter** – Leaders can request a club charter and/or seal from the Extension office in the fall if they have met the requirements listed in the 4-H Policy and Procedure Handbook 6.3 Structure of a 4-H Club.
- f. **Club Responsibilities** – Each club that meets the criteria for being a 4-H club is granted the use of the 4-H name and emblem by the County Extension staff. Each club must follow the state and county policies to continue as a 4-H club. This includes each club submitting an Annual Financial Summary Report and Asset Inventory by December 1, and an Annual Club Plan by February 1 each year
- g. **Newsletter** – The newsletter FOCUS is sent to all 4-H families to keep members, parents, and leaders informed. Clubs are encouraged to submit information and articles for the FOCUS to the County Extension office.
- h. **4-H Projects/Programs** - Leaders and members should strive for quality, not quantity of projects. As a guide – a first-year member should enroll in one project; thereafter an additional project may be added as is reasonable for the member to complete.

- i. **Adding Projects** – Project enrollment will follow 4-H Enrollment guidelines in IV. b. above.
- j. **Club Size** – It is recommended there be no more than ten members per leader, preferably less. If the leader(s) and members of a club feel they have reached the maximum number of youth for the club, then they must notify the County Extension office that the club is full and work with the office to refer interested youth to other clubs and maintain a waitlist.

V. FINANCIAL MANAGEMENT

- a. **Club Dues** – Dues are not required. They may be assessed by the members of individual clubs if there is a majority agreement, but must include a scholarship/waiver option as not to present a barrier to club participation
- b. **Club Accounting** – Money and other assets including the flag set of a club should be carefully accounted for. The club should maintain a record of all income, expenses, and an inventory of club assets. All clubs with assets must use a bank account under the club's name and will be assigned an I.R.S. employer identification number (EIN) through the Extension Office. All income and expenses are to be accounted for by the club treasurer. Each club is required to submit an Annual Financial Summary Report and Asset Inventory to the County Extension office by December 1 of each year.
- c. **Club Disbandment** – Funds raised and properties acquired in the name of 4-H must continue to be used for that purpose even if the club disbands. Funds and properties cannot be disbursed for personal gain. Acceptable dispersal includes transferring the assets to the County Council, a county committee, or Extension office. If a club disbands, the members in their final meeting, by majority vote, may direct the distribution of the assets of the club. If this is not done, all such assets shall be turned over to the Kittitas County 4-H Endowment Trust Fund and the flag set returned to Kittitas County 4-H Council.
- d. **Solicitation & Sponsorships** – Direct solicitation of businesses or individuals (in person or by mail) on behalf of the Kittitas County 4-H program, its members, clubs, and/or committees, shall only be through the Kittitas County 4-H Endowment Trust Fund. Council may approve solicitation of businesses or individuals for sponsorships and grants for specific or one time Council approved project(s) provided such solicitation does not compete with Trust Fund and its annual fall solicitation drive.
- e. **Club & Member Fund Raising** – Fundraising events must have prior approval from the 4-H County Extension office. If clubs and/or project committees plan to hold a raffle, a bingo game or amusement games for the purpose of raising funds, or any other fund-raising event that does not provide a specific service or product. Raffles must comply with the [Washington State Gambling Act](#). 4-H clubs and individual members may receive unsolicited donations without Council approval.
- f. **Council Fund Raising** – Fundraising events must have prior approval from the 4-H County Extension office. All County-wide fund-raising events sponsored by the 4-H Council are for the purpose of furthering the 4-H program in Kittitas County. All leaders and clubs are required to help raise the funds. Any club or leader refusing to assist in fund raising will not be included in the vote on how the funds will be spent nor receive permission to use the funds for 12 months following the fund-raising event; or other disciplinary action determined by 4-H Council.
- g. **Fund Raising Guidelines** – Any 4-H Council fund raising activity must consider all the following guidelines:
 - i. All 4-H clubs participate
 - ii. Direct payments – i.e., receive all profit, not pay “middleman” as in candy sales, etc.
 - iii. Involve members as well as adults
 - iv. Safety of members and adults
 - v. Minimize solicitation of Kittitas County citizens
 - vi. Not to be a financial burden on local businesses.

- h. Field Trip Travel** – After a 4-H club has returned from a trip, a Request for Travel Reimbursement form should be filled out and submitted to the Extension office no later than October 15. Travel reimbursement is limited to vehicular travel within the Pacific Northwest (i.e., Washington, Oregon and Idaho). Before the November Leaders Council meeting, the 4-H Council Treasurer will divide the Field Trip Transportation money in the following manner:
- i. 1/5 is divided by the total number of clubs who turn in a Request for Travel Reimbursement form.
 - ii. 2/5 is divided by the total miles traveled by all clubs who turn in a Request for Travel Reimbursement form.
 - iii. 2/5 is divided by the total number of members who participated in the field trips.
 - iv. A maximum reimbursement of \$200 per club.
- i. State Fair Travel Reimbursement** – 4-H families must submit a State Fair Travel Reimbursement form by October 15 to the Extension office. The 4-H Council Treasurer will then pay clubs up to \$100 per round trip per vehicle for State Fair in Puyallup.
- j. Protection**
- i. **Liability and Medical** – WSU Extension 4-H Youth Development Program Certified Adult Volunteer Leaders and Resource Volunteers are protected under the state of Washington tort claims law, RCW 4.92.060, for acts or omissions while performing, or in good faith purporting to perform, their official duties. Volunteer leaders are eligible to participate in the Department of Labor and Industries medical aid program; participation in the medical aid program allows an injured volunteer's medical expense to be paid by the Department of Labor and Industries. All WSU Extension 4-H Youth Development Program Certified Adult Volunteer Leaders must individually enroll through the County Extension Office and report their hours through the WSU Volunteer Database in order for WSU to assume responsibility for liability protection for adult volunteers and to participate in the medical aid program.
 - ii. **Insurance** – There are various insurance policies available to members and leaders. Clubs, leaders or members can take out coverage on a daily or special event basis. Accidents and illness can be covered under these plans. Applications are available at the Extension office.
- k. District, State and National Conferences and Competitions**
- i. **District and State Rallies, Conferences, and Know Your Government** – Council will pay at least one-half and up to full registration for members who participate in District and State Teen Rallies, Summits, and Conferences upon completion of participation and providing a receipt and Check Request form returned to Extension. Council will pay at least one-half and up to full registration for members who participate in Know Your Government upon completion of participation and providing a receipt and Check Request form returned to Extension. The actual amount of registration payment or reimbursement is dependent upon available funds and number of participating members. Members are responsible for participant costs including travel, food, and hotel. Members who violate the code of conduct while at such events will be expected to reimburse Council any funds received or paid on their behalf. Council will fully fund registrations, travel, food, and hotel costs upon approved receipts for chaperones; the number of chaperones Council will reimburse is limited to the ratio of chaperones to participating members required by the state 4-H program hosting the event.
 - ii. **National Competitions, Conferences, and 4-H Congress** – Council will pay at least one-half and up to full registrations for members who participate in National competitions, conferences, and 4-H Congress upon completion of participation and providing a receipt and Check Request form returned to Extension. The actual amount of registration payment or reimbursement is dependent upon available funds and number of participating members. Members who violate the code of conduct while at such events will be expected to reimburse Council any funds received or paid on their behalf. Members are responsible for participant costs including travel, food, and hotel. Chaperones to National Events assume responsibility for payment of any applicable cost to

attend the same event. Funds for youth attendees or chaperones may be requested via the Kittitas County 4-H Funding Request Form and must be turned in at least ten calendar days prior to the council meeting at which it will be considered.

VI. LEADERS

a. **Age** – A leader must be at least 19 years of age and not enrolled as a member. **Enrolled 4-H youth members may assist through the 4-H Leadership Project and by enrolling as a Youth Leader.**

b. Leader Titles and Duties

I. **Certified Volunteers:** as defined in the 4-H Policy and Procedure Handbook 7.3.1. WSU Extension 4-H Youth Development Program Certified Volunteers

a. **General/Organizational Leader:** assumes primary responsibility for a club/group.

1. Organize a club of at least five members from at least three families.
2. Guide club's meetings and hold at least six meetings per year with the exception of temporary projects.
3. Work with members and parents to enroll and re-enroll in a timely manner to meet program deadlines.
4. Attend activities related to his/her area of responsibility.
5. Enforce State and County 4-H policies.
6. Provide educational activities.
7. Make sure the club is represented at the 4-H Council meetings.
8. Encourage teens to be Youth Leaders.
9. Attend leader training meetings.
10. Assist with members' record books and ensure record books are complete and turned in for evaluation on time
11. Ensure that all members are given an equal chance and helped equitably in club and educational activities.

b. **Project Leader:** leads a specific project or curriculum within a club/group.

c. **Activity Leader:** gives leadership to an event or activity within a club or short-term group.

d. **4-H Service Leader:** works with other 4-H leaders in an area or county to promote 4-H, helps new clubs get started, and recruits and trains new leaders.

e. **4-H County Program Leader:** works with other 4-H leaders in an area or county to help with a specific project or activity.

II. **Resource Volunteers:** provide educational and resource services for 4-H youth and certified volunteers.

III. **4-H Collaborators:** work or volunteer for other agencies and partner to utilize 4-H programs and/or curricula.

- c. **Training for Certified Volunteers** – After an accepted application and background check, all new leaders must complete the WSU online e-Learning modules and watch the “Putting the Child First” child protection presentation before their 4HOnline enrollment is fully accepted. New leaders are required to participate in a local 4-H Leader Orientation and begin reporting volunteer hours within one year of enrollment and are strongly encouraged to do so as soon as possible. Orientation sessions can be requested from the Extension Office year-round.
- d. **Leader Actions** – Action taken by any leader or group of 4-H leaders adversely affecting the 4-H program is subject to review and action by WSU Extension staff. All volunteers are expected to adhere to behavior expectations outlined in the A Valuable Partnership form ([C1000](#)).

VII. COMPLETION IN 4-H

- a. **Record Books** – To complete a year in 4-H and receive a completion pin, a member must have completed their record book and project(s) with accuracy. Cloverbuds are only required to complete a record book to participate in the Kittitas County Fair. This includes the Junior, Teen, and Ambassador leadership projects. Record books with a completion checklist are due to the club leader in mid-July, and must be signed by the member, parent, and leader in order to show at the county fair as a 4-H member. The permanent 4-H record is also required in all record books. All work must be done by the member. Leaders must turn the record books into the Extension office by the last Monday in July to be checked for completion. Books will be returned to members before fair.
- b. **Loss of Project** – Loss of project (animal, garden, etc.) does not mean incompleteness for the project. It should be written up in the member’s record book as far as possible.
- c. **Non-Completion** – Members who do not complete the 4-H year will not receive a pin or receive credit for that year. However, they may enroll the next year.
- d. **Completion Pins** – A member shall not receive more than one completion pin for the work during any one club year regardless of the number of clubs.
- e. **Demonstrations** – It is required that each member give at least one demonstration during the year. It is suggested a member give one in each project area in which he or she is enrolled. Cloverbuds are encouraged but not required to participate in demonstrations.
- f. **Showmanship** – It is required that each member participate in at least one showmanship contest. If no showmanship contest is offered, they can participate in another county contest or event. The member must get permission from both the leader and 4-H Council to be excused for sufficient reason. If needed or requested, any member with a physical, mental, and/or sensory disability may complete Showmanship during a safer opportunity and/or with appropriate assistance.
- g. **Livestock Judging** – Members enrolled in a livestock project must participate in one county livestock judging contest in order to complete the year.
- h. **Horse Judging** – Members enrolled in the horse project must participate in one county horse judging contest.
- i. **Meeting Attendance** – Members may not miss more than three business meetings per year, per club regardless of the number of business meetings held.

VIII. AWARDS, CONTESTS, SPONSORS

- a. **County Awards** - Members may accept awards only in contests related to projects in which he/she is enrolled and has completed.
- b. **Pins** – members completing the requirements of the 4-H year will receive a completion pin.
 - i. Junior and teen leaders will receive a junior/teen pin in addition to the completion pin when he/she completes his first year in the project. A numeral guard will be awarded each year.

- ii. Leaders will be awarded a pin the first year and at each five-year period (5, 10, 15, etc.) for service to 4-H.
- c. **Medals of Honor** – Four medals will be awarded in most project areas to the most outstanding intermediate and senior members based on their record books. Two medals will be awarded to juniors. Record books to be considered for the award are to be in the Extension office by mid-September. (See Kittitas County Medal of Honor Policy for details).
- d. **Certificates of Merit** – These are awarded to members based on their record books. There is no limit to the number that can be awarded.
- e. **All Star Achievers Award** – Any interested member may apply for this award by mid-September by submitting two letters of recommendation with their record book and participation in an interview. A Council committee determines what award is given and whether to award one, two or none.
- f. **Sponsors** – Businesses and individuals wishing to sponsor an award may do so by contacting the Extension office and receiving approval by 4-H Council.
- g. **County Contests** - There are a number of county contests. For details regarding these refer to issues of the FOCUS and the county fair premium book.
- h. **State Contests** - A member may represent Kittitas County at the State 4-H Fair in Puyallup. The State 4-H Premium book lists the requirements. County participation must have received a blue ribbon in the qualifying contest or exhibit unless otherwise stated in the state 4-H premium book. After the allotments are filled, an alternate may go if there is a member who decides not to go.
- i. **State and National Scholarships** – Contact the Extension agent for current information on state and national scholarships.

IX. ESTABLISHING MEMORIALS & SCHOLARSHIPS

- a. **Overview** – There are 3 ways 4-H Memorials/Scholarships can be made:
 - i. **Donation to Kittitas County 4-H Endowment Trust Fund** – Donations can be any amount; person's name is placed on plaque displayed at the Kittitas County Courthouse. Funds are managed by Kittitas County 4-H Endowment Trust Fund board, investment earnings are available yearly to 4-H Council programs.
 - ii. **Annual or One-Time Scholarship** – With \$1,000 or more a one-time or annual scholarship can be established. Kittitas County 4-H Council manages the funds.
 - iii. **Endowment Scholarship** – A minimum of \$33,000 will establish a permanent scholarship endowment in the person's name. A portion of the earned interest income from investment of the principal supports annual scholarship awards, and a portion remains as principal to ensure endowment growth. The Kittitas County 4-H Endowment Trust Fund manages the funds.
- b. **Procedure** – Establishment of all 4-H Scholarships/Memorials must be approved by 4-H Council Executive Board.
 - i. Donations will be made to Kittitas County 4-H Council.
 - ii. 4-H Council or Endowment Trust Fund (whichever is appropriate) will manage the funds in a separate account.
 - iii. The donor and/or family member will meet with a 4-H Council representative to determine title of scholarship, amount of scholarship, and criteria.
 - iv. Donor or family representative will sign a "4-H scholarship agreement" that contains details about fund management, scholarship name, scholarship criteria, amount of scholarship, etc.

- v. If a plaque is to be established, the scholarship fund will cover the cost of the plaque and engraving. Scholarship committee will arrange for plaque/engraving.
- vi. When funds are depleted 4-H Council is not obligated to continue the scholarship.
- vii. All donors will receive a thank you from 4-H Council or 4-H Endowment Trust Fund, whichever is appropriate.
- viii. Stamps and envelopes to send thank you notes will be funded by 4-H Council unless other arrangements are made.
- ix. The donor or designated family member/friend will receive a listing of all donations.
- x. The donor or friends and family may add to this fund at any time. Fund balance must be at least \$1,000 by January 1 of each year in order to offer the scholarship.
- xi. 4-H Council will advertise, design/collect applications, have a committee determine recipients, and arrange for announcements.
- xii. If 4-H Council decides the scholarship criteria must be changed, the donor or family member will be notified and/or consulted.
- xiii. If donor or family member wants to serve on the scholarship committee, council will notify them of meeting time/details.
- xiv. Donors or designated family member/friend will be notified annually on how the funds were distributed upon request.
- xv. If the balance is less than \$1,000 on January 1 and the family is not continuing to fund the scholarship, all the remaining funds will be transferred to the Kittitas County 4-H Endowment Trust Fund and the sponsors notified.

X. AGREEMENTS

- a. **4-H and FFA Agreement** – Memorandum of Agreement between Vocational Agriculture Education Future Farmers of America and Washington State University, Extension 4-H/Youth Program is on file in the Kittitas County Extension office.
- b. **Contracts** – All contracts or agreements that are entered into on behalf of Kittitas County 4-H program shall be reviewed and approved by Kittitas County 4-H Council.
- c. **Amendments and Updates** - Kittitas County 4-H Policy will be annually reviewed by 4-H Council officers and revised as necessary by 4-H Council as an agenda item. The 4-H FOCUS should notify 4-H families yearly that copies of the policy are available at the Extension Office and online.

XI. CONCESSION BOOTH

a. Booth Rental

- i. Any 4-H club may use the booth as long as a concession booth committee member is willing to oversee the booth on the date in question.
- ii. There would be a pre and post-inspection and inventory by the committee member overseeing the booth, with the club's representative present.
- iii. A \$50 per day fee will be charged to the club wanting to use the booth.
- iv. Interested 4-H clubs must sign up for use of the booth with a specific date(s) at the Extension office.

- v. A minimum of a 2-week notice is required to use the booth.

XII. COUNTY FAIR ELIGIBILITY

- a. Record books must be turned in on time and up to date in order to enter the county fair as a 4-H member.

XIII. COMPLAINTS & GRIEVANCES

- a. **Program Complaints** – Complaints regarding program issues will be handled in the following order. If the concern is not resolved or is not resolved to the satisfaction of the complainant, the matter will be referred to the next level in a timely manner.

- i. Club Leader

- ii. Formal Written Complaint (see Complaint Form) to appropriate 4-H Committee leadership (preferably within one week of speaking to the club leader). Committee will address:

1. Needs of complainant, 4-H community, and 4-H organization
2. Solution, which will maximize safety and life skills learning for the youth involved.

- iii. Formal Written Appeal to 4-H Council leadership team (includes Council Officers and Extension staff).

- b. **Policy Complaints** – Complaints regarding club or county policy will be handled in the following order. If the concern is not resolved or is not resolved to the satisfaction of the complainant, the matter will be referred to the next level in a timely manner.

- i. Formal Written Complaint (see Complaint Form) to appropriate 4-H Committee leadership (preferably within one week of speaking to the general/organizational (club) leader). Committee will address:

1. Needs of complainant, 4-H community, and 4-H organization
2. Solution, which will maximize safety and life skills learning for the youth involved.

- ii. Formal Written Appeal to 4-H Council leadership team (includes Council Officers and Extension staff).

- iii. Dispute Resolution Center of Kittitas/Yakima Counties for mediation; cost at the expense of party filing complaint.

- c. **Kittitas County Fair Complaints** – Refer to the Kittitas County Fair book for “Protest Procedures.” This can be found under General Rules & Regulations, Judging and Awards, or contact the Fair Office for procedures.

- d. **State Fair Complaint Process** – A written letter submitted to the State 4-H Fair Office: WSU State Fair Office, 7606 West Pioneer, Puyallup, WA 98371-4998, Attn: Fair Manager.

XIV. COUNCIL COMMITTEES

- a. **Overview** – Council shall establish standing committees for specific 4-H programs to: develop county policies germane to specific 4-H project/program areas. Council President may appoint temporary committees on an as-need-basis.

- b. **Livestock Committee Policies**

- i. Livestock Committee, in partnership with representatives from Grange and FFA, meets periodically to advise and consult with the Kittitas County Fair Board on matters concerning Fair Board policies, rules and regulations, and use of county fair facilities.

- ii. Youth planning on showing livestock at the Kittitas County Fair need to be enrolled in the livestock project by February 1st of the current 4-H year.
- iii. Livestock members are required to attend Livestock Committee sponsored clinics, pre-shows and the Swine Weigh-in. Such events are for: dairy and beef cattle, swine, goat, sheep, and llama/alpacas. Offered in the spring, these events are an educational opportunity for youth to learn more about their project species, weigh, tag, exhibit their animal to be shown and sold as a market animal (except dairy and llama/alpaca) at the Kittitas County Fair. If a member is unable to personally attend or exhibit an animal at a required pre-show/clinic or the Swine Weigh-in, the member must submit a written letter to the Livestock Committee Chair, 901 East 7th Avenue, Suite 2, Ellensburg WA 98926 prior to the event, clinic/pre-show, or weigh-in. The letter shall include the reason they are requesting to be excused and arrange for a club member to exhibit the animal(s) in their absence. Swine members may have a family member or club member bring the hog(s) to the official weigh-in for weighing and tagging if they are unable to attend.
- iv. 4-H livestock members are encouraged to participate in all the county livestock judging sessions prior to Fair.
- v. The top 3 blue placing exhibitors at the Beef Clinic and Swine Clinic Judging Contests and the top 4 blue placing exhibitors at the Sheep & Goat Judging Contest in the junior, intermediate and senior 4-H divisions will receive a personal invitation to participate in Kittitas County 4-H Livestock Judging practices. Members who consistently participate in judging practices will be granted the opportunity to represent Kittitas County at the National Qualifying contest. Teams for the National Qualifying contest will be determined by performance and participation level at practices leading up to the contest.
 - 1. The National Qualifying contest does not require county qualifications; therefore, all members are welcome to participate in the contest. Approval must be provided by the Kittitas County Livestock Judging Coach and the Kittitas County 4-H Extension Office.
 - 2. Additionally, members of Kittitas County 4-H Livestock are invited to attend and compete in the Washington State 4-H Fair Livestock Judging Contest. This contest does not qualify participants for national contests.
 - a. Ten members in each age group are allowed to compete. Youth must indicate interest with the Extension Office prior to August 15th in order to attend Puyallup competition.
- vi. All swine, beef, sheep, and goat members are required to complete the Youth Quality Care of Animals (YQCA), or a similar quality assurance program approved by the Committee. Youth are to be certified as to completion when record books are due in July.
- vii. 4-H members are required to include a copy of a completed Health form for each project market and non-market animal in their record book due to the Extension Office in July.
- viii. Interpretation of livestock policies, procedures and any infractions thereof shall be referred to the Livestock Committee, unless otherwise noted. Committee decision may be appealed to the Kittitas County 4-H Leaders Council if such appeal is submitted to the Council President.
- ix. The Livestock Committee, in conjunction with Extension shall review and approve committee policies and requirements annually.
- x. Livestock Committee policies supplement Kittitas County 4-H Program Policy. Differentiation between Committee and Council policy(ies) shall be resolved by 4-H Council.
- xi. To reaffirm Washington State 4-H policy and to maintain 4-H liability insurance for county 4-H members and leaders, no club or activity in Kittitas County shall be allowed to use the 4-H name or emblem if they include any activity which unqualified youth are allowed to participate with large animals. Failure to follow this policy may result in the leader, member or club being dismissed from the county program.

c. Scholarship Committee

i. **Overview** – Council shall create a scholarship committee to organize, promote, manage, interview and award Council's six scholarships to graduating seniors and a post-secondary student who reside(d) in Kittitas County. Council shall appoint a scholarship coordinator to manage Council's scholarship program. The Scholarship Committee shall be composed of 4-H parents, leaders, or other community members, organized by the Scholarship Committee Chair who have no relation to scholarship applicants whether direct or indirect. The Scholarship Committee Chair organizes only and does not participate in the selection of awardees.

ii. **Scholarships:**

1. **4-H Endowment Trust Fund Scholarship:** Awarded to a graduating senior who is currently involved in the 4-H leadership project.
2. **Jeanette K. Burghart 4-H Memorial Scholarship:** Awarded to a graduating senior who has been actively engaged in the 4-H Know Your Government (may be current or previous years).
3. **Barbara Schnebly Shaw A Scholarship:** Awarded to a graduating senior who excelled in demonstrations and/or club leadership.
4. **Barbara Schnebly Shaw B Scholarship:** Awarded to a post-secondary student who excelled in demonstrations and/or club leadership.
5. **Kittitas County 4-H Leader Council A Scholarship:** Awarded to a graduating senior who has been actively involved in Kittitas County 4-H at the club and community level.
6. **Kittitas County 4-H Leader Council B Scholarship:** Awarded to a graduating senior who has been actively involved in Kittitas County 4-H at the club and community level.

iii. **Criteria:**

1. Be a current or former member of Kittitas County 4-H.
2. Have a cumulative high school/college GPA of 2.0 or better.
3. Intend to pursue post-secondary education through trade school, 2-year college, or 4-year college.
4. Submit a cover letter introducing oneself. Give a brief history of your 4-H experience.
5. Submit the Kittitas County 4-H Scholarship General Application form.
6. Submit a resume that includes your 4-H involvement.
7. Submit two letters of recommendation focusing on your 4-H involvement, leadership qualities, and community service involvement. Should not be from any family members or leader(s) who helped with the application process.
8. Submit current transcripts. Can be unofficial.
9. Submit an essay on your 4-H experiences and how they have affected you. Essay should be Times New Roman, size 12 font, double spaced, and no more than 750 words. Include adequate details of what 4-H has done to prepare you for the future addressing each of the following:
 - a. Growth in values of 4-H: head, heart, hands, health
 - b. Challenges overcome
 - c. Community service in and out of 4-H

d. Leadership involvement in 4-H

e. Demonstrations

10. Submit your most recent complete 4-H Record Book. Will be reviewed for: Completeness, Appearance/Presentation, and Quality of details.

11. Submit your most recent KYG 4-H project record if applicable.

- iv. **Application:** Only one application package needs to be submitted to be considered for all six scholarships. Applications are due in the Extension Office on April 1st of each year.
- v. **Interview & Selection:** An interview with the Scholarship Selection Committee will be scheduled within two weeks after the application closes. Applications will be reviewed, and selections made by the Scholarship Selection Committee. No more than one scholarship award may be given to an applicant.
- vi. **Payment:** Awarded scholarship funds will be forwarded to the school of recipient's choice upon proof of enrollment. Funds must be spent within 18 months of announcement.

Passed: December 1994
Revised: June 2004
January 2005
January 25, 2005
July 25, 2006
February 27, 2007
June 26, 2007
May 27, 2008
June 24, 2008
January 27, 2009
February 24, 2009
February 28, 2012
February 23, 2016
January 31, 2017
July 28, 2020
March 28, 2023
March 31, 2026

WSU Extension-Kittitas County
901 East 7th Avenue, Ste 2,
Ellensburg, WA 98926
(509) 962-7507

4-H empowers youth to reach their full potential, working and learning in partnerships with caring adults. WSU Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension Office.