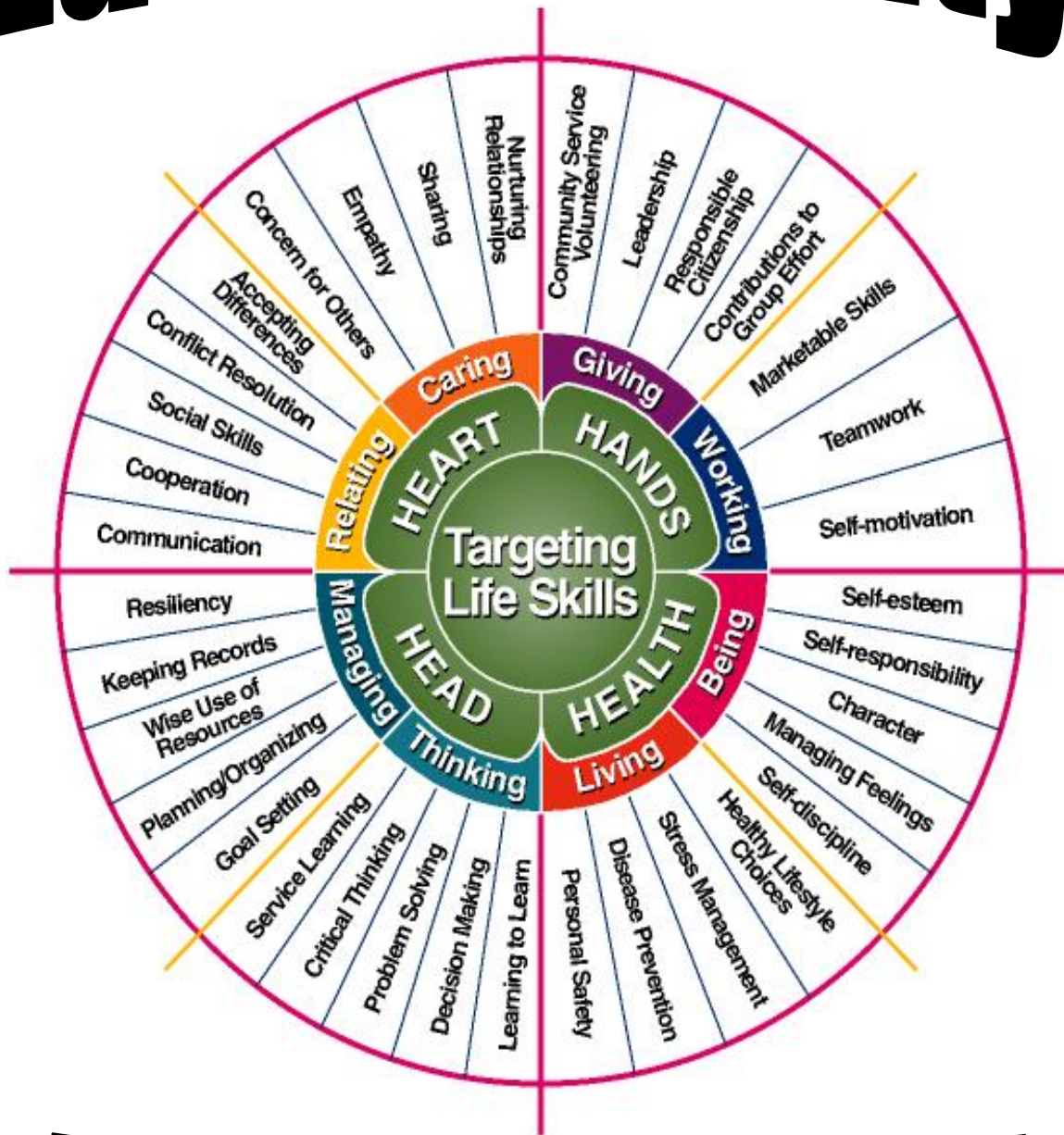
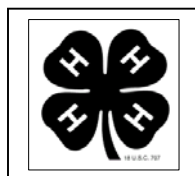


# La Paz County

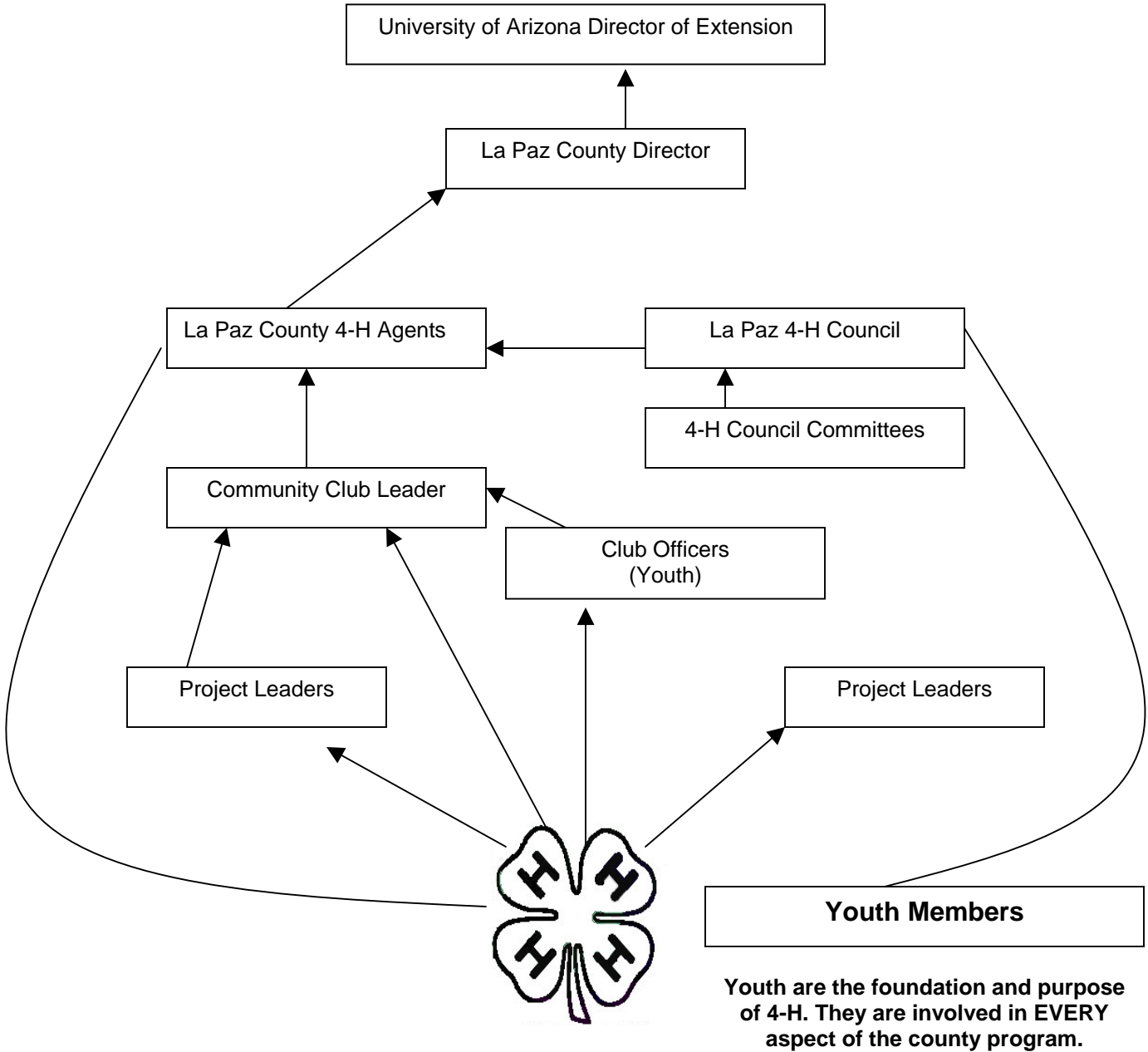


# 4-H Leader Handbook



# **La Paz County 4-H Leader Handbook Table of Contents**

# Overview of the La Paz County 4-H Program



**Youth are the foundation and purpose of 4-H. They are involved in EVERY aspect of the county program.**

<b>Contacts</b>	
La Paz 4-H Agent	Brent Strickland (928) 669-9843
La Paz County Director	Janice Shelton (928) 669-9843
University of Arizona State 4-H Director	Dr. Bill Peterson (520) 621- 3623
La Paz County 4-H Office PO BOX 3485 Parker, AZ 85344	

## La Paz County 4-H Leader Handbook

This handbook complements the Arizona 4-H Volunteer handbook and is intended to provide volunteers with 4-H rules and procedures that are specific to this county. La Paz County 4-H values the time and dedication of its adult volunteers. The Extension office is committed to assisting volunteers in any way possible to ensure quality educational opportunities for the children of La Paz County. Here are some common questions that new 4-H leaders have.

<p>What does the 4-H Office Do?</p>	<p>The 4-H office is a part of the University of Arizona Cooperative Extension. The 2 Extension Agents who work with youth programming are U of A faculty members who are responsible for providing quality educational opportunities and youth development. They manage the overall operations of the 4-H program, organize county and state activities, train and certify leaders, promote and represent 4-H, and provide educational materials and workshops to youth and leaders.</p>
<p>When is the deadline to enroll in La Paz 4-H?</p>	<p>There is no deadline. Youth can enroll in 4-H at any time. The timing of their enrollment can affect their participation in livestock opportunities due to ownership deadlines established by the Youth Livestock Committee.</p>
<p>How much does 4-H cost?</p>	<p>There is no enrollment fee for 4-H but the county 4-H program <b>requires</b> that all youth and leaders pay the insurance fee. The normal charge is one dollar per year except for horse members and other “higher-risk” projects which is two dollars per year. The insurance fee is due at the time of enrollment. In the event of an accident during a 4-H event, contact the 4-H agent.</p>
<p>Do I have to be in a 4-H Community Club?</p>	<p>Yes. All 4-H members are required to be a part of a community club and to be an active participant. (See page 14 for current 4-H requirements)</p>
<p>Do I have to submit a recordbook at the end of the year?</p>	<p>All 4-H members enrolled in a 4-H project are required to complete and submit a recordbook to the community club leader at the end of the year (Early August.) The only exception to this rule are 4-H youth who are <b>only</b> enrolled in Leadership, Public Speaking and Community Service projects. They may submit a recordbook, but are not required to do so.</p>
<p>Do you have to notify the 4-H Office about every meeting you hold?</p>	<p>Yes. The 4-H office keeps a record of all 4-H events. Every leader must submit an activity calendar to the 4-H agent (see LP4H form 1 in this packet). If a change in date, place, or time occurs, notify the 4-H office by phone, fax, or email before the event. <b>THIS IS A UNIVERSITY OF ARIZONA POLICY.</b> Leaders are encouraged to set regularly scheduled meeting times to minimize confusion and to accommodate schedules. Many leaders will choose a specific day and adhere to it throughout the year (example - the first Monday of every month at 6 pm at the _____ School).</p>

## More Common Questions

<p>Can my group go on field trips?</p>	<p>Educational and recreational field trips can provide a rewarding experience for both adult and youth participants. If travel is involved, leaders must adhere to the following guidelines...</p> <ol style="list-style-type: none"> <li>1. Drivers must have valid driver's licenses.</li> <li>2. Vehicle capacity cannot exceed the number of seatbelts available.</li> <li>3. The extension office must have notice of destination and date.</li> <li>4. Only 4-H members are allowed to go without a parent present. Non-members can attend if a parent comes with them.</li> <li>5. All youth who are traveling without their parent present <b>MUST</b> complete an activity permission sheet in order to participate. (see LP4H form 2 in this packet).</li> <li>6. Youth should not drive other youth without an adult in the vehicle if they wish to have the 4-H insurance coverage.</li> </ol>
<p>What do I do if I receive a donation for my club?</p>	<p>Donations of objects or money for your club can be tax deductible. The La Paz County Donation receipt form (LP4H form 5) is divided into two parts. The top portion is filled out and given to the donor. The bottom portion is filled out and needs to be submitted to the 4-H office within 4 weeks after the fund raising effort is completed.</p>
<p>How do I raise money to buy educational materials?</p>	<p>The 4-H office has numerous 4-H materials which will be loaned out at no charge. Each Community Club may also submit for a La Paz 4-H Council grant of \$100 per year to purchase educational materials. Project groups and Community Clubs often do fundraisers to raise funds. All fundraisers that are expected to raise over \$100 must obtain approval from the 4-H office by submitting an approval form (LP4H form 4)</p>
<p>Who do I contact if I need help getting the program started?</p>	<p>The first line of communication is the Community Club Leader. They are veteran 4-H leaders who know the program, the kids and the community. You can always contact your 4-H agents, Brent Strickland and Linda Masters at (928) 669-9843 for help.</p>
<p>As a 4-H leader, what liability coverage do I have?</p>	<p>See Appendix A at the back of this packet for more information on liability issues.</p>

**Learn by Doing!!**

## Summary of Roles and Responsibilities of La Paz County 4-H Leaders

**County Extension Agents**, faculty members of The University of Arizona, provide educational leadership and have ultimate responsibility for the management of the 4-H Youth Development Program in their respective counties. This responsibility can be shared and delegated, but the agent is accountable for ensuring that the program meets the guidelines and objectives of quality youth development. In La Paz County, the agent (with the consultation and resources of La Paz 4-H Council) plans county educational opportunities and coordinates state and national 4-H opportunities for La Paz 4-H participants. The agent manages the club program and provides educational support to project development.

**La Paz 4-H Council** is the advisory board for the county 4-H program. Six youth and six adults are elected members of the council on a bi-yearly basis. The meetings are usually held on the second Monday of the month in Parker. They provide volunteer and financial support to educational opportunities and program management. The meetings are open to all interested parties.

**Community Club Leaders** coordinate the actions and opportunities for the community club (comprised of project leaders, members, and parents). They provide support, guidance, and direction to 4-H members and their club. They are the primary contact person for the club with the extension staff and the county 4-H programs. They are primarily responsible for submitting completed enrollment, project, and financial records to the extension office.

**Project Leaders** are members of the community club leadership team and assist the Community Club Leader in his/her duties to manage the overall club. They work with individual members or a group of youth enrolled a project. They guide and support the learning of knowledge, skills, and attitudes. They establish relationships between the club project and county and state project activities.

**Resource Leaders** are 4-H volunteers who have a knowledge and willingness to advise clubs on a specific project (swine, sheep, etc..) They volunteer their time on an "as needed" basis.



La Paz County 4-H  
Growing the leaders of tomorrow!



# COMMUNITY CLUB LEADER JOB DESCRIPTION

## TIME REQUIRED

1 year, renegotiable annually

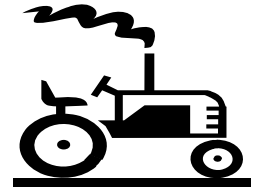
10-12 club meetings per year (2-4 hours per month)

10-12 meetings with club officers (1 hour per month)

2-4 leader trainings per year (2-4 hours per meeting)

2-6 hours per month managing and facilitating the project team

Other activities and events as desired



## GENERAL PURPOSE:

- To coordinate (by managing and facilitating) the team (comprised of project leaders, members, and parents) which provides support, guidance and direction to 4-H members and their club.
- Serve as a liaison between the county Extension office/county 4-H Youth Development Agents and 4-H members, their parents and other volunteers regarding 4-H club programs.
- Support volunteers, members and 4-H Youth Development Agents in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.

## SPECIFIC RESPONSIBILITIES

- Hold regular meetings of the club.
- Elect, install, and train officers (youth members). Help officers learn their responsibilities and be prepared for each meeting; teach members basic parliamentary procedure, allowing them to run their own meetings, develop committees, and plan and conduct activities.
- Conduct annual enrollment, keep abreast of project objectives and activities, and find adequate project leadership to meet the needs of the involved youth.
- Report enrollment, yearly financial information and other data to county 4-H Youth Development Agent as requested.
- Order club supplies and assist with project materials as needed.
- Work with youth to plan yearly program and activities. Involve members in developing club programs, including project work, community service, social events and participation in county, regional, and state events.
- Read the 4-H newsletters and literature from the county Extension office and keep members, parents and other advisors informed.
- Participate in one or more volunteer development opportunities each year.
- Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- Praise members for the progress they make.
- Provide the county Extension office with a copy of the current club constitution and club program.
- Ensure adequate supervision at all club functions.
- Assist the news reporter in publicizing what the club is doing.
- Maintain appropriate communications with, and coordinate the contributions of, other club volunteers.
- Be dedicated to young people and sensitive to their abilities and needs.

# COMMUNITY CLUB LEADER JOB DESCRIPTION

## SPECIFIC RESPONSIBILITIES (Continued)

- Encourage 4-H members' and parents' interest and participation
- Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- Follow all 4-H guidelines and policies of The University of Arizona Cooperative Extension, Arizona 4-H Youth Development program and the La Paz County 4-H program.

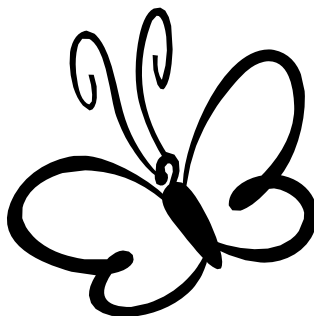
## QUALIFICATIONS

Men and women, mature experienced teens 14-19 years of age, parents of 4-H members, and other interested adults may serve as community club leaders. (Teen Leaders must have an adult volunteer advisor and may not transport youth). A community club leader must have:

- The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility and leadership in youth.
- A commitment to young people and their growth in all areas.
- A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- The ability to organize information and materials and delegate responsibility.
- The ability to work and communicate effectively in verbal and written forms.
- The ability to motivate parents and other volunteers to assume leadership positions.
- The ability to share decision-making and responsibilities with youth and adult leaders.
- The ability to organize and manage a team effort.
- Knowledge of the community and its resources.
- A willingness to become familiar with and work within the philosophy and guidelines of The University of Arizona Cooperative Extension, Arizona 4-H Youth Development Program and La Paz County 4-H Youth Development Program.

## COOPERATIVE EXTENSION SUPPORT:

- Training opportunities that will help the volunteer meet the needs of members, leaders, and parents.
- Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials.
- Provide guidance and assistance as requested



# PROJECT LEADER JOB DESCRIPTION

## TIME REQUIRED

1 year, renegotiable annually

10-12 club meetings per year (1-2 hours per month)

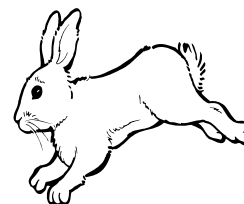
6-10 project meetings (1 -4 per month, 1-2 hours per meeting)

Special project activities (tours, field trips, county or state events  
- time varies by event)

1-2 leader trainings per year (2-4 hours per meeting)

Community club leadership planning meetings

Other activities and events as desired



## GENERAL PURPOSE:

- Works with individual members or a group of youth enrolled in the project area to support and guide their learning of knowledge, skills and attitudes.
- Serve as a liaison between the county Extension office/county 4-H Youth Development Agents/county committee and 4-H members, their parents and other volunteers regarding 4-H club programs.
- Functions as members of the community club leadership team.
- Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities.

## SPECIFIC RESPONSIBILITIES

- Coordinate and conduct educational club activities related to assigned project areas (for example, project meetings/work sessions; demonstrations/talks by members, volunteers or others related to project areas; educational tours to expand project knowledge; home visits to check on progress of members' projects; etc.).
- Hold regular project meetings.
- Assist with enrollment and interpreting the project to potential members.
- Utilize youth leaders to assist in conducting project meetings, provide them responsibilities and guidance in carrying them out.
- Encourage parents to provide appropriate project support at home, but not to do the work for them.
- Assist members who wish to exhibit projects at fair by informing them of evaluation/exhibit requirements and dates, exhibit classes and rules, proper preparations of exhibit items or animals and proper exhibit care during fair.
- Be aware of the work of the county project committee by actively participating as a member of this committee.
- Read the 4-H newsletters and literature from the county Extension office and keep members, parents and other advisors informed.
- Participate in one or more volunteer development opportunities each year.
- Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- Praise members for the progress they make.
- Ensure adequate supervision at all club functions.

# PROJECT LEADER JOB DESCRIPTION

## **SPECIFIC RESPONSIBILITIES (Continued)**

- Maintain appropriate communications with project members, their parents, and the club community leader.
- Be dedicated to young people and sensitive to their abilities and needs.
- Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- Follow all 4-H guidelines and policies of The University of Arizona Cooperative Extension, Arizona 4-H Youth Development program and the La Paz County 4-H program.

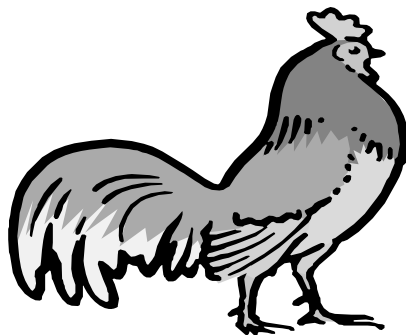
## **QUALIFICATIONS**

An individual serving as a 4-H Club Project Leader must have:

- A sincere interest in working with 4-H members regarding one or more 4-H project areas.
- The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility and leadership in youth.
- A commitment to young people and their growth in all areas.
- A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- The ability to organize information and materials and delegate responsibility.
- The ability to work and communicate effectively in verbal and written forms.
- The ability to motivate parents and other volunteers to assume leadership positions.
- The ability to share decision-making and responsibilities with youth and adult leaders.
- A willingness to become familiar with and work within the philosophy and guidelines of the University of Arizona Cooperative Extension, Arizona 4-H Youth Development Program and La Paz County 4-H Youth Development Program.

## **COOPERATIVE EXTENSION SUPPORT:**

- Training opportunities that will help the volunteer meet the needs of members, leaders, and parents.
- Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials.
- Provide guidance and assistance as requested.





## Overview of La Paz 4-H County Events



### RECOGNITION DAY

**PURPOSE:** Recognition of the accomplishments of youth members, adult leaders, alumni, and friends of 4-H during the past 4-H year.

**TARGET DATE/LOCATION:** Held the last Sunday of September. Begins at 2pm with dessert after the awards presentation and program. This event requires a lot of space for seating 200-300 for a meal and a stage area for the program. Usual location: BLAKE AUDITORIUM IN PARKER.

**PERSONNEL:** Recognition Day is coordinated through the Teen Council, the Extension Office and the recognition committee of 4-H council.

### TRICK OR TREAT SO OTHERS CAN EAT

**PURPOSE:** Community Service event to collect food and eyeglasses for local food banks and the Parker Lions Club.

**TARGET DATE/LOCATION:** Late October. Collections are held in Parker, Bouse, Cibola, Salome, and Wenden. Community Club leaders select the dates and methods to collect food in the outlying areas. In Parker, clubs meet at Pop Harvey Park and are assigned a town zone from which to collect food.

**PERSONNEL:** Coordinated by the Extension Office in the Parker area and by Community Club leaders in the outlying areas.

### HOLIDAY MAKE IT, TAKE IT

**PURPOSE:** Food and craft workshop for 4-H participants. Recruiting effort for non 4-H members.

**TARGET DATE/LOCATION:** Early December. The event is held in Parker, but outlying communities may request a separate event to be held in their respective community.

**PERSONNEL:** Coordinated by the Extension Office, 4-H Council, and Interested Volunteers.

## **SMALL STOCK CLINIC**

**PURPOSE:** Educational event to learn techniques in caring, handling, and showing small stock animals (rabbits and birds). Animals are available to purchase.

**TARGET DATE/LOCATION:** Early December. Held in a large Gymnasium (Currently the Wallace Dome in Parker, but will probably be moved to Irwatabwa Hall starting in 2003. Irwatabwa Hall is the basketball gym next to the CRIT headquarters. (across from the La Paz Fairgrounds).

**PERSONNEL:** Coordinated by the Extension Office and the La Paz Small Stock Committee.

## **COLORADO RIVER SMALL STOCK SHOW**

**PURPOSE:** Demonstration of knowledge and showing of small stock animals.

**TARGET DATE/LOCATION:** Mid January (Martin Luther King Weekend). Location rotates between La Paz, Mohave, and Yavapai County locations. Mohave will host in 2003, followed by Yavapai in 2004.

**PERSONNEL:** Coordinated by County Agents and the small stock committees of the respective counties.

## **PRESENTATION DAY**

**PURPOSE:** Demonstration and knowledge of 4-H project skills.

**TARGET DATE/LOCATION:** Second Saturday of February. Held at Parker Youth Center (Corner of Agency and Mohave Streets) at 9 am.

**PERSONNEL:** Coordinated by the Extension Office, 4-H Council, and interested volunteers.

## **LIVESTOCK ETHICS CLINIC**

**PURPOSE:** Overview of fair rules and regulations, ethical showmanship, and proper behavior during competitive events.

**TARGET DATE/LOCATION:** Mid February. The event is held in Parker, but outlying communities may request a separate event to be held in their respective community.

**PERSONNEL:** Coordinated by the Extension Office.

## **FAIR SET-UP/CLEAN UP**

**PURPOSE:** Organize and clean up 4-H programs to be held at the fair.

**TARGET DATE/LOCATION:** Saturday before and after fair. Fair is in mid March. Held at the La Paz County Fairgrounds.

**PERSONNEL:** Coordinated by the Community Club and Project Leaders. Extension Staff is also involved.

## **RECORDBOOK WORKSHOPS**

**PURPOSE:** Provide instructions and help on proper recordkeeping for 4-H projects.

**TARGET DATE/LOCATION:** May and Early June. Event is held on a club level at the request of the Community Club Leader.

**PERSONNEL:** Community Club Leader and the Extension office.

## **MOPAZ CAMP**

**PURPOSE:** Weeklong camping program designed to provide knowledge in environmental science and outdoor discovery.

**TARGET DATE/LOCATION:** Third week of July. Held at Pinal County 4-H Camp near Williams, Arizona.

**PERSONNEL:** Mohave and La Paz County Agents, Interested volunteers from the respective counties.



# La Paz 4-H Requirements to Complete the 4-H Year

Adopted 9/9/02 by La Paz 4-H Council and the 4-H Office

## Requirements to Remain in Good Standing in 4-H

All 4-H members are required to meet the following standards each year. These are the minimum requirements. Your club may have additional requirements and will notify the youth members by the 1<sup>st</sup> 4-H meeting of the year.

Adhere to the expectations of the responsibility form attached to the youth enrollment sheet.

Attend at least 70 percent of regular club meetings and/or activities.

Complete a 4-H project, doing one's own work with minimal assistance from parents or others.

Give a club or county 4-H public presentation.

Complete a project record book and turn it in to your Community Club Leader.

If adequate recordbooks are not submitted, the youth will not be allowed to enroll in a 4-H animal project the following year.

Participate in 4 recognized county events throughout the year. Two (2) of those county events must be attended before Fair Set Up Day. (March 8, 2003)

### County Events for the Upcoming Year

Recognition Day  
Trick or Treat So Others Can Eat  
Holiday Make It/Take It  
Small Stock Clinic  
Colo. River Small Stock Show  
Presentation Day  
Livestock Ethics Class  
Fair Set Up  
Fair Clean Up  
Recordbook Workshop  
Mopaz 4-H Camp

Must attend both to count for 1 county event

**All project-related clinics attended throughout the year will count as a county event. Including Leader/Officer trainings.**

Leaders

All **4-H projects** are required to hold at least 5 meetings before the fair, and 2 after the fair. One of these meetings can be the recordbook workshop held in coordination with the community club.

# PLANNING

## THE KEY TO A SUCCESSFUL PROJECT MEETING



An effective teacher does 95% of his/her job before they even walk into the door to start a lesson. Careful thought to the objectives, materials needed, and the time allotted to make the project meeting successful will make a leader's job significantly easier. This outline is designed to accommodate to any educational activity.

1. Objectives- (What do you want the kids to be able to know or do at the end of the lesson?)
2. Materials- (What are you going to need for this lesson?)
3. Time- (How much time do you estimate that the lesson will take?)
4. Special needs- (Are there any kids who will need special materials or help?)
5. Instructional Input- (What are you going to teach to give the youth background knowledge before the activity?)
6. Modeling- (Show the activity and the procedures to do it properly)
7. Guided Practice- (Youth work on the activity with adult supervision)
8. Closure- (Wrap up of the activity and how it related to the objectives. Assign an at home activity for them to work on.)

(Example of a lesson plan on the back)

### La Paz County 4-H Project Lesson Planning Sheet

Project- Rocketry  
Meeting Date – November 8<sup>th</sup>  
Meeting Place- Jones Jr. High Room 13 Meeting Time- 6 pm  
Estimated number of participants- 12



**Objectives** Youth will understand the connection between thrust and weight by designing and testing balloon rockets.

**Materials-** Fishing Line (1 spool) 40 balloons (various sizes and shapes) scotch tape 50 drinking straws, 4 pairs of scissors, paper

**Time-** 1 hour and 30 minutes

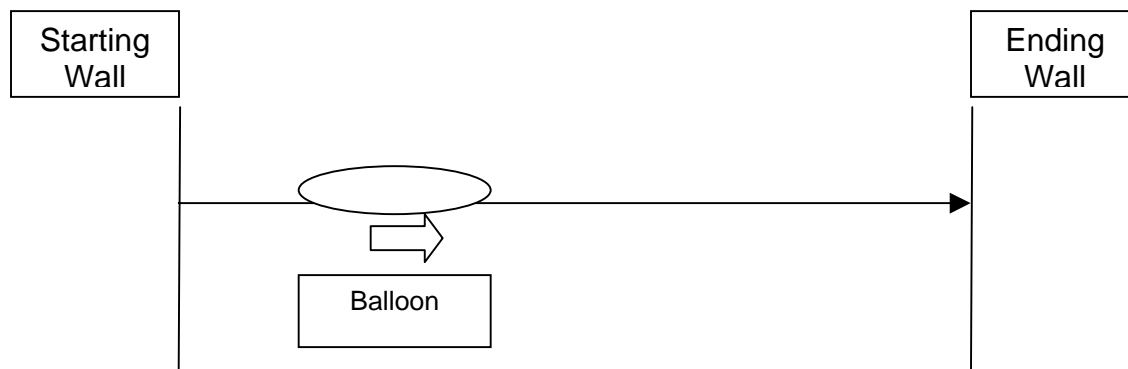
**Special Needs-** Assign 2 older youth to work with the 2 Cloverkids.

**Instructional Input-** Explain the way in which rockets travels and ask how design and weight might affect speed and distance.

**Modeling-** Explain to the youth that the objective of this activity is for the youth to design a balloon rocket that will travel across the entire distance of the room. The fishing line will be used for guiding the rocket. Straws, Balloons, and Paper are the materials to make the super rocket. They will have 30 minutes to build the rocket, then the entire group will show how far their design will travel.

**Guided Practice-** Hand out materials and observe the youth's progress. Assist with mounting the fishing line, if needed.

**Closure-** Have each youth explain why they designed the rocket the way they did, how successful their design was, and what they could have done differently. Ask the group to compare their design to the standard rocket design. Ask them why rockets are designed the way they are?



### La Paz County 4-H Project Lesson Planning Sheet

Project- \_\_\_\_\_  
Meeting Date – \_\_\_\_\_  
Meeting Place- \_\_\_\_\_ Meeting Time- \_\_\_\_\_  
Estimated number of participants- \_\_\_\_\_



Objectives \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Materials \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time \_\_\_\_\_

Special Needs \_\_\_\_\_

Instructional Input  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Modeling \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Guided Practice  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Closure \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## La Paz 4-H Activity Release

4-H Member: \_\_\_\_\_ Age: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Release Statement: I am willing for \_\_\_\_\_

to participate in the following 4-H Youth Development activity: \_\_\_\_\_

at the following date and location \_\_\_\_\_

I hereby release the University of Arizona, members of its staff and employees, the 4-H Leaders' Council and 4-H volunteer leaders, from all liability for injuries, accidents, and/or illness of any kind sustained during this 4-H activity, including time of transportation. I further understand that any damage to facilities/equipment caused by the participants will be the financial responsibility of the parent to repair or replace. I also certify that he/she is physically able to participate in this activity and has permission to go. I understand that any violation of the 4-H code of conduct could result in my child being expelled from this activity and that I would have to provide a method of transportation to remove my child from this activity.

In the event of an emergency, I hereby authorize the above representatives to employ a licensed doctor to render medical service which may, in the sole discretion of the doctor, be necessary. I further authorize said representatives to take my child to the hospital if it should be necessary and agree that I will pay all medical bills.

Signed and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Legal Guardian

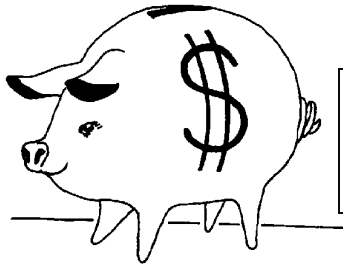
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Insurance Company and Policy Number: \_\_\_\_\_  
This Information is REQUIRED

I pledge my full cooperation as a participant in this 4-H activity.

4-H member signature \_\_\_\_\_ Date: \_\_\_\_\_

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**La Paz County 4-H Council  
Request for Reimbursement**

Procedure- Complete this form and attach invoices or receipts. Be sure to indicate the budget account to be charged. Give to the 4-H Council Treasurer or mail to the Extension Office.

Amount Requested \$ \_\_\_\_\_ Request Date \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

4-H budget the account is to be charged

\_\_\_\_\_ Awards and Recognition \_\_\_\_\_ Office \_\_\_\_\_ County Events \_\_\_\_\_ Donations

\_\_\_\_\_ Educational Programs \_\_\_\_\_ Fundraising \_\_\_\_\_ Travel \_\_\_\_\_ Camping

\_\_\_\_\_ Community Club Grants \_\_\_\_\_ Master Gardeners \_\_\_\_\_ Agent Grant \_\_\_\_\_ Small Stock

**Make check payable to:** \_\_\_\_\_

**Include mailing address if it needs to be mailed:**

**FOR 4-H COUNCIL TREASURER'S USE ONLY**

**Paid by Check Number** \_\_\_\_\_

**Date Paid** \_\_\_\_\_

**Budget Account Charged** \_\_\_\_\_





Request for 4-H Club Fund Raising Program Approval  
(Approval required for all amounts over \$100)

Date: \_\_\_\_\_ Club Name: \_\_\_\_\_

Leader's Name \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

What will the funds be used for? (Be Specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Briefly Describe the fund raising effort: \_\_\_\_\_

\_\_\_\_\_

Date fund raising activity will begin: \_\_\_\_\_ and will end: \_\_\_\_\_

Where will the fund raising activity take place? \_\_\_\_\_

Estimated amount of money to be raised \_\_\_\_\_

Leader's Signature \_\_\_\_\_

Club Officer's Signature \_\_\_\_\_

APPROVED: La Paz County Cooperative Extension

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval by Cooperative Extension does not constitute any guarantee of products sold, or assumes any responsibility or liability for actions of those raising funds.

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, James A. Christenson, Director, Cooperative Extension, College of Agriculture & Life Sciences, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation in its programs and activities.



La Paz County 4-H Youth Development Donation Receipt For  
 \_\_\_\_\_

The item(s) listed below have been donated to the La Paz County 4-H Youth Development Program.

Item \_\_\_\_\_ Cash Value \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

***Thank you for you tax deductible donation. It is greatly appreciated!!***

\_\_\_\_\_  
 Signature of person accepting donation 4-H Club Name

\_\_\_\_\_  
 Date of Donation

**DONOR COPY**

#####Cut Here#####

**La Paz County 4-H Youth Development Receipt Record**

Donor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Donated Item(s) \_\_\_\_\_ Cash Value \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
 Signature of person accepting donation 4-H Club Name Date

Thank You Written By: \_\_\_\_\_ Date Delivered/Mailed \_\_\_\_\_

This donation record must be returned to the Extension Office with 2 weeks after fund raising effort is completed.

## LIABILITY COVERAGE AS A 4-H YOUTH DEVELOPMENT VOLUNTEER

The basic question asked is, am I covered?

The law A.R.S. 41-621 states:

*“A State officer, agent or employee, except as otherwise provided by statute, is not personally liable for an injury or damage resulting from his act or omission in a public official capacity where the act or omission was the result of the exercise of the discretion vested in him if the exercise of the discretion was done in good faith without wanton disregard of his statutory duties.”*

Agents of the University are provided the same liability protection afforded employees. Thus volunteers, when acting in the course and scope of their authorization, would be covered for their liability exposure as agents. Volunteers are those persons doing University work under the direction and control of a University Official and who are not being paid by anyone for this activity.

**Volunteers - are covered when clearly acting as agents necessary to accomplish the function or business of the University.** Volunteers (certified and resource) recruited by and acting under the instructions of the agents are covered for liability. A form must be completed by the certified volunteer or agent and signed by the resource volunteer to be covered. **The agent must know and give approval for the actions of volunteers on a calendar. Meetings of volunteers not known by and approved by the agent are not covered.** Volunteers must send written notification or call the 4-H office when 4-H meetings or activities are to occur. Notification should include date, location, time and purpose of the event.

Liability coverage is strict. Coverage is for the direct consequences of acts to carry out the State's business only. Not covered, for example, would be liability of a property owner for property conditions. Disputes between volunteers would be referred to their homeowners insurance first, if any coverage applies.

Not covered - a parent or other person just helping out should not be considered covered.

Clubs, councils and incorporated groups - coverage is provided only to the extent they exist to further the State's business under the direction of the agent.

4-H activities including horses, shooting and food sold at fairs are covered by University insurance. Various types of liability apply to direct harm caused by these activities. The coverage is strictly related to the actions of the agent or volunteer. It does not cover the horse per se, non 4-H use of the horse, companion horses, the horse ring as property, shooting ranges or the condition of guns and the fairgrounds in general.

Do not sign any agreement to use facilities or such. These must be signed by the University of Arizona's contract office. Otherwise you will be assuming personal liability for the agreement.

If an agent or volunteer sees an unsafe condition, for example, in a horse ring that is the responsibility of the owner, the University will be liable if it is ignored and someone is hurt.

Actions of volunteers, parents or 4-H youth that could reasonably harm others are not acceptable. Knowledge of such acts and failing to take corrective action or keep the person from participating in 4-H is negligence that the University is liable for.

## **MEDICAL COVERAGE FOR 4-H VOLUNTEERS AND MEMBERS**

Volunteers are *not* covered by Workers' Compensation. The University has made arrangements whereby departments can enroll their volunteer workers into an accidental medical payments insurance program for volunteers. Coverage is limited to accidents while performing volunteer activity. There are limits on both time and amount per accident. It is not a substitute for a comprehensive medical plan. The cost is nominal (\$1.00/person). This coverage is excess over any other collectible insurance.

4-H members are not covered by the University for any accident. Individual 4-H groups purchase accident coverage for 4-H youth.

4-H groups can purchase insurance from American Income Life or from Brotherhood Mutual. If members are involved in horse projects which involve roping, timed events or jumping the club should purchase their insurance through Brotherhood Mutual for coverage. American Income Life does not cover these horse events. Applications and information on the two plans are available from the 4-H office. If you are unsure if your club is covered contact your community or club leader to find out.

If any person is injured as a direct result of actions or failure to act by the agent or volunteers acting under the agent's instruction then the University's liability coverage is responsible for the medical costs.

Insurance is not a substitute for safety. Insurance picks up some of the pieces after the fact.

In a medical emergency see that proper care is given or arranged for.

Report serious incidents to the 4-H office when they occur. Do not wait for the injured person to take action. Get names of witnesses, statements and photographs of the conditions that existed which contributed to the incident.



