

## SECTION 7 | POLICIES, PROCEDURES & RESOURCES



Each county should strive to select and/or develop quality resources.

# POLICIES & PROCEDURES

## Utah 4-H Recognition and Awards Program: Policy 8/17-1

### USU EXTENSION Awards and Recognition Standard Operating Procedure

In order to standardize the way that USU Extension handles awards and recognition, the following guidelines have been established and apply to all funding sources.

#### RECOGNITION FOR ADULT VOLUNTEERS

- a. Allowable – Pins, certificates, ribbons, plaques, buckles. Value cannot exceed than \$100.
- b. Allowable - Dinner Banquet – The meal of the individual being recognized and one guest may be paid with USU funds.
  - i. Policy 516 - Meals & Entertainment
- c. Recognition event should not be held more than annually.
- d. State 4-H Office will provide guidance on allowable recognition events.
- e. The review/selection process should be approved in advance by Business Services and Extension Administration.

#### RECOGNITION FOR YOUTH

- f. Allowable – Pins, certificates, ribbons. Value cannot exceed than \$20.
- g. Allowable - Dinner Banquet - The meal of the individual being recognized and one guest may be paid with USU funds.
  - i. Policy 516 - Meals & Entertainment
- h. State 4-H Office will provide guidance on allowable recognition events.
- i. The review/selection process should be approved in advance by Business Services and Extension Administration.

#### AWARDS AND CONTESTS

- j. State 4-H Office will be responsible for maintaining an approved list of 4-H awards, eligibility criteria, and selection processes.
- k. Business Services must pre-approve all non 4-H awards and processes.
- l. Value of award cannot exceed \$100.
- m. No cash awards.
- n. No Tuition Scholarships. Scholarships are handled under a separate process.

# POLICIES & PROCEDURES

## TRAVEL AWARDS

- o. No longer allowed in the form of an award or recognition.
- p. Bonafide travel expenses will be based on eligibility and funding.
  - i. Travel policy must be followed.
  - ii. Policy 515 – Travel

## DONATIONS

- q. In-kind donations of any value will be accepted for awards/recognition.

However:

- i. Awards distribution will be limited to no more than \$100 value per individual.
- ii. Recognition distribution for adults will be limited to no more than \$100 value per individual.
- iii. Recognition distribution for youth will be limited to no more than \$20 value per individual.
- r. In-Kind donations for programmatic purposes will continue to be allowed with no limits.
  - i. Gift In-Kind transmittal form must be completed and sent to Extension’s Development Officer.
  - ii. [https://controllers.usu.edu/files/uploads/Gift-in-KindTransmittal\\_Form.pdf](https://controllers.usu.edu/files/uploads/Gift-in-KindTransmittal_Form.pdf)
- s. Any donation (cash or in-kind) must be reported to Extension’s Development Officer so that proper recognition is given and tax paperwork is completed.
  - i. Gifts-In-Kind Procedures and Guidelines - <https://usu.edu/advancement/sfo/staffresources/Gift-in-Kind%20Procedures%20and%20Guidelines.pdf>



## THANK YOU GIFTS

- t. Not expected – Allowable
  - i. Purchased gifts cannot exceed \$100 in value and may not be in the form of cash, check, or gift certificate.
  - ii. Donated gifts cannot have a value that exceeds \$100 per individual.
- u. Expected - Not Allowable
  - i. Where there is an expectation, speakers and other invited presenters should be paid via an invoice.
  - ii. Consider giving a written thank you note.

## HONORARIUM

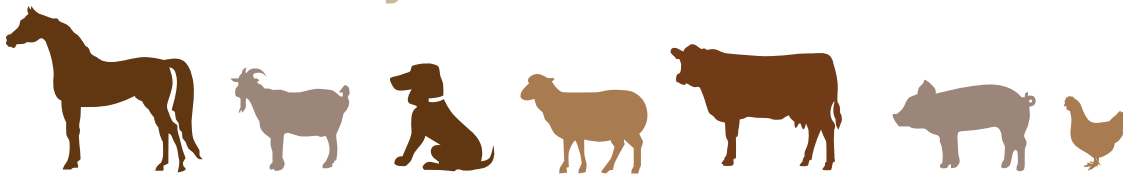
- v. An honorarium is a payment to a non-employee in recognition of a special service where no expectation exists for payment (even if the amount is minimal). Honorarium payments are for a specific one-time service. They may not be used to pay for any services where a price is negotiated.
  - i. <https://controllers.usu.edu/htm/forms-policies-procedures?memberID=10829>
- w. Must be processed through Business Services.

# POLICIES & PROCEDURES

## DOOR PRIZES

- x. Purchased door prizes cannot exceed \$100 in value and may not be in the form of cash, check, or gift certificate.
- y. Donated door prizes cannot have a value that exceeds \$100.
  - i. Any donation (cash or in-kind) must be reported to Extension's Development Officer so that proper recognition is given and tax paperwork is completed.
  - ii. Gifts-In-Kind Procedures and Guidelines
  - iii. <https://usu.edu/advancement/sfo/staffresources/Gift-in-Kind%20Procedures%20and%20Guidelines.pdf>
  - iv. Gift In-Kind transmittal form must be completed and sent to Extension's Development Officer.
  - v. [https://controllers.usu.edu/files/uploads/Gift-in-KindTransmittal\\_Form.pdf](https://controllers.usu.edu/files/uploads/Gift-in-KindTransmittal_Form.pdf)
- z. The distribution of door prizes needs the approval of Extension Administration and Business Services.
  - i. Legal Counsel is currently reviewing Door Prizes and these guidelines are subject to change.

## 4-H Animal Care Policy: 8/17-2



Each 4-H animal project shall include learning experiences appropriate to the species of animal to assure that 4-H members understand and practice the standards of humane treatment of animals.

- Educational materials will be reviewed periodically to assure that content reflects current knowledge of humane care practices.
- Events such as greased pig contests, calf scramble contests, and other events for entertainment or which enable youth to randomly capture animals from a group or in a prize winning situations are not acceptable and should not be planned, supported, or approved for 4-H participation.
- Fairs, shows, exhibitions, and similar events involving 4-H members with animals shall be conducted according to humane animal care standards. Because these activities take place away from the animal's familiar environment, special attention is needed for transportation, safe housing, adequate feed and water, ample space, humane handling, and good management and showmanship.

Helmets - As per Utah 4-H Horsemanship Contest Rules, page 7, item #3

The use of safety headgear is encouraged by Utah 4-H. Headgear must be approved by American Horse Show Association and may be worn by any exhibitor in any class. If leasing an animal for 4-H project, you may want to use a lease agreement. It may require review by an attorney.

# POLICIES & PROCEDURES

## Above Suspicion Policy: 8/17-3

One-on-one situations of an adult (paid or volunteer) with a youth should be avoided as reasonably feasible. The purpose of this is to provide a safe and caring environment for youth and adults in all 4-H program situations, and to protect both paid and volunteer staff from situations that could potentially occur in any 4-H youth program, including camps, trips, and other events, where there is potential for being accused of abuse. It is recognized that there will be occasions where one-on-one situations are unavoidable. ALL staff, both paid and volunteer, should, whenever possible, avoid such situations with youth. “Avoid being placed in situations where you are one on one with the opposite sex, especially minors. Always have someone else, preferably an adult present.” (Liability Issues Memo, 10/1999). Paid and volunteer staff shall be screened prior to being selected to serve in 4-H. A Screening will include background checks and may include personal interviews and/or reference checks.

## Adult 4-H Camp Volunteer Policy: 8/17-4

Serves as a volunteer in the camp setting, is a leader in one or more roles, under the supervision, guidance, direction, and/or leadership of the 4-H staff (paid or volunteer).

Adult Camp Volunteers must:

- Be at least 19 years of age or older;
- Be selected by USU Extension staff;
- Be a positive role model and display maturity (based on judgment of USU staff),
- Be trained prior to the camping experience in which he/she plans to serve
- Complete a volunteer enrollment form through 4hOnline.

## Age for Campers, Teen and Adult Camp Staff Policy: 8/17-5

In order to serve as a 4-H camp counselor, or C.I.T. (counselor-in-training) in any supervisory capacity with campers, youth must be in at least grade nine of the year participating in camp, and completed training prior to the camping experience.

- The 4-H year is October 1 - September 30.
- If a child is not yet enrolled in Kindergarten, but is eligible to enroll during the 4-H year, he or she is eligible to attend a Cloverbud 4-H camp.
- If a child is not yet enrolled in Grade 3, but will become eligible to enroll during the 4-H year in which a 4-H junior camp is held, he or she is eligible to attend a 4-H junior camp.
- If a child is in Grade 9 during the 4-H year in which a 4-H junior camp is held, he or she is eligible to attend a 4-H junior camp as a camper. Beyond this grade level, youth should be encouraged to serve as camp counselors rather than attend as campers. This should prevent the situation of counselors supervising campers older than they are.

## Alcohol and Drug Policy: USU 313

All USU Extension paid and volunteer staff are required to comply with the Alcohol and Drug Policy of the University (see <https://www.usu.edu/policies/313/>)

# POLICIES & PROCEDURES

In addition, it is the policy of USU 4-H that volunteers and paid staff may not possess or consume, or be impaired by, alcohol or drugs while participating in a 4-H activity at which youth (under the age of 21) are present. Whether alcohol is served at 4-H activities which are held exclusively for adult audiences (all participants 21 years or older) is at the discretion of the event organizers. It is recommended that if alcohol is served, non-alcoholic alternatives be prominently included in the choice of refreshments.

## Camp Counselor Policy: 8/17-6

Serves as a supervisor of children in the camp setting; assumes responsibility for the well-being of the campers in his/her care at all times; serves under the supervision, guidance, direction, and/or leadership of the Extension staff (paid or volunteer) in charge of the 4-H camping event.

Camp Counselors must:

- Be in at least grade 9 of the current year
- Be selected by USU Extension staff
- Be a positive role model and display maturity (based on judgment of USU staff)
- Be trained prior to the camping experience in which he/she plans to serve

## Chaperone Policy: 8/17-7

It is the responsibility of the Extension staff to see that 4-H events are adequately chaperoned and appropriate standards are followed. The number of chaperones will be determined by the age of participants and the nature of the activity. Younger members will require more chaperones. For junior and intermediate members, one adult to eight youth is appropriate. With older members, one adult to ten youth is the recommended ratio in most situations. If the event is overnight and is for both males and females, then a male and female chaperone should be present. Gender balance of chaperones may be negotiated with another delegation if necessary. To provide for appropriate housing of youth and adults, 4-H faculty and paid or volunteer staff should not room with youth. All volunteers serving as chaperones must be screened and have a completed volunteer enrollment form through 4hOnline. Volunteers serving as chaperones should be older than 21 years of age.

## Civil Rights and Equal Opportunity Policy: USU 303

Utah State University is committed to providing an environment free from harassment and other forms of illegal discrimination based on race, color, religion, sex, national origin, age (40 and older), disability, and veteran's status. USU's policy also prohibits discrimination on the basis of sexual orientation in employment and academic related practices and decisions. Utah State University employees and students cannot, because of race, color, religion, sex, national origin, age, disability, or veteran's status, refuse to hire; discharge; promote; demote; terminate; discriminate in compensation; or discriminate regarding terms, privileges, or conditions of employment, against any person otherwise qualified. Employees and students also cannot discriminate in the classroom, residence halls, or in on/off campus, USU-sponsored events and activities. This publication is issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Ken White, Vice President for Extension and Agriculture, Utah State University.

# POLICIES & PROCEDURES

## Release Form Policy: 8/17-8

Personal conduct, medical releases, photo releases, and informed consent of 4-H members while attending county, state, regional or national events is expected to model 4-H ideals, and to be consistent with the Utah 4-H code of conduct or the specific code of conduct set for the event. If those in charge of the event determine behavior violates the expectations, such person or persons may be immediately returned home to the custody of their parents or guardian at the expense of the parents or guardian. See resources to read the specifics of each authorization collected at the state level via 4H Online.

## Counselor-in-Training (CIT's) Policy: 8/17-9

A learning role under the supervision, guidance, direction, and/or leadership of an experienced camp counselor with intent to become a future 4-H camp counselor.

CIT's must:

- Be selected by USU Extension staff
- Be a positive role model and display maturity (based on judgment of USU staff)
- May not have sole supervision of campers during the camp event at any time

## Permission - Pickup of Youth Policy: 8/17-10

Youth participating in 4-H activities or events in which they are dropped off and picked up, are allowed to leave ONLY with individuals indicated by parent/guardian.

## Large Animal Event Inherent Risk Sign Policy

All facilities used for events, shows etc. are used at your own risk. All large animal event locations should have a sign posted that says the following:

NOTICE: USE THIS FACILITY AT YOUR OWN RISK.

There are inherent risks of participating in equine or livestock activities. "Inherent risk" with regard to equine or livestock activities means those dangers or conditions which are an integral part of equine or livestock activities, which may include: (a) the propensity of the animal to behave in ways that may result in injury, harm, or death to persons on or around them; (b) the unpredictability of the animal's reaction to outside stimulation such as sounds, sudden movement, and unfamiliar objects, persons, or other animals; (c) collisions with other animals or objects; or (d) the potential of a participant to act in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the animal or not acting within his or her ability. See Utah Code 78B-4-201(5) and 78B-4-203. The sponsor of equine or livestock activities occurring within or connected to this facility is not liable for (i) Inherent Risks or (ii) any injury, death, illness, disability, or damage to persons or to property arising from Inherent Risks.

# POLICIES & PROCEDURES

## Reporting of Suspected Child Abuse Policy: 8/17-11

As members of a youth serving organization, it is important that adults are aware of their responsibility for child safety. All USU paid and volunteer staff should report suspected child abuse cases. Volunteers should report cases to paid Extension staff, and paid staff should report to their immediate supervisor and the State 4-H Director. Suspected cases of abuse should then be referred to the appropriate child welfare agency. Prior to the beginning of any 4-H event, all staff should receive information and instruction necessary to be made fully aware of the potential liability risks in the following areas:

- Sexual harassment
- Suspected child abuse
- One-on-one situations

## Room Supervision Policy: 8/17-12

Youth in ALL rooms utilized for lodging shall be supervised and it is required that the following options be used:

- No adults in rooms with youth, however, supervision should be provided by adults or teen counselors in a nearby room.
- No adult shall stay in a room with youth, without written permission of parent/guardian.
- Adults will provide guidance and support for teen counselors.

## Transport of 4-H Members Policy: 8/17-13

Volunteers should obtain permission from parents/guardian before transporting 4-H members to any activity or event including club field trips and activities, and county, regional or state activities. Only active 4-H volunteers may transport youth. Personal transportation to and from 4-H program activities is the responsibility of the 4-H member, youth participant, parent, volunteer, or other driver and is not covered by USU or the state of Utah liability. When using a private vehicle for 4-H activities, there is no collision coverage for either an employee or a volunteer. Collision coverage will only apply when using a state owned vehicle.

Before allowing a volunteer to transport youth in their own vehicle, Cooperative Extension should verify that the volunteer has a valid driver's license. The best way to document this is to keep a copy of the license on file. If the Extension office coordinates transportation and vans are used, no more than seven people total should be transported per van.

## Travel for Teens Policy: 8/17-14

Teens under 18 years of age, outside of the immediate family, without written authorization from parent/guardian, are not authorized to drive or transport other persons when they are involved in 4-H activities.

Teens who drive themselves to 4-H activities are to leave vehicles parked for the duration of the activity/event.



# POLICIES & PROCEDURES

## CLUB FINANCES AND INVENTORY

USU Accounts Policy below can be found here: <https://caas.usu.edu/service-center/policies-procedures/>

### **4-H and Other Checking Accounts using USU's Tax Exempt Status August 1, 2016 | Standard Operating Procedure**

**THOSE CONSULTED:** Kevin Kesler and representatives from the state 4-H office and select county faculty (4-H); Bryan Arnell, Branden Blanchard and Carol Ann Downs (Business Services); Dan Christensen (Controller); Ken White and Brian Higginbotham (Extension Administration); Mica McKinney and Ryan Brady (Office of General Counsel).

**HISTORY:** Several years ago it was determined that it could be appropriate and advantageous for 4-H clubs to create checking accounts using USU's TIN Number. At the time, it was determined if the dollar amount of these checking accounts were de minimis in nature they would not need to go through the University Accounting process. Bank statements were to be turned into the Controller's Office for inclusion in USU's financial statements. No additional checks and balances were put into place at that time.

**CONCERNS:** Recently, Business Services noted that some checking accounts were being used for purposes unrelated to original intent without adhering to current USU policies or procedures. Additionally, some of these checking accounts had grown quite large and had exceeded the expected de minimis balance. After several discussions with Extension Administration, the Controller, Risk Management, and General Counsel, it has been determined that changes are not only warranted but needed. Extension benefits from the liability and risk coverage of USU, as well as potential immunities provided to USU as a state entity. However, in order to maintain this coverage and potential immunities, USU must be able to show that USU has both administrative and financial control over its programs and services. USU management over incoming and outgoing funds is a critical element for establishing this control.

**4-H CLUBS:** Effective September 1, 2016, USU will no longer allow checking accounts to be set up using USU's EIN. Traditional 4-H clubs may operate their clubs without running their funds through the University as long as the following criteria are met:

1. **All funds collected are spent for club operations and are de minimis in nature.**
2. **Funds collected by the club are not donations; that is, the club may collect costs and fees to cover direct expenses for a specific activity.**
3. **Funds are not held for more than 30 days.**
4. **Funds are not used to support overnight travel.**
5. **Funds are not used for academic or programmatic scholarships.**

In the event that a 4-H club cannot meet the criteria above then the funds must be deposited into a USU index and all transactions will flow through USU's accounting system.

# POLICIES & PROCEDURES

Extension/4-H entities (e.g., councils, associations, etc.): These checking accounts should be closed immediately and rolled into a USU index. All deposits and transactions must follow USU's policies and procedures. These indices must be managed by a USU employee.

NON EXTENSION/4-H ENTITIES: USU employees and 4-H volunteers are free to participate and serve in non 4-H/Extension entities. Notwithstanding the participation of USU employees or 4-H members, if entities are not legally affiliated with USU they should not use USU's EIN. These entities can and do act independently of USU and should therefore operate independently. They should receive donations directly from their donating organizations. USU will not serve as a flow-through entity. Donations received by USU and/or collected in the name of 4-H/Extension must be deposited into a USU index.

DONATIONS: Any donations, including fundraisers, collected in the name of USU, Extension, 4-H, etc. should be routed through the University's Advancement Office and be deposited into a USU index.

CONCLUSION: We are hopeful that these changes will not only protect USU's assets but also the employees and volunteers that work so diligently. We hope the following FAQs will be helpful as you implement these changes.

## FAQs about 4-H Checking Accounts

**Q:** *Why are checking accounts being closed?*

**A:** To mitigate the risk to USU, employees and volunteers

**Q:** *Do all checking accounts need to be closed?*

**A:** Yes. All accounts need to be closed by December 31, 2016.

**Q:** *What happens to the funding that has been raised and currently is in a checking account?*

**A:** The money needs to be rolled into a USU index where it can be used to support 4-H/Extension programming. Funds that are di minimis in nature should be spent and the checking account should be closed.

**Q:** *How do volunteers make purchases using the funding put into a University index?*

**A:** All purchases made from a USU index will follow USU's policies and procedures. Purchases can be made using a PCard or Requisition. The indices will be managed by a USU employee (e.g., county agent, county director) and the volunteers can coordinate with the employee to make the needed purchases.

**Q:** *How does a volunteer get reimbursed for program related purchases?*

**A:** A volunteer will be treated the same as any USU employee. A valid, detailed receipt must be submitted for processing reimbursements.

# POLICIES & PROCEDURES

**Q:** *How does USU pay people right after an event like judges, medical staff etc.?*

**A:** There are many different options here. One potential option is to have a change fund that is tracked and accounted for by a USU employee. Another option is to send a check directly to the recipient. We will address these on a case-by-case basis.

**Q:** *Who can direct payments or expenditures from a USU index?*

**A:** The USU financial manager submits and approves all transactions for the index.

**Q:** *At what level of funding do volunteers need to put the money into a USU index?*

**A:** There is not a set dollar threshold but there are 5 criteria outlined above. Even if the amount could be considered de minimis, all funds need to go into a USU index if they will be carried over month to month, will be used for overnight travel, or will be used for academic or programmatic scholarships. Also, all donations to USU and/or a USU 4-H entity should be put into a USU index.

**Q:** *What is the definition of de minimis?*

**A:** The Miriam-Webster dictionary defines de minimus as: “lacking significance or importance: so minor as to merit disregard.”

**Q:** *What happens if a volunteer, club, or council refuses to close their checking account and/or will not put funds into a USU index?*

**A:** The State 4-H Office will revoke the charter of the club and pull the membership of any volunteer who doesn't comply with 4-H approved practices and USU policies.

**Q:** *Should funds from a junior livestock show be put into a USU index?*

**A:** It depends if it is a 4-H show or a non 4-H show. Funds that are for a non 4-H show (which may include other groups in addition to 4-H) should be deposited into a separate account unaffiliated with USU.

**Q:** *How will youth receive awards/livestock sale money from a non 4-H show?*

**A:** That's up to the non 4-H entity and the show committee/council.

**Q:** *What can the funds put into a USU index be used for?*

**A:** These funds can be used to support 4-H/Extension related activities as long as they follow University policies and procedures.

**Q:** *What steps do we take to close the checking accounts?*

**A:** Volunteer and USU employees should work with their bank. In cases where a USU index is needed, a USU employee will need to be identified as the financial manager for the index. The money from the checking account should be submitted to that financial manager and deposited into an appropriate USU index.

**Q:** *What steps does a group take to set up their own EIN?*

**A:** USU employees should not provide legal or tax advice. Governmental websites such as [www.irs.gov](http://www.irs.gov) provide instructions on how to create an EIN.

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# POLICIES & PROCEDURES

## CLUB INVENTORY POLICY: 8/17-15

4-H clubs may find it necessary to keep tangible property to assist the educational goals of teaching youth life skills. Tangible assets are defined as physical property and may range from cooking equipment to horse tack and property. When acquiring tangible assets, one must be fully prepared to handle the responsibilities associated with owning and maintaining materials. Although it can be beneficial to own equipment it can be the source of friction within the 4-H organization. Before the decision is made to acquire property, 4-H members and leaders should evaluate completely the following issues:

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

In some cases it may not be in the best interest of the club or organization to hold tangible assets. Leaders should carefully consider all options and consult with the local 4-H agent before making the decision to acquire property. Further, leaders and agents should never feel an obligation to accept or maintain items which are not consistent with the mission of 4-H or which will not further our educational goals. Be careful before accepting property in the name of 4-H that carries conditions limiting the organization's options for management or disposal. And remember that all property purchased with 4-H funds or donated to a 4-H club or organization belongs to the organization and not to any one individual.

If you keep accurate and complete records you will avoid many problems. Store receipts, warranties, titles and other important paperwork in a safe location such as the local Extension Office or a safe deposit box. Inform all that may need access to the documents of their location. Critical documents such as deeds and titles should be stored in such a way that they are protected from fire, damage, theft or loss.

Both the 4-H Agent and volunteers have the responsibility for safeguarding tangible assets and insuring that these items are used in accordance with the University and other applicable policies. The existence, ownership, condition, and location of these should be verified annually. Keep as much documentation as you think necessary to prove ownership if the item is lost, stolen or destroyed. Such proof may be instrumental in getting the item replaced.

A sample of an inventory record sheet you may use to help you manage your assets is located in the Club Secretary Handbook: <http://utah4h.org/files/Resources/Programguide/ProgramGuide4HSecretaryHandbook.pdf> Inventory sheets should be kept on file in the Extension office as well as with the club or organization responsible for management. All tangible assets should be identifiable by either an identification sticker or inscribed with the unit's name.

In the event of damage or loss of property under the care of a club leader, you may want to refer to the Property loss of damage checklist for insurance recovery for information needed to relay to the State 4-H Director at 435-797-4444.

# POLICIES & PROCEDURES

## CASH HANDLING GUIDELINES & PROCEDURES

### PERMANENT CHANGE FUNDS

Permanent change funds are to be used as a change fund only for University departments and auxiliary retail operations to facilitate daily business needs. These funds are used primarily in the operation to make change for customers at the till or register. The balance of the change fund should always be maintained at the original established amount. To establish a permanent fund, a request with complete justification should be sent by the Department Head or Business Manager to Randy Coleman, Director of Treasury Services, in the Controller's Office.

University departments should never establish or increase a permanent change fund with money from departmental revenue or from operating accounts. New change funds must be coordinated through the Controller's Office.

In the event that a new person becomes responsible for the change fund, or the change fund is to be modified or closed, the Controller's Office should be contacted immediately.

### PETTY CASH FUNDS

**Purpose and Use:** Petty cash funds can be used to make small purchases or to reimburse employees for ordinary, non-travel, out-of-pocket expenditures when it is infeasible or impractical to use normal purchasing methods (i.e. P-Card). Petty cash funds should be handled in such a way as to provide the proper controls to safeguard the funds and eliminate the possibility of misappropriation.

#### Prohibitions:

- Petty cash must not be used for the following:
- Travel expense reimbursement. These should be processed via a Travel Authorization (TA).
- Travel advances. All travel activities need to be reported via a Travel Authorization (TA).
- Payments to vendors for invoices submitted directly to the department.
- Payments to independent contractors, consultants, awards, etc., to non-university employees.
- Payments to employees for services, awards, bonuses, etc. These should be processed through Human Resources/Payroll.
- Payments to University auxiliaries (i.e. Bookstore, etc.) Use a P-Card.
- Personal borrowing (IOUs).
- Cashing checks.
- Any other purchased item which is prohibited or restricted by University Purchasing policy <http://www.usu.edu/purchsvs/rules&regulations.html>

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## ESTABLISHING, MODIFYING OR CLOSING A PETTY CASH FUND

A Department Head or Business Manager should contact Randy Coleman, Director of Treasury Services, in the Controllers Office to establish, modify, or close a petty cash fund.

When establishing or modifying a fund, the department should provide the following details concerning the use of the petty cash fund: names of the fund custodian and immediate supervisor, amount requested, and physical location of the fund. The Controllers Office will review each request for appropriateness based on the department's needs.

University departments should never establish or increase a petty cash fund with money from departmental revenue or from operating funds. New change funds must be coordinated through the Controllers Office.

## PETTY CASH CUSTODIAN – APPOINTMENT, STORAGE AND ACCESS

The department is responsible to appoint a custodian who monitors the use of funds, retains documentation, and requests replenishment. Appointment and approval should be made by the Department Head or Business Manager. A custodian may not appoint or approve himself/herself.

The petty cash fund should be secured at all times. A cash box locked in a safe or file cabinet is recommended, depending upon the amount of the fund.

Access to the fund should be limited. The fund custodian's supervisor should conduct periodic, documented cash counts to verify the proper use and accounting of funds.

## RESPONSIBILITIES

It is the responsibility of the custodian to ensure that this fund is used to cover only those expense reimbursements for which it is not possible, or is infeasible, to use normal purchasing methods such as a P-Card.

The fund custodian must retain original receipts to substantiate each purchase. The custodian is also responsible to enforce University policy regarding sales tax. The custodian is responsible to perform a full reconciliation to ensure that all funds are accounted for. The custodian is also responsible for fund replenishment when funds are depleted and for reporting all instances of loss of funds, including filing a report with Campus Police, as soon as any loss is discovered.

In the event that a new person becomes responsible for the change fund, the employee assuming the responsibility should notify the Controllers Office in writing as soon as possible. A count of the funds should be conducted at that time.

# POLICIES & PROCEDURES

## DOCUMENTATION

Properly document each transaction in the following manner:

- A detailed log of all transactions, identifying all pertinent information (who, purpose, transaction detail and date of expense). Identify each cost and the account to be charged.
- Retain original receipts, referencing each receipt's corresponding transaction on the detailed log. The receipts should be marked "voided" or "paid", signed, and dated to prevent duplicate reimbursements.

## REIMBURSEMENT PROCESS

When the fund is depleted the custodian should perform a reconciliation and submit a request to replenish the fund to the Controllers Office. Before being submitted, the reimbursement request must be approved by the immediate supervisor of the fund custodian.

### Reimbursement greater than \$50

Once the Controllers Office reviews the documentation and the reimbursement request is approved, a check will be prepared for the fund replenishment. The check will be made payable to the custodian.

### Reimbursement less than \$50

For convenience and administrative efficiency, the custodian may request a cash reimbursement by completing the "Cash Reimbursement Form".

## EXPANSION & REVIEW

Expansion and Review Committees are made up of volunteers who may possess a wide range of knowledge, skills and attitudes about 4-H. Their involvement in 4-H is generally highly variable based on years and types of service. In order for an Expansion and Review Committee to function meaningfully in county settings it is imperative that staff provide an orientation which will help E&R committees develop a common vision and purpose.

An orientation will provide a clear purpose and understanding of the 4-H youth development program and how the efforts of the committee can provide a supportive role in helping youth in a community gain access to 4-H youth development programs. The committee should gain an understanding of the "Big Picture" and how the committee's efforts can contribute to the expanding 4-H opportunities to youth in their communities.

An orientation provides information to committee members on what is expected of them. Orientation establishes a meaningful relationship with the county staff and develops feelings of support from them. The orientation will also benefit the county staff since it will introduce the staff to the skills that the committee brings to this volunteer position.

An orientation should provide:

1. **An overview of federal and state laws related to making 4-H programs accessible to all youth.**
  - a. **Equal opportunity- program delivery and access and must consider the needs of groups that are traditionally underserved.**

# POLICIES & PROCEDURES

- i. Identifying, planning and modifying programs to better serve their needs.
  - ii. Making sure that under-served groups are aware of services and their availability.
- b. Americans with Disabilities
  - i. Identifying alternative activities and ways to accommodate those with disabilities
- c. Limited English Proficiency [LEP guidelines]
  - i. How will 4-H address limited English 4-H'ers who wish to participate in programs and activities?
- d. Non-discrimination
  - i. race, color, sexual orientation, national origin, sex, age or disability
- 2. Goals of the 4-H Expansion and Review Committee should include:
  - a. Reviewing the operation of the 4-H Program
  - b. Identifying and implementing steps to correct inequities of access to the 4-H program [County mapping of clubs and potentials]
  - c. Creating action plans to reach new audiences and volunteers
  - d. Assisting in carrying out programming if necessary
  - e. Developing marketing plans
  - f. Reviewing and evaluating progress towards goal
  - g. Orientation might also include - County history of 4-H clubs
  - h. Extension staff and roles in 4-H
  - i. Program delivery modes and history of club marketing
  - j. Volunteer base and attracting new volunteers
  - k. 4-H projects and activities
  - l. Visions for the future

Adapted from: University of Illinois *4-H Expanding for the Next Generation 05.06 DLH*



# RESOURCES

## SECTION 1: EXTENSION & 4-H

- About Utah 4-H: <http://utah4h.org/about/>
- About National 4-H: <http://4-h.org/about/what-is-4-h/>
- 4-H History: <http://4-h.org/about/history/>
- Utah State University Extension: <http://extension.usu.edu>

## SECTION 2: PROFESSIONAL DEVELOPMENT

### PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Below is a brief summary of the personal and professional development opportunities provided by Utah State University, Utah 4-H and other 4-H related organizations.

**USU EXTENSION ANNUAL CONFERENCE** - This professional development opportunity is sponsored by the Vice President of Extension, is designed for all Extension faculty and program coordinators. Extension Annual Conference takes place each Winter. See Extension Calendar for dates and locations.

**4-H ANNUAL IN-SERVICE** - 4-H In-service is sponsored by the Utah 4-H State Office and the Utah Association of Extension 4-H Workers(UAE4-HW). 4-H in-service is designed specifically for the 4-H professional and takes place each November (This event could move to September).

**WESTERN 4-H INSTITUTE** – Western 4-H Institute is a 4-H Training program developed by the 4-H staff from the Western States. This is an intensive, multi state training for relatively new extension staff with 4-H responsibilities. This event is offered every 4 years. This is the primary 4-H training and all 4-H staff need to attend. Region Faculty Meeting- Region Faculty Meetings are held twice a year in the spring and fall (May and October). The structure of Extension changes but currently we have two regions North and South. These meetings are designed for faculty and educators and may include program coordinators and assistance as invited.

**UTAH ASSOCIATION OF EXTENSION 4-H WORKERS(UAE4-HW)** - The purpose of the Utah Association of Extension 4-H Workers is to promote the 4-H youth development profession and support educators providing leadership for Utah 4-H. Active membership is open to 4-H youth development professionals; affiliate membership is open to 4-H sponsors and donors and other youth development professionals. <http://extension.usu.edu/uae4hw/>

**NATIONAL ASSOCIATION OF EXTENSION 4-H AGENTS** - The National Association of Extension 4-H Agents (NAE4-HA) is a 501(c)(6) professional's organization for those dedicated to promoting, strengthening, enhancing and advocating for the 4-H youth development profession. It is an internationally recognized, non-profit, non-partisan association of professional youth development educators. NAE4-HA is one of the largest professional associations for youth development workers with a diverse membership of nearly 3,600 youth development professionals. <http://www.nae4ha.com/>

# RESOURCES

**NATIONAL 4-H COUNCIL** - National 4-H Council has a number of great resources related to Professional Development. Topics such as 4-H Youth Development, 4-H Volunteer Development and Program Management, Science, Healthy Living, Citizenship, and other virtual learning opportunities can be found at this link <http://www.4-h.org/resource-library/professional-development-learning/>

**NATIONAL 4-H HEADQUARTERS** - N4-H National Headquarters is housed in the Division of Youth and 4-H at National Institute of Food and Agriculture (NIFA). 4-H National Headquarters (4-H HQ) strengthens and promotes healthy youth. To achieve this, 4-H HQ focuses on three key objectives: 1. Access, Equity and Opportunity 2. Learning Program Quality and 3. Accountability.

## SECTION 3: 4-H BASICS

- Positive Youth Development Research: <http://4-h.org/about/research/>
- Annual 4-H National Report: <http://4-h.org/about/annual-report/>
- 4-H Curriculum: <http://utah4h.org/curriculum/index>
- Utah 4-H County Contact Info: <http://extension.usu.edu/locations>

## SECTION 4: VOLUNTEER DEVELOPMENT

The following links and more can be found at: <http://utah4h.org/volunteers/index>

### How to Volunteer

- [Join 4-H as a Volunteer](#)
- [Online Training](#)

### Projects & Events

- [Utah 4-H Projects](#)
- [4-H Curriculum](#)
- [Discover 4-H Clubs](#)
- [Leadermete](#)

### Volunteer Resources

- [4-H Basics Handbook](#)
- [Club Secretary Handbook](#)
- [Events & Contests Handbook](#)
- [Extension, 4-H & Positive Youth Development](#)
- [Leadership Handbook](#)
- [Scholarships & Portfolios Handbook](#)

### Club Resources

- [Club Resource Materials](#)
- [STEM Camp Guides](#)
- [Discover Kits for Checkout](#)
- [Kit Reservations](#)
- [4-H Handbook & Policy Guide](#)
- [National 4-H](#)
- [4-H Mall](#)

# RESOURCES

## SECTION 5: YOUTH OPPORTUNITIES

### **County Contests Handbook:**

<http://utah4h.org/files/Events/StateContests/CountyContestsHandbook2016.pdf>

### **Youth Leadership Handbook:**

<https://utah4h.org/files/Resources/Programguide/ProgramGuideLeadershipHandbook.pdf>

### **4-H State Ambassador Application Process:**

<http://utah4h.org/projects/leadership/Ambassadors/apply>

### **4-H State Officer Application Process:**

<http://utah4h.org/projects/leadership/officer/applyofficer>

### **4-H Portfolio Resources:**

<http://utah4h.org/projects/leadership/portfolio/>

### **Scholarship Application Process:**

<http://utah4h.org/projects/leadership/scholarships/>

### **4-H Afterschool Information:**

<http://utah4h.org/projects/specializedprograms/afterschool/>

### **Youth and Families with Promise:**

<http://utah4h.org/projects/specializedprograms/yfp/>

### **Specific Project Area Information:**

<http://utah4h.org/projects/>

### **State Fair Book and Judging Sheets:**

<http://utah4h.org/events/statefair/index>

# RESOURCES

## SECTION 6: 4-H ONLINE

The following links can all be found on the Utah 4-H website, under 4H Online support here:

<http://utah4h.org/staffresources/4honlinehelp>

### Members

- Enrollment: [pdf](#) - [video](#)
- Re-enrollment: [video](#)
  - Online Re-enrollment: [pdf](#)
- Register for an event: [pdf](#) - [video](#)
- How to pay with a Credit Card through 4-H Online: [pdf](#) - [video](#)
- [Utah 4-H Policies, Terms and Conditions for 4-H Online](#)

- Project Leader Guide: [pdf](#)
- Register as a Contact: [video](#)
- Register for an Event: [pdf](#) - [video](#)
- Renew Member Health Forms: [pdf](#)
- Running Club Project Reports: [pdf](#)
- Running Custom Reports: [pdf](#)
- Running Labels: [pdf](#)
- Running Standard Reports: [pdf](#)
- Sorting Files by Project: [pdf](#)
- Welcome to 4-H Online: [pdf](#)
- [Utah 4-H Policies, Terms and Conditions for 4-H Online](#)

### Adult Volunteers

- Enrollment: [pdf](#) - [video](#)
- Re-enrollment: [video](#)
  - Online Re-enrollment: [pdf](#)
- Register for an event: [pdf](#) - [video](#)
- Register as a Contact: [video](#)
- How to pay with a Credit Card through 4-H Online: [pdf](#) - [video](#)
- [Utah 4-H Policies, Terms and Conditions for 4-H Online](#)

### 4-H Staff

- 4-H Online User Manual: [pdf](#)
- Adding Credit Cards: [video](#)
- Adding Clubs: [pdf](#)
- Adding Club Leaders: [pdf](#)
- Adding Group Enrollment: [pdf](#)
- Adding Project Completions: [pdf](#)
- Adding a Second 4-H County: [pdf](#)
- Broadcast Emails: [pdf](#)
- Bulk Updates to Participation: [pdf](#)
- Club Manager User Guide: [pdf](#)
- County Level 4-H Online: [pdf](#)
- Event Registration: [pdf](#)
- Invoice Fees & Discounts: [pdf](#)
- Invoice Instructions: [pdf](#)

# RESOURCES

## SECTION 7: POLICIES & PROCEDURES

### 4-H VOLUNTEER AUTHORIZATIONS

VOLUNTEERS AGREE TO THE FOLLOWING WHEN THEY ENROLL IN 4-H ONLINE.

#### 1. CODE OF CONDUCT

- Our primary goal of the 4-H program is to build character while participating in 4-H. We expect all youth and adults to abide by the following behavior during 4-H programs and events:
- I will exhibit positive character and behavior including (but not limited to) trustworthiness, responsibility, respectfulness, caring, citizenship and fairness.
- I will attend all sessions as part of a planned program and be in the assigned area at all times.
- I will follow guidelines and rules established for the planned programs.
- I will be responsive to the reasonable requests of the 4-H staff/club leaders and respectful of the needs for their personal safety and the safety of others.
- I will dress appropriately, use appropriate language and respect the rights of others.
- I will be respectful of public or private property and will be responsible for any damage, theft or misconduct.
- I will not possess or use alcohol, illegal drugs, or tobacco products.
- I will not behave recklessly, engage in sexual misconduct, assault, threaten or harm another person.
- I will promote the spirit of inclusion and comply with equal opportunity and anti-discrimination laws.

YOU WILL CHECK A BOX TO INDICATE YOU AGREE TO THE FOLLOWING: I have read the 4-H Code of Conduct and agree to live up to these expectations while participating in 4-H programs and events. I am aware that all my actions and decisions affect others. I realize that my failure to act with good character could result in loss of privileges, consequences, and suspension from the event or program, or for future programs or events. I am willing to accept the appropriate and logical consequences of my actions. As a participant in a 4-H sponsored program, I release the County, State Extension programs and personnel, Utah State University and those affiliated from liability should I accidentally be injured due in part to my own negligence.

#### 2. MEDICAL RELEASE

YOU WILL CHECK A BOX TO INDICATE YOU AGREE TO THE FOLLOWING: In the event of an emergency, I hereby give permission to the 4-H staff to request emergency services, which may include transportation to a medical facility. In the event that none of my emergency contacts can be reached, I also give permission to the physician to hospitalize and provide necessary treatment.

#### 3. PHOTO RELEASE

YOU WILL CHECK A BOX TO INDICATE YOU ACKNOWLEDGE THE FOLLOWING:

Participants in USU events are sometimes photographed and videotaped for use in USU promotional and educational materials. I acknowledge that Utah State University may record and photograph my image and/or voice for use by Utah State University or its assignees in research, educational and promotional programs; I understand and agree that these audio, video, film and/or print images may be edited, duplicated, distributed, reproduced, broadcast and/or reformatted in any form and manner without payment of fees, in perpetuity.

# RESOURCES

## 4. INFORMED CONSENT

YOU WILL CHECK A BOX TO INDICATE YOU AGREE TO THE FOLLOWING.

### **4-H ONLINE INFORMED CONSENT INFORMATION**

**INTRO/PURPOSE:** Utah 4-H is conducting a research study, under the direction of Dr. Stacey MacArthur, to find out more about the positive effects that 4-H has on youth participating in the 4-H Program. (See Research Proposal) You have been asked to give consent for your child to take part in this study because your child is enrolled in 4-H. There will be approximately 3,000 participants in this study.

**PROCEDURES:** If you and your child agree to be in this study, your child will be asked to complete an online survey. An email will be sent to you and your child with a link to complete the survey. The child will be asked for their assent before answering any questions. The survey will ask questions about 4-H experiences which may include: club meetings, camps, events, and other 4-H sponsored activities. Each survey will take approximately 15 minutes to complete and may include a pre and/or post survey.

**RISKS:** There is minimal risk in participating in this study. There is a small risk of loss of confidentiality but we will take steps to minimize this risk.

**BENEFITS:** There is no direct benefit to you or your child. Your participation in this study will allow Utah 4-H to “Make the Best Better”. Participation will allow you to express to us what you have learned, experienced, and hope to see from the 4-H program in years to come.

**EXPLANATION & OFFER TO ANSWER QUESTIONS:** We hope that the above information has explained this research study to you and answered your questions. If you have other questions or research-related problems, you may reach Dr. Stacey MacArthur at (435)797-2202 or [Stacey.MacArthur@usu.edu](mailto:Stacey.MacArthur@usu.edu).

# RESOURCES

## ***VOLUNTARY NATURE OF PARTICIPATION AND RIGHT TO WITHDRAW WITHOUT***

***CONSEQUENCE:*** Participation in research is entirely voluntary. You may refuse to participate or withdraw at any time without consequence or loss of benefits. In the case of misconduct, you may be withdrawn from this study without your consent by the investigators.

***CONFIDENTIALITY:*** Research records will be kept confidential, consistent with federal and state regulations. Only Utah 4-H State Research Officials will have access to the data which will be kept in a locked file cabinet or will be accessed via password protection. To protect your privacy, no personal, identifiable information will be collected. Non-identifiable data will be archived and potentially used for longitudinal studies.

***IRB:*** The Institutional Review Board for the protections of human participants at Utah State University has approved this research study. If you have any questions or concerns about your rights or a research-related injury and would like to contact someone other than the research team, you may contact IRB Administrator at (435)797-0567 or email [irb@usu.edu](mailto:irb@usu.edu) to obtain information or to offer input.

## **4-H MEMBER AUTHORIZATIONS**

MEMBERS AGREE TO THE FOLLOWING WHEN THEY ENROLL IN 4-H ONLINE.

### 1. CODE OF CONDUCT

Our primary goal of the 4-H program is to build character while participating in 4-H. We expect all youth and adults to abide by the following behavior while participating in 4-H programs and events:

- I will exhibit positive character and behavior including (but not limited to) trustworthiness, responsibility, respectfulness, caring, citizenship and fairness.
- I will attend all sessions as part of a planned program and be in the assigned area at all times.
- I will follow guidelines and rules established for the planned programs.
- I will be responsive to the reasonable requests of the 4-H staff/club leaders and respectful of the needs for their personal safety and the safety of others.
- I will dress appropriately, use appropriate language and respect the rights of others.
- I will be respectful of public or private property and will be responsible for any damage, theft or misconduct.
- I will not possess or use alcohol, illegal drugs, or tobacco products.
- I will not behave recklessly, engage in sexual misconduct, assault, threaten or harm another person.
- I will promote the spirit of inclusion and comply with equal opportunity and anti-discrimination

# RESOURCES

YOU WILL CHECK A BOX TO INDICATE YOU AGREE TO THE FOLLOWING: I have read the 4-H Code of Conduct and agree to live up to these expectations while participating in 4-H programs and events. I am aware that all my actions and decisions affect others. I realize that my failure to act with good character could result in loss of privileges, consequences, and suspension from the event or program, or for future programs or events. I am willing to accept the appropriate and logical consequences of my actions. As a participant in a 4-H sponsored program, I release the County, State Extension programs and personnel, Utah State University and those affiliated from liability should I accidentally be injured due in part to my own negligence.

## 2. MEMBER PHOTO RELEASE

YOU WILL CHECK A BOX TO INDICATE YOU ACKNOWLEDGE THE FOLLOWING:

Participants in USU events are sometimes photographed and videotaped for use in USU promotional and educational materials. I acknowledge that Utah State University may record and photograph my image and/or voice for use by Utah State University or its assignees in research, educational and promotional programs; I understand and agree that these audio, video, film and/or print images may be edited, duplicated, distributed, reproduced, broadcast and/or reformatted in any form and manner without payment of fees, in perpetuity.

## 4-H PARENT/GUARDIAN AUTHORIZATIONS

PARENT/GUARDIAN AGREE TO THE FOLLOWING WHEN THEY ENROLL IN 4-H ONLINE.

### 1. CODE OF CONDUCT

Our primary goal of the 4-H program is to build character while participating in 4-H. We expect all youth and adults to abide by the following behavior while participating in 4-H programs and events:

- I will exhibit positive character and behavior including (but not limited to) trustworthiness, responsibility, respectfulness, caring, citizenship and fairness.
- I will attend all sessions as part of a planned program and be in the assigned area at all times.
- I will follow guidelines and rules established for the planned programs.
- I will be responsive to the reasonable requests of the 4-H staff/club leaders and respectful of the needs for their personal safety and the safety of others.
- I will dress appropriately, use appropriate language and respect the rights of others.
- I will be respectful of public or private property and will be responsible for any damage, theft or misconduct.
- I will not possess or use alcohol, illegal drugs, or tobacco products.
- I will not behave recklessly, engage in sexual misconduct, assault, threaten or harm another person.
- I will promote the spirit of inclusion and comply with equal opportunity and anti-discrimination

YOU WILL CHECK A BOX TO INDICATE YOU AGREE TO THE FOLLOWING: I have read the 4-H Code of Conduct, and, like my child, agree to live up to the expectations while participating in 4-H programs and events. I will support the individual in charge in maintaining appropriate behavior and in the development of good character. I agree to reimburse the 4-H program for additional transportation costs if it is necessary to send our child home because of discipline problems, illness or injury that might occur. I release the County, State Extension programs and personnel, Utah State University and those affiliated from liability should my child accidentally be injured due in part to their own negligence. I also agree to abide by this same code of conduct and to conduct myself in an appropriate manner at all 4-H events. I am willing to accept the appropriate and logical consequences of my actions, which may include being asked to leave the event or my child being disqualified from the event and/or the 4-H Program.



# RESOURCES

## 2. PARENT/GUARDIAN PHOTO RELEASE

YOU WILL CHECK A BOX TO INDICATE YOU ACKNOWLEDGE THE FOLLOWING:

Participants in USU events are sometimes photographed and videotaped for use in USU promotional and educational materials. I acknowledge that Utah State University may record and photograph my and my children's images and/or voices for use by Utah State University or its assignees in research, educational and promotional programs; I understand and agree that these audio, video, film and/or print images may be edited, duplicated, distributed, reproduced, broadcast and/or reformatted in any form and manner without payment of fees, in perpetuity.

## 3. MEDICAL RELEASE

YOU WILL CHECK A BOX TO INDICATE YOU AGREE TO THE FOLLOWING: In the event of an emergency, I hereby give permission to the 4-H staff to request emergency services for my child, which may include transportation to a medical facility, and in the event that none of my child's emergency contacts can be reached, I also give permission to the physician to hospitalize and provide proper necessary treatment to my child.

## 4. INFORMED CONSENT

YOU WILL CHECK A BOX TO INDICATE YOU AGREE TO THE FOLLOWING.

### **4-H ONLINE INFORMED CONSENT INFORMATION**

**INTRO/PURPOSE:** Utah 4-H is conducting a research study, under the direction of Dr. Stacey MacArthur, to find out more about the positive effects that 4-H has on youth participating in the 4-H Program. (See Research Proposal) You have been asked to give consent for your child to take part in this study because your child is enrolled in 4-H. There will be approximately 3,000 participants in this study.

**PROCEDURES:** If you and your child agree to be in this study, your child will be asked to complete an online survey. An email will be sent to you and your child with a link to complete the survey. The child will be asked for their assent before answering any questions. The survey will ask questions about 4-H experiences which may include: club meetings, camps, events, and other 4-H sponsored activities. Each survey will take approximately 15 minutes to complete and may include a pre and/or post survey.

**RISKS:** There is minimal risk in participating in this study. There is a small risk of loss of confidentiality but we will take steps to minimize this risk.

**BENEFITS:** There is no direct benefit to you or your child. Your participation in this study will allow Utah 4-H to "Make the Best Better". Participation will allow you to express to us what you have learned, experienced, and hope to see from the 4-H program in years to come.

Explanation & offer to answer questions: We hope that the above information has explained this research study to you and answered your questions. If you have other questions or research-related problems, you may reach Dr. Stacey MacArthur at (435)797-2202 or [Stacey.MacArthur@usu.edu](mailto:Stacey.MacArthur@usu.edu).

# RESOURCES

Voluntary nature of participation and right to withdraw without consequence: Participation in research is entirely voluntary. You may refuse to participate or withdraw at any time without consequence or loss of benefits. In the case of misconduct, you may be withdrawn from this study without your consent by the investigators.

**CONFIDENTIALITY:** Research records will be kept confidential, consistent with federal and state regulations. Only Utah 4-H State Research Officials will have access to the data which will be kept in a locked file cabinet or will be accessed via password protection. To protect your privacy, no personal, identifiable information will be collected. Non-identifiable data will be archived and potentially used for longitudinal studies.

**IRB:** The Institutional Review Board for the protections of human participants at Utah State University has approved this research study. If you have any questions or concerns about your rights or a research-related injury and would like to contact someone other than the research team, you may contact IRB Administrator at (435)797-0567 or email [irb@usu.edu](mailto:irb@usu.edu) to obtain information or to offer input.

**PARENT/GUARDIAN CONSENT:** By signing below, I agree to participate in the program and evaluation.  
Youth Assent: I understand that my parent/guardian is aware of this research study and that permission has been given for me to participate. I understand that it is up to me to participate even if my parent says “yes”. If I do not want to be in this study, I do not have to and no one will be upset if I don’t participate or if I change my mind later and want to stop. I can ask any questions that I have about this study now or later.  
By signing below, I agree to participate in the program: