

**OZAUKEE COUNTY 4-H
LEADERS ASSOCIATION POLICIES**
UPDATED 10/13/2021

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The policies of the Ozaukee County 4-H Leaders Association are decided by the Executive Board. Policies may be added or amended by a majority of the members at a regularly scheduled board meeting.

These policies are in addition to the structure outlined in the Ozaukee County 4-H Leaders Association bylaws.

OZAUKEE COUNTY 4-H Leaders Association Donation (Plat Book sales eliminated this practice)

1. Although the Ozaukee County 4-H Leaders’ Association does not have the authority to charge dues to Ozaukee County 4-H members, it can request a donation to help offset the cost of insurance, literature and a donation to the Wisconsin 4-H Foundation.
2. In November of each year, the Ozaukee County UW-Extension Office (on behalf of the Ozaukee County 4-H Leaders’ Association) will submit a donation request form to each Ozaukee County 4-H Club. The total amount of the donation requested will be based on club membership using the following formula:

Insurance (adults and youth)

\$ 1 per youth and adult not enrolled in Horse or Horseless Horse Project or, \$2 per youth and adult enrolled in Horse or Horseless Horse Project

Literature

\$1 per youth

Wisconsin 4-H Foundation

\$1.50 per youth is suggested

Ozaukee County Youth Development Program

\$1.50 per youth

LEADER RECOGNITION BANQUETS

ADULT LEADERS ASSOCIATION BANQUET

The Ozaukee County 4-H Leaders' Funding Association will send invitations to the following individuals for the complimentary annual Adult Leaders' Association Banquet:

1. All Ozaukee County 4-H Adult Leaders
2. All Ozaukee County 4-H Foundation Directors
3. All Ozaukee County Agricultural Society (Fair Board) members
4. All Ozaukee County UW-Extension 4-H Staff

YOUTH LEADERS BANQUET

The Ozaukee County 4-H Leaders' Funding Association will send invitations to the following individuals for the complimentary annual 4-H Youth Leaders Banquet:

1. All Ozaukee County 4-H Youth Project Leaders
2. All Ozaukee County 4-H Club Officers
3. All Ozaukee County 4-H Leaders Association Executive Board Youth Members
4. All Ozaukee County 4-H Foundation Youth Directors
5. All Ozaukee County 4-H Summer Camp Youth Staff

YOUTH AND ADULT OZAUKEE COUNTY 4-H GRANT PROGRAM

The Ozaukee County 4-H Leaders' Association has established a grant program that provides financial sponsorships for Ozaukee County 4-H youth members. This grant program only provides funding for county, regional, state or national 4-H program or event.

FINANCIAL HARDSHIP GRANTS

1. Grants provide partial financial sponsorships for 4-H members from limited resource families or families experiencing a financial hardship to fully participate in 4-H activities.
2. Requests should be made by contacting the 4-H youth educator who will discuss the request with the President of the Ozaukee County 4-H Leaders Association. The President will bring the request anonymously with the Executive Board.
3. All requests will be handled in a confidential manner and approved/denied by the President of the Ozaukee County 4-H Leaders Association.

AWARDS FOR EDUCATIONAL TRAVEL

1. The Ozaukee County Leaders' Association will appoint evaluators for the interviews. Evaluators may be 4-H volunteers, 4-H parents or community members, but no evaluator may serve if an immediate family member is participating in the interview process. A minimum of three people, two of which are Ozaukee County 4-H Leaders Association Board Members shall serve as evaluators.
2. All applicants are expected to attend the face-to-face interview, but if the applicant is unable to do so other arrangement could be made including a phone interview, video conference or a video recording. The applicant is to work with the Ozaukee County UW-Extension staff to determine the best format for their particular situation.
3. Applicants are to follow the directions on the application. Incomplete or late applications may not be accepted. Recommendations for Educational Travel Awards may not be from the 4-H Youth Development Educator.
4. All 4-H members who participate in the 4-H Educational Travel and Award Interview process will receive written feedback on their application and interview using the standardized evaluation form.
5. Evaluation rubrics will help determine youth who will receive awards, but maturity, grade, and other factors may also be considered.
6. The decision of the evaluators is final.

4-H TRIP SPONSORSHIP SELECTION

1. The maximum amount of Leaders' Association sponsorships to attend state or national trips/events are as follows:

Trip	Amount of Sponsorship
Wisconsin 4-H and Youth Conference	50%
4-H Space Camp	50%
Citizenship Washington Focus	50%
National 4-H Congress	50%
National 4-H Conference*	50%
Winter Leadership Camp	50%
Space Camp Counselor*	50%
American Spirit Experience	50%
International Programs*	15%

** National 4-H Conference, International Programs and Space Camp Counselor participation is determined through a state-wide selection process. Although you may be selected by the Ozaukee County Leaders Association, they must also be selected by the State.*

2. All applicants for travel experiences must go through the application/interview process to be considered as Ozaukee County delegates. Individuals will be notified in writing if they are selected, considered as alternates, or denied.
3. Only one travel experience per member per selection year will be awarded with the exception of Winter Leadership Camp and Wisconsin 4-H Youth Conference which may be in addition to one other experience.
4. Additional fees such as seminar fees for youth conference or passports for American Spirit Experience are the responsibility of the youth/family.
5. A youth may attend a travel experience more than one time only if there are no other qualified applicants.
6. All requests for funding must be requested and approved before the travel experience.

NATIONAL 4-H PROGRAM PARTICIPANTS

1. Youth who qualify for national 4-H competitions or programs may receive funding from the Ozaukee County 4-H Leaders Association. Funding is limited to 25% of the cost of the program with a \$600 maximum award for all national programs per person per fiscal year.
2. Youth may apply for funding at any time during the year. Applications should include a cover letter, resume, essay pertaining to the reason for, and benefits of participation, as well as estimated expenses.

3. Representatives of the Leaders Association will conduct an interview immediately preceding the next scheduled board meeting as long as application materials are submitted one week prior to that meeting.

WISCONSIN 4-H KEY AWARD SELECTION

1. The Ozaukee County Leaders' Association will appoint evaluators for the interviews. Evaluators may be 4-H volunteers, 4-H parents or community members, but no evaluator may serve if an immediate family member is participating in the interview process. A minimum of three people, two of which are Ozaukee County 4-H Leaders Association Board Members shall serve as evaluators.
2. All applicants are expected to attend the face-to-face interview, but if the applicant is unable to do so other arrangement could be made including a phone interview, video conference or a video recording. The applicant is to work with the Ozaukee County UW-Extension staff to determine the best format for their particular situation.
3. Applicants are to follow the directions on the application. Incomplete or late applications may not be accepted. Recommendations for Key Awards may not be from the 4-H Youth Development Educator.
4. The decision of the evaluators is final.
5. The maximum number of youth who may be selected to receive the Wisconsin 4-H Key Award for Ozaukee County is determined by the State.
6. The Wisconsin 4-H Key Awards will be presented at the Ozaukee County Fair.
7. Key Award recipients will receive a monetary award from the Ozaukee County 4-H Leaders Association in the amount of \$50 as well as a flag that is flown over the US Capitol on their day of the ceremony, and an engraved flag case.

STATE TEAMS (Drama Company, Communications Team, Art Team, Showcase Singers)

1. Ozaukee County 4-H youth accepted to State Teams will receive reimbursement after successful participation in youth conference and State Fair.

STATE EVENTS (Art Beat, Art Lab, Art Camp, Fall Forum)

1. Youth successfully participating in State events will receive a reimbursement of 25% of the registration fee for the event.
2. Youth or adults serving as staff or presenters at State events will receive a reimbursement of 50% of the registration fee for the event.
3. Youth or adults serving on Wisconsin Leadership Council will receive a stipend of \$100 after each year of participation.

Summer Camp Refund

1. Due to the amount of work and cost put into 4H Camp, the following policy regarding cancellation of a member attending camp is as follows:
 - In case of a documented medical emergency a full refund will be granted.
 - In case of a family emergency, it will be judged on a case-by-case basis by the Board.
2. In any other case of cancellation:
 - Before June 1st 75% refund
 - Between June 1st and 2 weeks prior to leaving for camp 50% refund
 - Possible substitutions and late registration are decided by the 4H director and Camp Director

OZAUKEE COUNTY 4-H HAUNT SCHOLARSHIPS

1. A minimum of four scholarships will be awarded by the Ozaukee 4-H Haunt Committee. Additional scholarships may be awarded based on number of applicants and funds available in current budget year.
2. Applicant must be a current member of Ozaukee County 4-H (minimum 2 years membership) and have volunteered at the Ozaukee 4-H Haunt.
3. Applicant must be a graduating high school senior or one year beyond high school, in good standing with their school and their respective 4-H club. Applicants may only receive one Haunt scholarship.
4. Applicant must be pursuing higher education at a recognized professional institution, whether it be technical, vocational, 2-year or 4-year college or other training equivalent of at least one school year in length.
5. Final selection and awarding of Scholarship will be made by the Ozaukee 4-H Haunt Committee.

MEMORIALS

1. Memorials in the amount of \$25, honoring inactive individuals who have served as Ozaukee County 4-H Leaders will be given to the Ozaukee County 4-H Foundation.
2. Memorials in the amount of \$50, honoring active individuals who are currently serving as Ozaukee County 4-H Leaders will be given to the Ozaukee County 4-H Foundation.
3. Memorials in the amount of \$50 for individuals who have served as Ozaukee County 4-H Leaders Association Board Members will be given to the Ozaukee County 4-H Foundation.
4. Memorials in the amount of \$25 donation will be made to the Ozaukee County 4-H Foundation if the Youth Educator was inactive and a \$50 donation if the educator was active. (from Jan 2016 minutes)
5. The Secretary of the Ozaukee County 4-H Leaders Association will send a sympathy card to the family on behalf of the Association, notifying them that a memorial has been provided to the Ozaukee County 4-H Foundation.
6. The Ozaukee County 4-H Leaders Association will not fund flowers or plants.

FINANCIAL

Regardless of the source, all 4-H funds must be used for 4-H Youth Development educational programs. All 4-H funds are public funds and must be publicly accountable. This includes compliance with federal and state laws as well as University, National, and Wisconsin 4-H Youth Development policies.

1. All requests for financial support from Leaders Association should be submitted on the Budget Request Form by May 1 for the following fiscal year (July 1-June 30).
2. A proposed budget for the fiscal year shall be developed by the Finance Committee and presented at the June Leaders Association Board meeting.
3. Expenses that have not been approved in the budget shall be approved by the Executive Board before they are paid.
4. As outlined in the Bylaws, an auditing committee shall be comprised of a minimum of Current President, Co-Treasurers and 2 non-Board members to complete an audit by no later than September 1st.
5. As outlined in the Bylaws, an annual financial report shall be prepared and presented in November to the 4-H Leaders Association members and other interested parties on request.

FUNDRAISING

1. Fundraiser conducted by the Ozaukee County 4-H Leaders Association and Ozaukee County 4-H Clubs must follow Wisconsin 4-H Fundraising Guidelines (<http://www.uwex.edu/ces/4h/resources/mgt/documents/4HFundraising42012final2.pdf>) and Wisconsin Department of Revenue guidelines (<https://www.revenue.wi.gov/DOR%20Publications/pb206.pdf>).
2. Profits from fundraisers will be shared with 4-H Clubs as outlined below:

Clover Café	100% of profit to Leaders Association
The Haunt	\$5000 of profit divided between clubs based on number of hours worked. Remaining profit to Leaders Association
County Fair Parking	50% of profit from parking pass sales to Leaders Association 50% of profit to clubs based on number of passes sold per club
Fruit Sales	50% of profit to Leaders Association 50% of profit to Clubs based on sales
Plat Books	100% of profit to Leaders Association
Brat Frys	100% of profit go to Club, Project, or toward individual's educational travel expense
All other Leaders Association Fundraisers	100% of profit to Leaders Association

DOCUMENTATION

4-H Charter Renewal

The University of Wisconsin-Extension grants a 4-H Charters to the Ozaukee County 4-H Leaders Association which formally recognizes a Group's affiliation with 4-H, and grants permission to use the 4-H Name and Emblem. 4-H Charter and Charter renewals provide documentation that a 4-H Group complies with state and federal laws and federal, university and state 4-H policies and guidelines. The deadline for the Charter renewal is around October 1.

Internal Revenue Service

The IRS requires Form 990 be filed by tax-exempt organizations. The specific return filed is based on the organization's gross receipts and assets for the last fiscal year. November 15 is the filing deadline. A copy of the 990 form must be submitted with the 4-H Charter Renewal.

Wisconsin Department of Financial Institutions- Non-Stock Corporation Registration

All registered non-stock corporations are required to file an annual report each year. The Ozaukee County 4-H Leaders Association (Entity ID 6O01964) deadline to file is September 30 each year. For more information, see <https://www.wdfi.org/apps/CorpSearch/Details.aspx?entityID=6O01964&hash=909544833&searchFunctionID=4c7df094-8542-42c7-a87c-ac7e451c639d&type=Simple&q=Ozaukee+county+4-h>

Wisconsin Sales Tax Exemptions for Non-Profit Organizations

A nonprofit organization is required to pay Wisconsin sales tax on sales of taxable products, unless such sales are exempt occasional sales or are otherwise exempt. Beginning with sales made in 2017, the standards to determine when a nonprofit organization's sales qualify for the occasional sale exemption include:

- A nonprofit organization's receipts are under \$50,000 per calendar year.
- The number of days on which sales of taxable products occur are less than 75 days in a calendar year.

Both of the standards must be exceeded before a nonprofit organization is considered to be engaged in a trade or business. For more information, see <https://www.revenue.wi.gov/DOR%20Publications/pb206.pdf>.

Wisconsin Department of Administration, Division of Gaming- Raffle License

By December 31, both the class A and class B raffle licenses which expire in January should be renewed. For more information see: <https://doa.wi.gov/Pages/LicensesHearings/Renew-an-existing-raffle-license.aspx>