

**OZAUKEE COUNTY 4-H
LEADERS ASSOCIATION POLICIES
UPDATED 12/15/2022**

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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 vote of quorum 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 MEMBER DONATION

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
5. All community members who made a significant donation to Ozaukee 4-H.
6. Adults that volunteered at events.

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
6. All Youth that ran a county wide activity.

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 programs or events.

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 or member of the household 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 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.
6. The decision of the evaluators is final.

4-H TRAVEL SCHOLARSHIP SELECTION PROCESS

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

Trip	Amount of Sponsorship
Summer Academy	50%
Space Academy	50%
Citizenship Washington Focus	50%
Leadership 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%

2. All applicants for travel experiences scholarships must go through the application/interview process to be considered as a Ozaukee County scholarship recipient. Individuals will be notified in writing if they are selected or denied a scholarship.
3. Additional fees such as seminar fees for youth conference or passports for American Spirit Experience are the responsibility of the youth/family.
4. All requests for funding must be requested and approved before the travel experience.

National Contest Funding

The purpose of this policy is to help fund and recognize teams and individuals representing Ozaukee County 4-H at 4-H Sanctioned National competitions. 4-H members that qualify for a national event have spent numerous number of hours preparing and competing to get to the National level. They are proudly representing Ozaukee County 4-H at a National level and the Leader's Association recognizes the hard work.

To qualify for this funding a team/individual must:

- Must be a current member of Ozaukee County 4-H in good standing with their club and the project that they are qualifying through

- Present the following information to the Leader's Association Board within 4 months of completing the National event:
 - The process they went through in training and qualifying for the national competition
 - Information as to where, when, and what competitions that they competed in
 - How have they grown in the process

Each team/individual that completes the previously stated will be awarded the following monies:

- 25% of miles of round trip to destination multiplied by the current UW system mileage reimbursement amount
- \$75 dollars for each day they are competing to be used at their discretion

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 or household 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 and a flag that is flown over the State capital on their day of the ceremony, and an engraved flag case.

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

1. Ozaukee County 4-H youth accepted to State Teams will receive after successful participation in final event. Reimbursement for:
 - 50% of fees for events attending
 - 25% of miles of round trip to destination multiplied by the current UW system mileage reimbursement amount
 - \$75 dollars for each day they are participating to be used at their discretion

STATE EVENTS (Art Beat, Art Lab, Art Camp, Fall Forum, 4-H Spark Days)

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. **Scholarships will be awarded based on number of applicants with no single applicant receiving more than \$1200. Scholarship applicants must complete and follow the directions of the application process which are available on the Oz. Co 4-H Extension Leadership Forms Website and updated each year with new deadline dates. .**
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 in the following school year at a recognized professional institution, whether it be technical, vocational, 2 year or 4-year college or other training equivalents including trade certification courses. The amount the scholarship will pay out will not exceed the dollar amount owed to the institution, even if the awarded amount is higher. A transcript must be provided before receiving scholarship award.
5. Final selection and awarding of the Scholarship(s) will be made by three-five members of the Ozaukee County 4-H Haunt Committee, but no evaluator may serve if an immediate family member or member of the household is participating in the interview process. The evaluators will review applications and conduct interviews of the applicants. If the year has multiple applicants that have participated at a high level, the Ozaukee County Haunt Committee may request additional funds from the Leader's Association Board over the \$5,000, but not exceeding \$6,000 (not more than \$1000 raised and not utilized for scholarships in a prior year).

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 or were currently serving 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 Corresponding 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 only fund donations to a 4-H organization.

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 of Wisconsin-Madison Division of Extension, 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 a simple majority of 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 <https://4h.extension.wisc.edu/files/2020/08/4HFundraising.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	Division of Funds if the profit is higher than \$10,000 will be \$5,000 for Scholarships, \$5000 divided between the clubs based on volunteer hours worked, remaining profit to the Oz Co Leader's Association. If there is a year where the profit is less than \$10,000 the total profit amount will be split evenly between the scholarships and the clubs based on volunteer hours worked.
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 and individual's educational travel expense
All other Leaders Association Fundraisers	100% of profit to Leaders Association

CLOVER CASH

Ozaukee County 4-H Leaders Association - Clover Cash Policy

Farmer's Market Brat Fry Sign up:

- Each charter group can use 3 slots
- Family/individual can use 3 slots
- Exception for more than 3 slots when open weekends

Profit for the year is divided by the total number of brat fries and split evenly with the participating groups or individuals.

The Money will be dispersed:

- To a project or club by check
- To an Individual or family in credit clover cash certificate

Clover Cash Must be:

- Redeemed by August 31st of the 4-H youths 13th year, must be a current 4-H member to redeem.
- Certificate must be presented when redeeming it. Replacements will not be issued if lost or stolen. The certificate is a cash equivalent and can be used for any Leaders Association sponsored event or merchandise. (ie: camp, sponsored travel opportunities, 4-H gear purchased by the Leaders Association and stored in the cabinet at the Extension office, etc.).

Can be:

- Transferred to a 4-H chartered group or individual 4-H member

Unused Clover Cash defaults to the Leaders Association general fund.

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-- October 1st 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>

This needs to be updated if a change in the President has taken place.

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>

I believe this is for the International committee only. I'm not aware of any other raffle license used in the county.