

**OZAUKEE COUNTY 4-H  
LEADERS ASSOCIATION POLICIES**  
UPDATED 10/16/25

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The policies of the Ozaukee County 4-H Leaders Association are decided by the Board. Policies may be added or amended by a majority 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 from chartered clubs to help offset annual costs.
2. In November of each year, the Ozaukee County Leaders Association may request a donation from each Ozaukee County chartered 4-H club. The amount of the donation request will be decided by the current Leaders Association Board. This donation could be used for the following, but not limited to: insurance, literature, programming and other budgeted expense needs.

**LEADER RECOGNITION**

ADULT LEADERS ASSOCIATION BANQUET

The Ozaukee County 4-H Leaders Association will send invitations, but not limited 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. Recipients of the Friend of 4-H Award

## YOUTH LEADERS RECOGNITION

The Ozaukee County 4-H Leaders Association will annually recognize youth leaders including but not limited to the following individuals:

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

## **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 and adult leaders. This grant program only provides funding for county, regional, state or national 4-H programs or events.

### FINANCIAL HARDSHIP GRANTS

1. Grants provide 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 Program Educator who will discuss the request with the President of the Ozaukee County 4-H Leaders Association. The President will bring the request anonymously to the Leaders Association Board.
3. All requests will be handled in a confidential manner and approved/denied by the Leaders Association Board.

### AWARDS FOR EDUCATIONAL TRAVEL

1. The Ozaukee County Leaders' Association will appoint evaluators for the interviews. Evaluators may be adult 4-H leaders, 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, one of which is an Ozaukee County 4-H Leaders Association Board Member shall serve as an evaluator.
2. All applicants must attend a live interview. If the applicant is unable to do face to face, other arrangements could be made prior to the date of the interview, including a phone interview or video conference. The applicant will work with the Ozaukee County UW-Extension staff to arrange the interview.
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 Program 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 which youth will receive awards.
6. The decision of the evaluators is final.

## **EDUCATIONAL TRAVEL SCHOLARSHIP SELECTION PROCESS**

### 4-H TRIP SCHOLARSHIP SELECTION

1. The maximum amount of Leaders' Association sponsorships to attend 4-H state or national trips are 50% of the trip costs and international opportunities are 15% of the trip costs.
2. All applicants for travel experiences scholarships must go through the application/interview process to be considered as an Ozaukee County 4-H Leaders Association scholarship recipient. Individuals will be notified in writing if they are selected, or denied a scholarship.
3. 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 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 they competed in
  - How have they grown in the process

Each team/individual that completes the previously stated outside of Wisconsin 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

EACH TEAM/INDIVIDUAL THAT COMPLETES THE PREVIOUSLY STATED WITHIN WISCONSIN WILL BE AWARDED THE FOLLOWING MONIES:

- 25% OF MILES OF ROUND TRIP TO DESTINATION MULTIPLIED BY THE CURRENT UW SYSTEM MILEAGE REIMBURSEMENT AMOUNT
- \$25 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 adult 4-H leaders volunteers but no evaluator may serve if an immediate family or household member is participating in the interview process. A minimum of three people, one of which are Ozaukee County 4-H Leaders Association Board Members shall serve as an evaluator.
2. All applicants must attend a live interview, if the applicant is unable to do face to face, other arrangements could be made prior to the date of the interview, including a phone interview or video conference. The applicant will work with the Ozaukee County UW-Extension staff to arrange the interview.
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 Program 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 each 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
  - \$25 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 the Wisconsin Leadership Council will receive a stipend of \$100 after each year of participation.

## **SUMMER CAMP REFUND**

### SUMMER CAMP REFUND

1. Due to the amount of work and cost put into 4-H 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:
  - Four weeks prior to camp 75% refund
  - Two weeks prior to camp 50% refund
  - Possible substitutions and late registration are decided by the 4H Program Director and Camp Director

## **OZAUKEE COUNTY 4-H HAUNT SCHOLARSHIPS**

1. **Scholarships will be awarded based on the 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. 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. A transcript must be provided before receiving a scholarship award.
5. Final selection and awarding of the Scholarship(s) will be made up by a minimum of three people, one of which is an Ozaukee County 4-H Leaders Association Board Member and 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.

6. If The Haunt is no longer occurring, the scholarship will remain intact for 6 years following the last running event 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 4-H Program Educator was inactive and a \$50 donation if the educator was active.
5. The Corresponding Secretary of the Ozaukee County 4-H Leaders Association Board 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.

## **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 and financial report 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.

- As outlined in the Bylaws, an auditing committee shall be comprised of a minimum of Current President, Co-Treasurers and 2 Leaders Association members to complete an audit by no later than September 1<sup>st</sup>.

## FUNDRAISING

- 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>).
- 2/3 of the net profit of the below indicated county wide events/fundraisers will be donated to the Ozaukee County 4-H Foundation unless otherwise noted.
- Profits from fundraisers will be shared with 4-H Clubs as outlined below:

Clover Café	Countywide Event
The Haunt	Division of Funds if the profit is higher than \$10,000, \$5000 will be divided between the Ozaukee County 4-H chartered groups 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 Ozaukee County Leaders Association and the Ozaukee County 4-H chartered groups based on volunteer hours worked.
Budiac Parking at the fair	Countywide Event
Brat Fries	100% of profit go to Ozaukee County 4-H chartered groups
Additional annual fundraising opportunities such as: Kwik Trip Gift Cards, That's My Pan, Flower Power, lemonade stand, etc.	Decisions will be noted in LA meeting minutes

Farmer's Market Brat Fry Sign up:

- Each Ozaukee County 4-H chartered group 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 Ozaukee County 4-H chartered groups based on the number of **full shifts\*** worked.

\*Full shifts are determined by the Port Washington Farmers Market expectations and hours established.

The money will be dispersed to an Ozaukee County 4-H chartered group by check within 14 days after full Leaders Association deposit of funds has been completed.

## **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.

### 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 - on the filing deadline. A copy of the 990 form must be submitted with the 4-H Charter Renewal.

### Wisconsin Department of Financial Institutions- Annual Report

All registered non-stock corporations are required to file an annual report each year. The Ozaukee County 4-H Leaders Association (Entity ID 6O01964) will file on the designated deadline.

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>