



Minnesota 4-H Youth Development Rice County 4-H Federation/Council MN Standing Rules/Operating Procedures

PROGRAM POLICIES

PAYMENT

1. If you want to participate in a trip/event, full payment must be in by the deadline. Registration is not complete until your payment is in the extension office. If you cancel after the deadline you forfeit the fee and if the Federation has paid any amount towards your registration, you are required to reimburse what Federation paid. Until the fee is paid, you are not eligible to receive Rice County financial reimbursements for registration fees. Member/participant may get a substitute for the event if the guidelines allow.
2. If damages occur at an event that you participated in, the perpetrator will pay for all damages. When not able to determine which participant did the damage, all participants will pay equally.
3. There is a lump sum of money set aside for PDCs. Connect with 4-H staff to receive an amount that can be designated for your needs. If a PDC needs more money, a special request form will need to be filled out and the Foundation will review it.
4. Member/Leader Insurance: All enrolled youth and adults are expected to purchase the countywide 4-H insurance policy at the current price.
5. State Dues: Each 4-Her must pay the current fee for state dues.
6. Mileage: Mileage is considered per event/activity. Mileage that is approved by the 4-H Federation will be paid at the federal volunteer rate for all destinations under 100 miles, one way. Trips over 100 miles one way may choose to turn in gas receipts instead of mileage
7. Charging Procedure: No charging to 4-H or the extension office, unless approved by the Foundation Committee on behalf of the Federation. Individuals must turn in the bill and/or paper receipt for approval and payment. When paying for reimbursable items **the receipt must not include personal items.**
8. To get reimbursed, turn in the original copy of the receipt to the Extension office within 60 days of the event.
9. In order for clubs to be reimbursed for their community pride and project development activities, the club must turn in the documentation.
10. The Rice County 4-H Foundation will pay up to 50% of 4-H sponsored activities within our county, region and state levels for youth participants. Youth have a cap of \$500 for the 4-H year.
11. National leadership opportunities: Rice County will pay 50% of the registration, up to \$1,200 per event, a one-time attendance, to two national leadership events, during a youth's 4-H career.
12. Premium Fair Checks: If a mistake has been made on your check, correction has to be made within a month after the handout date, otherwise checks stay the way they are printed and no changes can be requested.
13. State Fair, State Horse, & State Dog Show -The foundation will pay 50% of one state show's program fee. The remaining fees and additional shows will be the responsibility of the youth/family.

14. Bonus Funding: If the 4-H member attends a minimum of five 4-H meetings/activities/events throughout the year and turns in documentation by the November Federation Meeting, they may qualify for bonus funding. Members or family representatives must have worked at least one shift in either the food or malt stand during the county fair, **new this year** (2022-23), an extra bonus has been added for working up to two additional shifts at the food/malt stands, must be the youth working (no adults), \$50 per shift with a maximum of an extra \$100. Activities/meetings/events may be at the club, county, regional, state, or national level but at least three events must be at the club level. The county fair does NOT count as an activity/event/meeting! Youth must be currently enrolled which includes insurance and dues paid. Attendance will be counted starting October 1 - September 30 of the previous year. Eligible youth receive up to \$100 annually to spend on 4-H sponsored events during the next 4-H fiscal year. Balances do not carry over and are not transferable. It has no cash value.
15. National Contests: Connect with 4-H staff to utilize county funds. If additional funds are needed, complete the appropriate form for fundraising and turn into Extension staff. The following items can be covered with these funds: registration fee, lodging, and travel (mileage or gas receipts; vehicle rental, airfare). Youth and chaperones/coaches are allotted up to \$30 a day per traveling to spend on meals. Receipts/documentation must be turned in for reimbursement and tracking purposes. Funds are available for youth on the qualifying team and the adults needed to meet required ratios.
16. International Contests: Special request funding is available. The following items can be covered with these funds: registration fee, lodging, and travel (mileage or gas receipts; vehicle rental, airfare). Youth and chaperones/coaches are allotted up to \$30 a day per traveling to spend on meals. Receipts/documentation must be turned in for reimbursement and tracking purposes. Funds are available for youth on the qualifying team and the adults needed to meet required ratios.
17. Co-county teams - As previously stated, policies for county, state, regional, national and international contests will be followed for Rice County 4-H members and coaches/chaperones only. Example: Rice County budget line divided by total number of coaches and participants for the entire team, times the number of Rice County 4-H members and adults.
18. When chaperones are needed from our county, their registration cost will be covered.

FINANCE POLICIES

1. Follow the roles and responsibilities as outlined in the Constitution and By-Laws.
2. Two of the following four individuals can sign checking, savings, CDs: Adult Advisor to the Youth Treasurer, Youth Treasurer, Adult Foundation Representative, and Federation President.
3. Bill Approval Process:
4. Committees or groups with line item budget appropriations in the Federation budget can spend the budgeted amount. Committees need to authorize expenditures. Budget overruns or special requests above the budget allocations need prior approval from the Foundation Committee.
5. The Adult Advisor to the Youth Treasurer will pay all bills in a timely manner.
6. The Foundation will make decisions on the investments of CD's based on sound business decisions.
7. The Auction Committee will be responsible for clerking the auction and the Extension staff will send notifications for unpaid invoices.
8. The Foundation Committee shall seek input from a Public Accountant on an "as-needed basis."