

# Pueblo County 4-H Policies

The current Colorado State 4-H Youth Development Policies supersede these policies. They can be found on the Colorado 4-H website. We expect all 4-H members and their families to be familiar with both our local Pueblo County Policies, as well as the Colorado State Policies. Counties may set stricter policies than the State Policies so it is important to be familiar with both.

This policy document is intended to cover the non-competition related policies of 4-H in Pueblo County. Some items, especially regarding eligibility for competitions, may also be found in this document. **However, these policies DO NOT cover rules, regulations or requirements regarding specific competitions. You can find rules for specific competitions on our county website.**

## GENERAL POLICIES

### Organization and Administration

Colorado State University is the land-grant institution responsible for the administration of the Extension program in Colorado. At the local level, the CSU Extension 4-H Specialist in Pueblo County is responsible for administering the Pueblo County 4-H Program.

### 4-H Membership/Age

4-H age is the age of the individual on December 31 of the current 4-H year. The 4-H year runs from October 1 to September 30.

- Cloverbud Member: 5-7 years old
- Junior Member: 8-10 years old
- Intermediate Member: 11-13 years old
- Senior Member: 14-18 years old
- Adult Leader: 19+ years of age. Some leader positions require a minimum age of 21.

### Enrollment Policies and Procedures

#### Club Policy

1. Members must enroll in at least one Pueblo County 4-H Club.
2. While not recommended, members may enroll in multiple clubs each year. However, they must indicate their Primary Club in 4HOnline when they enroll, and meet all of the requirements of both clubs.
3. Members may attend project meetings with any club so long as they have permission from their club and project leader(s). It is not necessary to enroll in the club if you are just attending their project meetings, although some individual clubs may choose to require it.

#### Enrollment Procedure and Fees

1. Members must enroll electronically in 4HOnline each year by the enrollment deadline.
2. Volunteers must enroll electronically in 4HOnline each year, preferably by the youth enrollment deadlines.

3. All enrollment fees must be submitted by the enrollment deadline. Member enrollment fees can be submitted directly to the CSU Extension Office or submitted to the member's club leader. Financial assistance may be available – contact the CSU Extension Office for more information.
  - a. Returning Members Enrollment Deadline: December 1 of the current 4-H year
  - b. New Members Enrollment Deadline: February 1 of the current 4-H year.
  - c. Late Enrollment Deadline (Returning & New Members) with \$20 late fee: 7 days following New Member Enrollment Deadline
4. Club leaders will have five business days after each enrollment deadline to confirm the members in 4HOnline and submit the enrollment fees to the CSU Extension Office. The membership fee must be paid in full; partial payments will not be accepted.
5. Enrollment fees are \$30.00 per member and \$20.00 per Cloverbud member, regardless of the number of projects the member is enrolled in.
6. All literature will be purchased separately through a club book order. All book orders for club members must be placed by the club organizational leader. Club leaders may submit multiple orders throughout the year.
7. Returning members are members who were in Pueblo County 4-H the previous 4-H year.
8. All enrollment changes must be completed on or before March 1 of the current 4-H year. This includes changing clubs, adding and dropping projects. Enrollment changes must be done electronically using 4HOnline.
9. All 4-H members must complete each project they are enrolled in when the enrollment change deadline passes on March 1.
10. Enrollments completed after the Late Enrollment Deadline and project changes completed after the March 1 deadline will not be eligible for participation in County Fair, State Fair and any other competitions requiring the approval of the 4-H Specialist.
11. If December 1, February 1, or March 1 falls on a Saturday or Sunday, the following Monday will be the deadline.

#### Early Enrollment for Activities, Camps and Conferences

Any member wishing to participate in any activity, camp or conference that charges a registration fee, must first be a fully enrolled active Pueblo County 4-H member. This means the youth must have enrolled electronically in 4HOnline, paid their enrollment fees, be confirmed by their 4-H leader and be confirmed by the CSU Extension Office. This may mean that the member needs to complete enrollment sooner than the applicable deadlines.

#### Three Project Rule

Members can only enroll in three projects in Pueblo County. If members would like to enroll in more projects, they must submit an email or letter to the CSU Extension Office requesting to enroll in additional projects. The request must be in writing and written by the member. It needs to include a plan detailing how the member will complete more than three projects. All requests must be approved by the 4-H Specialist. If a request is not submitted by the March 1 Add/Drop deadline, the member will only be eligible in three projects for the year.

#### Refunds

1. If a member chooses to drop 4-H within 30 days of payment of the enrollment fee, a refund can be requested. Refunds are only granted when extenuating circumstance such as an unforeseen move or extreme family illness occurs.
2. There will be no refunds on 4-H materials or curriculum purchased. Exchanges may be available on a limited basis depending on availability.

NOTE: Other additional fees, such as club dues, will be handled at the club level.

## Requirements to Join 4-H and be a Member in Good Standing

1. Be of the appropriate age as listed previously
2. Properly enroll in and complete at least one 4-H project per year
3. Pay 4-H enrollment fees (funding may be available based on need) and any other debts
4. 4-H Member in Good Standing: Participation in certain county, state, regional and national events is limited to those members who are in “good standing” with their local 4-H club and county. This includes abiding by the 4-H Code of Conduct, Colorado 4-H Meat Quality Assurance (if applicable), meeting deadlines, attending a majority of club and project meetings, completing at least one project during the project year and following any and all county and state 4-H rules and policies as well as rules of exhibition for contests and competitions.

## Event Enrollments

1. To ensure that all participants and volunteers participating in 4-H events in Pueblo County are fully registered in the 4-H program, to make it easier for participation numbers to be reported by the State Extension office to various stakeholders, and to ensure that required waivers and/or informed consents can be obtained in a timely manner, registrations for all Pueblo County 4-H Events will be hosted in 4HOnline. Please see “Early Enrollment for Activities, Camps and Conferences” listed above.
2. CSU Extension personnel will create the events in 4HOnline. Councils and Clubs that host events that require registration must provide all pertinent registration information to the CSU Extension Office personnel responsible for 4HOnline no later than 15 business days prior to the requested opening of registration.
3. Each event has its own registration deadline and may or may not allow for late registration with payment of an additional fee. Please see event materials for details.

## Code of Conduct

The Colorado 4-H Code of Conduct is designed to create a safe, welcoming environment that supports meaningful learning and personal growth. Participation in 4-H Youth Development events and activities is a privilege, not a right, and is contingent upon adherence to this Code.

All individuals participating in or volunteering with the Colorado 4-H Youth Development program at any level, including individual, club, county, regional, state, national, or international, are subject to the behavior standards outlined in the Colorado 4-H Code of Conduct. In addition to this Code, specific events or activities may have additional policies, rules, or procedures that participants are also expected to follow.

The Colorado 4-H Code of Conduct applies to both face-to-face and online environments and will be enforced with all 4-H youth members, parents/guardians and volunteers.

### When I participate in 4-H programs, I agree to:

1. Adhere to all Colorado 4-H Youth Development Program policies and procedures.
2. Respect the rights and authority of 4-H volunteers and Extension and 4-H Professionals.
3. Conduct myself in a courteous, respectful, and ethical manner; demonstrate good sportsmanship; and serve as a positive role model.
4. Abstain from abuse (physical and/or verbal) and harassment. All aggressive, vulgar, or violent language and behavior (ex: bullying, fighting, threats, insults, cursing, discrimination, etc.) is not permitted.
5. Abstain from the use of alcohol, marijuana, illegal or illicit drugs, and all tobacco or nicotine products, including e-cigarettes and vaping devices, during 4-H events and activities.

6. As outlined in the Colorado 4-H Dress Code, dress appropriately for all 4-H events and activities, following any specific attire requirements. Clothing that is overly revealing or displays profanity, violence, political affiliation, or promotes tobacco, alcohol, or drugs is not permitted.
7. Use mobile phones or other electronic devices during scheduled 4-H activities only in a manner that is consistent with the approved activity and does not cause disruption.
8. Promote and model the responsible, respectful, and lawful use of social media. The creation or sharing of content that is abusive, threatening, defamatory, obscene, harassing, or that contributes to a hostile environment is strictly prohibited and will not be tolerated.
9. Respect the property of others, including facilities, equipment, and personal belongings. Damage, destruction, theft, or removal of property is strictly prohibited. Participants and/or their parents or guardians will be held financially responsible for any damage caused to program property or the personal items of others.
10. Not possess, use, or distribute firearms, archery equipment, fireworks, knives, or any other items that could be used as weapons during 4-H programs or events, except under adult supervision as part of scheduled instructional activities.
11. Acknowledge that personal property may be subject to search when there is reasonable suspicion of a violation of law or 4-H policies. This may include searches of outer clothing, luggage, personal belongings, lodging rooms, and furniture.
12. Complete my own work on all 4-H projects, properly cite all source materials, including those generated by artificial intelligence when appropriate, avoid plagiarism, and uphold academic integrity.

**Consequences for violating any part of the Colorado 4-H Code of Conduct may include, but are not limited to, the following:**

- Notification of parents/guardians and appropriate 4-H volunteers and/or staff members
- Restriction from participation in future 4-H events
- Removal from 4-H officer roles held
- Removal from 4-H membership
- Removal from participation in 4-H events/activities; the participant and/or their parent(s)/guardian(s) will be responsible for all associated costs incurred because of their removal

The behavior of 4-H members, parents, family members, and volunteers, both during and outside of 4-H activities, can impact their status within the program. All must share the responsibility to uphold the 4-H Code of Conduct and are encouraged to report any concerns or violations to 4-H leadership promptly and appropriately.

## **Project Completion Requirements**

1. Participate in a 4-H related (subject matter or audience) demonstration or other speech-arts presentation
  - a. Demonstration or speech
2. Participate in a 4-H sponsored community service activity
  - a. 4-H Sponsored – a 4-H club/council community service project, service done during a 4-H project meeting, or service done during a 4-H camp/conference  
**and**
  - b. Community Service – work done that benefits others outside of 4-H
3. Complete a record book for each project the member is enrolled in with a score of 70% or above

## Project Completion Enforcement

1. Enforcement of completion requirements is handled by the CSU Extension Office and the 4-H Youth Development Specialist, though club leaders submit documentation of members who complete their demonstrations, community service and e-records. They also should monitor their members who did not complete a particular project the previous year to prevent them from enrolling in that project the following year.
2. If a member fails to complete their project, they may not enroll in that same project the following 4-H year. In General/Consumer Science projects, if a member does not complete a unit within a project, they may not take any units in that project area the following year.
  - a. The only exception to the “unit” rule is shooting sports. See the State 4-H Project list for the breakdown of all other project areas.
3. If a member feels they have an extreme circumstance that has prevented them from completing a project they enrolled in, the member may appeal to Parent Leader Group. Parent Leader Group will review appeals on a case by case basis. The following procedure must be followed:
  - a. The Organizational Club Leader must submit a letter explaining the situation to the Parent Leader Group. In addition, the member must also submit a written letter explaining why they were unable to complete their project. The letters must be submitted to the CSU Extension Office by 5:00pm on October 31.
  - b. The member must then attend the Parent Leader Group meeting to plead their case at the November meeting.
  - c. The CSU Extension Office will review the recommendation of the Parent Leader Group and will make the final determination. The 4-H Specialist will notify the member of their final completion status.

NOTE: Clubs may have additional **club** participation requirements for continued participation in their club and to maintain active status within the club. This is different and separate from **project** completion requirements and may vary from club to club.

## Record Book Policy

1. Members must complete a record book for each project the member is enrolled in (livestock projects may be combined) with a score of 70% or above.
2. Please be aware that some record books have a supplemental form that must also be submitted.
3. How record books are reviewed and graded depends on the project area:
  - a. **Shooting Sports, Dog, Horse, and Livestock:** Record books are to be turned into the Extension Office by the second Monday in September. **They will be evaluated by a committee under the supervision of the 4-H Specialist/Coordinator.**
  - b. **General and Consumer Science:** Record books for General and Consumer Science projects will be turned in at the County Fair with the member’s exhibit (only if the member chooses to exhibit.) A blue or red award on the project at County Fair will be considered a 70% or above on General and Consumer Science project e-records. If the member chooses not to exhibit, or receives a white ribbon, the e-records will be turned in to the CSU Extension Office by the second Monday in September. They will be graded by the 4-H Agent.
4. The official score sheet should be used when grading record books. Score sheets (rubrics) are posted on the county 4-H website and can usually be found on the project area pages.

NOTE: In the event a member turns in an unsatisfactory record book, they will be given two weeks from the date the CSU Extension Office contacts the family to reach a score of 70% or higher. If revisions are required, they will not be eligible for end of the year record book awards but will satisfy the completion requirement. If a member has left out a crucial completion requirement such

as community service or speech/demonstration, the book will be deemed unsatisfactory and given to the 4-H specialist. The 4-H specialist will make arrangements with the youth to complete the extra work on a case by case basis.

## **County, Club and Project Expectations**

### **Friday In4mation Emails**

1. All 4-H members and their families should read all Friday In4mation emails and email blasts.
2. If a family does not have access to email, we have copies available at the extension office.

### **Club Meetings**

1. Regular attendance at club meetings is expected of all 4-H members and their parents.
2. If you do not meet your club's requirements it may affect your ability to join the same club in subsequent years.
3. Leaders, members and parents are expected to make 4-H club meetings be of the quality that 4-H members should want to attend, participate and learn something beneficial.

### **Project Meetings**

1. While not required, it is expected that each 4-H member will attend at least three project meetings.
2. If your club does not offer project meetings, you should attend the project meetings of a different club or seek out educational opportunities to supplement your project work. Contact the Extension Office for more information.

### **Deadlines**

1. The proper compliance with established, stated and published deadlines is considered an appropriate expectation of 4-H membership. Submitting things on time and following the rules is part of the 4-H learning experience and is considered a reasonable thing to do.
2. Individuals not complying with these expectations may lose awards and privileges. Members not complying with established and published dates for ownership, inspection, or exhibition may be prevented from showing or denied any and all awards for their project.
3. Deadlines are announced in the Friday 4-H Information emails, email blasts, the calendar and/or on the website in a timely manner.

### **Annual Courtesy Extension**

1. To support member growth and learning while maintaining program integrity, Pueblo County 4-H allows each enrolled member one (1) exception per program year for a missed deadline. This exception is intended to provide flexibility in cases of unforeseen circumstances and may be applied to administrative or participation-related deadlines.
  - a. Limitations: This exception **may not** be used for:
    - i. Eligibility for awards
    - ii. Completion of 4-H projects
    - iii. Deadline pertaining to County Fair
    - iv. Qualification for state or national competitions
  - b. Procedure
    - i. The member must submit a written request for the exception within five (5) calendar days of the missed deadline.
    - ii. The request must include:
      1. A brief explanation of the circumstances that led to the missed deadline
      2. A plan for how the member will meet deadlines more reliably in the future

- iii. Requests must be submitted to the Pueblo County 4-H Extension Office.
- iv. Approval is subject to review by the Extension Specialist and is not guaranteed.
- v. Once granted, the Annual Courtesy Extension will be recorded and may not be used again within the same program year.

2. This policy is designed to encourage responsibility while recognizing that occasional flexibility may be necessary.

#### Exhibition/Contests

1. Exhibition of 4-H projects in local, county or state fairs, contests and shows is considered a privilege and is voluntary on the part of the exhibitor.
2. The exhibition of 4-H projects provides the 4-H member an opportunity to have his or her project(s) evaluated, displayed for public appreciation, to engage in wholesome competition and enjoy an educational and social environment with their peers.
3. With the privilege of exhibition also comes the responsibility for abiding by all rules applicable to the respective 4-H project and exhibition. Not following the established rules of the projects will be grounds for exclusion from the competition/exhibition.
4. If a member chooses to participate in a contest or show requiring the approval of the 4-H Agent, that member must be properly enrolled in the project by the enrollment deadlines.

#### Requirements for 4-H Clubs

All 4-H Clubs must be officially chartered on an annual basis. To obtain a charter, clubs must:

1. Have a membership of at least five members from two families
2. Have a local leader to guide the club
3. Have officers, a constitution and bylaws
4. Have a written plan of activities
5. Hold regular meetings
6. Submit an annual charter application and required documentation in 4HOnline. This includes:
  - a. Constitution and bylaws that indicate the club will comply with federal, state, and local requirements for non-profit, educational program status. The dissolution clause must indicate that the club/group assets including money and equipment shall become the property of the county 4-H program.
  - b. Year-end financial report and bank statement.
  - c. Annual review of club/group fund.
  - d. Annual proposed budget.
  - e. Annual plan of activities.
  - f. Affirmative Action Report. Clubs/Groups are required by law to be open for membership to all youth of eligible age regardless of race, color, gender, national origin or disability.

#### Additional Requirements for 4-H Clubs and Associated Organizations

1. Organizational leaders from all 4-H clubs must meet annually with the 4-H specialist before receiving approval for charter renewal.
2. All 4-H clubs, councils, advisory committees, associations, foundations, etc. that use the 4-H name and emblem, will complete the Colorado 4-H Organization Charter and required documentation and submit it to the CSU Extension Office in Pueblo County on an annual basis.
3. All 4-H groups must contact the 4-H specialist prior to applying for an Employee Identification Number (EIN) or opening a bank account.
4. All 4-H groups will comply with federal, state, and local requirements for non-profit, educational program status.

5. 4-H volunteers interested in becoming a club leader must first be an approved 4-H volunteer with Pueblo County. Interested individuals must also shadow under a current club leader for a period of at least one year and be approved by the Pueblo County 4-H Youth Development Specialist prior to becoming a club leader.

## **Logos, Names and Emblems**

Only 4-H clubs, enrolled 4-H members, and leaders may use the 4-H name and emblem (the 4-H Clover.) Other uses must be authorized by the State 4-H Program Leader.

## **Independent Membership**

The 4-H Youth Development program is an opportunity for CSU Extension to provide an educational environment for the positive development of diverse youth to enable them to realize their full potential. The 4-H club is the foundation of this environment. Therefore, all Pueblo County 4-H members are required to enroll in an official 4-H club. Pueblo County 4-H does not permit independent membership or family clubs.

## **4-H Membership in a County Other than the County of Residence**

Pueblo County 4-H members must reside within Pueblo County.

## **Cloverbuds**

It is neither the intent nor the objective of the 4-H Cloverbuds program to duplicate the 4-H member experiences that are designed for older 4-H youth, nor to create a “mini-4-H” concept. While the 4-H Cloverbuds program is a component of the overall 4-H Youth Development Program and 4-H Cloverbud members are recognized as 4-H members for the purposes of enrollment, they are considered to be in a special membership category with regard to program and policy. As a result, the 4-H Cloverbuds Program is fundamentally different than general membership in 4-H.

1. 4-H Cloverbuds members participate in occasional, non-competitive, sampler-type, age-appropriate, properly supervised events or activities sponsored by 4-H groups.
2. 4-H Cloverbuds members should not have ongoing projects of any kind. Cloverbuds only enroll in the Cloverbud Project.
3. 4-H Cloverbuds members may not handle animals, firearms or equipment of any kind during 4-H meetings, events or activities.
4. 4-H Cloverbuds do not conduct formal business meetings, elect officers, or handle finances.

## **Volunteers**

The volunteer leader is the heart of the 4-H program. A leader serves in a multitude of roles. These range from working at the club level to supervising other volunteers at the county, regional or state level.

### **Age Requirement**

1. Volunteers must be 21 years old when they enroll.
2. Assistant volunteers must be at least 4-H age 19 when they enroll. They cannot be eligible for current participation as a 4-H member.
  - a. Assistant volunteers will be required to pass a one-on-one interview with the 4-H Specialist prior to enrolling as a volunteer.
  - b. Assistant volunteers must serve with a volunteer or staff member.

All 4-H volunteers will:

1. Electronically enroll in 4-H, preferably prior to the youth enrollment deadlines, and in doing so complete the electronic volunteer application form, including submitting references
2. Undergo a national background check.
3. Complete and sign a 4-H leader enrollment form on an annual basis.
4. Complete a face-to-face, on-line or self-study orientation to 4-H within two months of application.
5. Comply with federal, state, and local reporting and accountability requirements, including 501(c)3 non-profit, fiscal, EEO/Affirmative Action, etc.
6. Serve at the request of CSU Extension and that request can be withdrawn at anytime for any or no reason.
7. Volunteers not enrolled in 4-H for one year or longer will be required to re-apply and complete all new volunteer requirements.
8. All volunteers will comply with the 4-H Code of Conduct.
9. Authorized volunteers are protected from liability under the Governmental Immunity Act (24-10-101CRS et seq) and the Risk Management Act (24-30-1502CRS et seq). Liability protection is provided only for actions within the scope of responsibility and as long as such actions are not willful and wanton. The performance of any "job" or in any position must be for the benefit of, at the request of, and under the supervision of the state.

### **Working with Youth**

Adults working with 4-H youth who are not their own children must be approved 4-H volunteers. For one-time clinics or classes, instructors without volunteer status are permitted, provided they are supervised at all times by 4-H staff or registered volunteers.

### **Child Protection**

All employees, volunteers, and others acting on behalf of the University are required by the CSU Protection of Minors Policy to report actual or suspected abuse to their immediate supervisor.

All employees and volunteers are expected to abide by Colorado 4-H Safe Environment Best Practices and the Code of Conduct for interacting with Minors outlined in the CSU Protection of Minors policy.

### **Alcohol**

The Colorado 4-H Youth Development Program has no tolerance for the possession or use of alcohol or other illegal drugs at youth events. 4-H prohibits the unlawful distribution, dispensation, possession, or use of controlled substances, illegal drugs, and alcohol by youth or adults.

Searches of personal rooms, vehicles and belongings may occur and law enforcement will be called if necessary.

### **4-H Driving Policy**

1. Youth may not drive themselves or passengers to out-of-county events without written permission from the parents of the driver and passengers, as well as the 4-H Agent.
2. Youth who drive to any out-of-county event must receive permission from the 4-H Specialist or staff member in charge to continue use of the vehicle during the event.
3. All drivers must be in compliance with State of Colorado laws, including but not limited to: a valid driver's license, adequate insurance and seat belt use. Furthermore, it is expected that any vehicle used to transport 4-H members is maintained so that it is "safe and reliable" for the conditions, weather and distance in which it is to be driven.

## **Camps, Retreats and Conferences**

Pueblo County 4-H participates in a variety of camps, retreats and conferences each year. Many of the rules, such as age requirements, are set by the camp organizers. Below is a list of events that Pueblo County 4-H typically participates in and their usual time of year. This list may change at any time at the agent's discretion.

1. These events are only available to members who are currently enrolled in 4-H and are members in good standing.
2. All event registrations are due by the published deadlines. This includes the registration form as well as the fees. Partial payments will not be accepted. Late registrations will only be accepted if space is available, pending specialist permission, and with a \$20.00 late fee.
3. Refunds will not be granted after the registration deadline has passed. In some cases, it may be possible to substitute in another member.
4. Some events may have a limit on the number of youth who can be accommodated. In that case, registration will only be accepted on a first come, first serve basis.

# **GENERAL/CONSUMER SCIENCE PROJECT RELATED POLICIES**

## **Participation**

1. Members must be enrolled in a project/unit to compete in that project/unit.

## **General/Consumer Science Project “Unit” Policy**

1. A member may enroll in and complete the same unit for multiple years, given that the end product/exhibit is different each time.
2. A member may enroll in and complete multiple units of the same project area in the same 4-H year.
3. Units do not have to be completed in any particular order; however, it is highly recommended that the 4-H member progress through the units in a logical way.
4. The member may exhibit in all of the units in which they are enrolled; however, the State Fair encourages members to exhibit in the highest or most advanced unit.

# SHOOTING SPORTS PROJECT RELATED POLICIES

## Colorado 4-H Shooting Sports Instructor Certification

1. The Colorado 4-H Shooting Sports Program requires the use of trained and certified 4-H instructors at the county level to operate a live-fire range or to conduct any class in which firearms or archery equipment are handled.
2. See the state policy document for a list of the requirements to be certified as a 4-H shooting sports instructor.

## Participation & Completion

1. Any 4-H member of 4-H age 8 or older may enroll and participate in the Shooting Sports project.
2. Members are invited to participate in the Pueblo County Fair General/Consumer Science Exhibit Day competition, as well as the Pueblo County Fair Shooting Sports Contest. However, neither contest is required for project completion. Please note, separate County Fair entry forms must be turned in for the Exhibit and the Contest.
3. Members must be enrolled in a discipline to compete in that discipline.
4. Members may compete in all disciplines at county and state competitions subject to the requirements outlined in this document and in the Pueblo County Fair Book Rules.

## CPW Hunter Safety Certification

1. Participation in practices and Qualifying Matches will be allowed without completion of Colorado Parks and Wildlife (CPW) Hunter Safety certification training subject to approval by the practice supervisor at the specific practice. However, it is highly recommended that all members obtain their CPW Hunter Safety certification.
2. CPW Hunter Safety certification is **required** to participate in the County and State Shoot Contests.
3. Once a member obtains their Hunter Safety Certification Card, they must provide that number to the Extension Office by uploading an image of the card in 4HOnline.

## Required Safety Meeting

1. Prior to attending 4-H practices or any 4-H contest, all members MUST participate in a safety orientation sponsored by the Pueblo County 4-H Shooting Sports Council.

## Safety

1. Due to the inherent risk of the Shooting Sports Project, official Pueblo County practices will be supervised on a 1/6 ratio. (i.e. one Certified 4-H Shooting Sports Leader per six youth).

## Equipment

1. If available, members may borrow equipment for practices and events from CSU Extension in Pueblo County. This equipment may not be taken home.
2. Ammunition is an individual 4-H member responsibility at all practices, regardless of whether the individual is using his/her own equipment or county equipment.
3. All shooting equipment owned by CSU Extension in Pueblo County will be housed by a responsible member of the Shooting Sports Council.
4. The Council will keep a current inventory and housing record of all the equipment.

## Qualifying Matches

1. The Pueblo County 4-H Shooting Sports Council will hold at least three qualifying matches per discipline each year. Locations and dates for specific disciplines will be published and updated regularly by the Shooting Sports Council.
2. Each 4-H member must have a parent or other responsible adult present at each match unless the 4-H member is able to drive on their own.
3. If the 4-H member can drive on their own, they can attend without parent/responsible adult unless the practice supervisor requires a parent/responsible adult due to behavioral issues.
4. All members must successfully participate in at least one qualifying match per discipline in order to participate in any 4-H competition. “Successfully” will be determined by the Shooting Sports Council member in charge of the match.
5. There is one exception for Qualifying Matches. A senior 4-H member may be excused from the requirements to participate in a qualifying match in any discipline in which they have competed in the two previous, consecutive year’s county shoots. To be excused the youth must submit a letter to the Shooting Sports Council requesting excusal and stating which discipline they are asking to be excused from. Additionally, the letter must include a signed statement from a certified 4-H Pueblo County shooting sports instructor in each discipline being requested stating that he/she has observed the youth practice this year and certifies they are qualified in all disciplines being requested. The letter must be submitted to the Shooting Sports Council through the Extension Office by June 1 each year. Members who are unable to attend the scheduled qualifying matches but do not meet these minimum requirements may submit a letter to the Shooting Sports Council by June 1 AND attend the June Shooting Sports Council meeting to discuss their individual case.

# ANIMAL PROJECT RELATED POLICIES

Please note that violation of these requirements may result in disqualification of all animal projects for that year.

## Animal Care and Housing Form for Colorado 4-H Animal Projects

1. All 4-H members in any and all animal projects must fill out and sign this form through the 4HOnline Enrollment System. If the animal is not on the youth's property, a **separate hardcopy form** must be completed and submitted to the Extension Office. It is to be submitted at the time of enrollment and kept on file at the Extension office yearly. Please read the top portion of the form for more details.

## Animal Identification

1. All market animals that are 4-H projects must be individually identified, i.e., ear tags or other identification at the announced and designated official tag-in/weigh-in dates and times. Tag-in/Weigh-in establishes ownership. All market beef, sheep and goats will be retinal scanned for identification purposes.
2. Dogs and horses are identified by electronic identification forms. Both Dog IDs and Horse ID/Registration Electronic Forms are due by **April 27** in 4HOnline.

## State Fair

1. For projects that require nomination in order to be eligible to be shown at state fair, that nomination process occurs at the local level during the designated county weigh/tag-in times and dates for each species.
2. If you are unable to bring the animals you intend to nominate for state fair to the county tag-in/weigh-in, you need to contact the 4-H Youth Development Specialist two weeks prior to the county tag-in/weigh-in and get approval for another date/time. Dates/times may be limited and you may be required to bring the animals to the Extension Office. This includes beef, sheep, goats and swine.

## Animal Ownership:

1. Each 4-H member shall own his/her own 4-H exhibit. Members must be able to show ownership of market animals. Horses may be co-owned or leased. Dog projects cannot be leased.
2. The Extension office must be provided with copies of lease agreements. The Extension Office can no longer provide sample lease agreements, but there are many available from other sources.
3. Lease agreements or transfer of ownership must be in effect by **April 27**.
4. The 4-H member will provide the primary and continuous care of their project animal from project beginning to completion (ownership period).
  - a. Primary care means that the 4-H member enrolled in the project takes the majority of the responsibility for the project, with assistance of family members or volunteer 4-H leaders.
  - b. There may be rare circumstances when youth may not be able to provide the necessary care for the animal at a particular time, as in illness, short vacations, etc. On such **rare** occasions, another individual may be called upon to provide "secondary" care.

## Colorado Animal Tampering Laws

Compliance with all Colorado laws prohibiting tampering with or drugging of livestock and/or sale of adulterated meat is mandatory for any 4-H member and/or family member enrolled in a 4-

H livestock project. If there is evidence of physical alteration of a project animal to fraudulently misrepresent that animal, illegal drug residue in an animal, or violation of the 4-H Code of Conduct, a member may be classified as a “member NOT in good standing.” If classified as a “member NOT in good standing” the member can be prohibited from exhibiting livestock or participating in out-of-county 4-H activities for up to one year.

#### Colorado 4-H MQA Training Requirements

1. Colorado 4-H Meat Quality Assurance (Colorado 4-H MQA): All 4-H members who will exhibit beef, sheep, swine, goats, rabbits and/or poultry are required to attend a mandatory Colorado 4-H MQA workshop the first year they show livestock as a junior or intermediate member, and again the first year they show livestock as a senior member.
2. See Colorado’s 4-H MQA Requirements on page 11 and 12 of the Colorado Youth Development Policies here: <https://co4h.colostate.edu/policy/policy.pdf>
3. The Colorado 4-H MQA must be completed prior to May 1 of the current 4-H year.
4. The Pueblo County Extension Office offers two Colorado 4-H MQA trainings prior to the Pueblo County Fair. If you are unable to attend one of these two trainings, you may attend the training of another county. Proof of attendance at another county’s Colorado 4-H MQA training must be on file at the Pueblo County CSU Extension office by May 1 of the current 4-H year.
5. It is the responsibility of the member to check the rules of other shows and find out what those show requirements are (for example, YQCA) and to take steps necessary to meet those requirements. For purposes of Colorado 4-H MQA completion and maintaining “member in good standing” status, members must complete the Colorado 4-H MQA training as required.
6. See the Pueblo County Fair Book for specific rules about members exhibiting in Swine, and for any other requirements for the Pueblo County Fair.)

#### **Horse Project Policies**

##### Safety Policies

1. **Protective Headgear Policy:**  
Pueblo County 4-H recommends and supports the use of ASTM certified/SEI approved safety helmets in all equine events. Use of protective headgear is encouraged in all classes and shall not be discriminated against. Helmets are highly recommended for youth in all events while on or off the horse. This decision will be left to the parent/guardian’s discretion in classes where helmets are not required. It is the responsibility of the parent or guardian of the 4-H member to see that the headgear worn complies with such standards and is in good condition. A certified equestrian helmet with safety harness securely fastened will be required for:
  - a. Gymkhana – All mounted riders on the grounds must wear a safety helmet and must be fastened regardless of whether you are entered in gymkhana classes or not.
  - b. English Over Fence Classes – all riders must wear a safety helmet and it must be fastened securely.
2. To maintain and encourage a high level of safety for all participants involved, a designated parent, guardian or adult must be present during any Pueblo County Horse Event to remain responsible for participants and their animals in case of emergency.
3. Horses must be ridden at a walk on the grounds to and from all arenas. See the Colorado State 4-H Horse Rule Book updated 2024.
4. Safety rules prohibit bareback riding, riding without heels on your shoes, riding with just a halter, riding double or allowing any 4-H member not enrolled in the horse project or non 4-H member from riding a member’s horse.
5. No unsafe practicing will be tolerated in the warm-up arena.

### Safety Training Class

1. All first year horse members, members who have transferred to Pueblo County for the first year, and any members who have not passed Level 1 (in any division) must attend a **Mandatory Safety Training Class** for the current 4-H year before participating in any project activity that involves horse handling.

### Horse Project 101

1. Prior to attending any Horse Project practices, clinics, or activities, all horse project members **must annually participate in a countywide Horse 101 safety orientation**. This is a requirement for all members regardless of previous experience.

*Colorado State University, U.S. Department of Agriculture and Pueblo County cooperating.  
Extension Programs are available to all without discrimination.*