



YOUTH PROGRAMS HANDBOOK

South Dakota 4-H Program

Effective 2025 4-H Program Year (October 1, 2024 – September 30, 2025)



INTRODUCTION

South Dakota 4-H events are subject to South Dakota Board of Regents (SDBOR) and South Dakota State University (SDSU) policies, amendments, procedures, and guidelines. In implementing new SDBOR [Policy 1.6.4](#) requirements, SDSU finalized updated [Policy 2.29](#) in Fall 2023. Among other features, these policies require university sponsored Youth Programs plans to receive pre-approval before implementation. Given the large number/volume of South Dakota 4-H events, our approval process includes two steps: 1) the State 4-H Program Director will attain universal certification of this comprehensive 4H Youth Programs Handbook on an annual basis from campus administration, and 2) 4-H Youth Program Leaders will complete and upload Certifications of Compliance to a shared internal drive. As step one has now been completed, completion of the second step rests with the Program Leaders and Authorized Adults leading and managing SD 4-H Youth Programs at the county, state, or national levels.

REMAINING STEPS FOR 4-H PROGRAM LEADERS

All Youth Programs must comply with this Handbook. Program Leaders ensure that CoC's are completed, that Authorized Adults are trained, certifying that background checks are completed, ensuring that there is a procedure for notification of parents/guardians of emergencies, completing the CoC's and sharing the information with the Authorized Adults managing the programs, and ensuring there is a plan for maintain adequate supervision of minors. Program Leaders:

For off-campus events...

1. Complete a Certification of Compliance (CoC) for SD 4-H Youth Programs.
2. Upload the CoC to the assigned university shared electronic drive prior to the event's occurrence.

For on-campus events...

1. Contact the state 4-H office at least 3 months prior to the event.
2. Additional paperwork beyond the COC will be required to meet on-campus housing, food, etc. requirements.

Authorized Adults are responsible for complying with this SD 4-H Youth Program Handbook and associated policies and procedures during SD 4-H Youth Programs and CoC's, sharing any information needed with the Program Leader to complete documentation or report safety or other conduct concerns, and attending training.

FREQUENTLY ASKED QUESTIONS (FAQ)

Please visit Appendix J beginning on page 78 for helpful supporting guidance





HOW TO USE THIS HANDBOOK

Common 4-H event types are listed below in alphabetical order. Corresponding event examples, descriptions, and operational plans are found on subsequent pages. A program leader planning a 4-H program will a) prepare to run the event using the guidance contained within their chosen event type (and the appendices) and b) complete and upload a CoC prior to event start. Volunteers leading programs will turn CoC into the county office at least 2 days prior to event start so the local professional has time to upload.

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SD4-H Event Type: AFTERSCHOOL



The **Afterschool** Youth Program is a [☒ SDSU Sponsored ☒ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: Community schools and partners (e.g., Boys and Girls Club, libraries) invite 4-H program leaders (PL) to convene 30-60 minute educational sessions in their afterschool settings. 4-H PL are well known for providing research-based, hands-on engagement that youth and partners appreciate.
Objectives: Increase 4-H outreach membership; provide extension services to new audiences
Alignment: Attain USDA racial parity goals; align with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→Afterschool programs provide a safe public place for youth to interact with peers.
Workforce→Many 4-H afterschool curricula have a STEM focus, building skills that translate to career opportunities for a 21st century workforce.
Life→Some 4-H afterschool curricula give youth tools to improve their health and wellbeing.

Number of Staff **ranges from 2-4** and Number of Minor Participants **ranges from 5-25**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

Afterschool is a low-cost 4-H program as the host site typically covers facility charges, supervision, and snacks. 4-H PL provide time in preparation, travel, instruction, and evaluation which equates to 3 hours per every 1 hour session. There are routine curricula and disposable material replenishing costs as well. In total, a single session of 4-H Afterschool uses \$80-120 in SDSU/4-H resources.

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

Curriculum: In cases where a 4-H volunteer is leading a session, the local 4-H professional will ensure the volunteer receives curriculum materials and training.

Site: Many sites have strict procedures for using their facilities. PL & AA receive that training on or before first use of the site.

Culture: PL & AA are encouraged to complete cultural sensitivity trainings prior to engaging with unfamiliar audiences.





General Operational Plan: AFTERSCHOOL

GUIDING PRINCIPLES

1. Derive lessons from research-based materials, preferably from a contemporary Extension source. A helpful list is available at <https://extension.sdstate.edu/south-dakota-4-h/projects-resources> or <https://shop4-h.org/pages/curriculum>
2. Learn about your audience in advance. Teach in a culturally sensitive manner.
3. Know the curriculum material and come fully prepared with enough supplies for the audience.
4. Pair your calm leadership presence with an engaging lesson style. Have an interactive 'Plan B' to engage youth on days when school was tiring.
5. Know your space. Complete any site visits/trainings prior to the first session as this will aid your preparation for good instruction and risk management.

TOP RISK MANAGEMENT CONSIDERATIONS

Maslow's Hierarchy of Needs: Youth who have sat in school for the previous seven hours are usually a mix of hungry, tired, and antsy. Caring for their physiological needs via a snack and engaging activities is important to their learning retention. If you do not care for those physiological needs, expect misbehavior.

Snacks: Be mindful of food allergies. Be mindful of unnecessary activity/chaos during eating time.

Transient Youth Populations: Unlike most 4-H programs, youth attendance in afterschool settings is inconsistent from session to session. This creates ever-changing group dynamic shifts that must be monitored before they escalate.

Clarity of Supervision: Before you begin, ensure you know who is in charge of youth behavior/supervision. You or the site/host? If the program evolves over time and you come to disagree on a discipline strategy with your host, renegotiate the arrangement or forego the partnership. Don't get stuck doing someone else's job just because you won't speak up for yourself or you are afraid to lose a partner!

COMMON PROGRAM SUB-TYPES (if any)

Cloverbuds Master Gardener (youth/junior)

SAMPLE EVENT SCHEDULE

3:30p	Gathering and snack
3:45p	Lesson (part 1)
4:10p	Activity/teambuilding
4:30p	Lesson (part 2)
4:55p	Closing and parent pick-up

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as it is usually handled by the site host/partner. In cases where 4-H is responsible for this portion of the event, ensure guardians know in advance the a) official start time and b) estimated end time so they can pick up their youth in a timely manner. Higher security check in/out procedures may implemented in cases where a known issue exists (e.g., the youth are unknown to the PL/AA team); if you face this need, consult your local 4-H professional for guidance.

Action: Infrequently determined by host site/partner in alignment with their facility procedures and training; most of the time we use the standards from Appendix F. In addition, SDSU Active Shooter training module is encouraged for PL leading afterschool programs.





Notification: Unless a program co-sponsor is exercising supervision for the event and therefore handling registration, the PL or designated AA will contact guardian(s) using the emergency contact information provided during annual member enrollment in the 4-HOnline database as noted in Appendix F.

Participant Code of Conduct

The SD4-H Member Code of Conduct [see Appendix C] is in effect unless co-sponsor takes precedence.





SD4-H Event Type: CLUB or ORGANIZATIONAL MEETING



The **Club or Organizational Meeting** Youth Program is a [☒SDSU Sponsored ☐ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: Community and special interest (SpIn) clubs gather 6 or more times per year to assist youth in project or topic-of-interest development. Clubs also join forces to complete fundraisers, socials, and community service projects.

Objectives: Increase 4-H enrolled membership; provide a small setting for leadership development

Alignment: Attain USDA racial parity goals; aligns with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→Hundreds of community service projects completed annually in SD, which strengthens civic well being in locales across the state and enhances youth citizenship.

Life→In the club meeting, youth learn to take turns, be respectful, and listen to a variety of voices.

Leadership→Older youth serve officer roles, thereby testing the waters of leadership at an early age.

Number of Staff **ranges from 2-5** and Number of Minor Participants **ranges from 5-40**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

Club or Organizational Meeting is a low-cost 4-H program as the average event only has a snack cost and no professional staff time. Infrequently there is a facility charge, but most clubs occupy free meeting spaces. In total, a single program of this type uses \$10-20 in SDSU/4-H resources when held at a free site or \$35-70 when held at a rented facility.

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

Service: Some community service project venues (e.g., Adopt-a-highway) have required procedures and training prior to event start.

Site: In cases where they rent a meeting site, most sites have procedures and training for using their facilities. PL & AA receive that training on or before first use of the site.





General Operational Plan: CLUB or ORGANIZATIONAL MEETING

GUIDING PRINCIPLES

1. Adult volunteers are facilitators more than leaders of these events; they are to be 'guides on the side.' Let the youth lead, even if it feels messy and imperfect.
2. Youth should be trained early in the 4-H year how to conduct the business meeting portion. SD4-H approved formats include Consensus Model, Martha's Rules of Order, or Robert's Rules of Order. Young leaders are imperfect and always learning. Gentle, consistent coaching will help them improve with each new officer role they experience.
3. Many youth view adult club volunteers as their mentors. Use the quieter moments of club meetings and activities to take an interest in the lives of your club members. This is most effective when their hands are busy during a service or group project.
4. Maintain good financial records and practices as outlined in the SD4-H club fiscal procedures guide.
5. Treat every year as completely new. Though the 4-H calendar will dictate some of your schedule, allow the youth to make each year enjoyable by pursuing their interests. Try new fundraisers. Visit new sites. Vary the community service projects you work on together.

TOP RISK MANAGEMENT CONSIDERATIONS

Social/Recreation: Help young leaders select activities that are safe (but not too safe!) and interesting for the whole group to enjoy. A great resource for this is: <https://ohioline.osu.edu/factsheet/4h-37>

Snacks: Be mindful of food allergies. Be mindful of unnecessary activity/chaos during eating time.

Service Project/Field Trip Safety: 4-H is a 'learning by doing' organization which means we frequently go off-site to visit a neighbor's farm, downtown small business, or community service venue. Advance scout these sites to ensure it provides a safe and welcoming environment for learning or serving.

Young Leader Emotions: Young leaders are imperfect. Some still respond poorly when club votes go against their wishes. Do not allow frustrations from the business meeting to boil over into the rec time.

COMMON PROGRAM SUB-TYPES (if any)

Special Interest Clubs Community Clubs

SAMPLE EVENT SCHEDULE

2:00p	Gathering
2:05p	Pledges and Call to Order
2:10p	Business Meeting
2:25p	Project Demonstration(s)
2:45p	Social/recreational/wellness Activity
3:10p	Snack and Departure

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as most guardians remain present. In circumstances where youth are dropped-off or youth will self-transport, ensure guardians know in advance the a) official start time and b) estimated end time. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., messy custody battle between recently divorced parents); if you face this need, consult your local 4-H professional for guidance.

Action: Use the standards in Appendix F.





Notification: In most cases, parents remain nearby for these meetings so notification is as easy as walking out to the parking lot or room next door. If not, notify using the emergency contact information provided during annual member enrollment in the 4-HOnline database as noted in Appendix F.

Participant Code of Conduct

The SD4-H Member Code of Conduct [see Appendix C] is in effect.





SD4-H Event Type: COMMUNITY OUTREACH



The **Community Outreach** Youth Program is a [☒ SDSU Sponsored ☒ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: Sometimes in partnership with schools, chambers, festivals, etc., SD4-H leads large community gatherings that showcase or highlight the 4-H experience. Many of these events serve as an opportunity to recruit new youth into the program.
Objectives: Increase 4-H enrolled and outreach membership; create a positive social experience for youth
Alignment: Aligns with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→When we highlight the fun learning experiences young people can have in 4-H, parents and youth are excited to join. After becoming members, youth grow in all four SD4-H Public Outcome Pillars during their membership which provides great benefit to communities and society at large.

Number of Staff **ranges from 2-40** and Number of Minor Participants **ranges from 10-1500**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

Community Outreach is a high-cost 4-H program. When in partnership with others and expenses are centralized, consumables and staff time are the two main costs and average \$250-400. When 4-H is the solo event convener, costs frequently escalate to \$1500-5000 depending on entertainment (e.g., music, inflatables, DJ) choices.

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

Site: In cases where they rent a meeting site, most sites have procedures and training for using their facilities. PL & AA receive that training on or before first use of the site.

Inflatables/entertainment Devices: Most entertainment rental companies have procedures and training for using their equipment. PL & AA receive that training on or before first use of the site.

Culture: PL & AA are encouraged to complete cultural sensitivity trainings prior to engaging with unfamiliar outreach audiences.





General Operational Plan: COMMUNITY OUTREACH EVENT

GUIDING PRINCIPLES

1. The event certainly can and should be fun, but remember that the main event purpose is to showcase 4-H in a positive light such that it builds community connections and encourages membership growth.
2. These are great events to get older youth involved as station assistants.
3. Be sure to advertise these events in myriad locations and methods. If targeting an underserved population, make extra effort to advertise inclusively.
4. Entertainment equipment should be used in its intended manner. Only the most trustworthy AA should be supervising or leading the entertainment zones.
5. If you have music, be mindful of the DJ's choices. Speak with them in advance re: the type of music that is appropriate for a 4-H event.
6. Post alcohol and tobacco-free signs throughout the venue. Enforce gently but firmly.
7. Guardians are to remain in care of their youth throughout the event. Have an emergency plan for what to do if youth lose their guardians.
8. Parking is frequently overlooked. Do you have enough? Is it accessible? Plan to dedicate at least three volunteers to the parking crew during the main inflow time.
9. The main outreach and entertainment zones should be pedestrian friendly. Use barricades and signage to keep vehicles away.

TOP RISK MANAGEMENT CONSIDERATIONS

Vehicle vs. Pedestrian: Design the event flow such that pedestrian only corridors are maintained.

Food Vendors: Be sure that vendors have appropriate health department certifications and are practicing good sanitation throughout the event.

Entertainment Safety: Entertainment equipment should be used in its intended manner. Only the most trustworthy AA should be supervising or leading the entertainment zones.

Music: If you have music, be mindful of the DJ's choices. Speak with them in advance re: the type of music that is appropriate for a 4-H event.

Extreme Weather: Have a plan for where attendees will go in the event of a pop-up storm. Communicate to attendees via PA system at least 10 minutes in advance if you can.

Guest Behavior: This is an outreach event, so you cannot expect that everyone attending will know what '4-H appropriate behavior' looks like. Be sure to post alcohol and tobacco free signs prominently at the event entrance area. Larger events may want to hire or designate security personnel.

Missing Child: Though guardians should maintain control of their youth throughout the event, sometimes separations do happen at larger outreach events. Have a plan to get missing children back to their guardians and ensure all AA have been trained on the plan.

COMMON PROGRAM SUB-TYPES (if any)

4-H Days Festival County Fair

SAMPLE EVENT SCHEDULE

9:00a	Gates Open for Parking Entertainment Zone & Vendor/Table Zones Open
9:30a	Activity Stage #1
11:00a	Food Zone Opens
11:30a	Activity Stage #2
1:00p	Activity Stage #3
2:00p	All Zones Close; End of Event





Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as a) guardians remain present with their youth and b) the style of the event is usually 'come and go.'

Action: Use the standards in Appendix F. May need to coordinate with local law enforcement for larger outreach events.

Notification: Guardians remain with their youth throughout the event, so notification should not be necessary. A quality sound system is useful when youth who become separated unexpectedly from their guardians.

Participant Code of Conduct

The SD4-H Guardians Volunteers and Adult Participants Code of Conduct [see Appendix D] is in effect and should be posted prominently throughout the venue. 4-H youth helpers are still governed by the SD4-H Member Code of Conduct [see Appendix C].





SD4-H Event Type: COMPANION ANIMAL SHOW



The **Companion Animal Show** Youth Program is a [☒SDSU Sponsored ☐ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance) and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: The end-of-year capstone event in which 4-H youth in the Companion Animal lot showcase their project and learning.

Objectives: Offer a positive youth development judging experience in a subject matter of interest to youth

Alignment: Aligns with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→Youth enjoy meeting other youth who share similar interests. Friendships are often forged.

Workforce→Project completion provides youth a window into potential careers of interest.

Life→The project completion process requires consistent care, attention, and effort. These are important and translational skills that prepare youth for success in life.

Number of Staff **ranges from 2-3** and Number of Minor Participants **ranges from 2-25**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$0-150	Equipment and Facilities
- \$25-250	Judging Fees
- \$25-400	Staff Time and Resourcing
- \$20-200	Awards
+\$20-200	Award Sponsor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

Judges Training: PL & AA as well as those serving as judges for this event should participate in the 4-H Judges Training module (or similar) so they understand the Danish scoring system and basic positive youth development principles within the judging context. They should also be provided the current project guide, so they are familiar with any 4-H specific rules.





General Operational Plan: COMPANION ANIMAL SHOW

GUIDING PRINCIPLES

1. This judging type is ripe for pre-scheduled time slots. This will reduce anxiety for companion and exhibitor alike.
2. Though these events tend to be small, be sure to treat them just as well as the more popular project areas. Remember that this topic is important to the youth!
3. Allow adequate space in the waiting zones for youth to spread out. These projects often have cages and other handling equipment that can take up a bit of room.
4. Having a variety of species co-mingling in the same room is a biosecurity concern, so practice good hygiene and sanitation throughout the event.
5. Hire a well-rounded judge (e.g., local vet tech) who will be able to ask good questions of all the youth, not just the ones who bring the most popular companion types.

TOP RISK MANAGEMENT CONSIDERATIONS

Biosecurity: Practice good hygiene and sanitation throughout the event and between each exhibitor.

Handling: Some of these critters may try to escape while being handled for the judging experience. Keep exterior building doors closed to limit the distance of the escape.

COMMON PROGRAM SUB-TYPES (if any)

NA

SAMPLE EVENT SCHEDULE

9:30a	Judge's Orientation and Welcome
9:45a	Registration Opens for First Exhibitors
10:00a	Show Begins
10:30a	Awards Presented
10:45a	End of Event

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as most guardians remain present. In circumstances where youth are dropped-off or youth will self-transport, ensure guardians know in advance the a) official start time and b) estimated end time. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., messy custody battle between recently divorced parents); if you face this need, consult your local 4-H professional for guidance.

Action: Unlikely for this event type; use the standards in Appendix F if needed.

Notification: Guardians typically remain with their youth throughout the event, so notification should not be necessary. If needed, use procedures outlined in Appendix F.

Participant Code of Conduct

For non-exhibitors, the SD4-H Guardians Volunteers and Adult Participants Code of Conduct [see Appendix D] is in effect and should be posted at the venue. 4-H exhibitors are governed by the SD4-H Member Code of Conduct [see Appendix C].





SD4-H Event Type: DAY CAMP [non-overnight]



The **Day Camp** Youth Program is a [☒SDSU Sponsored ☒ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: A program where youth are dropped off by their parents for an extended period of daytime learning and engagement.

Objectives: Increase 4-H outreach membership; provide extension services to new audiences

Alignment: Attain USDA racial parity goals; align with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→A safe public place for youth to interact and grow with peers.

Workforce→Some 4-H day camp curricula have a STEM focus, building skills that translate to career opportunities for a 21st century workforce.

Life→Some 4-H afterschool curricula give youth tools to improve their health and wellbeing.

Leadership→Older teen youth frequently assist at day camps by running a station or serving as group leaders. These experiences build leadership skills in real-time engagement scenarios.

Number of Staff **ranges from 3-8** and Number of Minor Participants **ranges from 6-50**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):

Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$100-1250	Equipment, Consumables, and Facilities
- \$75-300	Food and Snacks
- \$600-2400	Staff Time and Resourcing
+\$180-1250	Registration Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

Site: Many sites have strict procedures for using their facilities. PL & AA receive that training on or before first use of the site.

Culture: PL & AA are encouraged to complete cultural sensitivity trainings prior to engaging with unfamiliar audiences.

Bodily Fluids: Training in safe handling of fluid messes is recommended when working with younger youth or in more athletic day camp formats.





General Operational Plan: DAY CAMP [non-overnight]

GUIDING PRINCIPLES

1. Use a stations-based approach so the youth are moving through a variety of activity types throughout the day. Best practice is for each station to last 25 minutes or less.
2. Derive the learning-oriented stations from research-based materials, preferably from a contemporary Extension source. A helpful list is available at <https://extension.sdstate.edu/south-dakota-4-h/projects-resources> or <https://shop4-h.org/pages/curriculum>
3. Learn about your audience in advance. Teach in a culturally sensitive manner.
4. Come fully prepared with enough supplies. Set up the stations early. Know your space. Engage multiple teen leaders so you have enough support.
5. Have an interactive 'Plan B' to engage youth on days when weather, staffing, or attitudes require a pivot.
6. When in doubt, follow day camping standards of the American Camping Association.

TOP RISK MANAGEMENT CONSIDERATIONS

Divergent Motivations: Unfortunately, many day camps are used (by parents) as glorified childcare services rather than interest-led learning opportunities. In these cases, caring for youth physiological needs may take precedence over learning. If you do not care for those physiological needs, expect misbehavior.

Lunch and Snacks: Be mindful of food allergies. Maintain a calm environment during eating times.

Clarity of Supervision (in co-sponsored events): Before you begin, ensure you know who is in charge of youth behavior/supervision. You or the site/host? If the program evolves over time and you come to disagree on a discipline strategy with your host, renegotiate the arrangement or forego the partnership.

COMMON PROGRAM SUB-TYPES (if any)

Cloverbuds Farm Safety

SAMPLE EVENT SCHEDULE

9:00a	Gathering, welcome, expectations, and site tour	11:20a	Activity 3
9:25a	Activity 1	11:55a	Lunch & free social play
9:50a	Lesson 1	12:45p	Lesson 3
10:15a	Morning snack	1:10p	Lesson 4
10:30a	Activity 2	1:35p	Activity 4
10:55a	Lesson 2	2:00p	Closing and pick-up

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Sometimes handled by the site host/partner. In cases where 4-H is responsible for this portion of the event, ensure guardians know in advance the a) official start time and b) estimated end time so they can pick up their youth in a timely manner. Higher security check in/out procedures may implemented in cases where a known issue exists (e.g., the youth are unknown to the PL/AA team); if you face this need, consult your local 4-H professional for guidance.

Action: Infrequently determined by host site/partner in alignment with their facility procedures and training; most of the time we use the standards from Appendix F.





Notification: Unless a program co-sponsor is exercising supervision for the event and therefore handling registration, the PL or designated AA will contact guardian(s) using the emergency contact information provided during event enrollment and/or the 4-HOnline database as noted in Appendix F.

Participant Code of Conduct

The SD4-H Member Code of Conduct [see Appendix C] is in effect unless co-sponsor takes precedence.





SD4-H Event Type: DOG SHOW (or practice)



The **Dog Show** Youth Program is a [☒SDSU Sponsored ☐ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: The end-of-year capstone event in which 4-H youth in the Dog lot showcase their project and learning
Objectives: Offer a positive youth development judging experience in a subject matter of interest to youth
Alignment: Aligns with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→Youth enjoy meeting other youth who share similar interests. Friendships are often forged.
Workforce→Project completion provides youth a window into potential careers of interest.
Life→The project completion process requires consistent care, attention, and effort. These are important and translational skills that prepare youth for success in life.

Number of Staff **ranges from 2-12** and Number of Minor Participants **ranges from 2-50**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$0-4000	Equipment and Facilities (equipment <i>is</i> expensive whenever it needs to be replaced)
- \$125-800	Judging Fees
- \$75-1250	Staff Time and Resourcing
- \$50-1000	Awards
+\$50-1000	Award Sponsor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:
Judges Training: PL & AA as well as those serving as judges for this event should participate in the 4-H Judges Training module (or similar) so they understand the Danish scoring system and basic positive youth development principles within the judging context. They should also be provided the current project guide, so they are familiar with any 4-H specific rules.





General Operational Plan: DOG SHOW (or practice)

GUIDING PRINCIPLES

1. Though these events tend to be small, be sure to treat them just as well as the more popular project areas. Remember that this topic is important to the youth!
2. The dog project area has multiple disciplines. Most youth participate in several disciplines. Be sure to create an environment in which youth are not pressured to 'rush' to the next discipline just to keep the show schedule running smoothly. Design the schedule in a way that promotes and hire judges who understand the importance of a smooth but not rushed experience.
3. During registration, provide clear expectations re: kenneling, cleaning up messes, and available water supply. Aim to have a large air-conditioned indoor space or shaded outdoor space for kenneling.
4. The AKC (American Kennel Club) judging culture is more direct than the 4-H judging culture. If you are hiring a judge with an AKC or similar background, be sure to emphasize the 4-H 'developmental' culture during the judge's orientation.
5. In the practice setting, push youth to try new disciplines and levels but only when they and their dog are ready. It is easy for youth to get frustrated in the dog project area if they are pushed to advance too fast too soon.
6. Organize shows and practices in a manner that allows for the least amount of moving around the equipment or re-setting the arena spaces.
7. It is hard to have too much help at a dog show! There are myriad small roles for short-term helpers (e.g., re-setting agility equipment, gatekeeping).
8. Encourage participation in skill-a-thon so youth gain a well-rounded perspective of their dog.

TOP RISK MANAGEMENT CONSIDERATIONS

Biosecurity: Practice good hygiene and sanitation throughout the event and between each exhibitor.

Ensure all dogs have a current vaccination and health affidavit. Do not allow a clearly ill dog to remain on site.

Handling: Aggressive and uncontrollable dogs should be excused from the site. Audience members should have a separate viewing space to limit interaction between audience and exhibits; fencing preferred.

COMMON PROGRAM SUB-TYPES (if any)

NA

SAMPLE EVENT SCHEDULE

9:00a	Registration and Kenneling Zone Opens
9:30a	Judge's Orientation
10:00a	Show Begins; Showmanship Arena Opens; Skill-a-thon Room Open
10:30a	Agility Arena Opens
12:00p	Lunch Break
12:30p	Obedience and Rally Arenas Open
2:00p	Skill-a-thon Room Closed; Arenas Closed
2:30p	Awards Ceremony





Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as most guardians remain present. In circumstances where youth are dropped-off or youth will self-transport, ensure guardians know in advance the a) official start time and b) estimated end time. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., messy custody battle between recently divorced parents); if you face this need, consult your local 4-H professional for guidance.

Action: Unlikely for this event type; use the standards in Appendix F if needed.

Notification: Guardians typically remain with their youth throughout the event, so notification should not be necessary. If needed, use procedures outlined in Appendix F.

Participant Code of Conduct

For non-exhibitors, the SD4-H Guardians Volunteers and Adult Participants Code of Conduct [see Appendix D] is in effect and should be posted at the venue. 4-H exhibitors are governed by the SD4-H Member Code of Conduct [see Appendix C].





SD4-H Event Type: FASHION REVUE or PERFORMING ARTS SHOW



The **Fashion Revue or Performing Arts Show** Youth Program is a [☒SDSU Sponsored ☐ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: The end-of-year capstone event in which 4-H Youth-in-Action fashion or performing arts participants showcase their teamwork, project, and/or learning on a stage setting.

Objectives: Offer a positive youth development judging experience in a subject matter of interest to youth

Alignment: Aligns with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

Number of Staff **ranges from 2-8** and Number of Minor Participants **ranges from 2-60**.

4-H Public Outcome Pillar(s):

Social→Youth enjoy meeting other youth who share similar interests. Friendships are often forged.

Workforce→Project completion provides youth a window into potential careers of interest.

Life→The project completion process requires consistent care, attention, and effort. These are important and translational skills that prepare youth for success in life.

Leadership→Being up on stage in front of a large audience provides valuable experience to youth.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):

Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$25-9500	Equipment, Rental, and Facilities
- \$0-5500	Judging or Coaching Stipends
- \$0-2000	Staff Time and Resourcing
- \$20-250	Awards
+\$0-9000	Participant Fees
+\$20-5000	Award or Performance Sponsor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

Judges Training: PL & AA as well as those serving as judges for this event should participate in the 4-H Judges Training module (or similar) so they understand the Danish scoring system and basic positive youth development principles within the judging context. They should also be provided the current project guide, so they are familiar with any 4-H specific rules.





General Operational Plan: FASHION REVUE or PERFORMING ARTS SHOW

GUIDING PRINCIPLES

1. The fashion revue judging phase is ripe for pre-scheduled time slots. In most cases, the performance phase can be held on another night aligned with another public 4-H gathering.
2. Though fashion revue events tend to be small, be sure to treat them just as well as the more popular project areas. Remember that this topic is important to the youth!
3. Performance phase clothing should be 4-H appropriate.
4. Quality background music and/or sound system are important.
5. Be sure there are physically and emotionally safe changing rooms or bathrooms available to youth prior to, during, and after the performance phase.

TOP RISK MANAGEMENT CONSIDERATIONS

Bodily Autonomy: Quick wardrobe changing areas should meet each youth's expectations for physical and emotional safety. Performing arts choreographers should give verbal instructions or self-demonstrations, rather than handling youth participants physically.

Wardrobe Malfunctions: Even with precautions, these will happen from time to time. Teach performers in advance to roll forward as if nothing happened, as this will lessen the embarrassment.

Age Appropriateness: Performances and images should be age appropriate as noted in SDSU Policy 2.29.

Stage Safety: Be sure the steps up and down are secure/stable and each performing youth to use the stable stairs rather than jumping on/off the stage. Be sure any props/backgrounds are secure. Train the stage crew to practice safe lifting techniques when moving stage props around.

COMMON PROGRAM SUB-TYPES (if any)

NA

SAMPLE EVENT SCHEDULE (Fashion Revue)

9:00a	Judge's Orientation and Welcome
9:30a	Registration Opens and Judging Begins
1:00p	Sound Technician Set-up
2:00p	Award/Performance Show Begins
3:00p	End of Event

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as most guardians remain present. In circumstances where youth are dropped-off or youth will self-transport, ensure guardians know in advance the a) official start time and b) estimated end time. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., messy custody battle between recently divorced parents); if you face this need, consult your local 4-H professional for guidance.

Action: Use the standards in Appendix F if needed. In addition, SDSU Active Shooter training module is encouraged for PL leading performing arts programs, as these venues have become politically charged in other U.S. locations.

Notification: Guardians typically remain nearby in a waiting area or audience zone, so notification should not be necessary beyond the use of a sound system. If needed, use procedures outlined in Appendix F.





Participant Code of Conduct

For audience members, the SD4-H Guardians Volunteers and Adult Participants Code of Conduct [see Appendix D] is in effect and should be posted at the venue. 4-H exhibitors are governed by the SD4-H Member Code of Conduct [see Appendix C].





SD4-H Event Type: HORSE or RODEO



The **Horse or Rodeo** Youth Program is a [☒ SDSU Sponsored ☒ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: The end-of-year capstone event in which 4-H youth in the Horse lot showcase their project and learning

Objectives: Offer a positive youth development judging experience in a subject matter of interest to youth

Alignment: Aligns with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→Youth enjoy meeting other youth who share similar interests. Friendships are often forged.

Workforce→Project completion provides youth a window into potential careers of interest.

Life→The project completion process requires consistent care, attention, and effort. These are important and translational skills that prepare youth for success in life.

Number of Staff **ranges from 6-25** and Number of Minor Participants **ranges from 5-1500**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$100-25000	Equipment, Rentals, and Facilities
- \$1250-40000	Contractual: Judging Fees, Ambulance Coverage Fees, Stock Fees
- \$75-8500	Staff Time and Resourcing
- \$250-12500	Awards
+\$0-60000	Participant Entry and/or Stalling Fees
+\$250-25000	Award and Sponsor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

Judges Training: PL & AA as well as those serving as judges for this event should participate in the 4-H Judges Training module (or similar) so they understand the Danish scoring system and basic positive youth development principles within the judging context. They should also be provided the current project guide, so they are familiar with any 4-H specific rules.

Stock Support Training: AA who will be serving as stock distractors and/or participant rescuers during rodeo stock contests should be familiar with best safety practices.





General Operational Plan: HORSE or RODEO

GUIDING PRINCIPLES

1. Follow all safety rules. Be sure equine risk signage is posted prominently (i.e., state law protection).
2. The horse project area has multiple disciplines. Most youth participate in several disciplines. Be sure to create an environment in which youth are not pressured to 'rush' to the next discipline just to keep the show schedule running smoothly (i.e., allow adequate time for tack and clothing changes). Design the schedule in a way that promotes and hire judges who understand the importance of a smooth but not rushed experience.
3. During on-site check-in/registration, provide clear expectations re: stalling, cleaning up messes, trailer safety, and available water supply.
4. The AQHA (American Quarter Horse Association) judging culture is more direct than the 4-H judging culture. If you are hiring a judge with an AQHA or similar background, be sure to emphasize the 4-H 'developmental' culture during the judge's orientation.
5. In the practice setting, push youth to try new disciplines and levels but only when they and their horse are ready. It is easy for youth to get frustrated in the horse project area if they are pushed to advance too fast too soon.
6. Organize shows and practices in a manner that allows for the least amount of moving around the equipment or re-setting the arena spaces.
7. It is hard to have too much help at a horse show! There are myriad small roles for short-term helpers (e.g., re-setting arena equipment, scorekeeping, gatekeeping).
8. Encourage participation in hippology, horse judging, etc. so youth gain a well-rounded perspective of their project.

TOP RISK MANAGEMENT CONSIDERATIONS

Physical Safety: This project area routinely produces the most injuries per year. Many can be reduced by the following: preventing unready horses from being used in practice or competition; checking stock riders' hands to ensure they aren't illegally binding themselves; encouraging helmet use instead of cowboy hat use; having plenty of county-wide practices before competition days occur. Be sure equine risk signage (i.e., state law protection) is posted prominently at the site. Secure ambulance coverage in advance for the duration of the riding portions of the event.

Biosecurity: Do not allow a clearly ill horse to remain on site. Ensure vet papers are current.

Weather Extremes: Follow the Equine Rule of 150 (i.e., temp + humidity) and do not practice or compete when 150+; make extra water and cooling/shade reminders over the PA system whenever the event is 130+. PL & AA should know the weather emergency plan for thunderstorms (i.e., lightning, flash flood, tornado). Use PA system to warn everyone on the grounds at least 10 minutes prior to storm arrival, when possible.

Trailer Safety: Design traffic flow to reduce the likelihood of a trailer incident. Post speed limit of 10 mph at the entrance or list in the pre-event information packet.

Site Safety: When possible, select a site that does not have undue external noises which can spook horses (e.g., not right next to a fire station). Check the grounds and fill all pocket gopher holes the morning of the event.

Handling: Audience members should have a separate viewing space to limit interaction between audience and exhibits; fencing required. Warm-up zones should be separated as well.

COMMON PROGRAM SUB-TYPES (if any)

NA





SAMPLE EVENT SCHEDULE (single-day Horse Show)

8:00a	Registration and Stalling Zone Opens
8:30a	Judge's Orientation
9:00a	Show Begins: Showmanship Classes
11:00a	Horsemanship Classes
11:30a	Hippology Opens
12:00p	Lunch Break
12:30p	Horsemanship Continues, then Driving Classes (if any)
3:00p	Gymkhana Classes
3:30p	Hippology Closes
5:00p	Show Ends
5:30p	Awards Ceremony

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as most guardians remain present. In circumstances where youth are dropped-off or youth will self-transport, ensure guardians know in advance the a) official start time and b) estimated end time. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., messy custody battle between recently divorced parents); if you face this need, consult your local 4-H professional for guidance.

Action: Use the standards in Appendix F if needed. A central PA system is required for this event type.

Notification: Guardians typically remain with their youth throughout the event, so notification should not be necessary. If needed, use procedures outlined in Appendix F. The central PA system will be used for public notification when necessary (e.g., thunderstorms).

Participant Code of Conduct

For non-exhibitors, the SD4-H Guardians Volunteers and Adult Participants Code of Conduct [see Appendix D] is in effect and should be posted at the venue. 4-H exhibitors are governed by the SD4-H Member Code of Conduct [see Appendix C].





SD4-H Event Type: LAND and RANGE CONTEST



The **Land and Range Contest** Youth Program is a [☒ SDSU Sponsored ☒ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension** with support from **Natural Resources Management**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance) and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: A contest in which 4-H youth demonstrate their range and soil science knowledge
Objectives: Offer a positive youth development judging experience in a subject matter of interest to youth
Alignment: Aligns with SD4-H mission of engaging *all* SD youth; aligns with SDSU's Natural Resource Management department goal of engaging more youth toward studies and careers in NRM

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→Youth enjoy meeting other youth who share similar interests. Friendships are often forged.
 Workforce→Contest provides youth exposure to potential careers of interest.
 Life→Studying for the contest brings youth outside regularly. Regular time spent outdoors is correlated to improved mental and physical health outcomes.

Number of Staff **ranges from 2-8** and Number of Minor Participants **ranges from 12-100**

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$50-400	Equipment, Rentals, and Facilities
- \$0-250	Contractual
- \$300-4000	Staff Time and Resourcing
- \$50-500	Awards
+\$0-2400	Award and Sponsor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:
Judges Training: PL & AA as well as those serving as judges for this event should participate in the 4-H Judges Training module (or similar) so they understand the Danish scoring system and basic positive youth development principles within the judging context. They should also be provided the current project guide, so they are familiar with any 4-H specific rules.





General Operational Plan: LAND and RANGE CONTEST

GUIDING PRINCIPLES

1. Scout the contest site ahead of time to ensure it is both safe and provides the necessary mix of flora. Acquire landowner permissions in advance.
2. Require the guardians to provide transportation to the remote contest site. Alert them to any difficult road conditions/expectations in advance. Have an emergency roadside assistance contact prepared.
3. Content knowledge from subject matter expertise in range and soil science is incredibly important in this contest. Be sure to have at least one expert help design and score the contest.

TOP RISK MANAGEMENT CONSIDERATIONS

Remoteness: The field-based portion of this contest generally occurs in a very remote site. Ensure at least one cell phone type works at the site. Pre-GPS pin the site and share that information with the local ambulance company in advance so they can find you in an emergency situation.

Physiology: Remind all participants to bring adequate hydration to the remote site. Encourage bathroom use immediately prior to departure. Prepare participants to practice Leave No Trace and courteous wildland bathroom use when at the remote site.

Weather Extremes: PL & AA should know the weather emergency plan for thunderstorms. Cover this during orientation because it may be difficult to converse once out in the field.

Road Safety: Pick a remote site that is readily accessible by a 2wd vehicle, just in case emergency services need to access the site. This will also ensure you do not lose event time dealing with flat tires or similar nuisance travel concerns.

Site Safety: Ensure safety is considered in site selection, not just availability of flora. Scout ahead for pocket gopher, venomous snake, insect, etc. concerns and share these with participants during orientation. Require close-toed shoes and jeans regardless of weather conditions.

COMMON PROGRAM SUB-TYPES (if any)

NA

SAMPLE EVENT SCHEDULE (contest day)

9:00a	Check-in and Orientation	1:30p	Bookwork Contest begins
9:30a	Travel to Field Site	3:00p	Contest ends
10:00a	Field Contests begin	3:30p	Awards Ceremony
NOON	Return to Base, then Lunch Break		

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Event itself does not need this, as teams travel from around the state to a central location; therefore, the National or Group Travel check in/out standards supersede.

Action: Use the standards in Appendix F if needed.

Notification: Guardians/travel chaperones typically remain with their youth throughout the event, so notification should not be necessary. If needed, use procedures outlined in Appendix F.





Participant Code of Conduct

For non-exhibitors, the SD4-H Guardians Volunteers and Adult Participants Code of Conduct [see Appendix D] is in effect and should be posted at the venue. 4-H exhibitors are governed by the SD4-H Member Code of Conduct [see Appendix C].





SD4-H Event Type: LIVESTOCK SHOW or JUDGING



The **Livestock Show or Judging** Youth Program is a [☒SDSU Sponsored ☐ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension** with support from **Animal Sciences**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: The end-of-year capstone event in which 4-H youth in the Livestock and Dairy lots showcase their project and learning
Objectives: Offer a positive youth development judging experience in a subject matter of interest to youth
Alignment: Aligns with SD4-H mission of engaging *all* SD youth; promotes workforce readiness aims of South Dakota's largest industry

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→Youth enjoy meeting other youth who share similar interests. Friendships are often forged.
Workforce→Project completion provides youth a window into potential careers of interest.
Life→The project completion process requires consistent care, attention, and effort. These are important and translational skills that prepare youth for success in life.

Number of Staff **ranges from 2-16** and Number of Minor Participants **ranges from 2-600**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$0-4000	Equipment, Rentals, and Facilities
- \$250-5000	Contractual: Judging Fees, Stock Transport
- \$75-3500	Staff Time and Resourcing
- \$50-1750	Awards
+\$50-15000	Award and Sponsor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:
Judges Training: PL & AA as well as those serving as judges for this event should participate in the 4-H Judges Training module (or similar) so they understand the Danish scoring system and basic positive youth development principles within the judging context. They should also be provided the current project guide, so they are familiar with any 4-H specific rules.





General Operational Plan: LIVESTOCK SHOW or JUDGING

GUIDING PRINCIPLES

1. During on-site check-in/registration, provide clear expectations re: stalling, cleaning up messes, trailer safety, and available water supply.
2. When hiring a judge, be sure to emphasize the 4-H 'developmental' culture during the judge's selection and then orientation.
3. The best shows have more help than they can use. This allows short-term helpers to take restroom and snack breaks without interrupting the flow the show. Swine shows require the most help.
4. Encourage participation in skill-a-thon so youth gain a well-rounded perspective of their project.

TOP RISK MANAGEMENT CONSIDERATIONS

Biosecurity: Do not allow a clearly ill animal to remain on site. Ensure vet papers are current.

Weather Extremes: PL & AA should know the weather emergency plan for tornado. Use PA system to warn everyone on the grounds at least 10 minutes prior to storm arrival, when possible. Reduce sun exposure and mid-day exertion in high heat conditions.

Walk-a-bout: During a typical livestock judging contest, youth rotate from location to location both indoors and outdoors. At larger sites/facilities, be sure there is adequate line of sight supervision to prevent younger youth from getting lost in transit.

Trailer Safety: Design stalling-area traffic flow to reduce the likelihood of a trailer incident. Post speed limit of 10 mph at the entrance or cover in the pre-event information packet.

Vice Culture: As national livestock shows become more common, the culture of those shows filters down to the 4-H experience. This may mean you need to hire event security to handle drug and sobriety-related issues, especially among traveling grooming crews.

Handling: Audience members should have a separate viewing space to limit interaction between audience and exhibits; fencing required. Warm-up zones should be separated as best as possible.

COMMON PROGRAM SUB-TYPES (if any)

NA

SAMPLE EVENT SCHEDULE (single-day trailer-in show)

8:00a	Registration and Stalling Zone Opens
8:30a	Judge's Orientation
10:00a	Show Begins: Showmanship Classes
11:30a	Skill-a-thon Opens
12:30p	Judge's Lunch Break
12:30p	Market Classes
3:00p	Breeding Classes
3:30p	Skill-a-thon Closes
4:30p	Show Ends and Awards Ceremony

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as most guardians remain present. In circumstances where youth are dropped-off or youth will self-transport, ensure guardians know in advance the a) official start time and b) estimated end time. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., messy custody battle between recently divorced parents); if you face this need, consult your local 4-H professional for guidance.





Action: Use the standards in Appendix F if needed. A central PA system is encouraged for this event type.

Notification: Guardians typically remain nearby, so notification should not be necessary. If needed, use procedures outlined in Appendix F. The central PA system will be used for public notification when necessary (e.g., thunderstorms).

Participant Code of Conduct

For non-exhibitors, the SD4-H Guardians Volunteers and Adult Participants (GVAP) Code of Conduct [see Appendix D] is in effect and should be posted at the venue. (Hiring event security is well worth the money at higher profile/larger livestock shows so they can enforce GVAP standards.) 4-H exhibitors are governed by the SD4-H Member Code of Conduct [see Appendix C].





SD4-H Event Type: NATIONAL or GROUP TRAVEL



The **National or Group Travel** Youth Program is a [☒ SDSU Sponsored ☐ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance) and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: A program where guardians provide permission to transport to adult 4-H staff/volunteers. This is often in tandem with other 4-H event types, but handled here separately due to the strict protocols that govern travel with youth. (That is to say, overnight and event-specific procedures are not covered on these pages, only the transport/travel piece is covered here.)
Objectives & Alignment: None—the paired event type determines the objectives.

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→A safe place for youth to interact with peers.

Life→A safe testing ground for youth to leave home and care for their own hygiene and wellness needs.

Number of Staff **ranges from 2-12** and Number of Minor Participants **ranges from 1-45**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$250-35000	Contractual
- \$0-42000	Staff Time and Resourcing
+\$0-125000	Registration Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

Travel: PL must receive travel-oriented fiscal and procedural guidance from the state 4-H office prior to trip advertising. PL will convey/train-in the procedural elements to AA prior to departure.





General Operational Plan: NATIONAL or GROUP TRAVEL

GUIDING PRINCIPLES

1. This event type is for coordinated travel experiences led by 4-H professionals or volunteers. It does not cover partner travel or self-travel.
2. Travel should be safe, cost effective, and serve the interests of greatest number of participants. Raucous and untidy travel is not acceptable.
3. Participants will be provided a travel information packet/itinerary in advance. Guardians must preauthorize travel via the standard SD waiver. They must also authorize any trip exceptions via the 4-H trip deviation process (if exception is known in advance) or in writing via text or email (last-minute situations). SD4-H is under no obligation to accept trip deviations. Self-travel with a guardian is sometimes, but not always, acceptable dependent on trip requirements.
4. If a youth participant makes a travel-related reasonable accommodation request through the university and it is accepted, SD4-H will either make the accommodation or may cancel the trip in its entirety if unable to meet the request.
5. There must always be at least two certified adults in the vehicle when providing private transportation (e.g., car, van) or taking an Uber/Lyft.
 - a. Commercial trains and flights are exempt from this requirement, but there must be at least two certified adults once the trip begins in earnest at the arrival airport or meeting location.
 - b. Driving 'preference order' is → full-time University employee → University student employee → certified volunteer
 - i. Volunteers and students must receive pre-authorization to drive.
6. Transportation modes themselves are not considered overnight lodging. That is, if youth take a 23-hour bus ride to D.C. and sleep along the way, the bus is not considered lodging and lodging policies do not apply. There is no right to privacy (beyond one's personal space/property) during the transportation phase, so youth should plan to use restroom facilities when they need to change clothes or perform hygiene tasks.
7. Youth will use an assigned buddy system when at rest or meal stops on long road trips.
8. Care for the physiological needs of participants by stopping every 2 to 2.5 hours for snacks, meals, and/or restroom breaks.
9. Participants should only bring necessary valuables. PL/AA should take shifts at rest stops to ensure vehicles are looked after.
10. National travel may only occur with state 4-H office guidance and approval. This includes county-led national travel activities.
11. For any travel out of state, SDSU employees must receive advance travel authorization via the Out of State Travel Request (OSTR) online form.

TOP RISK MANAGEMENT CONSIDERATIONS

Driver Safety: The most common safety issue we face is drivers trying to be superheroes and drive for too long or without breaks. Rest stop breaks should be taken every 2 to 2.5 hours. No driver may drive for more than 10 hours in a 24-hour period. If a driver is sleepy, use the alternate adult as the driver or take an extended rest area break for a nap.

Dehydration: Youth (as well as younger PL/AA) commonly underhydrate on travel days to lessen the number of bathroom breaks. Cover this topic during trip orientation so everyone is comfortable drinking water throughout the journey, knowing they are never more than 2.5 hours away from the next stop. This will reduce the likelihood of youth experiencing dehydration-related illnesses once they arrive at the event.

Meals and Snacks: Be mindful of food allergies. Maintain a calm environment during eating times.





Human Trafficking: Use a buddy system and count each time you return to the vehicles. Youth should be trained to report any suspicious behavior to their PL/AA immediately.

COMMON PROGRAM SUB-TYPES (if any)
NA

SAMPLE EVENT SCHEDULE
NA—tandem event types dictate the travel itinerary

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Check in/out times identified in program registration materials and/or in the minor travel waiver form.

Action: Unless the travel mode (e.g., commercial airline, TSA) enacts its own action steps which supersede our authority, we will use the standards from Appendix F.

Notification: The PL or designated AA will contact guardian(s) using the emergency contact information provided during trip enrollment and/or the 4-HOnline database as noted in Appendix F.

Participant Code of Conduct

In addition to applicable laws and policies associated with the travel operator (e.g., TSA), the SD4-H Member Code of Conduct [see Appendix C] is in effect.





SD4-H Event Type: OVERNIGHT CAMP or CONFERENCE



The **Overnight Camp or Conference** Youth Program is a [☒ SDSU Sponsored ☒ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: A program where youth are dropped off by their guardians for an extended period of learning and engagement that includes at least one overnight
Objectives: Provide mastery opportunities for older youth; provide learning experiences that explore topics (e.g., leadership) in greater depth
Alignment: Aligns with SD4-H purpose of helping youth experience lives of possibility to solve the grand challenges of our time

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:
Number of Staff **ranges from 3-15** and Number of Minor Participants **ranges from 6-125**.

4-H Public Outcome Pillar(s):

Social→A longer-term opportunity for youth to interact and grow alongside peers who share similar skills and interests.
Workforce→Many 4-H overnight events feature at least one workforce topic of focus, building skills that translate to career opportunities for a 21st century workforce.
Life→The experience of maintaining one's hygiene and personal care responsibilities while away from home is an excellent training ground for adulting.
Leadership→Many 4-H overnight events are designed to strengthen leadership skills and opportunities.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$250-80000	Equipment, Consumables, and Facilities
- \$100-17500	Contractual, Food, and Snacks
- \$600-6250	Staff Time and Resourcing
+\$0-75000	Registration Revenue
+\$0-15000	Donor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H and/or American Camping Association trainings, PL & AA train on the following:
Site: Many rental sites have strict procedures for using their facilities. PL & AA receive that training on or before first use of the site.





General Operational Plan: OVERNIGHT CAMP or CONFERENCE

GUIDING PRINCIPLES

1. Use a stations-based approach so the youth are moving through a variety of activity types throughout the day. Best practice is for learning stations to last 40 minutes or less and activity stations to last 60 minutes or less.
2. Stop activities when they are still at their peak, not necessarily when the clock runs out.
3. When involving content experts in the event, pre-screen their presentation to ensure it meets your programmatic objectives. Many content experts will need tips for engaging youth audiences effectively.
4. When possible, involve older youth in the planning and delivery of the event. This usually increases buy-in and drives attendance.
5. Youth satisfaction with overnight events stems from three main factors: physiology, meaning or fun, and kindness.
6. It is better to give a few short 'down time' rest or reflection breaks throughout the daytime rather than an extended block of sleep at night. Younger youth should head towards bed between 10-11p and older youth between 11p-Midnight.
7. Come fully prepared with enough supplies. Set up the activity and learning stations early. Know your space. Engage enough staff to lead each station effectively.
8. Have an interactive 'Plan B' to engage youth on days when weather, staffing, or attitudes require a pivot.
9. Early in the event, youth should participate in an opening orientation session in which they receive clear messaging re: emergency procedures, respect for others, and behavioral expectations (e.g., be on time, be quiet when an adult is instructing).
10. When in doubt, follow overnight camping standards of the American Camping Association.

TOP RISK MANAGEMENT CONSIDERATIONS

Meals and Snacks: Be mindful of food allergies. Maintain a calm environment during eating times. If you must do camp songs, do them when all the dishes have been cleared.

Personal Space: Most youth have their own bedroom at home. 4-H overnight events are some of the first times they learn to cohabitate with others. During opening orientation, be sure to discuss respect for personal space, bathroom times, and property. One bed per youth. 18 year old youth must be assigned their own room or with another non-volunteer 18 year old youth. Absent a waiver situation (see pg 37), housing arrangements follow the standards of Appendix A Section I.

Weather Extremes: PL & AA should know the weather emergency plan for thunderstorms. Be sure campers are verbally reminded to properly hydrate during warmer outdoor camp settings.

Danger Zones: It is important to follow appropriate procedures when youth interact with firearms, campfires, open water, and other unique learning environments; however, always keep in mind that the two most dangerous camp/conference times are meals and sleep.

Homesickness or Mental Health Issues: The spirit of those experiencing homesickness can quickly bring down the rest of the group. PL/AA should only spend a small period of time trying to assist the youth back toward active/happy involvement before calling guardians to remove to pick-up the youth early.

COMMON PROGRAM SUB-TYPES (if any)

Ambassador Retreats	Leadership Development Retreats	National Trips (various)
Junior Camps	Going Beyond Camp	Performing Arts Camp
SkillsX	OWLS	

Note: Multi-day events in which guardians retain overnight custody of their youth (e.g., State Shoot, Horse Show, State Fair) are not considered Overnight events.





SAMPLE EVENT SCHEDULE (overnight retreat)

Day 1	
6:30p	Registration and move-in
7:00p	Gathering, welcome, expectations, and site tour
7:30p	Teambuilding/Ice Breaker Activity
8:00p	Physical Activity
9:00p	Brain Activity w/ Snack
10:00p	Lighter Physical Group Activity
11:00p	Night-time Routines then Bed
Day 2	
8:00a	Breakfast
8:45a	Lighter Physical Group Activity
9:30a	Lesson
10:15a	Morning snack
10:30a	Physical Activity
11:30a	Lesson
12:15p	Lunch and Rest/Clean-up Time
1:30p	Lighter Physical Group Activity
2:15p	Physical Activity
3:00p	Group Time and Closing
4:00p	Departure

Standing Policy Waivers Granted from Policy 2.29

Medicines and Medical Care: Youth events geared toward younger youth audiences (i.e., pre-junior high) may replace the self-serve medicine and medical care procedures in favor of an event nurse. If your nurse has the credentials of an RN or higher, they may collect and dispense meds. If your nurse has the credentials of an LPN or lower (e.g., WFR, EMT), they may not collect and dispense meds but may provide basic and emergency medical care in accordance with their training. This waiver supersedes Policy 2.29 sections 4.a.iii.1 and 4.a.iii.3.

Bunk Style Housing (older youth): Youth events geared toward older youth audiences (i.e., junior high+) may offer bunk style housing (e.g., cabins) in which multiple youth sleep in a large room. In settings where this is necessary, each youth must have their own bed. To be clear, the chaperones will still house out of the main bunk room for this age grouping even with this waiver request. This waiver supersedes Policy 2.29 section 3.e.ii.

Bunk Style Housing (younger youth): Youth events geared toward younger youth audiences (i.e., pre-junior high) may offer bunk style housing (e.g., cabins) in which two adult chaperones sleep in the same large room as the youth. In settings where this is necessary, chaperones must use shared restrooms at separate times from the youth, shall be located near the exits, and will maintain adequate personal space away from where the youth are sleeping. This waiver supersedes Policy 2.29 section 3.e.ii.

SDSU President (or Designee) Signature

Date





Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Sometimes there are special procedures dictated by the site host. In cases where 4-H is unencumbered by the site host's procedures, ensure guardians know in advance the a) official start time and b) estimated end time so they can pick up their youth in a timely manner. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., the youth are unknown to the PL/AA team); if you face this need, consult your local 4-H professional for guidance.

Action: Sometimes determined by host site/partner in alignment with their facility procedures and training; most of the time we use the standards from Appendix F.

Notification: The PL or designated AA will contact guardian(s) using the emergency contact information provided during event enrollment and/or the 4-HOnline database as noted in Appendix F.

Participant Code of Conduct

The SD4-H Member Code of Conduct [see Appendix C] is in effect unless co-sponsor rules take precedence.





SD4-H Event Type: SHOOTING SPORTS



The **Shooting Sports** Youth Program is a [☒SDSU Sponsored ☐ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: A youth safety event in which youth build firearms skills in a developmental or competitive setting

Objectives: Offer a positive youth development experience in a subject matter of interest to youth

Alignment: Aligns with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→Youth enjoy meeting other youth who share similar interests. Friendships are often forged.

Workforce→Project participation provides youth a window into potential careers of interest.

Life→The project participation process requires consistent care, attention, discipline, and effort. These are important and translational skills that prepare youth for success in life.

Number of Staff **ranges from 2-36** and Number of Minor Participants **ranges from 2-1600**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$0-30000	Equipment, Rentals, and Facilities
- \$0-16000	Contractual
- \$0-16000	Staff Time and Resourcing
- \$0-32000	Awards
+\$0-60000	Participant Entry Fees
+\$0-12500	Award and Sponsor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

4-H Shooting Sports Training: PL & AA receive training derived from National 4-H Shooting Sports standards prior to serving as discipline instructors or county coordinators.





General Operational Plan: SHOOTING SPORTS

GUIDING PRINCIPLES

1. Follow all safety rules. Perform appropriate safety checks. Use appropriate range commands. Disallow horseplay. Minimize distractions. Enforce ear/eye protection requirements. No exceptions!
2. All youth must complete the annual safety training prior to shooting for the first time each year.
3. All youth must be properly enrolled in 4-H prior to their first shooting experience. Youth may attend the annual safety meeting or discovery/outreach experiences prior to enrollment.
4. Maintain site security. Ensure all down range access points are locked or blocked off.
5. In the practice setting, push youth to try new disciplines as they master current disciplines.

TOP RISK MANAGEMENT CONSIDERATIONS

Safe Handling and Storage: Firearms should be properly handled and stored. Do not leave firearms unattended.

Mental Health: Do not allow a youth experiencing a short-term mental health episode to shoot. Use the practice or event setting as a mentoring opportunity instead.

Audience Safety: Audience members should have a separate viewing space to limit interaction between the audience and the firing line.

COMMON PROGRAM SUB-TYPES (if any)

NA

SAMPLE EVENT SCHEDULE (practice)

6:00p	Check-in and Safety Checks
6:15p	Shooting Skill Development and Practice
7:45p	Closing and Storage Safety Checks
8:00p	Departure

Standing Policy Waivers Granted from Policy 2.29

Firearms: Firearms—appropriately stored, maintained, and used—may be present and used during the 4-H Shooting Sports event type. This waiver clarifies any perceived ambiguity surrounding off-campus events in Appendix A: SDSU General Procedures for Youth Programs→Section K. This waiver does not apply to main campus as youth may not possess firearms on campus.

SDSU President (or Designee) Signature

Date

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as most guardians remain present. In circumstances where youth are dropped-off or youth will self-transport, ensure guardians know in advance the a) official start time and b) estimated end time. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., messy custody battle between recently divorced parents); if you face this need, consult your local 4-H professional for guidance.

Action: Use the standards in Appendix F if needed. A central PA system is required for larger event spaces or outdoor environments in which youth may not be able to hear range commands without the system.





Notification: Guardians typically remain with their youth throughout the event, so notification should not be necessary. If needed, use procedures outlined in Appendix F. The central PA system will be used for public notification when necessary (e.g., thunderstorms).

Participant Code of Conduct

For non-exhibitors, the SD4-H Guardians Volunteers and Adult Participants Code of Conduct [see Appendix D] is in effect and should be posted at the venue. 4-H exhibitors are governed by the SD4-H Member Code of Conduct [see Appendix C].





SD4-H Event Type: SKILL-A-THON



The **Skill-a-thon** Youth Program is a [☒ SDSU Sponsored ☐ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension** with PRN support from various campus departments/scholars.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: A learning event in which youth test their knowledge about a topic of study via a series of hands-on and paper-based stations and quizzes; may be competitive or non-competitive
Objectives: Develop well rounded youth in subject matters of interest; promote project knowledge
Alignment: Becoming a well-rounded learner is a starting point for gaining the knowledge breadth necessary for solving grand challenges in subjects of interest; promotes workforce skills

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Workforce→Developing a rich sense of inquiry toward a topic of interest provides youth valuable skills as future members of the workforce.
Life→The knowledge attainment process requires consistent study and research. These are important and translational skills that prepare youth for success in life.

Number of Staff **ranges from 2-5** and Number of Minor Participants **ranges from 2-75**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$0-250	Equipment, Rentals, and Facilities
- \$20-600	Consumables (e.g., printing costs)
- \$160-800	Staff Time and Resourcing
- \$0-750	Awards
+\$0-750	Award and Sponsor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:
Scantron Training: For events that use Scantron to score skill-a-thon stations, pre-training on proper equipment usage and filling-out techniques is critical. There is also value in pre-filling out the name ID section of the Scantron for youth.





General Operational Plan: SKILL-A-THON

GUIDING PRINCIPLES

1. During on-site participant check-in/registration/orientation, provide clear expectations re: station timing, filling out scoresheets/Scantrons, non-communication with other participants, non-cell phone use, etc.
2. Offer a mix of hands-on and paper-based stations the youth rotate through. This will maintain participant interest.
3. Set the event room up completely in advance. When youth arrive, it should be an inviting space.
4. Self-paced is the best approach, but there is also wisdom in pre-advising youth not to get stuck at a station for too long. Setting an overall time limit for the event is also important.
5. In competitive environments, have enough tabulation volunteers available to allow tabulations to occur as youth participants turn in their scoresheets (i.e., don't wait until the end to score them all). This will reduce the time frame needed to be ready for the awards ceremony.
6. In non-competitive environments, let the youth work through the stations in small groups so their collective knowledge breeds greater success and confidence.

TOP RISK MANAGEMENT CONSIDERATIONS

Sanitation: Many stations require youth to handle the subject of interest. If events occur during viral illness seasons, this is a good way to transmit disease. Encourage youth to wash their hands before and after participation to reduce illness transmission.

COMMON PROGRAM SUB-TYPES (if any)

Consumer Decision Making Hippology Dairy Products Judging

SAMPLE EVENT SCHEDULE (competitive event)

9:00a	Set-up the event space
10:00a	Onsite check-in begins; self-paced event room open
1:00p	Skill-a-thon closes; tabulation and awards preparation
1:30p	Awards ceremony

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as most guardians remain present. In circumstances where youth are dropped-off or youth will self-transport, ensure guardians know in advance the a) official start time and b) estimated end time. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., messy custody battle between recently divorced parents); if you face this need, consult your local 4-H professional for guidance.

Action: Use the standards in Appendix F if needed.

Notification: Guardians typically remain nearby, so notification should not be necessary. If needed, use procedures outlined in Appendix F.

Participant Code of Conduct

For non-participants, the SD4-H Guardians Volunteers and Adult Participants (GVAP) Code of Conduct [see Appendix D] is in effect but this is not an event type that usually has issues with poor adult behavior. 4-H youth participants are governed by the SD4-H Member Code of Conduct [see Appendix C].





SD4-H Event Type: SOCIAL or MIXER



The **Social or Mixer** Youth Program is a [☒ SDSU Sponsored ☐ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: A program where youth gather for a social skill building experience, sometimes for the common good (e.g., community service project)

Objectives: Maintain member satisfaction; build social skills

Alignment: The SD4-H mission of engaging *all* SD youth requires activities that maintain program satisfaction throughout the youth lifespan

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social → A safe public place for youth to interact and grow with peers.

Number of Staff **ranges from 2-12** and Number of Minor Participants **ranges from 5-600**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):

Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$0-12000	Equipment, Facilities, and Contractual (e.g., DJ)
- \$25-800	Snacks, Water, and Other Consumables
- \$0-650	Staff Time and Resourcing
+\$0-6000	Registration Revenue
+\$0-7500	Donor/sponsor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

Site: Many sites have strict procedures for using their facilities or performing community service at their location (e.g., Adopt-a-highway). PL & AA receive that training on or before first use of the site.

Chaperoning: Some social events (e.g., dances) require chaperones to be assertive and exercise good judgement. PL & AA are encouraged to discuss conduct enforcement during their team orientation, to ensure enforcement is consistent throughout the event.





General Operational Plan: SOCIAL or MIXER

GUIDING PRINCIPLES

1. Regardless of the mode, the main purpose of this event type is promoting positive youth interaction. Event design should ensure this occurs. For example, if planning a dance, the DJ should select songs that regularly involve line/group dances rather than an endless parade of 'jump up and down with hands in the air' music. Achieve balance.
2. These are great events to enlist older youth to help promote interaction during the event. Sometimes this can be formal (e.g., group leaders), but usually it is best received if it feels informal to the other participants.
3. Do not compromise safety or the code of conduct in the pursuit of interactive fun, but don't feel 'fuddy duddy' either. Learn from observed issues in the past and make improvements in future years. Remember good risk management is not the absence of all risk; healthy risk can be quite beneficial to positive youth development (e.g., navigating a high ropes course as a team).
4. Try new social event types; don't get stuck in the mud. If the traditional event type has grown stale, use youth voice to generate fresh ideas.
5. Promote the value proposition of these events to inquiring parents. Convey the importance of youth interaction in an increasingly tech-centric world devoid of in-person relationships and communications.
6. For some events, it may be necessary to designate an official 'selfie' zone/time, and then encourage everyone to keep their phones in pockets for the rest of the event. Remember, youth already possess the social 'skill' of watching Tik Tok videos together, so 4-H socials should provide a more meaningful and interactive/live experience.
7. If visiting another location (e.g., holiday caroling at a long-term care facility), be mindful to respect the host site's protocols. Pre-orient the youth to be good guests during the visit.

TOP RISK MANAGEMENT CONSIDERATIONS

Divergent Motivations: Unfortunately, South Dakota's social culture often involves alcohol. Over the years this has filtered down into youth venues. If this is also an outreach event, you cannot expect that everyone attending will know what '4-H appropriate behavior' looks like. Be sure to post alcohol and tobacco free signs prominently at the event entrance area. Active chaperoning is key.

Entertainment Safety: Entertainment equipment should be used in its intended manner and led by appropriately trained staff (e.g., indoor climbing wall).

Music: If you have music, be mindful of the DJ's choices. Speak with them in advance re: the type of music that is appropriate for a 4-H event and to ensure good variety.

Extreme Weather: For outdoor events, have a plan for where attendees will go in the event of a pop-up thunderstorm. Communicate to attendees via PA system at least 10 minutes in advance if you can.

Snacks and Food: Be mindful of food allergies in indoor settings. Maintain a calm environment (or set aside a calmer snack zone) during eating times.

COMMON PROGRAM SUB-TYPES (if any)

Dances Community Service Projects Regional Mixers

SAMPLE EVENT SCHEDULE (climbing wall)

7:00p	On-site check-in and expectations
7:15p	Climbing wall open
8:30p	Climbing wall closes
8:35p	Snack, reflection, and departure





Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Sometimes there are special procedures dictated by the site host. In cases where 4-H is unencumbered by the site host's procedures, ensure guardians know in advance the a) official start time and b) estimated end time so they can pick up their youth in a timely manner (or expect their youth to arrive home in a timely manner if self-transporting). Higher security check in/out procedures may implemented in cases where a known issue exists (e.g., the youth are unknown to the PL/AA team); if you face this need, consult your local 4-H professional for guidance.

Action: Infrequently determined by host site in alignment with their facility/event protocols; most of the time the standards from Appendix F take precedence.

Notification: The PL or designated AA will contact guardian(s) using the emergency contact information provided during event enrollment and/or the 4-HOnline database as noted in Appendix F.

Participant Code of Conduct

The SD4-H Member Code of Conduct [see Appendix C] is in effect.





SD4-H Event Type: SPECIAL FOODS CONTEST



The **Special Foods Contest** Youth Program is a [☒ SDSU Sponsored ☐ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: The end-of-year capstone event in which 4-H youth in the Special Foods lot showcase their skills through a live-event cook-off experience

Objectives: Offer a positive youth development judging experience in a subject matter of interest to youth

Alignment: Aligns with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→Youth enjoy meeting other youth who share similar interests. Friendships are often forged.

Workforce→Project completion provides youth a window into potential careers of interest.

Life→The project completion process requires consistent care, attention, and effort. These are important and translational skills that prepare youth for success in life.

Number of Staff **ranges from 2-18** and Number of Minor Participants **ranges from 2-125**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$0-800	Equipment, Facilities, and Consumables
- \$25-1500	Staff Time and Resourcing
- \$25-500	Awards
+\$0-500	Award Sponsor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

Judges Training: PL & AA as well as those serving as judges for this event should participate in the 4-H Judges Training module (or similar) so they understand the Danish scoring system and basic positive youth development principles within the judging context. They should also be provided the current project guide, so they are familiar with any 4-H specific rules.





General Operational Plan: SPECIAL FOODS CONTEST

GUIDING PRINCIPLES

1. Test the public equipment (e.g., stoves, fridges) well in advance to ensure there is enough time for any necessary repairs. If equipment malfunctions during the event, make an accommodation and hold the youth harmless from a judging perspective.
2. For food safety/storage reasons, this judging type must use pre-scheduled time slots.
3. Exercise good food safety and storage practices throughout the event.
4. It is better to have a longer event than an overly crowded kitchen. Youth struggle to learn effectively when their learning environment is too chaotic. (This is not supposed to feel like TV's *Hell's Kitchen*!)
5. It is tempting to skip the table work and only make this into a live cooking experience. Do not! Each phase of the special foods contest adds value to the development of life and workforce skills.

TOP RISK MANAGEMENT CONSIDERATIONS

Food Safety: Practice good hygiene and sanitation throughout the event. We want to make sure our tasting judges are receiving safe food!

Environment/handling: Kitchen flow, sharp utensils, and hot stovetops/ovens are areas of concern. Orient each participant to these requirements and ensure compliance.

Food Allergies: Select tasting judges who can accommodate a range of food types. Keep the non-participant waiting area well away from the kitchen so as to reduce issues with airborne food allergies. (If a participant has an airborne food allergy, significant accommodations may be necessary.)

COMMON PROGRAM SUB-TYPES (if any)

Cupcake Wars and similar events will follow many of the same risk mitigation procedures

SAMPLE EVENT SCHEDULE (one day contest)

8:30a	Judge's Orientation and Welcome; Set-up
9:00a	Registration Opens for First Exhibitors
9:15a	First Cycle of Youth Begins
3:30p	Final Cycle of Youth Ends
4:00p	Awards Presented

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as most guardians remain present. In circumstances where youth are dropped-off or youth will self-transport, ensure guardians know in advance the a) official start time and b) estimated end time. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., messy custody battle between recently divorced parents); if you face this need, consult your local 4-H professional for guidance.

Action: Use the standards in Appendix F if needed.

Notification: Post a sign near the audience/registration table area warning of potential airborne allergens in dairy, shellfish, etc. Beyond that, use the normal procedures outlined in Appendix F.

Participant Code of Conduct

4-H exhibitors are governed by the SD4-H Member Code of Conduct [see Appendix C].





SD4-H Event Type: WORKSHOP or CLINIC



The **Workshop or Clinic** Youth Program is a [☒SDSU Sponsored ☒ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension** with PRN support from various campus departments/scholars.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: This category serves as a catch-all for 4-H learning events in which youth build skills in a specific subject area for a specified window of time; non-competitive; may be recurring or one-time
Objectives: Develop youth knowledge and skills in subject matters of interest
Alignment: Aligns with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→Youth enjoy meeting other youth who share similar interests. Friendships are often forged.
Workforce→Some events provide youth exposure to potential careers of interest.
Life→Events like ETHICS-SD provide quieter youth a (first) public speaking opportunity.
Leadership→Events like 4-H Ambassadors provide a richer opportunity for youth to develop plans of action and implement meaningful group projects.

Number of Staff **ranges from 2-12** and Number of Minor Participants **ranges from 2-250**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$0-8000	Equipment, Rentals, and Facilities
- \$0-600	Consumables and Food
- \$75-5250	Staff Time and Resourcing
+\$0-1500	Event Donor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:
Curriculum: In cases where a 4-H volunteer is leading a session, the local 4-H professional will ensure the volunteer receives curriculum materials and training.
Site: Many sites have strict procedures for using their facilities. PL & AA receive that training on or before first use of the site.





General Operational Plan: WORKSHOP or CLINIC

GUIDING PRINCIPLES

1. During on-site participant check-in or pre-packet, provide clear expectations to youth participants and/or guardian co-learners.
2. Give prominence to engaged youth learning. If adults are present for co-learning, allow them to add value but not dominate.
3. Keep youth moving through a variety of activities. Limit idleness and lecture-style learning.
4. In many cases, workshops or clinics use outside content experts. Be sure to properly vet their messaging prior to instruction to ensure 4-H appropriateness and alleviate conflicts of interest.
5. If the event is co-sponsored, assign clear roles and alleviate any conflicts of interest.

TOP RISK MANAGEMENT CONSIDERATIONS

Online Program Interactions: Both the Legislature and Ambassador programs have an online mentor/mentee relationship component. These programs will now use a cohort rather than one-on-one mentoring model.

Politics: For the civic engagement sub-types listed here, be mindful of SDSU Extension's non-partisan mission as well as SDBOR requirements/limits for interactions with public officials. Significant reputational risks can occur if we fail these standards.

Physical Injury: For the ETHICS-SD trapping safety program, there are inherent physical risks to the trapping experience. Youth are expected to follow their safety trainings and leaders should walkabout the learning sites to reduce risk of foot/ankle injuries.

Food: If hosting a food-related clinic, be mindful of food allergies, safety, and storage practices.

COMMON PROGRAM SUB-TYPES (if any)

Youth Livestock Literacy
Legislature

Youth Horse Literacy
Ambassadors

Capitol Day
ETHICS-SD

SAMPLE EVENT SCHEDULE (YHL)

9:00a Set-up the event stations
9:45a Onsite check-in begins
10:00a Station 1: tacking and bits
10:20a Station 2: riding safety
10:40a Station 3: horse health, nutrition, and welfare
11:00a YHL ends; riding practice begins (free choice)

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as most guardians remain present. In circumstances where youth are dropped-off or youth will self-transport, ensure guardians know in advance the a) official start time and b) estimated end time. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., messy custody battle between recently divorced parents); if you face this need, consult your local 4-H professional for guidance.

Action: Use the standards in Appendix F if needed.

Notification: Guardians typically remain nearby, so notification should not be necessary. If needed, use procedures outlined in Appendix F.





Participant Code of Conduct

For non-participants, the SD4-H Guardians Volunteers and Adult Participants (GVAP) Code of Conduct [see Appendix D] is in effect if guardians stick around to engage in co-learning. 4-H youth participants are governed by the SD4-H Member Code of Conduct [see Appendix C].





SD4-H Event Type: YOUTH-IN-ACTION or LIVE DISPLAY JUDGING



The **Youth-in-Action or Live Display Judging** Youth Program is a [☒SDSU Sponsored ☐ Co-Sponsored] Youth Program. The SDSU department responsible for the Youth Program is **SDSU Extension**.

The Program Lead is: **varies by event** (specific info provided in each Certification of Compliance)
and their Contact Information is: **varies by event** (specific info provided in each Certification of Compliance)

Summary of Youth Program, Objectives, and alignment with USDA, SDSU and/or 4-H Mission:

Program Summary: Mainly the end-of-year capstone events in which 4-H youth in a variety of display or youth-in-action lots showcase their project and/or learning

Objectives: Offer a positive youth development judging experience in a subject matter of interest to youth

Alignment: Aligns with SD4-H mission of engaging *all* SD youth

Anticipated Benefit to USDA, SDSU, College, Department, and/or 4-H Unit from Program:

4-H Public Outcome Pillar(s):

Social→Youth enjoy meeting other youth who share similar interests. Friendships are often forged.

Workforce→Project completion provides youth a window into potential careers of interest.

Life→The project completion process requires consistent care, attention, and effort. These are important and translational skills that prepare youth for success in life.

Number of Staff **ranges from 2-60** and Number of Minor Participants **ranges from 2-1500**.

Date and Time of Youth Program: **varies by event** (specific info provided in each Certification of Compliance).

SDSU Resources for the Youth Program (e.g., equipment, facilities, services, costs, revenue, hours/specialists, etc.):
Required for SDSU Sponsored and Co-Sponsored Youth Programs: Attach Financial Proforma/Budget

- \$0-1500	Equipment and Facilities
- \$0-750	Judging Fees
- \$25-10000	Staff Time and Resourcing
- \$20-1000	Awards
+\$20-1000	Award Sponsor Revenue

Program Leader (PL) and Authorized Adult (AA) Program Training and Rules:

In addition to generalist 4-H trainings, PL & AA train on the following:

Judges Training: PL & AA as well as those serving as judges for this event should participate in the 4-H Judges Training module (or similar) so they understand the Danish scoring system and basic positive youth development principles within the judging context. They should also be provided the current project guide, so they are familiar with any 4-H specific rules.





General Operational Plan: YOUTH-IN-ACTION or LIVE DISPLAY JUDGING

GUIDING PRINCIPLES

1. This judging type is ripe for pre-scheduled time slots. This will reduce anxiety for exhibitors and ensure effective use of judges' time.
2. Though many topics/lots tend to have low enrollment, be sure to treat them just as well as the more popular project areas. Remember that topic is important to the youth!
3. Select judges who understand positive youth development (PYD) principles or train it in during orientation. Subject matter expertise is desirable but less critical than PYD principles.
4. Create a calm and chaos-free judging environment as much as possible. This includes maintaining some separation between the audience and youth participants.
5. Encourage judges to give 'sandwiched' feedback if they are filling out a judging card. That is, provide two good comments and one 'improve this next time' comment sandwiched in between. It is a fine line between too much and too little feedback, but youth should always have a clear sense of how they did and how they can improve in the future.
6. Treat your judges well! Provide meals, snacks, water, sharp pencils, etc. Check-in regularly to ensure they have what they need to be successful.

TOP RISK MANAGEMENT CONSIDERATIONS

Display Security: The display project building should be routinely monitored and locked overnight, but it is not possible to keep everything safe. Discourage youth in advance from placing extremely valuable projects or components on display.

Short-term Helpers: More than any event type we run, this one involves using the greatest number of short-term content experts as judges. That has some risk because the new ones may not be familiar with best practices for working with youth. Be sure to cover this during judges' orientation, but also have at least one 'floater' who is regularly keeping an eye on the judging room to provide oversight.

COMMON PROGRAM SUB-TYPES (if any)

Mastery Showcase Communications

SAMPLE EVENT SCHEDULE (one day live judging contest)

Pre	Judge's Orientation and Welcome
9:45a	Registration Opens for First Exhibitors
10:00a	Judging Begins for Lot Cohort A
11:30a	Judging Begins for Lot Cohort B
1:00p	Judging Begins for Lot Cohort C
2:30p	Judging Begins for Lot Cohort D
4:30p	Awards Ceremony

Check In/Out, Emergency Action, and Notification Plans

Check In/Out: Generally not needed for the event type as most guardians remain present. In circumstances where youth are dropped-off or youth will self-transport, ensure guardians know in advance the a) official start time and b) estimated end time. Higher security check in/out procedures may be implemented in cases where a known issue exists (e.g., messy custody battle between recently divorced parents); if you face this need, consult your local 4-H professional for guidance.

Action: Use the standards in Appendix F if needed.





Notification: Guardians typically remain in the audience area throughout the event, so notification should not be necessary. If needed, use procedures outlined in Appendix F.

Participant Code of Conduct

4-H exhibitors are governed by the SD4-H Member Code of Conduct [see Appendix C].





Appendix A: SDSU General Procedures for Youth Programs



A. Safety Information

The SDSU Police Department (UPD) provides police patrols on and around campus 24 hours a day/7 days a week.

B. Emergency Information

During the Youth Program, there is a possibility that an emergency situation may occur. Effective communication and knowledge of whom to contact are extremely important in these circumstances.

- For medical emergencies, call 911, or 9-911 from a campus phone.
- For severe weather emergencies, review and be familiar with SDSU's Emergency Management Plan to determine the appropriate process for your specific activity. For more information on SDSU's Emergency Management Plan, please contact SDSU's Emergency Management Specialist.

In the event of an emergency, your primary responsibility will be to account for everyone in your group. In advance of the Youth Program, the Program Leader is responsible for developing an Emergency Plan and providing youth participants and their parents/guardians with the emergency notification procedure for the Youth Program, and how parents/guardians may contact participants during the Youth Program.

C. Medical Treatment

Medical Consent to treatment should be provided by the Non-Student Minor's parent/guardian. SDSU does not diagnose, treat, or provide medication at Youth Programs. Parent/legal guardian consent for self-administration of medication forms should be completed as needed.

First aid trauma kits may be made available per best practices for Program Leaders and Authorized Adults along with emergency actions and notification plans with related training. Contact the SDSU Emergency Management Specialist for assistance.

D. Prohibited Conduct in Programs Open to Minors

In accordance with SDBOR Policy 1:35 and SDSU Policy 2:29, no program or activity involving the presence of minors may include:

- Specific sexual activities, as defined by SDCL § 11-12-1(15), or any material or other media containing specific sexual activities;
- Obscene live conduct, as defined by SDCL § 22-24-27; or
- Any material, performance, description, or representation, in whatever form, meeting the definition of harmful to minors in SDCL §22-24-27(4).

E. Content Descriptors for Programs Open to Minors

In accordance with SDBOR Policy 1:35 and SDSU Policy 2:29, Content Descriptors must be used, as appropriate, for programs that are open to minors to provide parents or legal guardians with information about the content of the Program. Programs that may include nudity, sexual situations, violence, and/or other explicit content must include the appropriate descriptor(s) (e.g., "may contain explicit content") on any promotional material for the Program published, electronically or in print, on a SDSU platform.





F. Program Leader and Authorized Adults

All Youth Programs must have a designated **Program Leader**, which is the Authorized Adult designated by the program sponsor responsible for the operation and management of the Youth Program. A Program Leader is responsible for:

- Training all employees and volunteers in, and adhering to, the minors' Policies and any other applicable policies, procedures, laws, or regulations applicable to the Youth Program;
- Certifying background checks have been conducted on Authorized Adults in accordance with this policy;
- Establishing a procedure for notification of parents or legal guardians of all participants in the event of an emergency;
- Completing and retaining all required forms; and
- Establishing a plan for maintaining adequate supervision considering the number and age

G. Requirements for Authorized Adults

Authorized Adults, as defined in SDBOR Policy 1:35 and SDSU Policy 2:29, who are participating in programs involving the presence of Non-Student Minors may not:

- Have one-on-one contact with Non-Student Minors, unless the nature of the specific activity requires it and the contact is observable and interruptible;
- Have any direct electronic communication (including social media) with Non-Student Minors without a programmatic purpose and another Authorized Adult or parent/guardian included on the communication;
- Enter a Non-Student Minor's private room, bathroom, or similar private area without another Authorized Adult;
- Take photos of Non-Student Minors without a programmatic purpose & waivers in place;
- Haze, bully, or otherwise engage in abusive conduct in the presence of a Non-Student Minor;
- Use alcohol or illegal drugs in the presence of a Non-Student Minor;
- Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner; or
- Use or allow any obscene or sexually suggestive comments or sexual innuendo in the presence of a non-student minor.

H. Reporting

Anyone who is not subject to a recognized legal privilege who witnesses or suspects that there may be inappropriate conduct towards or touching of Minors must immediately contact the university's designated law enforcement unit. Further, all participation in the Program by a person accused or suspected of inappropriate conduct with a Minor must immediately cease until the allegations have been satisfactorily resolved by the university's designated law enforcement unit.

I. Special Requirements for Youth Programs

All Youth Programs, as defined in SDBOR Policy 1:35 and SDSU Policy 2:29, must conform to the following special requirements:

- Compliance with all applicable policies
- Compliance with Prohibited Conduct and Content Descriptor rules
- Two or more Authorized Adults with background checks supervising the Youth Program (unless exempted from background check requirements per Policy)
- Separation of sleeping rooms for Authorized Adults and Non-Student Minors
- Designation of a Program Leader, who is responsible for training staff and volunteers, certifying background checks on Authorized Adults, establishing parent/guardian notification procedures for emergencies; and





- Development of a supervision plan appropriate for the number of Non-Student Minors.

J. Fire Safety

Fire safety and prevention is of paramount importance in a campus environment. No open flames (candles, incense, etc.) or flammable liquids are permitted in SDSU facilities. In the event of a fire alarm, all individuals must evacuate the building immediately. Interference with or non-adherence to emergency evacuation procedures is prohibited. Starting a fire, pulling a fire alarm without cause, tampering with smoke detectors or sprinkler systems, falsely reporting a fire emergency, and the unauthorized use or damage done to any emergency or safety equipment, are all prohibited. Any participant found in violation will be asked to leave the Youth Program.

K. Weapons and Firearms

In accordance with SDSU Policy 10:4, possession of firearms or other dangerous weapons and ammunition on SDSU premises is prohibited unless authorized by the SDSU President, or designee. Any individuals violating this policy will be asked to leave the Youth Program, and proper authorities will be notified.

L. Illegal Drugs/Alcohol

SDSU is a drug free environment, in accordance with SDSU Policy 4:7. The SDSU strictly prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or alcohol on SDSU property. Any individuals violating this policy will be asked to leave the Youth Program, and proper authorities will be notified.

M. Tobacco Free Environment

As set forth in SDSU Policy 6:6, SDSU property is smoking and tobacco free. Smoking and the use of tobacco or vapor products are prohibited on SDSU property.

N. Pets/Service Animals and ADA Accommodations

There is a “No Pet” policy in effect for all SDSU buildings while being used for Youth Programs. **Note:** This policy does not apply to individuals with a disability who require the use of a service or other animal, as set forth in SDSU Policy 3:6. The Program Sponsor must notify the Office of Disability Services as soon as possible if any participants require the use of service or other animals. Documentation must be provided before the participant arrives at the Youth Program. ADA Accommodations should be processed through the SDSU Office of Disability Services.





Appendix B: SDSU Best Practices for Working with Minors



The following best practices are provided in addition to Policies requirements and should be reviewed and adhered to by all Program Leaders and Authorized Adults to ensure the safety of Youth Program participants:

1. Avoid being alone with a single Minor where you cannot be observed by staff or other adults.
2. Do not discipline by using physical punishment or by failing to provide the necessities of care.
3. Physical, verbal, emotional, or sexual abuse of Minors is unlawful. Avoid physical contact with Minors unless you must restrain or otherwise have contact for safety related reasons or it is vital to approved instructional methods.
4. Do not have contact with Minors outside of the program environment. Electronic communications must include the parent/guardian, or Authorized Adult and may not be one-on-one.
5. Understand and respect the boundaries set by Minors regarding physical touch or sharing personal information. These boundaries should be pre-established and identified/communicated as the standard.
6. Consistently strive to maintain a professional demeanor, appearance, and sociability when acting on behalf of the Youth Program or the SDSU.
7. In sensitive situations and in case of injury, involve another Program Leader, Authorized Adult, or Program Staff member, or parent/guardian.
8. Allow Minors and their parent/guardian to opt out of distribution of contact information (except to designated authorized staff as needed).
9. Social media with Minors for personal reasons or through personal profiles is not allowed on behalf of the Youth Program or SDSU. Networking through approved program sites/profiles may be used when another Authorized Adult is involved in the contact and when the contact is related to programming. Authorized Adults should only engage with Minors in this manner after their background check has been completed.
10. Understand and apply the Youth Program Emergency Action and Notification Plans for responding to a crisis situation.
11. Communicate to your Program Leader all situations that may be questionable or a possible breach of these guidelines.
12. If you believe someone has perpetrated abuse or neglect, immediately and confidentially report such violation to SDSU police, and follow SDSU guidelines for internal reporting, as applicable.
13. Ensure the acquisition and secure the maintenance of required documentation such as parental permission documents, publicity/image/video media release forms, and medical emergency information.
14. Ensure appropriately authorized safe transportation of participants and staff.
15. Establish appropriate safety, health, and medical protocols including, but not limited to, training for Program Leader, Authorized Adults and authorized Program Staff related to first aid, emergency response, confidentiality of personal information, and prohibiting staff or volunteers from taking unauthorized photos of Minors.
16. Plan for adequate supervision, by adding “floating” or “roving” Authorized Adults to fill any gaps due to breaks, absences, and help with transitions.
17. Limit independent free time for older youth. Include guidelines for acceptable use of free time, such as limits to how far they can go, required supervision, contact information, or what they should not do.
18. Minors under age 16 should not be left unsupervised for any time period while participating in the Youth Program. If they are given free choice time, ensure there are Authorized Adults on duty to supervise any areas where minors are allowed to hang out.





19. For online delivery of Youth Programs:
 - a. Use only secure, approved teleconference or communications software with Minors.
 - b. Take measures to prevent intrusions into your online programming (e.g., “zoombombing”).
 - c. Establish protocols that prevent recording of Minor’s likeness online by non-Program individuals or for non-Program purposes, and possibly only where needed for approved disability accommodations.





Appendix C: SD4-H Member Code of Conduct and Enrollment Authorizations



Editor's Note: Please disregard the formatting issues/inconsistencies in this appendix; the authorizations present in this appendix come from our online enrollment system and do not copy well into this document.

Member Behavior Expectations

The South Dakota 4-H Program expects youth members and participants to behave in an acceptable manner at all events and activities in accordance with the South Dakota 4-H Behavioral Expectations and the Code of Conduct Policy.

Behavioral Expectations

The South Dakota (SD) 4-H Program is designed to provide youth of all ages with a positive environment in which to learn and grow. It also provides opportunities for children and youth to build positive traits of character. To ensure that all youth have equal access to positive learning environments, SD 4-H members, staff, and volunteers agree to abide by these expectations of behavior:

❖ I will be trustworthy

I will be worthy of trust, honor, and confidence. I will be a good role model by doing the right thing at all times. I will be honest in all of my activities. I will be on time for all scheduled events and will attend all of the planned activities. If I am not feeling well or have a schedule conflict, I will inform my chaperone or a person in charge of the event before the activity starts. I will be in the assigned area (club meeting room, building, dorm, etc.) at all times. The SD 4-H Program will not permit dishonesty such as lying or cheating.

❖ I will be respectful

I will show respect, courtesy, and consideration to everyone, including myself, other participants, and those in authority. I will act and speak respectfully. I will treat meeting rooms, lodging areas, personal property, and transportation vehicles with respect. I will follow all published dress code guidelines for the event and/or activity. I will respect the personal space and choices of other participants and will not participate in inappropriate displays of affection or physical contact. I will not use vulgar or abusive language, cause physical or emotional harm, or create a feeling of fear amongst other participants.

❖ I will be responsible

I will be responsible and accountable for my choices and my actions towards myself and other people. I will follow all rules and guidelines established for the activity or event. I will follow the verbal instructions issued by SDSU Extension staff, chaperones, and/or adult volunteers. I will abide by the established program curfew. I will be responsible for any damage, theft, or misconduct that I am involved in or cause.

❖ I will be fair

I will participate in events fairly by following the rules, not taking advantage of others, and not asking for special help or favors.





❖ **I will be caring**

I will be caring in my relationship with others. I will be kind and show compassion for others. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will include all participants in activities and will try to help everyone be involved in the scheduled activities.

❖ **I will be a good citizen**

I will be a contributing and law-abiding citizen. I will be respectful to the environment. I will not use illegal substances such as tobacco, alcohol, or drugs or be involved in the use or possession of weapons or fireworks. If I am found to have any of these items with me or if I have taken any illegal substances, adult staff/volunteers will notify law enforcement. I will ensure the adults and friends that support me behave respectfully at 4-H events.

Member Code of Conduct

If I do not abide by the items in the *Member Behavior Expectations* above, I will experience the following consequences in the order listed:

1. The loss of rights and privileges at the event or activity.
2. Being dismissed from the activity or event with an adult staff member or chaperone/volunteer notifying my parents/guardians and that I must go home at my family's expense before the activity or event ends.
3. The possible forfeiture of future participation in statewide and out-of-state events and activities as well as the forfeiture of future awards and premiums at the County level for a period of time up to one year. If this step is considered necessary, event staff, county staff, state staff will make the decision with input from the parents/guardians of the involved 4-H member(s).

I have read the South Dakota 4-H Behavioral Expectations as well as the Code of Conduct. I am aware that my actions and decisions affect myself as well as others. I am aware that my behavior and decisions may result in the loss of privileges during 4-H events and/or future events. I will accept the appropriate and logical consequences of my actions, as determined by the South Dakota 4-H program.

Youth Signature

Date

I have read the South Dakota 4-H Member Behavioral Expectations document as well as the Member Code of Conduct. I will support the individual in charge of maintaining appropriate behavior at the named event. I agree to accept the appropriate and logical consequences of my child's actions according to this policy and determined by the South Dakota 4-H program.

Guardian Signature

Date





Member Media Release

I hereby authorize the State of South Dakota, South Dakota Board of Regents, SDSU, South Dakota 4-H and their legal representatives, or successors and assigns ("Releasees") to use images or recordings of me and/or my property or use my submitted media, and authorize and assign the absolute right and unrestricted permission to copyright, publish and/or use such images or recordings in whole or part, or composite form made for art, advertising, trade or any other lawful purpose.

I hereby waive any right that I may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it is applied. I hereby waive any intellectual or proprietary rights to the images, recordings, finished products, or advertising copies. I understand no payment or compensation will be provided to use my image or recordings.

I hereby release, discharge, indemnify and agree to hold harmless Releasees, and their officers, employees, agents, and volunteers (hereinafter, "Releasees"), from any liability to Participant by virtue of any use whatsoever, whether intentional or otherwise, that may occur or be produced in the taking of said picture, or in any processing needed to complete the finished product.

☐ I agree to the terms of the Media Release above and permit South Dakota 4-H and its successors and legal representatives to use images or recordings of this 4-H member for the purposes stated above.

Member Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement and Consent to Medical Treatment

By our signatures below, we acknowledge that we are aware of, appreciate the character of, and voluntarily assume the risks involved in participating in 4-H activities, programs and events.

By our signatures below, on behalf of ourselves, our heirs, next of kin, successors in interest, assigns, personal representatives, and agents, we hereby:

1. Waive any claim or cause of action against and release from liability State of South Dakota, South Dakota Board of Regents, South Dakota State University, and South Dakota 4-H and its successors and legal representatives, its officers, employees, and agents for any and all liability for participant's death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to participant and his/her estate, resulting from participation in 4-H activities, programs and events.

2. Agree to indemnify and hold harmless the State of South Dakota, South Dakota Board of Regents, South Dakota State University, and South Dakota 4-H, its officers, employees, and agents for any claims, cost, loss, damages, liability, or expenses brought by third parties, arising from my participation in the activity listed above, unless the liability is the result of Releasees' sole negligence or willful misconduct

3. Consent to receive any medical treatment deemed advisable during participation in 4-H activities, programs and events.

☐ As the guardian of this 4-H member, I have read this Release and Waiver of Liability, Assumption of the Risk and Indemnity Agreement and Consent to Medical Treatment, and fully understand its terms, understand that I have given up substantial rights by signing it, and signed it freely and voluntarily without any inducement, assurance, or guarantee being made to me, and intend my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.





Appendix C Part II: SD4-H Volunteer Code of Conduct and Enrollment Authorizations

Civil Rights Assurance Statement for Individual Volunteers, Clubs, and Other Organizations

Assurance statements document the commitment of organizations and volunteers to comply with civil rights policies and regulations. **ALL** clubs (including 4-H, Master Gardeners, etc.), individual volunteers, educational partners, cooperating organizations, and entities must sign assurance statements. Assurance statements must be renewed annually.

It is the policy of the University and SDSU Extension not to discriminate on the basis of sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, veteran status, or any other status that may become protected under the law against discrimination.

This document must be signed by any individual and/or entity that partners with SDSU Extension to provide services and/or benefits, including, but not limited to, trainings, workshops, seminars and grant projects. By signing this agreement, the entity agrees that it and its staff will abide by all federal laws prohibiting discrimination on the bases of race, color, national origin, age, disability, and sex, as provided for by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. By signing this document, the undersigned understand and agree to comply with all policies of SDSU Extension and the United States Department of Agriculture regarding the aforementioned laws and their implementing regulations.

The Assurance Statement declares that this individual does not discriminate in membership, participation or services; and that the organization is open to all persons, regardless of sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, veteran status, or any other status that may become protected under the law against discrimination.

South Dakota 4-H Volunteer Involvement and Requirements

SDSU Extension has an obligation to ensure the safety of the youth it serves. This obligation also extends to the volunteers who deliver or assist in the delivery of educational programs. SDSU Extension takes this obligation seriously and developed this process to help ensure the safety of our youth and other vulnerable audiences.

As a 4-H volunteer, I agree to fulfill my responsibilities to the best of my ability and in a manner consistent with the mission and vision of the South Dakota 4-H program. I give permission for images and recordings of myself to be reproduced and utilized for 4-H promotional, educational, or University purposes.

I understand that my services are voluntary and that I will not be compensated. I further understand that 4-H volunteers are not covered by the Public Entity Pool for Liability (PEPL) fund coverage, and that SDSU Extension may annually provide a separate liability policy for unforeseen incidents that may arise as I act within the scope of assigned duties in conformity with applicable laws and policies.





I understand that while serving as a volunteer, I am subject to all University and South Dakota Board of Regents policies, including but not limited to University Policy 4:8, as well as those policies regarding safety and security, non-discrimination, sexual harassment, and drug and alcohol use. I understand it is my responsibility to familiarize myself with the University policies, which can be found at <http://www.sdstate.edu/policies/>, as well as any policies applicable to the 4-H unit or Extension department.

I agree to assign, and I do hereby assign, to the South Dakota Board of Regents my right, title, and interest, whether present or expectant, in intellectual property that I may create, author, invent, or reduce to practice pursuant to my services as a volunteer to the extent provided in South Dakota Board of Regents Policy 4:34. I understand that Board Policy 4:34 not only establishes the obligations to assign and to disclose intellectual properties, but also reserves certain rights to creators of intellectual property and defines conditions under which the Board of Regent's rights of ownership may be waived in whole or in part.

I understand that I am under no obligation to provide any services to the 4-H unit and I am free to discontinue my volunteer activities at any time. I further understand that the 4-H unit or its successors or legal representatives may terminate any volunteer relationship at any time without cause or prior notice and at its sole discretion.

Volunteer Involvement & Requirements

- May have unsupervised contact with youth while maintaining the 'Rule of Three'
- May have the potential for 15 plus hours of volunteer work committed to a specific Extension group/club each year
- May be involved as a chaperone
- All volunteers must complete the total application process to ensure their continued participation in the program. There will be multiple training options available.
- For example: Club leader, camp counselor, instructor, chaperone and any other position that will have direct contact with the youth.

☐ I have read and understand the above volunteer enrollment information.

Volunteer Code of Conduct

When serving as an SDSU Extension Volunteer, I promise to:

1. Accept my responsibility to represent my county and SDSU Extension programs by being a positive role model.
2. Not engage in any criminal act prohibited by law.
3. Conduct myself in a courteous, respectful manner and exhibit good sportsmanship.
4. Adhere to and enforce the rules, policies and guidelines established by SDSU Extension youth programs. Its officials, and partners.
5. Refrain from the use of physical or verbal abuse.
6. Refrain from inappropriate or unwanted touching of youth or adults.
7. Refrain from destructive, offensive, or sexually inappropriate behavior.
8. Refrain from the possession or use of alcoholic beverages or illegal drugs at 4-H events or when youth are present.





9. Avoid smoking, vaping, and the use of tobacco products at 4-H events or when youth are present.
10. Respect the property of others, including clothing, personal items, equipment, and facilities.
11. Operate machinery, vehicles, and other equipment in a responsible manner.
12. Model the ethical care and handling of animals.
13. Accept the responsibility to promote and support SDSU Extension to develop an effective club, county, state, and national program.
14. Refrain from contacting youth outside the program environment.
15. Confidentially involve other staff or certified 4-H volunteers in sensitive situations.
16. Immediately report any suspected child abuse or neglect.
17. Maintain and promote a safe educational environment.

☐ I agree to abide by the above Code of Conduct.

Volunteer Confidential Self-Disclosure

I confirm that I have disclosed to a 4-H professional any incidences of being convicted of, pleading nolo contendere to, or receiving a deferred or suspended sentence for a crime more serious than a parking offense in this or any other state, territory, or county.

Further, I understand that it is my responsibility to immediately self-disclose any future criminal convictions to a 4-H Professional.

Note: Commission of a crime is not an automatic disqualification from serving as a 4-H volunteer; however, failure to disclose such actions or attempts to mislead concerning facts or circumstances of underlying conduct, could result in termination of volunteer duties or opportunities.

☐ I have read this agreement, understand it, and agree to serve as a volunteer.

Volunteer Media Release

I hereby authorize the State of South Dakota, South Dakota Board of Regents, SDSU, South Dakota 4-H and their legal representatives, or successors and assigns ("Releasees") to use images or recordings of me and/or my property or use my submitted media, and authorize and assign the absolute right and unrestricted permission to copyright, publish and/or use such images or recordings in whole or part, or composite form made for art, advertising, trade or any other lawful purpose.

I hereby waive any right that I may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it is applied. I hereby waive any intellectual or proprietary rights to the images, recordings, finished products, or advertising copies. I understand no payment or compensation will be provided to use my image or recordings.

I hereby release, discharge, indemnify and agree to hold harmless Releasees, and their officers, employees, agents, and volunteers (hereinafter, "Releasees"), from any liability to Participant by virtue of any use whatsoever, whether intentional or otherwise, that may occur or be produced in the taking of said picture, or in any processing needed to complete the finished product.

☐ I agree to the terms of the Media Release above and permit South Dakota 4-H and its successors and legal representatives to use images or recordings of this 4-H member for the purposes stated above.





Appendix D: SD4-H Guardians, Visitors, or Adult Participants (GVAP) Code of Conduct



SD4-H Policy H-P-20-01

All GVAP are subject to applicable South Dakota Board of Regents, South Dakota State University, SDSU Extension, and South Dakota 4-H program policies, and all other relevant laws and regulations.

In addition to these policies, the following requirements must be followed by all GVAP participating in or being present at any 4-H event or while on or in 4-H or SDSU Extension property:

1. Comply with all programmatic requirements of any 4-H events.
2. No using or possessing alcohol, tobacco, smokeless tobacco products, e-cigarettes, unregulated nicotine products, illegal drugs, and/or any other illegal or banned materials, including being reasonably suspected as intoxicated.
3. No engaging in harassing, threatening, or obscene language, actions, imagery, or behavior.
4. No unwanted physical touching or assault.
5. No engaging in language, actions, or behavior that obstruct or disrupt the operation of the 4-H event.
6. No property damage or theft (including cash, clothing, personal items, vehicles, equipment, buildings, fixtures, and grounds).
7. No behavior that is illegal, unsafe, or unethical given the circumstances.
8. No unwanted private, one-on-one interactions with youth members, at any time, both during or outside of 4-H activities, other than as approved by the youth member's guardian, SDSU staff, or 4-H volunteer or an exceptional circumstance such as an emergency.
9. Participation in any 4-H event while being the subject of an ongoing criminal investigation for a violent or sex offense, having been convicted of a violent or sex offense, or while being or having ever been a registered sex offender is strictly prohibited.

A SDSU Extension 4-H Educator or employee of SDSU Extension may, if necessary in their sole judgment, alter the involvement of any 4-H GVAP who does not comply as provided below.

GUIDELINES FOR ALTERING INVOLVEMENT FOR GVAP NON-VOLUNTEERS

A SDSU Extension 4-H Educator or employee of SDSU Extension may, if necessary, alter the involvement of any 4-H GVAP who does not comply with the above provisions. In such instances, the decision of the 4-H Educator or SDSU Extension employee is final. When possible, personnel will alter the involvement of the offending individual via the following ordered mechanism:

1. **Warning:** *For a first violation that is not a serious violation (e.g., violent, implicating youth safety, substantially impacts the operation or outcome of the 4-H event) and to which 4-H personnel respond at the event.* May be written or verbal, but most likely will be verbal if during a live event. Similar to giving a yellow card in soccer, a warning informs the offending individual of the inappropriate act/behavior, reminds/highlights our GVAP policy, and describes what behaviors are necessary to continue involvement.
2. **Event-specific alteration:** *For a second violation after receiving a warning or after any single serious violation to which 4-H personnel respond at the event.* May be written or verbal, but most likely will be verbal if during a live event. Similar to giving a red card in soccer, the alteration must inform the offending individual of the inappropriate act/behavior, remind/highlight our GVAP policy, and describe





the time/event parameters of dis-involvement. GVAP who fail to reasonably comply will be referred to local law enforcement and for Permanent Alteration as described below

3. **Time/program-specific alteration:** *For a second violation after receiving a warning or after any single serious violation to which 4-H personnel are unable to respond to at the event.* This alteration must be written and conveyed through certified mail or in-person with a witness and copied to the State 4-H Program Director. It also must inform the offending individual of the inappropriate act/behavior, remind/highlight our GVAP policy, and describe the time/program parameters of dis-involvement and re-engagement. The GVAP who fail to reasonably comply will be referred to local law enforcement and for Permanent Alteration as described below.
4. **Permanent alteration:** *The most serious sanction—for two or more violations after receiving a warning, or after any single serious violation.* Must be reported to the SDSU Vice President for Technology and Security pursuant to SDSU Policy 10:8 (Exclusion of Members of the Public) and copied to the State 4-H Program Director.

These GVAP involvement alterations do not reduce the opportunity for 4-H member participation. (For example, if a guardian providing transportation is banned for the duration of a live event, the member remains welcome to participate and the guardian may return at the conclusion to provide transportation home. Further or escalating violations by the guardian may result in additional sanction.)

SDSU, SDSU Extension, and 4-H reserve the right to take necessary and appropriate action in the interest of the safety and well-being of its employees and 4-H participants, to report any criminal activity, or to pursue any lawful civil action against any individual. Additionally, they reserve the right to disclose all portions of any file that may be necessary to obtain a judgment in a court of competent jurisdiction and all such files shall be preserved at least until all necessary compensation has been obtained.

GUIDELINES FOR ALTERING INVOLVEMENT FOR GVAP VOLUNTEERS

GVAP 4-H volunteers recognize that they, or SDSU, may end their volunteer service at any time, with or without cause, and without advance notice. Please review SDSU Policy 4:8 (Volunteers) for more information.

For those GVAP who have signed a volunteer work agreement, complaints made against them of prohibited discrimination, harassment, sexual harassment, dating violence, domestic violence, sexual assault, or stalking will be addressed under SDSU Policy 4:6 (Human Rights Complaints). The policy contains the procedure for processing and appealing such complaints, which can be submitted to the Title IX/EO Coordinator, via the Lighthouse portal on sdstate.edu, or to the SDSU Ombuds.

Accusations involving state property or funds and a volunteer's embezzlement, misappropriation, destruction, removal, theft, or concealment of the property/funds, or the volunteer's alteration or falsification of official documents, lying, or receipt of compensation for goods not received or services not performed must be reported and processed under SDSU Policy 5:7 (Fraud Policy).

In addition, violations of the Code may subject the volunteer to processes for Altering Involvement for GVAP Non-Volunteers described above, thus impacting their ability to attend or partake in 4-H events.

Effective January 1, 2020

Adapted from the Minnesota 4-H Code of Conduct (9/2017) and California 4-H Parent, Guardian, or Adult Participant Code of Conduct (7/2017)





Appendix E: SD4-H Livestock Integrity Pledge



Introduction: The 4-H Livestock Integrity Pledge takes the refreshing approach of placing trust in 4-H parents and youth. We trust that our parents want 4-H to serve as a place for their youth to develop into contributing members of society—builders not takers. We trust that our youth want to be true 4-H'ers—desiring a good exhibition experience and willing to demonstrate personal responsibility.

This pledge is a required component of SD4-H's livestock education program. Prior to agreeing, please read, consider, and adopt the Livestock Integrity Pledge's principles in your livestock management plan and show preparations.

PLEDGE AGREEMENT

As a true 4-H'er, I pledge to uphold all of the livestock integrity standards listed in this document. I also pledge to make sure that any individuals who help me with my livestock projects uphold the same standards. If I discover that I (or my helpers) can no longer uphold this pledge, I will withdraw from the 4-H exhibition.

Handling and Care

1. In the process of training my animal, I will take great care not to strike my animal without cause or with harmful force.
2. To promote safety to others and myself, I will ensure my animal is trained and under control before participating in any livestock exhibition.
 - a. For haltered animals, I will use an appropriate, properly fitting halter.
 - b. During the exhibition, I will guide and direct my animal without striking.
 - i. During swine exhibitions, I will use my show stick as a guide not a weapon.
3. Though exhibiting livestock is fun, the main purpose of raising livestock is to produce safe food for consumers.
 - a. As a result, I will:
 - i. Provide adequate and regular food and water, timely and veterinarian-approved medical care, and appropriate shelter and/or fencing.
 - ii. Own/lease and care for my animal from at least June 1 of the current year through the end of this exhibition season or harvest, whichever comes first.
 - iii. Use a timely and responsible harvest plan.
 - b. Specifically, I will not:
 - i. Use drugs in an extra- or off-label manner without a valid veterinary-client-patient relationship.
(Extra- or off-label drugs cannot be used for performance enhancement.)
 - ii. 'Hold off' or force-feed my animal when not part of a treatment plan.
 - iii. Withhold water or 'drench' my animal when not part of a treatment plan.

Ethics and Co-opetition*

1. I will take an active role in grooming/fitting all of my exhibits in preparation for the exhibition. I will only enter the number of exhibits that allow me to take this active role in grooming/fitting each animal.





2. Regardless of my skill level or the day I am having, I will show all of my own exhibits unless I am sick/injured or I am showing in another 4-H activity at the same time. I will only enter the number of exhibits that make it likely I can show my own exhibits.
3. Other than developing my skills and preparing my exhibits, I will not unfairly influence the outcome of the exhibition.
 - a. Specifically, I will not:
 - i. Taunt, harass, or harm another exhibitor or event personnel.
 - ii. Touch another exhibitor's animal without permission unless in an emergency.
 - iii. Contact the show judge prior to the show or during a break in the show.
 - iv. Artificially alter the weight of my animal or intentionally declare a false weight.
 - v. Inject air or other foreign materials into my animal.
 - vi. Perform any other prohibited act listed in the National Show Ring Code of Ethics.
4. If a younger or less experienced 4-H member comes to me for advice, I will help them. After all, by raising their skill level it will provide a more worthy challenge for me.
5. I will wear appropriate attire in the ring and will not use my attire or brand to influence a judge.
6. Though I may become emotional in the moment, overall I will celebrate my victories with humility and losses with grace.

*Learn more about co-opetition via the SD4-H Information Sheet entitled *Competing the 4-H Way*

Consequences

If I discover that I (or my helpers) can no longer uphold this pledge, I will withdraw from the 4-H exhibition. Should 4-H personnel directly observe me violating this pledge, I understand they will enact appropriate disciplinary measures within the SD4-H *Code of Conduct*.

Youth Printed Name: _____

Youth Signature: _____

Guardian Printed Name: _____

Guardian Signature: _____

Today's Date: _____



Annual pledge collection process:

- *County-level: Annual paper-based agreement collected prior to Achievement Days/County Fair.*
- *State-level: Annual electronic acknowledgment during FairEntry enrollment for 4-H State Fair.*

Form last updated: April 1, 2022

4-H Handbook User's Note: This appendix is the previous 4-H year's version, provided for illustrative purposes only. Be sure you are using the most current version prior to program implementation. Updated versions are usually published in April, corresponding with the release of the 4-H State Fair Book.





Appendix F: SD4-H Incident and Accident Reporting Guide



Introduction

South Dakota 4-H professionals and volunteers make significant efforts toward reducing risk at 4-H events. Despite these risk management protocols, incidents and accidents do occur. When they do, it is important that program leaders know how to respond.

Definitions

- Next-level supervisor: The 4-H professional one programmatic layer above the volunteer or professional who experiences the incident or accident. Common examples:
 - County 4-H volunteer → county 4-H professional
 - State 4-H livestock committee member → state 4-H livestock committee co-chair or 4-H livestock program manager
 - 4-H field specialist → state 4-H program director
- Incident: A situation that did not result in physical harm to participants but is considered significant. This often involves behavioral concerns.
- Accident: A situation that results in physical harm to participants at a level requiring formal medical attention.

Incident or Accident Management and Notification Steps

1. Assess the situation before jumping right in. Do not place yourself in harm's way.
2. Call 911 if injury or violence has already occurred, is occurring, or is likely to occur.
3. Otherwise provide appropriate comfort care or supervision until guardians can arrive. When safe, remove risks of further injury or incident. This often includes migrating other youth away from the situation to reduce exposure to harm.
4. The program leader shall contact guardians using the participant's emergency contact information, usually found in their member enrollment account (i.e., 4-HOnline).
5. Contact the next-level 4-H supervisor immediately for any *accidents* that required substantive medical attention or *incidents* that are likely to go viral. The 4-H supervisor will then contact the State 4-H Program Director immediately should the situation warrant significant state-level concerns. The State 4-H Program Director will convey further to appropriate SDSU personnel should circumstances warrant.
6. Begin the process of collecting pertinent facts for the written report.

Incident Reporting Steps

1. After the Management and Notification stage has wrapped, the program leader will collect the pertinent facts without editorializing, speculating, or performing a substantive investigation. These facts should include the location, time, contact information, individuals involved, incident summary, witnesses or witness statements (if applicable), and recommended remedies (if applicable). Confidentiality shall be maintained within applicable laws and policy requirements.
2. Collate the pertinent facts into a written report.
3. Provide the written report to your next-level 4-H supervisor within two business days.
4. The 4-H supervisor receiving the report will assess the report and determine appropriate further actions or remedies. The State 4-H Program Director is available for consultation on challenging cases.





Accident Reporting Steps

1. After the Management and Notification stage has wrapped, the program leader will collect the pertinent facts without editorializing, speculating, or performing a substantive investigation. These facts should include the location, time, contact information, individuals involved, accident summary, medical treatment sought, witnesses or witness statements (if applicable), and recommended remedies (if applicable). Confidentiality shall be maintained within applicable laws and policy requirements.
2. Convey these facts to the next-level 4-H supervisor within two business days.
3. The supervisor receiving the report will complete the *South Dakota Bureau of Administration's Report of Accident, Incident, or Unsafe Condition* form (available on InsideState) and submit it to the State 4-H Program Director.
4. The State 4-H Program Director will convey the completed form to the appropriate SDSU locations.
5. Appropriate SDSU and/or 4-H personnel will assess the accident and determine appropriate further actions or remedies.
6. When applicable, the receiving supervisor (usually the local county 4-H professional) will work with the injured party to file a claim under American Income Life's Group Activities Accident Policy. This policy is procured by each county 4-H office annually and provides modest reimbursement of medical expenses for most injury types experienced at 4-H events by member youth.





Appendix G: SDSU Sponsored and Co-Sponsored Youth Programs Certification of Compliance with Youth Program Requirements



Please fill-in these 4-H specific components of the Certification of Compliance

4-H Program Handbook Event Type(s): _____

Actual Program Title and Location: _____

Program Date(s), Time(s), and Age Range: _____

Est. Number of Staff/Volunt. and Youth: _____

SDSU(4-H)-sponsored or Co-sponsored? ☐ SDSU(4-H) Sponsored Event ☐ Co-Sponsored Event

Program Leader (PL) Name: _____

PL Title/4-H Position: _____

PL Snail Mail Address: _____

PL Best Contact Method: _____
(provide phone number or email address)



(Program Leader shall initial and sign below to indicate understanding and agreement)

_____ Any and all Program Leaders and Authorized Adults for the above Youth Program have obtained copies of SDSU Policy 2:29 and the pertinent sections of the *SD4-H Youth Program Handbook*, have read these copies, and understand that we are bound by these provisions by virtue of this Statement and the Agreement to which it attaches.

_____ That Program ☒ SDSU Sponsor, ☐ Co-Sponsor will conduct a Criminal History and Sex & Violent Offender Registry Check Background Checks of all Authorized Adults in the Youth Program. *[4-H Note: You may only use current SDSU employees or 4-HOnline certified and active volunteers.]*

_____ That ☒ SDSU Sponsor, ☐ Co-Sponsor will update and attach to this Handbook a correct and accurate certification of background checks prior to the start of the Youth Program and prohibit participation of individuals who are not appropriately cleared. *[4-H Note: No attaching necessary because you are only using current SDSU employees or 4-HOnline 'active' volunteers.]*

_____ That ☒ SDSU Sponsor, ☐ Co-Sponsor will obtain medical consent, waivers of liability, and photo release forms of all Minor participants and Program Staff; and maintain applicable liability coverages, as required by the applicable policies. *[4-H Note: This is covered via the annual 4-H member enrollment process or special event registration. See Appendix C.]*

_____ That the Youth Program furthers the SDSU's Mission to offer "a rich academic experience in an environment of inclusion and access through inspired, student-centered education, creative





activities and research, innovation and engagement that improve the quality of life in South Dakota, the region, the nation, and the world” as follows:

SD4-H engages all youth in place-based positive youth development. Through experiential learning and mentoring relationships, SD4-H prepares youth to lead lives of possibility amidst the grand challenges of our time.

That ☒ SDSU Sponsor, ☐ Co-Sponsor will employ the following protocols for reporting suspected violations of law and policy to local law enforcement and, as applicable, to SDSU:

Will follow incident, accident, and policy reporting procedures as described in *Appendix E: SD4-H Incident and Accident Reporting Guide*.

That ☒ SDSU Sponsor, ☐ Co-Sponsor will adopt and provide notice of the following procedures for alerting parents/guardians of Youth Participants to any emergencies and for ensuring parent/guardian contacts with Participants during the Youth Program:

Will follow incident or accident notification procedures as described in *Appendix E: SD4-H Incident and Accident Reporting Guide*.

That ☒ SDSU Sponsor, ☐ Co-Sponsor and the Program Leaders for the above Youth Program, will carry out our duties enumerated under SDSU Policy 2:29, and I vouch that Program Sponsor(s) will ensure those duties are fulfilled for the entirety of the Youth Program by taking the following steps:

All Authorized Adults and short-term volunteers (i.e., content expert adults who do not exercise care, custody, or control of minors during the program) will receive appropriate training for their role prior to event start. Program Leader will ensure compliance throughout.

☐ Co-Sponsor (if required) has attached proof of insurance in the amounts required by SDSU and agrees to hold harmless and indemnify SDSU, the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as a result of the performing services for the Youth Program. This section does not require responsibility for or defense of claims or damages arising solely from acts or omissions of SDSU, the State, its officers or employees.

The individuals below declare that the above information is a true representation of their plans for the Youth Program proposed to be for SDSU and that they have read SDSU Policy 2:29/SDBOR Policy 1:35 and developed this *SD4-H Youth Program Handbook*, and fully understand the same, and certify the plan’s compliance with the rules as of the dates given below.

Sponsor Contact’s Signature: _____
(aka Program Leader)

Date: _____

SDSU Contact’s Signature: _____
(if you didn’t already sign as the Program Leader; this is usually the local 4-H professional responsible for uploading this document)

Date: _____

Co-Sponsor Signature: _____
(leave blank most of the time; only use when the event is truly co-sponsored by a non-SDSU partnering organization)

Date: _____





Appendix H: Sample Certification of Compliance



Please fill-in these 4-H specific components of the Certification of Compliance

4-H Program Handbook Event Type(s): Community Outreach + Workshop or Clinic
Actual Program Title and Location: 4-H Chili Cook-off and Clinic Clark, SD
Program Date(s), Time(s), and Age Range: May 18, 2025 10a-2p 15-17
Est. Number of Staff/Volunt. and Youth: 3-4 12-20
SDSU(4-H)-sponsored or Co-sponsored? ☒ SDSU(4-H) Sponsored Event ☐ Co-Sponsored Event
Program Leader (PL) Name: Albert B. Graham
PL Title/4-H Position: 4-H Educator from Clover County
PL Snail Mail Address: 1902 Cloverstart Road Willow Lake, SD 57278
PL Best Contact Method: best to text my cell at 605-444-1902; voice mail rarely checked
(provide phone number or email address)



(Program Leader shall initial and sign below to indicate understanding and agreement)

- ABG Any and all Program Leaders and Authorized Adults for the above Youth Program have obtained copies of SDSU Policy 2:29 and the pertinent sections of the *SD4-H Youth Program Handbook*, have read these copies, and understand that we are bound by these provisions by virtue of this Statement and the Agreement to which it attaches.
- ABG That Program ☒ SDSU Sponsor, ☐ Co-Sponsor will conduct a Criminal History and Sex & Violent Offender Registry Check Background Checks of all Authorized Adults in the Youth Program. *[4-H Note: You may only use current SDSU employees or 4-HOnline certified and active volunteers.]*
- ABG That ☒ SDSU Sponsor, ☐ Co-Sponsor will update and attach to this Handbook a correct and accurate certification of background checks prior to the start of the Youth Program and prohibit participation of individuals who are not appropriately cleared. *[4-H Note: No attaching necessary because you are only using current SDSU employees or 4-HOnline 'active' volunteers.]*
- ABG That ☒ SDSU Sponsor, ☐ Co-Sponsor will obtain medical consent, waivers of liability, and photo release forms of all Minor participants and Program Staff; and maintain applicable liability coverages, as required by the applicable policies. *[4-H Note: This is covered via the annual 4-H member enrollment process or special event registration. See Appendix C.]*
- ABG That the Youth Program furthers the SDSU's Mission to offer "a rich academic experience in an environment of inclusion and access through inspired, student-centered education, creative





activities and research, innovation and engagement that improve the quality of life in South Dakota, the region, the nation, and the world” as follows:

SD4-H engages all youth in place-based positive youth development. Through experiential learning and mentoring relationships, SD4-H prepares youth to lead lives of possibility amidst the grand challenges of our time.

ABG That ☒ SDSU Sponsor, ☐ Co-Sponsor will employ the following protocols for reporting suspected violations of law and policy to local law enforcement and, as applicable, to SDSU:

Will follow incident, accident, and policy reporting procedures as described in *Appendix E: SD4-H Incident and Accident Reporting Guide*.

ABG That ☒ SDSU Sponsor, ☐ Co-Sponsor will adopt and provide notice of the following procedures for alerting parents/guardians of Youth Participants to any emergencies and for ensuring parent/guardian contacts with Participants during the Youth Program:

Will follow incident or accident notification procedures as described in *Appendix E: SD4-H Incident and Accident Reporting Guide*.

ABG That ☒ SDSU Sponsor, ☐ Co-Sponsor and the Program Leaders for the above Youth Program, will carry out our duties enumerated under SDSU Policy 2:29, and I vouch that Program Sponsor(s) will ensure those duties are fulfilled for the entirety of the Youth Program by taking the following steps:

All Authorized Adults and short-term volunteers (i.e., content expert adults who do not exercise care, custody, or control of minors during the program) will receive appropriate training for their role prior to event start. Program Leader will ensure compliance throughout.

N/A ☐ Co-Sponsor (if required) has attached proof of insurance in the amounts required by SDSU and agrees to hold harmless and indemnify SDSU, the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as a result of the performing services for the Youth Program. This section does not require responsibility for or defense of claims or damages arising solely from acts or omissions of SDSU, the State, its officers or employees.

The individuals below declare that the above information is a true representation of their plans for the Youth Program proposed to be for SDSU and that they have read SDSU Policy 2:29/SDBOR Policy 1:35 and developed this *SD4-H Youth Program Handbook*, and fully understand the same, and certify the plan’s compliance with the rules as of the dates given below.

Sponsor Contact’s Signature: *Albert Belmont Graham*
(aka Program Leader)

Date: 04-22-25

SDSU Contact’s Signature: _____ Date: _____
(if you didn’t already sign as the Program Leader; this is usually the local or state 4-H professional responsible for uploading this document)

Co-Sponsor Signature: _____ Date: _____
(leave blank most of the time; only use when the event is truly co-sponsored by a non-SDSU partnering organization)





Appendix I: Certification of Compliance Uploading Instructions



Introduction

The most important thing is that campus administration can properly locate any CoC at a moment's notice without the need for contacting the event's program leader. This requires consistent uploading and naming practices, as described in this instruction sheet. For now, we are uploading to Box and when the university changes to the new file sharing system this page will be updated accordingly.

Who Uploads

The signatory on the CoC's SDSU Contact line is responsible for uploading.

When to Upload

Must be uploaded prior to event start. Preference is for uploading prior to event advertising.

Where to Upload

- For national 4-H events:
 - National folder within the SDSU 4-H 2024-25 Certifications of Compliance folder
- For statewide 4-H events:
 - State folder within the SDSU 4-H 2024-25 Certifications of Compliance folder
- For regional 4-H events:
 - Regional folder within the SDSU 4-H 2024-25 Certifications of Compliance folder
 - To be clear, this is for events that have been designed by a group of counties and the event is offered to youth within a multi-county area. This is not for statewide events that are held regionally nor is it for North Central Region/multi-state events.
- For county 4-H events:
 - County folder within the SDSU 4-H 2024-25 Certifications of Compliance folder
 - To be clear, this is for events for single counties or under the purview of one 4-H professional. For example, if Lauren Hollenbeck is offering an event for both Union and Clay Counties, it is uploaded here not in the Regional folder [see May 13 example below].
- For any event's CoC that needs to be corrected after the event:
 - Corrections folder within the SDSU 4-H 2024-25 Certifications of Compliance folder
 - Do not attempt to override the original submission; it is essential you upload a newly corrected file to this folder instead.
 - Though it should never happen, this is also where you would submit late CoC should you discover none was submitted prior to event start.





File Naming Style

Date (or Date Range) + County or Region [if applicable] + Actual Event Name

Examples of Proper File Naming

March 13 Butte Country Clovers Club Meeting
March 20 Northeastern DASH Rock Climbing
March 26 Lincoln Youth Livestock Literacy
April 26-28 State Spring Shoot
May 13 Clay Union Hippology Clinic
June 3-6 National Land and Range Contest
July 30-August 2 Perkins Achievement Days
September 22 State Fall Dog Show

Examples of Improper File Naming

March 13 Club Meeting
March 20 DASH Rock Climbing
March 26 Lincoln YLL
April 26-28 Shooting Sports
May 13, 2025 Clay Union Hippology Clinic
June 3 National Land and Range Contest
J30-A2 Achievement Days
092225 State Fall Dog Show

What Was Wrong?

Needed county & club
Needed region
Too abbreviated
Needed event name
Don't need the year
Needed full date range
Dates too abbreviated
Wrong date format

Back-up Recommendation

4-H professionals are strongly encouraged to maintain a duplicate file management system on their work computer or local shared drive. This will serve as a back-up safety mechanism as well as a useful 'memory jogger' for reporting Program Activities in PEARS.

Box Access Confidentiality

Most 4-H professionals will only have 'Uploader' access in Box. This security setting allows uploading but prevents viewing and accidental deleting of other counties' uploads. This will also maintain confidentiality of contact information (e.g., cell phone numbers).





Appendix J: Frequently Asked Questions



Most FAQs are holdovers from the 2024 handbook. They are provided here to aid ongoing compliance. **Recent changes are noted via yellow shading.**

1. Certification of Compliance

Q1: Who is responsible for completing a CoC and training deployment?

A1: The Program Leader is responsible for completing a CoC and in cooperation with the State 4-H Program Director ensuring that Authorized Adults are trained and complying with applicable policies and procedures.

Q2: Who is a Program Leader?

A2: A Program Leader is normally a SDSU Extension 4-H Educator, a SDSU Extension Regional Youth Educator, but in certain cases, a County 4-H employee. In rare and limited situations, a Volunteer may agree to be designated to lead a Youth Program as a Program Leader. The Program Leader will provide information and training to Authorized Adults about Youth Protection Standards, the corresponding policy and procedures and the needed requirements for the completion of SD 4-H Youth Program events/activities during the programming year.

Q3: Is a Volunteer required to complete CoC forms or other requirements?

A3: No volunteer should be completing their own Certification of Compliance (CoC) form. We ask that you share your event information or full-year schedule with your county office staff and they will complete the CoC form in the most efficient manner possible and upload it.

Q4: Who is responsible for uploading these materials?

A4: 4-H professionals (County and/or State) will develop and upload these materials, not Volunteers. If Volunteers need to provide information, the SDSU Extension 4-H professionals or County office will let the Volunteers know what information they need and any associated timelines.

Q5: Who uploads these materials when the county office is experiencing a 'no local staff' vacancy?

A5: The assigned SDSU Extension Regional Youth Educator.

Q6: What if the CoC is not uploaded prior to the beginning of a program or event?

A6: It is uploaded late and placed into the corrections folder.





Q7: If the program repeats on multiple dates, can I just list multiple dates and use the same CoC? What about multi-day events?

A7: Multi-day events (e.g., two-day horse show) only require one CoC. List both dates.
Single day events that do not repeat within the same month require one CoC. List the single date.
Single day events that repeat may be batched on a month-by-month or annual scheduled basis.

Q8: What forms need to be completed for recurring events?

A8: Many 4-H events occur on a regular basis. Common examples include club meetings, shooting sports practices, and horse workouts. For all reoccurring meetings or events, we simply ask you provide a schedule to your county 4-H staff, and they will then complete the CoC form and upload. Please know that for reoccurring events that do not have a substantive change (i.e., monthly club meetings, shooting sports practices, etc.), only one CoC form needs to be completed for that activity/event for the entire year (once/year) with all projected dates and locations included. Minor changes to the event plan do not require a new form submission. Contact your 4-H Educator or Regional Youth Educator with specific questions.

Q9: What about last-minute events?

A9: 4-H professionals (County and/or State) will develop and upload these materials, not Volunteers. If Volunteers need to provide information, the SDSU 4-H professionals or County office will let the Volunteers know what information they need and any associated timelines.

Q10: At the county-level, who signs the CoC?

A10: The highest ranking local 4-H professional.

Q11: For state-level events like State Fair, does the state 4-H office do the CoC or each individual project committee?

A11: The State 4-H employee in charge will complete the CoC. In the example of State Fair, the 4-H Youth in Action Program Manager and the 4-H Livestock Program Manager will collaborate to complete the CoC.

Q12: How do we handle distributed events where we aren't with the youth the entire time (e.g., fruit sales)?

A12: When a Youth is under the supervision of their parent/guardian, an Authorized Adult does not need to be present. Compliance with the 4-H Youth Program requirements is needed when the event is managed without the child's parent/guardian present.

Q13: Once a CoC is uploaded, how do we know it has been approved?

A13: It stands approved. That is, uploading the CoC is the final step in the approval chain. If more information is needed, it will be requested.

Q14: How do we handle county-level internships when youth 'job shadow' us in the office?

A14: Since this is a county-initiated HR experience (paid/non-paid), it does not require a CoC. If you have liability/risk concerns, please discuss them with your county's HR director.

Q15: How far in advance can we fill out a CoC?

A15: This is a decision of the event Program Leader.





- Q16: I know that adult-only 4-H-related gatherings will not require a CoC, but what if our local committees have youth representatives/invitees who serve on the committees?
- A16: Program Leaders can include this in a CoC for the 4-H year and the 4-H Youth event/activity requires compliance with the policies and procedures.
- Q17: If my volunteers are trained early, can the Program Leader go ahead and develop the event/activity CoC and gather information for the 4-H year?
- A17: Yes.
- Q18: Do CoC need to be filled out manually? What about the signatures/initials?
- A18: The only piece(s) of the CoC requiring an official signature (either via e-signature in the fillable .pdf or handwritten manually) is the signature line(s) at the end of the document. The rest can be typed or handwritten, including the initials.
- Q19: How do we handle it when youth visit the office without a guardian? Similarly, how do we handle it when youth come into the office solo to work on a project or make-up a judging?
- A19: If youth visit the office and are served briefly as normal clientele (e.g., they come in to pick up a study binder or turn in a form), no CoC is required. This is simply good customer service. However, if it is a planned visit for an educational purpose, make sure you will be able to maintain the rule of three in the office during their visit and file a CoC.
- Q20: For 4-H professional-led events, which address is used when filling out the CoC's PL Snail Mail Address line?
- A20: Office address.
- Q21: For 4-H professional-led events, which signature line do they use at the bottom?
- A21: Sponsor Contact line.
- Q22: How specific do you want us to be on the Location line? What about events taking place in multiple locations? What about events that may have a primary and back-up site due to weather?
- A22: You only need to list the city or cities. Examples...if you were running an old state horse show that was going to use both the State Fairgrounds and Heartland Rodeo Grounds, the location would simply be listed as '*Huron (multiple sites)*.' If you were running the Spring State Shoot the location would be listed as '*Ft. Pierre/Pierre (multiple sites)*.' If you were nervous about your county horse practice getting moved due to weather, you might list it as '*Volga (primary), Brookings (back-up)*.'
- Q23: Do the file name (for uploading) and the Program Title line in the CoC need to match?
- A23: No. Usually, the uploaded file name will be more detailed than the Program Title line. For example, the uploaded file name might read *March 13 Turner Dairy Youth Livestock Literacy* whereas the Program Title line on the CoC may only say *Dairy YLL*. The main reason is the form itself isn't designed to be very searchable; therefore, the uploaded file name needs to be the descriptive one.
- Q24: Each summer our 4-H leaders host a lunch stand at a non-4-H community festival. Is a CoC needed?
- A24: If only the leaders/adults will be there, then the answer is no. If youth are expected or invited to help with the food stand, then the answer is yes.





- Q25: Most livestock or horse leasing arrangements require the youth to visit the animal's farm to participate in chores and workouts. Do these lease arrangements constitute a 4-H event?
- A25: No. Leasing is a private, written contract between two parties and is not a 4-H activity/program. No CoC needed. If a lease/contract has not been utilized in the past, this will need to be corrected going forward.
- Q26: In my county, some 4-H volunteers also serve as youth mentors for other organizations who allow one-on-one contact with youth. Will those mentoring roles place their 4-H volunteer position in jeopardy?
- A26: No, presuming they are never charged with inappropriate conduct while serving in an external role. 4-H volunteers retain their rights as private citizens and can serve youth as they please in other mentoring, church, civic, etc. organizations.
- Q27: What type of orientation do you encourage when we plan to use episodic/short-term volunteers (i.e., uncertified) at a 4-H event?
- A27: Think of it as similar to what you'd already do with project judges at achievement days or gate operators during a horse show. In both cases, the adult is unlikely to be a certified volunteer and needs a mini-orientation as to their role. The mini orientation needs to cover a) their brief role expectations and b) the basic pertinent tenets of the Handbook appropriate to their role. The main thing is you need to be comfortable with them in their specified role and that they will be a good positive youth development presence.
- Q28: A local 4-H club gets together to run a STEM activity station at a community festival, but the festival itself is not a 4-H event. Is a CoC needed?
- A28: Yes. Think of it as being just like an Adopt a Highway clean-up day: It is the club's act of coming together for a purposeful educational activity that constitutes it as a 4-H event, and thus the need to fill out a CoC. Helpful related hint: The CoC event type is Club or Organizational Meeting, not Community Outreach Event because the festival itself is not intended as a 4-H event.
- Q29: We seem to have some quasi 4-H events in our county, especially around things like shooting sports practices or horse workouts at personal farms. So, when is a 4-H event really a 4-H event?
- A29: This is a good one! For example, if an event is advertised in your local 4-H newsletter or a 4-H club's social media page as a 4-H event, it is clearly a 4-H event. On the other hand, if it is an *impromptu* gathering of 4-Hers and non-4-Hers who share similar interests, it is probably not a 4-H event. Remember, if this activity was a 4-H event last year, it is a 4-H event this year.
- Q30: Would there ever be a situation in which an all-day 4-H event with multiple independent parts required multiple CoC?
- A30: Not likely.
- Q31: To avoid having to file a CoC correction later, can we list multiple event locations just to be safe?
- A31: Yes; it is okay to list a main/primary and a back-up. For example, if volunteer Miranda Clover is planning to run a 4-H horse practice at her Wolsey farm's nice outdoor facility but is worried about the frequent thunderstorms that happen in the spring and has secured the state fairgrounds' hippodrome as a back-up option, you could list the event location as '*Wolsey (primary), Huron (back-up).*'
- Q32: For volunteer-led events, what if the planned event leader (i.e., the one who turned the event information into the county office) gets sick the day of the event, should we cancel because the CoC is inaccurate?
- A32: If the event can still be capably led by other certified volunteers and the rule of three can be maintained, please proceed. If the last-minute leadership change will result in a poor positive youth development experience, please postpone.





Q33: For independent 4-H members doing 4-H activities at the family level (i.e., with their immediate family), is a CoC needed?

A33: No.

Q34: If I'm a volunteer serving as a coach for a national 4-H event and plan to have practice sessions with my youth team, do I turn my event info into my county office or the state 4-H office employee in charge of my team's topic area?

A34: State.

2. Handbook

Q1: In looking at the event type list, I do not see Adult Volunteer Trainings or School Enrichment. Why are these important 4-H event types missing?

A1: This handbook only applies to events that are SDSU sponsored or co-sponsored and intended for a youth audience. School Enrichment activities are considered the purview of the host school district and 4-H personnel merely serve the role of guest content experts—we are not a sponsor. Adult Volunteer Trainings are not geared toward a youth audience.

Q2: Okay, but then why is Afterschool listed as an event type when School Enrichment is not?

A2: Across our system, only about 20% of afterschool programs will need to file a CoC, because most fall under the arrangement/style described in 2.Q1 above. The easiest way to know if a CoC must be filed for an Afterschool program is to answer this question, "Is 4-H responsible for supervising the youth who are participating in the program vs. have we been invited as guest content experts?" If supervising, then file a CoC. If only serving as a content expert, then do not file a CoC.

Q3: The Handbook says there must always be two adults present. First, how does that work if my event only has me as the solo adult? Second, you've mentioned the phrase 'rule of three'—what do you mean by that? Third and finally, how does our 4-H approach compare to the language in Sections F, G, & I in the Handbook's Appendix A which seem to be more proscribed?

A3: First, solo-led events are no longer an option. If that was your former delivery method, please stop. Second, the 'rule of three' is a catchy phrase to help remind us that there should always be two adults present at a 4-H activity, even if there is only one youth at the event. Third, in cases where parents remain with their youth at the event, the event will have at least one certified volunteer (or professional) + one or more additional adults. In cases where parents are dropping off their youth, two certified adults are needed.

Q4: How does the Handbook affect travel policy and other discrepancies with existing 4-H policies/procedures?

A4: Now that the Handbook has been approved, it supersedes any previous 4-H policy or procedure document should you find a discrepancy. These 'old' documents are being updated systematically to eliminate any discrepancies.





- Q5: The Handbook seems to allow volunteers to transport youth again. Is this true?
- A5: Not quite; pre-approval from the state 4-H office must still be granted and that is usually for special cases like travel to state/national events. In cases where the state 4-H office approves group/overnight travel, we will share the appropriate waiver forms, procedures, etc. with the PL at that time.
- Q6: What about social media or texting youth? Can certified adults still do that?
- A6: Carefully, yes. The main thing to keep in mind is the rule of three. If a 4-H staff/volunteer wants to communicate through text, email, or social media to a youth, the guardian should be included/copied on the communication.
- Q7: Section C from Appendix A (pg. 55) is confusing to me. Is a PL/AA supposed to provide First AID in a medical emergency or not?
- A7: In a non-serious situation, PL/AA may make First AID resources available via a kit so the youth can self-administer. In a serious medical situation, Good Samaritan laws typically protect individuals who intervene to provide emergency stabilizing care until trained first responders (via a phone call to 911 when off-campus) can arrive at the scene.

3. Other

- Q1: As a volunteer, it seems to me the easiest way to avoid worrying about this whole policy is to have my local 4-H professional attend my event. Then they would always be responsible. Will that suffice?
- A1: Though 4-H professionals will sign as the PL, there is no expectation they will attend all 4-H events occurring throughout the county. That choice is always their decision based on workflow and service needs.
- Q2: Must all volunteers complete the training?
- A2: This is up to local 4-H professional to decide, but most will decide “yes.” At a minimum, all volunteers who will serve as on-site Authorized Adults (AA) must go through the training.
- Q3: What if a volunteer refuses to turn in event information, is always late with their submissions, etc.?
- A3: The 4-H professional serving as the PL signatory will follow our normal response standards. This may include coaching, re-training, etc. Professionals will work with Jenae if they have concerns that will rise beyond the simple, coaching level.
- Q4: What if an employee refuses to comply?
- A4: SDSU may pursue appropriate disciplinary measures.



