

Milwaukee County 4-H Leaders Council Policies
Updates Approved 6.26.17

Table of Contents

COMMITTEES POLICY.....2
COUNCIL BANK ACCOUNT AND DEBIT CARD POLICY.....3
BUDGET POLICY.....4
MEMBERSHIP DUES POLICY.....5
SCHOLARSHIP POLICY6
SUMMER CAMP SCHOLARSHIP POLICY7
MILWAUKEE COUNTY 4-H LEADERS COUNCIL MINIGRANTS.....8

COMMITTEES POLICY

The Milwaukee County 4-H Leaders Council has standing committees that report to the Milwaukee County 4-H Leaders Council Board of Directors.

These committees include:

- Junior Fair
- County Events (Communication Arts Festival, Music/Drama Festival, Exploring 4-H Program, Foods Review, Clothing Review, Science Fest, Art Day, Horse Show, Rocket Blast-Off, Camp, Holiday Social)
- Financial (Budget and Audit)
- Fund Raising (Rummage Sale and Snack Shack)
- Promotion and Marketing
- Executive (Officers)
- Policy and Procedures (By-Laws)
- Scholarships
- Portfolio and Awards

Each of the above committees can be broken into sub-committees as needed.

Committees must follow approved budgeted amounts or request an increase from the Board of Directors as needed.

At the first committee meeting, committees will elect their own chairperson from among the committee members.

(Also reflected in the 4-H Leaders Council Bylaws)

COUNCIL BANK ACCOUNT AND DEBIT CARD POLICY

The county 4-H Youth Development Program Coordinator is the authorizer on all Milwaukee County 4-H Leaders Council accounts. This person has the authorization to change signers on all accounts.

Signers for all accounts will be the president, vice president, and treasurer and only one of their signatures will be required on each check.

For reimbursements to a signer, the check needs to be signed by one of the other signers.

Expenses of more than \$500 need the 4-H Youth Development Program Coordinator's approval prior to spending.

Reimbursement of expenses will be done upon receipt of a request showing the dollar amount to be reimbursed, the person's name to be reimbursed, and the purpose of their expense.

Debit Cards will be used and will be available to the president and treasurer. Receipts for debit card purchases will be turned into the treasurer in a timely manner.

Any funds collected on behalf of the Milwaukee County 4-H Leaders Council should be held by an adult leader until they can be given to the treasurer. The amount being held should be communicated by email to the treasurer ~~or president~~ immediately unless other arrangements are made.

Online banking is available and accessible to the president and treasurer. User name and passwords will be changed upon departure of the president and/or treasurer.

The Milwaukee County 4-H Leaders Council checking account is held at the BMO Harris Bank.

BUDGET POLICY

The annual budget of the Milwaukee County 4-H Leaders Council is to be prepared by the budget committee and approved at the annual meeting.

The budget should include the prior year's budgeted and actual amounts as well as the budgeted income and expenses for the upcoming fiscal year.

Budget will be in a standard format each year.

MEMBERSHIP DUES POLICY

The Milwaukee County 4-H Leaders Council requests a fee (membership dues) of \$5.00 per person or \$15.00 per family upon enrollment in the Milwaukee County 4-H program. The dues are payable to the Milwaukee County 4-H Leaders Council and will be used to help support 4-H programs in Milwaukee County.

The deadline for dues is February 1st or within 60 days of joining or re-enrollment.

An invoice will be sent to club leaders from the UW-Extension office. Club leaders are responsible for collecting fees and turning them into the Milwaukee County 4-H Leaders Council treasurer.

Families in a financial hardship will be excused from paying dues after they or their club leader contacts the Milwaukee County 4-H Leaders Council.

Dues will go towards county-wide events, insurance, background checks, curriculum, the county fair and other office and operating expenses.

SCHOLARSHIP POLICY

Any trips, training and merit awards are covered under this policy. Summer Camp eligibility is explained in a separate policy.

All Milwaukee County 4-H members, youth counselors, volunteer leaders and required volunteer chaperones are covered under this policy.

- All applicants must be in good standing as a Milwaukee County 4-H member for a minimum of one year.
- All applicants must have completed a member record book for the previous year.
- All applicants must currently be a member of the Milwaukee County 4-H Leaders Council with membership dues paid.
- All applicants must have volunteered at a Milwaukee County 4-H Leaders Council fundraising event, county event, or assisted the Milwaukee County 4-H Leaders Council or UWEX staff in performing outreach.

The Milwaukee County 4-H Leaders Council will provide a scholarship that is equal to 50% of the fee paid for the trip. Transportation expenses will not be covered if not included in the fee paid to the sponsoring agency.

Required volunteer chaperones for any trip will be provided a scholarship that is equal to 100% of the fee paid for the trip. Transportation expenses will be covered at 100% if no other transportation is provided.

Unless special arrangements have been requested prior to the event, scholarships will be paid to all individuals after the event has been completed and the reflection story noted below is received by the Milwaukee County 4-H Leaders Council.

All fees for the trip must be paid by the participant as required by the trip sponsor and all required applications and paperwork must be submitted to the appropriate person or agency.

To be considered for a scholarship, a written request must be submitted to the Milwaukee County 4-H Leaders Council at least sixty (60) days prior to the event. The request must include the name of the recipient making the request, club affiliation, name, date and location of the event and the anticipated cost of participation. 5300100

All recipients of scholarships are required to write a short story that reflects your thoughts of, and participation in, your event (approximately 300 words). Reflection stories shall be submitted to the Milwaukee County 4-H Leaders Council office within fourteen days of returning from the event. In addition to the above requirement, your story can also be shared verbally with your club or it may be chosen to be published in the 4-H newsletter.

All reflection stories should be mailed or delivered to:

Milwaukee County 4-H Leaders Council
9501 West Watertown Plank Road, Bldg A
Wauwatosa WI 53226

SUMMER CAMP SCHOLARSHIP POLICY

All applicants must be in good standing as a 4-H member in Milwaukee County.

All registration materials and any additional paperwork must be submitted as required.

The fee for summer camp shall be paid by the applicant prior to the event.

The scholarship is a 50% reimbursement of the fee paid for summer camp.

Scholarships will be paid to individuals after the event has been completed and the reflection story noted below is received by the Milwaukee County 4-H Leaders Council.

All recipients of camp scholarships are required to write a short story that reflects your thoughts of, and participation in, your event (approximately 300 words). Reflection stories shall be submitted to the Milwaukee County 4-H Leaders Council office within fourteen days of returning from the event. In addition to the above requirement, your story can also be shared verbally with your club or it may be chosen to be published in the 4-H newsletter.

All reflection stories should be mailed or delivered to:

Milwaukee county 4-H Leaders Council
9501 West Watertown Plank Road, Bldg A
Wauwatosa WI 53226

MILWAUKEE COUNTY 4-H LEADERS COUNCIL MINIGRANTS

If the Milwaukee County 4-H Leaders Council is offering the opportunity to apply for funds to help promote your club, support educational programming or participate in community service. **A letter of application including the name of the group making the request; the amount requested; a description of the project or purpose for the funds that are being requested; a note about other fund sources if they exist and an approximate number of people affected by the program.** Please submit this correspondence to current 4-H Leaders Council President. These **must** be postmarked or e-mailed by February 1.

Grants will be awarded based on the needs identified and the funds available. The 4-H Mini-Grants Committee invites applications from 4-H clubs, committees, leaders, and members. Possible areas of support might include new, creative and collaborative programs, programs that promote or market the 4-H Club or Program in new ways, enable youth to engage in a community service project to meet local needs, implementing a new project-related learning opportunity. The Grant is only for Milwaukee County 4-H Clubs or Groups, not individual members or families. **Examples of items not funded:** *updates to personal property, general operating expenses, scholarships for 4-H travel experiences, provision of food or beverages*

Grant applications will be reviewed and ranked based on the following criteria:

1. **Group Affiliation** – This 4-H club or group helps to support members of the program by providing opportunities for belonging, mastery, independence and belonging for young people. There is potential return of investment that will benefit the 4-H Leaders Council and the overall 4-H Youth Development Program.
2. **Amount Requested** – The amount being requested is reasonable given the overall funds able to be disbursed and the costs that are justified within the request.
3. **Educational Value** – The proposal clearly identifies a need in our program or of our young people. It is innovative. It engages youth members in addressing local needs. It provides an opportunity for youth people to learn new skills or gain knowledge in a specific subject matter.
4. **Scope/Depth of Proposal** – This proposal has potential to reach a large number of youth/adults or a small number of youth/adults in a deeply meaningful way.