

Washington County 4-H Handbook



2026-2027

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating. Individuals with disabilities who require an auxiliary aid, service or accommodation in order to participate in this meeting are encouraged to contact the County Extension Office at (979) 277-6212 prior to the meeting to determine how reasonable accommodations can be made.

WASHINGTON COUNTY 4-H HANDBOOK

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Stay Connected

2026-2027 BAND App

<https://band.us/@washco4h2627>
Code:Z4G-1Y1-91

Texas 4-H

<http://texas4-h.tamu.edu>

Facebook

<http://facebook.com/WashingtonCo4H>

TX4H

<https://tx4h.tamu.edu/welcome>

District 11 4-H

<http://d114-h.tamu.edu>

State 4-H Conference Center

<http://texas4hcenter.tamu.edu>

Washington County Commissioners Court

County Judge Judge John Durrenberger
Commissioner, Precinct 1 Misti Corn
Commissioner, Precinct 2 Candace Bullock
Commissioner, Precinct 3 Chad Dismukes
Commissioner, Precinct 4 Dustin Majewski

Washington County 4-H Clubs

<u>Bluebonnet 4-H Club</u> 3rd Tuesday at 6:00pm St. Stanislaus Catholic Church Hall Chappell Hill Club Managers: Crystal Mikolajchak – bluebonnet4hleader@gmail.com Savannah Gutierrez – savannah.lea@live.com	<u>Burton 4-H Club</u> 2nd Monday at 6:30pm St. John's United Church Burton Club Managers: Kristi Hinze – bkhinze@gmail.com Marissa Rudloff – Marissa.rudloff@yahoo.com Callie Mund – cmund@peakmade.com
<u>Gay Hill 4-H Club</u> 3rd Monday at 6:00pm St. Peter Lutheran Church Brenham Club Manager: Sheryl Naumann – littlefootaussies@gmail.com	<u>WC 4-H Horse Club</u> 4th Monday at 6:00pm Miracle Farm Dining Hall Brenham Club Managers: Suzanne Faske – faskefamily@gmail.com Cheyanne Jacobson – cljacobson19@gmail.com Sterling Merryman – sterlingmerryman@gmail.com
<u>Prairie Hill 4-H Club</u> 3rd Wednesday at 7:00pm Prairie Hill Rocky Hill Volunteer Fire Department Brenham Club Managers: Cathy Boeker – cathy_boeker@hotmail.com Michelle Janner – gmjanner@yahoo.com India Randermann – irandermann@gmail.com Johanna Wilkerson – johannacwilkerson@gmail.com	<u>Salem 4-H Club</u> 2nd Thursday at 6:00pm Salem Lutheran Church Fellowship Hall Brenham Club Managers: Stephanie Winkelmann – ryan.stephanie@ymail.com Ester Chalmers – Club Email: salem4h77833@gmail.com Amanda Akers – aakers2014@gmail.com
<u>Sandy Hill 4-H Club</u> 1st Thursday at 6:30pm St. Matthew Lutheran Parish House Sandy Hill Community Club Managers: Alicia Bilski – aliciabilski@gmail.com Megan Fridye – meganfridye@gmail.com Lori Schramme – lbschramme@gmail.com	<u>Washington 4-H Club</u> 2nd Monday at 7:00pm Friedens UCC Activity Center Washington Club Managers: Caroline Collins – Carolinacay83@yahoo.com Ashley Wilson – astolz_03@yahoo.com
<u>Zionsville 4-H Club</u> 2nd Tuesday at 7:00pm Zion Lutheran Church Educational Building Brenham Club Managers: Christy Moran – moran_fam4@yahoo.com Stephanie Damron – stephaniedamron09@gmail.com	All meeting dates, times, and locations are subject to change. Please contact club managers prior to attending meetings to verify information.

WHAT IS 4-H?

Texas 4-H is a vibrant youth development program open to kids and teens ages 8 to 18, covering grades 3 through 12. As the largest youth organization in the state, Texas 4-H reaches more than 500,000 young people each year through hands-on learning experiences, leadership development, and community involvement. Whether you live in a bustling city, a quiet rural town, or somewhere in between, Texas 4-H offers opportunities that match your interests and help you grow into a confident, capable, and compassionate leader.

You may think 4-H is only for your friends with animals, but it's so much more! You can do activities like shooting sports, food science, healthy living, robotics, fashion, and photography. Texas 4-H helps you discover new interests, build lifelong skills, and connect with others who share your passions. No matter what you're into, there's a place for you in 4-H.

Look for 4-H clubs at your school, an after-school program, a community center, or just by contacting your County Extension Agent. Texas 4-H, established in 1908, is part of the Texas A&M AgriLife Extension Service and the Texas A&M System.

For more information on 4-H visit the Texas 4-H website at <http://texas4-h.tamu.edu/>

THE 4-H PRAYER

Help me, O Lord, to live so that the world may be a little better, because thou did'st make me.

THE 4-H EMBLEM

The 4-H club emblem is a four leaf clover with the letter "H" on each leaf. The four "H's" stand for Head, Heart, Hands, and Health. Leaves of the clover are green and the "H's" are white. The white is for purity. Green is nature's most common color, and is symbolic of youth, life, and growth.

4-H PLEDGE

The 4-H's represent the 4-square development of:

- Head - To help youth learn new and better ways of doing things.
- Heart - To help youth develop ideals and standards for living in society.
- Hands - To give youth the opportunity to develop useful skills and to apply them.
- Health - To help youth develop habits of good health

"I pledge –
My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,
for my club, my community, my country and my world."



4-H MOTTO

"To Make the Best Better"

SLOGAN

"Learn by Doing"

WHO IS INVOLVED IN 4-H?

4-H MEMBERS

1. Age Requirements

- Youth may participate in 4-H year from September 1st of grade three through August 31st following completion of grade twelve, with these age restrictions:
 - Minimum age - 8 (as of September 1, 2026, in addition to being in the 3rd grade)
 - Maximum age - 18 (as of September 1, 2026)
- Youth must be officially enrolled in school.
- When a member completes high school early (mid-year grade 12 or after grade 11), the youth may complete the 4-H year through August 31 of the year he/she graduates and receives a diploma.
- Special education youth who are older than 19 and have not graduated from high school may participate in 4-H Youth Development programs as members, with approval by the county Extension agent. Participation is limited to the club or county level. County Extension staff have the option, on a case-by-case basis, to allow Special Education youth older than 19 to participate in competitive events at the club or county level.

2. Texas 4-H Member Age Divisions

- As of September 1, 2026
 - **Junior:** Grades 3, 4, and 5
 - **Intermediate:** Grades 6, 7, and 8
 - **Senior:** Grades 9, 10, 11, and 12

3. Membership Status.

A youth applies for 4-H membership when he/she either completes and submits an individual paper enrollment form, or individual on-line registration via TX4H and pays a participation fee. Membership is not active until an applicant's registration is entered into TX4H and approved by the County Office. A youth participates in 4-H by belonging to a chartered 4-H club or county program or any recognized unit of membership in the county where he/she resides. *Membership cannot be held simultaneously in more than one county or state, but membership may change with residence, as long as the member participates in a given project in only one county or state.

4. Cross County Participation.

A youth is required to participate in the county 4-H Program of his/her physical residence or in the county where he/she attends school. If, for some circumstance, a youth needs to participate in an adjacent county, the family must submit a "Request to Transfer Form" to the County Extension Office where they wish to participate in 4-H. The form must be submitted a minimum of thirty (30) days prior to membership transfer.

5. Involvement in other County 4-H Programs.

4-H members must represent the county in which they are enrolled and approved for all 4-H competitions, events, and activities.

6. Active Membership.

Once a membership is approved in a county it cannot be moved or transferred to another county until the following year unless approval is given by the Director of the Texas 4-H Youth Development Program and there is an agreement among both County Extension Agents. Refer to #4 - Cross County Participation for more information on this process.

7. Participation Fees.

Each young person wishing to be part of a 4-H club is required to pay a participation fee before being granted membership status. **Participation fees will be assessed at \$25.00 for those enrolling between September 1, 2026 (or when the new enrollment period begins) to October 31, 2026.** Beginning on November 1, 2026 and for the continuation of the 4-H year, the participation fee will be \$30.00. Refunds will not be given for 4-H participation fees.

8. Other Membership Requirements

- Each member must be enrolled in at least one 4-H project.
- Marriage and parenthood are not barriers to 4-H membership, provided other requirements are met.
- A youth who is accepted as a 4-H member through Texas 4-H Enrollment system is entitled to all the rights and privileges of membership in connection with 4-H. Specific events and activities may require that rules be established beyond being a 4-H member. When this is the case, the responsibility for establishing and monitoring such rules rests with the organizational leadership in charge of the event or activity. Such rules, once made, should be made known to all 4-H members and their families. The rules

must not violate the rights, or discriminate against any protected class of individuals and should be so stated as to be inclusive in nature.

- When a youth becomes an active member in the Texas 4-H Youth Development Program he/she cannot hold membership and/or participate in another state's 4-H Program.

CLOVER KIDS

In support of the youth development mission of 4-H, the purpose of the 4-H Clover Kids Program is to help youth learn social skills, reinforce formal school programs through informal, noncompetitive experiential educational projects and activities, develop self-esteem and build family strengths. **NEW: The annual participation fee for Clover Kids is \$10 per child, annually.** The following rules and guidelines are based on youth development research indicating competitive events and competitive judging are inappropriate for Clover Kid aged youth.

1. Age Requirements

- The Texas A&M AgriLife Extension Service extends a limited version of the 4-H experience to youth in grades K-2 as "4-H Clover Kids." This age category is further defined as youth who are a minimum of five years old AND eligible to enroll in Kindergarten on September 1 of the current year and have not entered (started classes) the third grade on September 1.
- Clover Kids are not eligible to serve as club officers, nor are they eligible to participate in activities, recognition programs, or competitive events reserved for older youth.

2. Enrollment

- Any chartered 4-H club may organize a "4-H Clover Kids" group within the club.
- A school, day care center, community center, neighborhood, or group may sponsor and organize a 4-H Clover Kids group, with the aid of volunteers trained by the county Extension staff or their designees.
- Each 4-H Clover Kids member may participate only through organized learning groups under the guidance of qualified and trained volunteer 4-H leaders.
- Members can be enrolled on the Texas 4-H Enrollment system using individual or group enrollment forms.

3. Approved Projects and Recognition

- Emphasis is on providing project-related learning experiences and forms of recognition which are age appropriate and based on current youth development research. The individual project is the basis for a significant part of the education in 4-H. Projects and curricula approved by the Texas A&M AgriLife Extension Service for Clover Kids include:

Projects:

Computer Science
Dog Care & Training
Fashion & Interior Design
Food & Nutrition
Health & Personal Safety
Photography
Rabbits
Robotics
Sportfishing
Gardening and Horticulture
Consumer Education
Public Speaking
Theater & Performing Arts
Entomology
Wildlife & Fisheries
Poultry
Agronomy
Forestry

Curricula:

Hatching in The Classroom
Junior Master Gardener
Ag in the Classroom
Rainwater Harvesting
Animal Poo & You
4-H Polymer

STEM (Science, Technology, Engineering, & Math)

- Projects are restricted to those mentioned above which the youth can, by themselves, understand, manage, and care for and for which the youth can master the associated subject matter knowledge.
- Projects for Clover Kids ARE NOT to be entered into competition.

- Projects are not eligible to be entered into competition in traditional 4-H program events and activities reserved for the 3rd grade to the 12th grade group
- Projects may be exhibited at an appropriate Extension approved non-competitive 4-H Clover Kids event.
- In presentations and exhibits, Clover Kids will be presented participation awards only, with recognition based upon completing and exhibiting the product or skill. No judging or placing shall be permitted.

4. Participation Fees.

- Each young person wishing to be part of a 4-H club is required to pay a participation fee before being granted membership status. Participation fees will be assessed at \$10.00. Refunds will not be given for 4-H participation fees.

ROLE OF A COUNTY EXTENSION AGENT

County Extension agents have the responsibility for oversight of the 4-H Youth Development Program in their assigned counties. This includes the following responsibilities:

- Coordinate the chartering of 4-H membership units (clubs, groups, programs). Chartering includes permission to use the 4-H name and emblem.
- Coordinate the chartering of county 4-H organizations (i.e. 4-H Council, volunteer/parent groups, committees, etc.). Chartering includes permission to use the 4-H name and emblem.
- Provide opportunities for all youth who have reached the appropriate age to be participants and/or members in the 4-H Youth Development Program.
- Serve as lead person to plan and coordinate the county 4-H program.
- Staff the 4-H clubs/units utilizing volunteers with the assistance of the volunteer/parent leadership and youth leadership.
- Assist the volunteer/parent leadership and youth leadership by providing in-service education and resources for all 4-H volunteers in the county.
- Explain and enforce 4-H policies and procedures.
- Train and supervise 4-H volunteers, as needed, in conducting the county 4-H Youth Development Program.
- Ensure that a quality 4-H educational program is conducted in the county.
- Inform 4-H volunteers and members about opportunities at county, district, regional, state, national and international levels.
- Appoint and/or dismiss 4-H members, 4-H volunteers, and 4-H parents.
- Ensure all volunteers who are fully supervising chaperones have completed Child Protection Training and certification.
- Provide volunteers with necessary training and resources to promote inclusion of all youth and adults in the 4-H Youth Development Program.

4-H VOLUNTEERS

Role of a 4-H Volunteer - 4-H is a non-formal educational program delivered by volunteers who are managed by county Extension agents. A 4-H volunteer leader is a person who is responsible for a group, activity or event, and the members and/or other volunteers involved.

Volunteerism is critical to the success of the Texas A&M AgriLife Extension Service's 4-H program. The criteria set forth for becoming a direct, indirect, or episodic volunteer to 4-H is designed to ensure volunteers that maintain a continuing relationship with 4-H are appropriately assigned duties in the best interest of program success. Texas 4-H is very fortunate to have individuals across the state interested in volunteering to make the program more efficient and effective in accomplishing its goals.

From time-to-time individuals are unexpectedly placed into volunteer roles by emergency, necessity, or just plain good samaritanism. Due to the unexpected (and limited) nature of their service to Extension, it may be impossible to complete the formal volunteer application process. Despite the absence of a formal designation as volunteers, these individuals often play an important role in the program. While they are performing duties to assist in delivery of program content or similar tasks, Extension considers these individuals to be of the same status, pursuant to Texas law, as volunteers that have completed the application process.

There are three major roles adults may assume in 4-H:

- **Direct Volunteer:** Volunteers who support the 4-H program through face-to-face contact with youth, e.g.: project leader, club leader, camp counselor, teacher.
- **Indirect Volunteer:** Volunteers who work on behalf of the 4-H Program but do not have face-to-face contact with youth, e.g.: board member.
- **Episodic Volunteer:** An individual who volunteers for a single or limited activity, event or program. Examples include: fair judges, workshop presenters, special committee members, and assistants or helpers at events.

The Texas A&M AgriLife Extension Service considers all three of these classes of volunteers to be “direct service volunteers” as that term is used in section 51.937 of the Texas Education Code.

To be accepted as a Direct 4-H Volunteer, an adult must:

- Be at least 18 years of age. (Overnight chaperones must be at least 21 years of age.)
- Complete a Texas 4-H Adult Volunteer Application annually or online registration.
- Be subject to a criminal conviction and sex offender background check.
- Submit payment for Volunteer Application Fee annually.
- Complete the 4-H Volunteer Orientation and Child Protection Training through the Texas 4-H Enrollment System and any other trainings based upon volunteer role.

Extension Volunteer Standards

The Texas A&M AgriLife Extension Service Extension Volunteer Standards (EVS) program was implemented to assist in providing a safe and positive environment for everyone involved in AgriLife Extension programs including our youth and adult clientele, our volunteers, our employees, and the agency. The EVS program requires criminal conviction and sex offender background checks of all direct adult volunteers 18 years of age or older.

Volunteers must enroll annually using the TX4H online management system or complete the Texas 4-H Adult Volunteer Application. Volunteers working directly with youth will be assigned a screening status that may be approved, restricted, denied, or dismissed based on their application information and information received from the criminal conviction and sex offender background check.

Training must also be completed and application fee received prior to serving in a 4-H direct volunteer role.

Participation Fees

Annual adult volunteer enrollment fees via TX4H are \$10.00, and this participation enrollment is open year-round.

- **Parent Association pays 100% of adult volunteer enrollment fees. Check “pay by check” when completing volunteer application through TX4H.**

VOLUNTEER POSITION DESCRIPTIONS

Club Manager

Works closely with 4-H club officers and provides leadership for the club. Serve as the liaison between club officers, members, parents, volunteers, and the County Extension Office. *Example: Works with a group of youth officers to plan and carry out club meetings and activities*

Project Leader

Provides leadership and overall guidance for a specific project. Provides structured learning experiences. *Example: Organizes the photography project and sets up activities for youth in the project.*

Parent Volunteer/Activity Leader

Assists with setting up meetings or activities. Short-term basis, or as needed. *Example: Helps with an individual activity or event but is not able to commit long-term.*

CODE OF CONDUCT – YOUTH

2026-2027 Texas 4-H Rules & Guidelines (State): <https://texas4-h.tamu.edu/wp-content/uploads/management-form-rules-guidelines-26-27-1.pdf> This is the full state rules and guidelines publication and covers both youth expectations (Section 4: Appropriate Behavior, Offenses & Consequences, Suspension/Removal) and volunteer/adult expectations (Section 6: Volunteer Code of Conduct, Consequences for Infractions, Immediate Removal of an Adult). It also includes membership, chartering, and financial management rules referenced elsewhere in this handbook.

2026-2027 Youth Code of Conduct: <https://texas4-h.tamu.edu/wp-content/uploads/management-form-youth-code-of-conduct-26-27.pdf>

Youth Consequences of Misbehavior: <https://texas4-h.tamu.edu/wp-content/uploads/management-form-youth-consequences-26-27.pdf>

CODE OF CONDUCT - VOLUNTEER

The Texas 4-H Volunteer Code of Conduct — including expectations for volunteers, consequences for infractions, general volunteer position descriptions, and the policy for immediate removal of an adult from an event — is maintained by the Texas 4-H state office. The current 2026-2027 Volunteer Code of Conduct form is available here: <https://texas4-h.tamu.edu/wp-content/uploads/management-form-volunteer-code-of-conduct-26-27.pdf> All Washington County 4-H volunteers are expected to read, understand, and sign this form annually. See the [2026-2027 Texas 4-H Rules & Guidelines](#) (Section 6) for the full Volunteer Code of Conduct, general position descriptions, consequences for infractions, and immediate removal policy.

PROJECT AREA OPPORTUNITIES

In 4-H, the activities are organized by 5 major topic areas and called ‘projects.’ All 4-H members must be enrolled in at least one project. The 5 project areas are Agriculture & Livestock, Family & Community Health, Leadership & Citizenship, Natural Resources, and STEM. When you choose a project, you can learn everything there is to know about that topic. You will participate in various hands-on activities, learn new skills, do community service, and more!

Texas 4-H offers a variety of project areas to its members. Browse the list of projects to see what you would like to do and what you may be interested in. A complete list of projects can be found here: <https://texas4-h.tamu.edu/projects/>

Tips for choosing a project:

- Select a project(s) you like.
- Consider the money and time it will take. Can parents/guardians help?
- Consider the space and equipment that you have at home.
- A 4-H project should be fun, serve a purpose, and be worth the effort.
- Select only the number of projects you can complete.
- Contact your local County Extension Agent to learn about projects offered in your area.

ENROLLMENT INSTRUCTIONS

Ready to enroll? Follow this step-by-step enrollment guide specifically for Washington County 4-H Families. Don’t forget to push submit!

[Washington County 4-H Enrollment Guide](#)

4-H TERMINOLOGY

4-H Community Club	An organization with at least five (5) members from more than one family, one or more volunteer leaders, and elected officers. Clubs follow an agenda and have business meetings once a month from October through July. September community club meetings are not held due to the conflict with Washington County Fair dates, and August hosts the County Wide Meeting & Club Officer Installation Ceremony.
4-H Member in Good Standing	In order to be in good standing as a 4-H member, members must attend 50% of their monthly club meetings (5 meetings) and participate in at least one 4-H project each year and must have completed or updated their 4-H enrollment profile on the TX4H website for the current 4-H year.
4-H Newsletter	A 4-H newsletter will be prepared and sent electronically to every 4-H family and leader and is a good source of information on upcoming events, activities, and contests. It is meant to be read by parents as well as by 4-H'ers and leaders.
4-H Project Group	4- H Project Groups – technically named Special Interest Clubs or SPIN Clubs at the state level. Project Groups allow members with common interests or hobbies to meet as a club and share their special interests. A Project Group can be started with a minimum of one (1) adult and five (5) members with an interest in a particular topic. Project Groups differ from community clubs in that they focus on learning about one particular project and are more flexible in their meeting time. These meetings do not count toward the meeting requirements to be a 4-H Member in good standing or for attendance toward the Washington County Fair meeting requirement.
4-H County Council	The County Council itself is made up of the elected Council officers for the current year. Meetings are open to any actively enrolled 4-H youth in Washington County. There is an expectation of attendance from Chairman, 1 st Vice Chairman, and Council Delegate from each 4-H club. When one cannot attend the Council meeting, then an alternate may go instead. The council's purposes are: 1) to assist with planning and conducting county 4-H events; and 2) to act as an information source between the county, district and state 4-H offices and local 4-H clubs.
Family Night	Family Night is the Washington County 4-H Banquet held to recognize 4-H'ers from Washington County for their achievements and efforts throughout the year. Also recognized are the numerous supporters, volunteers, and donors of the 4-H program.
National 4-H Week	4-H is observed and honored nationally each year during the first full week of October to recognize the impact of the 4-H program which is the nation's largest youth development organization. Clubs and counties celebrate and publicize 4-H during this special week.
Record Book	A well organized, accurate, and concise report or journal of a 4-H'ers activities in a particular project which he or she completed during the past year. It includes information on that project from the first year taken to the present. A 4-H Recordbook Clinic is typically held to allow families to learn about how to complete a Recordbook. After completion, the 4-H Record books are turned into the County Extension Office in June.
County Roundup	A contest held for 4-H'ers which includes Educational Presentation, Public Speaking, Talent Showcase, & Fashion Show, and fun judging contests made available for members to try out in a stress-free environment. Examples of judging contests include

Consumer Decision Making, Photography Judging, Vet Science Skillathon, Ag Product ID, etc. Clover Kids are welcome to participate at County Roundup! 4-H members can enter County Roundup and then can progress to District Roundup and State Roundup. County Roundup is generally held in late February.

District Roundup	District 11 Spring Spectacular is the name for our District Roundup contest that hosts Quiz Bowl Competitions (Livestock, Horse, Family & Community Health), Fashion Show, Consumer Decision Making, Public Speaking, Educational Presentation, Duds to Dazzle, and 4-H Talent Showcase. Spring Spectacular is usually held in early April or May in Victoria.
State Roundup	Texas 4-H Roundup is the name for our State Roundup competition. Only Senior Aged 4-H members may compete in contests at Texas 4-H Roundup which hosts qualifying (specific placings required for advancement at the district level) and invitational contests (open to any senior aged member). Texas 4-H Roundup is generally held the first week of June in College Station.
Educational Presentation	A Texas 4-H educational presentation is a structured demonstration of knowledge and skills in a specific project area conducted by a 4-H member. It is designed to showcase the member's ability to effectively communicate information on a particular topic to an audience. These presentations can take various forms, including: • Method Demonstration - physically performing a skill or process where they use props, materials, and equipment to demonstrate how a particular task is accomplished • Illustrated Talk - delivering a presentation that combines spoken communication with visual aids like posters, slides, or multimedia materials. During the talk, they explain a specific topic while using visuals to enhance audience comprehension.
4-H Talent Showcase	A planned presentation (act) by one 4-H'er or a group of two to nine members. The presentation can be categorized into one of seven categories: 4-H Skit, Variety Show, Vocal, Solo/Band Performance, Instrumental Music, Poetry/Prose, & Choreographed Routine.
Judging Team	A team of three or four 4-H members who are assisted by a leader. They focus on one subject while learning the finer points of judging during competition. The subjects or project areas they may enter as a team: livestock, meats, dairy, soils, horse, ag product id, consumer decision making, photography, etc.
One Day 4-H	A statewide day of community service held each year in October, capping off National 4-H Week. 4-H clubs, members, parents, and volunteers take part in a service project to give back to their community and say thank you for the support their community, county, and state have given the 4-H program throughout the year. Talk to your County Extension Agent about how your club can participate.

4-H PARENT ASSOCIATION

The 4-H Parent Association membership is open to all 4-H parents and other volunteer leaders in Washington County. The purpose of this organization is to:

- Provide a way for leaders to exchange ideas
- Plan and conduct leader training opportunities for all volunteers
- Establish committees to coordinate county-wide activities and promote 4-H to the general public
- Approve the policy and financial decisions of the county 4-H program
- Develop financial assistance need to promote, to conduct and expand the 4-H program

The officers shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer and Reporter. The officers are elected for a two (2) year term and no officer shall serve more than two (2) consecutive terms in the same office. Terms of officers begin after the installation ceremony at 4-H Family Night. Officers shall be elected in the following rotation:

- Odd Year - Vice Chairman, Secretary and Treasurer
- Even Year - Chairman and Reporter/Historian

Designated emails will be used for Parent Association officers to provide an archive of correspondence and avoid use of personal emails for 4-H business.

The 4-H Parent Association meetings are held on the first Monday evening of September, November, January, March, May, and July at 6:00PM at the Washington County Expo Sales Facility. If this date falls on a holiday or other circumstances, the meeting will be moved to another date as voted on by the Parent Association.

The 4-H Parent Association has four sub-committees comprised of Parent Association Officers and Adult 4-H Volunteers.

Awards Committee

The purpose of this committee is to partner with the County Extension Agent to recognize the achievements of our 4-H members and volunteers annually by assisting with reviewing the Washington County 4-H Awards & Recognition Guide, as well as Award Applications, and making recommendations to improve.

By-Laws Committee

The purpose of this committee is to review the Parent Association By-Laws and propose amendments as necessary. Amendments proposed by this committee will be submitted in writing to the 4-H Parent Association Secretary and County Extension Agent prior to the March meeting to be brought forth to the Parent Association in writing. Amendments to the By-Laws will be voted on at the May meeting.

Finance Committee

The purpose of this committee is to review the budget to actual expenses and income for previous 4-H years and propose a new budget for the next 4-H year. This committee will also review the financial guidelines annually and consider any proposals requesting special funding not included in the county 4-H budget. The budget and financial guidelines will be proposed by the committee to the Parent Association for consideration at the July meeting each year. This committee will have meetings as needed and will be chaired by the 4-H Parent Association Chairman. The county 4-H budget will take effect each September.

Handbook Committee

The purpose of this committee is to review the previous versions of the Washington County 4-H Handbook and propose amendments as necessary. Parent Association will approve annual changes to the handbook at their March meeting.

COUNTY 4-H COUNCIL

The purpose of the County 4-H Council will be to promote and encourage 4-H club work, to coordinate county 4-H activities, to develop youth leadership and to provide recognition for club members and 4-H adult leaders. The County 4-H Council will conduct meetings on the first Monday evening of September, November, January, March, May, and July at 6:30 pm at the Washington County Expo Sales Facility. If this date falls on a holiday or other circumstances, the meeting will be moved to another date as voted on by the County Council.

Council Attendance

Regular (Open) Washington County 4-H Council meetings are open to any actively enrolled 4-H member of Washington County. It is expected that Club Presidents and Club Council Delegates attend Council Meetings to report county updates back to their club.

Voting On County 4-H Matters

- **Voting Delegate Selection – Regular Open Meetings**
 - Council business (other than county officer elections) should be voted on by all 4-H age youth members present. This will allow more 4-Hers to participate in County Council Business voting and decision making, and educate youth on proper parliamentary procedure.
 - Such items of business that require votes to move forward with taking action on will be planning camps, voting on activities, selecting themes or fundraiser ideas as well as voting on county adult awards like 4-H Family, Friend of 4-H and 4-H Alumni.
- **Voting Delegate Selection – Closed Meetings - County Officer Elections**
 - **Voting Delegates:** Each club will have three (3) votes. Club managers are required to complete the online form requesting names of voting delegates prior to the meeting where council officer elections will occur. Careful consideration to voting delegates should be considered and it is **recommended** that delegates be a combination of (listed in priority order):
 - Senior Chairman, Senior 1st Vice Chairman, Senior Council Delegate
 - Intermediate Chairman, Intermediate 1st Vice Chairman, Intermediate Council Delegate
 - Junior Chairman, Junior 1st Vice Chairman and Junior Council Delegate.
 - **Voting Procedures**
 - Voting delegates will have one vote each.
 - Applicants are eligible to serve as voting delegates provided, they hold one of the club officer positions that serve as voting delegate
 - Following District 11 4-H Election Procedures, graduating seniors are not eligible to be a voting delegate.
 - Each chartered community club will have 3 definite votes cast per office.

County Council Officers

The officers of the County 4-H Council shall consist of a Chairman, 1st Vice Chairman, 2nd Vice Chairman, 3rd Vice Chairman, Secretary, Treasurer, Reporter, Parliamentarian and District Delegate(s).

All officers must be entering the 9th - 12th grade on or before September 1 of the year in which they are elected. The term of the office for all officers shall be from installation at 4-H Family Night until the next Family Night (usually held the first Friday of August). Officers will be required to attend training during the summer prior to their term beginning. Officers shall be elected annually at the May County Council meeting.

Council Officer Eligibility

- Entering the 9th - 12th grade on or before September 1 of the year in which they are elected
 - i.e.- if the election is held in May, 8th grade members are eligible to run
- Submits a 4-H record book that meets the standards/requirements of the Recordbook Family Guidelines
 - Can be the previous year's version or the current year's

- Member in good standing with community club attendance
 - Application requires Club Manager's signature
- Completes an application for officer election
- Completes an interview for county council selection which will be conducted by a panel of judges selected by County Extension Agent
- Willing to attend mandatory leadership training in summer prior to term as outlined in application

Council Election Procedure

1. Interview – Up to 50 points possible

- a) Up to 100 points per judge on score sheet, then averaged. The average is then multiplied by 50% to get a maximum of 50 points from the interview portion. The interviewers will ask questions and have conversation relating to scoring factors listed.
 - i. Scoring Factors:
 - Leadership Experience – up to 40 points
 - 4-H Projects/Experiences – up to 35 points
 - Communication Skills – up to 25 points
 - Bonus Points for County Council Officers Previous Participation – up to 5 points
 - a. Determined by the County Extension Agent. A checklist of expectations for a County Council Officer will be created yearly, provided by the County Agent to the officer at the beginning of the term and checked off by the County Agent to help keep track of participation; everyone will know what is expected from the start and therefore the County Agent will be able to award bonus points accordingly.

2. Peer Vote – Up to 50 points possible.

- a) One-point value for each vote that the 4-H'er gets at County Council election meeting. The total votes will then be divided by 50 to convert to 50% representation.

Prior to voting, each candidate will give a 1-minute speech to the voting delegates. Then, elections will be held by secret ballot. Those wishing to run for designated position shall rise for self-nomination and make it known that he/she intends to run for said position. Any member rising for self-nomination must have submitted a County Council Office application by the deadline to the Extension Office.

The order for electing officers will proceed as follows:

1. Chairman (The office of Chairman may not be held by the same person for more than one term consecutively)
2. 1st Vice Chairman
3. 2nd Vice Chairman
4. 3rd Vice Chairman
5. Secretary
6. Treasurer
7. Reporter
8. Parliamentarian
9. District Delegate
10. District Delegate

Each position will be voted on and ballots counted. Then, the person that receives the most points (garnered from the interview process AND peer election) will win the elected position and therefore be out of the race for any other position. The same process continues until all positions are filled.

Adult leaders, parents, and club managers will NOT be allowed to participate in or influence the 4-H Council elections in any way, shape, or form. County Agents or other neutral adults will non-intrusively supervise the election process. Election meetings will be closed. Only voting delegates, nominees, and the agents or neutral adults will be allowed in the room where the elections and tabulations occur.

DISTRICT 11 COUNCIL CANDIDATE – ELECTION PROCEDURE

Washington County 4-H Council will nominate a District Candidate following the protocol found in their election procedures after all incoming officers are elected at their May meeting. Candidates will only be selected from incoming officers for the year, and that will be the last position elected of the night. Applicants must notate that they are interested in running for this position on their Council Officer applications.

***If a Washington County 4-H Council member is currently serving in a District 11 4-H Council Officer position, and wishes to run for a higher district office, said member is eligible to run again according to the District bylaws. This member will automatically be elected as the candidate for district office from Washington County.**

STATE AT-LARGE COUNCIL CANDIDATE – ELECTION PROCEDURE

The Texas 4-H Council is a team of 4-H members elected by their peers from across the state of Texas representing the twelve AgriLife Extension districts plus an additional six At-Large Delegates, elected by any Senior level 4-H member across the state. The Texas 4-H Council members serve as ambassadors for the Texas 4-H program. Members represent the organization statewide while collaborating with Extension faculty to plan, coordinate, and facilitate activities and events.

Eligibility: Must be at least 16 and no older than 18 as of August 31 of the year of service, and entering 10th, 11th, or 12th grade.

General Timeline:

- Late March – Application, letter of recommendation, and 2-minute video submitted through TX4H
- Late April – Candidate interviews (via Zoom) with the selection committee
- Early-Mid May – Candidates announced
- Early June (week of Texas 4-H Roundup) – Candidates give a live speech and answer impromptu questions; statewide electronic voting by all Senior 4-H members; results announced at the closing assembly

Candidates elected at the state level are not eligible to also run for a district position. Selected members must attend the full Texas 4-H Council Workshop and commit to a year of service, including required events outlined in the membership contract.

CHARTERED COMMUNITY 4-H CLUBS – ELECTION PROCEDURE

Individual 4-H clubs may choose to have age groups of officers elected per their discretion. Clubs may have Senior, Intermediate and Junior level officer groups if they desire. Some clubs may have all 3, whereas other clubs may choose to only have Senior and Junior clubs. The age group of these clubs fall into the same age categories as set for 4-H with grade level designations.

Club officer elections should be held in the same manner as County Council elections minus the requirements for a 4-H record book (although highly encouraged) and an interview. Those wishing to run for office shall make those wishes known the month prior to the election to the Club manager. Then, when the election is being held at the club meeting and the office is being elected for which they want to run, they will then share a short speech about themselves to ask for support. A secret ballot system should be used to collect votes by the membership of the club.

Club elections should be held each May with officers beginning their term of office in the new 4-H year.

Officers for each club to be elected at various levels include:

- | | | |
|----------------------------------|----------------------------------|----------------------------|
| • President | • 3 rd Vice President | • Parliamentarian |
| • 1 st Vice President | • Secretary | • Other (Health & Safety |
| • Council Delegate | • Treasurer | Officer, Sunshine Officer, |
| • 2 nd Vice President | • Reporter | etc.) |

The top 3 Senior offices will be voting delegates at County Council meeting for officer elections and the top 3 Senior and Intermediate and/or Junior officers will be voting delegates at all county council meetings for business decision making, unless otherwise delegated by the Club Manager

COUNTY WIDE 4-H POLICY & PROCEDURES

CHARTERING 4-H CLUBS

Chartering is a legal process which allows faculty to verify the financial status, business and legal documentation for each group operating in the name of 4-H. All Texas 4-H clubs/groups must charter to receive permission to operate and use the name/emblem of 4-H and be recognized as an Internal Revenue Service 501(c)(3) not-for-profit group under the umbrella of Texas 4-H, Inc. A charter allows a group to function with all the rights and privileges of 4-H membership. Once officially chartered, the county office can obtain a letter from TX4H with the club's name to validate their charter recognition. If the club/group is its own IRS recognized 501(c)(3) organization, they must file separately with the IRS on an annual basis, but still must be chartered as a Texas 4-H club/group for recognition. Clubs or groups that are not chartered are not allowed to use the 4-H name and emblem and are NOT considered a 501(c)(3) organization, therefore required to pay income tax annually. A chartered 4-H club/group under Texas 4-H, Inc. is provided the following benefits: Use of the 4-H name and emblem, General Liability Insurance for facilities and meetings, Accident/Incident Insurance for ACTIVE 4H youth and volunteers during 4-H sponsored meetings, activities and contests and IRS recognition as an entity under a 501(c)(3) not-for-profit organization. All 4-H community, project, and SPIN clubs, or groups must be annually chartered.

Charter Process - The processing of 4-H club charter information is completed online via TX4H and is due by the date designated by the Texas 4-H Youth Development Program. Current 4-H Clubs must to be chartered by June 30 (before the start of the 4-H year). Groups wishing to form a new club should reach out to the 4-H Agent for additional instructions. Below are the minimum requirements necessary for chartering a club or group under Texas 4-H, Inc. County Extension Offices may have additional requirements related to financial records, audits, membership, etc.

Charter Application - Charter application is completed and submitted annually on TX4H including the following:

- **Charter Agreement** - A completed and signed charter agreement for the current 4-H year
- **Bylaws** - The most recent set of bylaws must be provided as part of the charter application. While clubs/groups have flexibility with their bylaws, Texas 4-H has required verbiage that must be included in all bylaws. Club/group bylaws may not conflict with the Texas 4-H Rules and Guidelines and/or the charter agreement.
 - Bylaw requirements include:
 - Club Name
 - Nonprofit statement
 - 4-H Organizational Objectives
 - Fiscal Accountability Article
 - Club Disbandment Article
 - Dissolution Clause indicating residual dollars and resources (assets) of the club will become property of the county 4-H program should the club/group dissolve or be disbanded & that club managers will turn over all records
 - Amendments Article
 - The list of officers and their duties should match the list of officers elected annually.
- **Employer Identification Number or EIN** (4-H Clubs/Groups with any bank account)
 - A club/group must apply and receive an Employer Identification Number (EIN) from the IRS if there is an open financial bank account.
 - Any club/group chartered within, and as part of, school districts, children's homes, or other organizations, can use the parent organization's EIN, but will not be under Texas 4-H, Inc. for their not-for-profit status. Instead, they would file their 990 separately.
 - For additional information on applying for and managing a 4-H club/group EIN, contact the Extension Office.
- **Bank Statement** (4-H Clubs/Groups with any bank account)
 - A club/group must provide a copy of the most current bank statement for each of the accounts the club/group manages. All bank accounts require at least two signatures from different households and may not be related. Do not include cancelled check copies for security reasons.
- **Financial Review** (4-H Clubs/Groups with any bank account)
 - A complete and signed Texas 4-H Annual Club/Group Financial Review Form must be provided. This annual review should be based on the past twelve months at time of review because of the chartering

timeline. Members of the review team should be adults knowledgeable of basic bookkeeping/banking skills and NOT be affiliated with the club/group or County Extension Office.

REPORTING – COUNTY EXTENSION OFFICE

- **Annual Reporting** – In addition to the yearly financial review with the charter process, the County Extension Office may also request the following reporting processes/documents:
 - Annual planning sheet for club (club programs/community service, etc.)
 - Fundraising request forms (application for club fundraisers)
- **Monthly Reporting** – To assist with communication of events, increase awareness of programming efforts, and help collect data for AgriLife Extension reports, the Extension Office will request monthly submissions of:
 - Meeting Attendance, Program Presentations, Community Service Projects, & Fund raising efforts, etc.

BANK ACCOUNTS

- **Memorandum of Understanding** - A memorandum of understanding (MOU) must be signed by each club manager stating that Extension Office Staff may open club bank statements and retain copies for records. Bank statements will be scanned and emailed to club managers.
- **Signatures** - All organized 4-H clubs in Washington County need to have at least two authorized signatures (not from the same family)
 - **Community Clubs** – Signers should be established with one youth and one adult on each bank account.
 - **NOTE:** If a bank will not allow a minor youth to be on a signature card as the club treasurer then another adult (club leader) can serve as the second signature as long as they are from a different family as the other person signing on the account.
 - **Parent Association** – The Parent Association bank account will require two (2) officers' signatures (not from the same family) on checks. An annual audit will be conducted on the account to comply with chartering policies.
 - **County Council** - The County Council bank account will require two (2) youth officers' signatures (not from the same family) on checks. Additionally, one adult (council advisor) will also be a signer on the bank account and allowed to sign checks as a secondary signature. An annual audit will be conducted on the account to comply with chartering policies.
- Verification of account activity and/or signature card may be requested at any time by the Texas A&M AgriLife Extension Service or Texas 4-H, Inc.
- **Annual Audit** - Every 4-H account should have a yearly financial review/audit conducted as part of the charter application process. Information requested in the financial review includes bank account information and certification that a thorough review of the club's bookkeeping process was conducted.

4-H PARENT ASSOCIATION FINANCIAL GUIDELINES

FUNDRAISING

The Washington County 4-H Program is mostly funded by the Parent Association. The largest fundraising event the Washington County 4-H Program hosts is the Concession Stand during Washington County Fair and the Houston Livestock Show & Rodeo Calf Scramble Progress Show. Therefore, working at the WCF 4-H Concession Stand is one of the most important things a 4-H family can do to support the program. Washington County 4-H uses funds raised to support scholarships, programs to youth and adult leaders, support educational opportunities for 4-H youth, leadership development events, awards and recognition programs, career development camps, Family Night, outreach opportunities, community support, contest reimbursements, club support, and more. Concession stand proceeds from the HLSR Calf Scramble Prospect Show and the Washington County Fair alone cover 75% of the total necessary to run the program for the year. Every family's participation at the Concession Stand directly funds these programs and keeps membership and participation fees low for everyone. We appreciate the volunteerism of our community and 4-H families!

FINANCIAL POLICY & PROCEDURE

1. Procedure – Non-Budgeted Items

- a) Procedure to be used to request funds which are not included in the budget:
 - i. A written proposal with an:
 - Itemized list of expenses
 - A listing of 4-H'ers
 - A listing of chaperones
 - b) Must be submitted to the 4-H Parent's Association officers 30 days before the next 4-H Parent Association meeting. If monies are needed before this 30-day period, individuals involved must finance it out of their pocket until the meeting takes place. **A request for monies should not be considered an automatic "yes". All monies requested may or may not be granted.** If the 4-H Parent's Association officers consider a lesser amount more appropriate it will advise the Association.
- c) For reimbursement requests of non-budgeted expenses, a check request form should be completed with itemized receipts attached and submitted to the Extension Office, including income and expenses no later than 30 days following the event.

2. Procedure - Budgeted Items

- a) Submit reimbursement requests June 1st – July 31st each year unless otherwise instructed by the County Extension Office.

3. Fee Management

- a) Programmatic Fees Covered:
 - i. County Extension Agents fees will be paid when serving as chaperones for 4-H'ers.
 - ii. Adult Volunteers:
 - The Parent Association will cover all Adult Volunteer Enrollment Fee Costs (\$10/adult volunteer on TX4H). When enrolling, select **“pay offline”**.
 - The Parent Association will pay all adult leaders' expenses for District and State training workshops, pending they give a county workshop upon return.
 - iii. 4-H Members:
 - The Parent Association will pay 50% of the registration expenses for Teen Leaders Attending District/State training workshops. This would include Texas 4-H Technology Team, Texas 4-H Livestock and Equine Ambassadors, Texas 4-H Congress, and National 4-H Congress upon completion of program requirements. Livestock and Equine Ambassadors must file documentation of hours with the Extension Office.
 - The Parent Association will pay the State Record Book judging entry fee.
 - District and/or State Council Representative Expense - 4-H members may receive up to \$1000.00 for reimbursement for expenses incurred on trips when fulfilling District or State Council duties. Receipts of itemized expenses must be turned in.

4. Contest Reimbursements

a) Exceptions

- i. Funding for invitational events will not be considered.
- ii. Contests where members will be exhibiting an animal are excluded for consideration for reimbursement. (This includes Major Livestock Shows, State Horse 4-H Show, etc.)

b) National Level Contests

- i. Senior Age 4-H'ers and one coach, advisor or chaperones that qualify for national level contests **may be considered** for funding from the Parent Association. Mileage may be considered and will be paid at the current county mileage rate, or from gas receipts, or air fare, whichever is less expensive. The registration fee and the hotel fee are also items that may be considered by the Association. If meals are not included with registration costs, up to the county per diem per day per registered participant may be considered for reimbursement. At no time shall the funding from the Parent Association cause the total reimbursement from any source to exceed 100% of the total expense.
- ii. The Parent Association will pay up to **\$1,000** in expenses per National Qualifying Team(s) to attend their contest. **Per team, per event.**
- iii. Teams qualifying to a National level contest in invitational categories may be eligible for \$1,000/team event as approved by the Parent Association.

c) District & State Level Contests

- i. The Parent Association will reimburse upon request up to 50% of District and State Contest Registration Fees for all 4-H members pending they entered the contest and followed through with participating in the contest. Contest registration fees will not be reimbursed if the member did not attend the event and compete. Late fees will not be reimbursed.

5. A Special Transportation Fund

- a) These funds are set aside to assist 4-H members and/or leaders in paying for travel to 4-H events if they are having difficulty in getting to the event. These funds must be requested in advance by using the same procedure as indicated in number one of these guidelines.

6. Protocol – Financial Management

- a) Any 4-H member receiving financial support from the 4-H Parent Association must be in good standing with the 4-H Club they attend and participate in County 4-H Fundraising Activities such as the 4-H Concession Stand during the Washington County Fair.
- b) If not deposited within a 90-day period following the date it is written, check will be voided. If checks are lost, they will not be replaced.
- c) Adult leaders/parents are encouraged to carpool when traveling to out-of-county 4-H events. This includes the transporting of 4-H'ers. **NOTE:** It is common courtesy for those traveling together (in the same vehicle) to share in the driver's transportation expenses, such as gasoline.
- d) During times when financial business cannot wait until the regularly scheduled Parent Association meeting, an electronic vote may be taken to discuss paying non-budgeted expenses of more than \$250. The Parent Association Officers will serve as the voting delegates.

SCHOOL ABSENCE & ELIGIBILITY POLICY FOR 4-H ACTIVITIES

Washington County 4-H adheres to the rules and standards of “No Pass/No Play” that are set forth by the University Interscholastic League. The Washington County Extension Office requires all requests for school absence be submitted in writing prior to the event and with enough time for academic eligibility to be verified.

The Brenham and Burton Independent School Districts recognize 4-H activities and events as approved by the CEA for extracurricular excused absences for 4-H club members. County Extension Agents have Adjunct Faculty Status within these two districts and seek such status from schools where our members are enrolled. In order to obtain an excused absence, the following steps must be followed to receive an excused absence from school for a 4-H activity:

- 4-H members should notify the 4-H County Extension Agent at least two (2) weeks in advance of a 4-H activity in which an excused absence will be requested from the school. County Extension Agents will submit a letter to the appropriate principal/attendance clerk with a request to check student eligibility for a particular activity on a particular date.
- Some students will need to plan wisely days they can miss. A request for an excused absence is not a guarantee, the choice is ultimately up to your school.
- As soon as the school can determine a student’s eligibility for a particular activity, the school will notify the Extension Office, who is NOT eligible based on the UIL No Pass No Play Rules.
- County Extension Agents will notify 4-H members and parents that they are not eligible to participate in the 4-H activity due to academic reasons.
- If a 4-H member does participate in a 4-H activity, WHILE NOT ELIGIBLE, the County Agents will notify appropriate principals that the ineligible student has participated in 4-H activities. The absences will be unexcused and students will not receive credit for work missed during those absences.
- 4-H members who are on an excused extracurricular trip or activity, and are found to have broken any school related behavior or policy, will be subject to school disciplinary action by school officials when they return to school.
- All 4-H members must be academically eligible to participate in all 4-H events at the county, district and state level. 4-H member’s grades will be checked with each school system to determine eligibility for 4-H events and activities.
- It is the responsibility of the 4-H member and family to keep up with their school absences.
- Recognized schools/ learning options will allow 4-H members to attend activities and events approved by the County Extension Agent.

RULES GOVERNING ELIGIBILITY TO SHOW AT THE WASHINGTON COUNTY FAIR

The following special rules must be followed by every 4-H member who would like to participate in the Washington County Fair:

- 4-H Member must be considered a 4-H member in good standing having attended at least 50% of their Club meetings (this equates to 5 meetings) in the previous year.
- 4-H members must have joined a Washington County 4-H Community Club by the ownership deadline of their Fair livestock project and must attend 50% of their Community Club meetings from September through August.
 - First year exhibitors, regardless of age, must attend 50% of their club meetings from the time they join a 4-H club. Joining a 4-H Club is having an active profile on the Texas 4-H Enrollment system, and selecting a project and a club.
- Any youth interested in showing in the Washington County Fair must at least be entering the third grade in August. All third graders wanting to show in the Washington County Fair will need to note that some projects will need to be purchased while in the second (2nd) grade. Upon purchase and start of the project, these members will be required to attend the mandatory weigh-in/tag-in program and educational programs relating to their projects, as stated in the rules of the Washington County Fair.
- 4-H members must be enrolled, regularly attending, and in good standing with public or private elementary or secondary schools or home school. Any 4-H member who is failing a course or is academically ineligible, WILL NOT be allowed to show or sell his animal in the Junior Livestock Division.
- Washington County 4-H adheres to the rules and standards of “No Pass/No Play” that are set forth by the University Interscholastic League. Academic eligibility will be verified for all 4-H members entering a project in

the Washington County Fair.

- 4-H members who have graduated from high school prior to the Fair are not eligible to participate.
- All Junior Livestock Fair entries and fees will be made at the beginning of each fair project (March / May).
- 4-H Club Managers will correspond with the EXTENSION OFFICE if any 4-H member is ineligible, due to the attendance rule.
- The complete fair rules and guidelines are available online at <http://www.washingtoncofair.com>

4-H MEETING EXCEPTIONS AND/OR MAKE-UPS

Excuse

- A 4-H member MAY be excused from an organizational club meeting if he/she is participating in a valid 4-H activity. (Examples: livestock shows, Fairs, Roundup, camps, 4-H Council, mandatory Fair meetings, weigh-ins, Fashion Show, judging teams, etc.) on the day of the regularly scheduled organizational meeting.
 - However, the member must notify his/her club manager/leader as to the reason for his/her absence no later than two (2) weeks after the date of the meeting in order to be excused.
- If there is a death in the family, a 4-H'er will be excused, provided he/she notifies the club manager no later than two (2) weeks after the date of the meeting.

Make up Policy

- A 4-H member will be allowed to make up **ONE** 4-H club meeting per year by attending another 4-H club meeting in the county before their club's next regularly scheduled meeting. A member must sign in on the roster of the visiting club manager. It is not the club managers responsibility to track attendance so make sure to take a photo of the sign in sheet to eliminate the confusion. A 4-H member must attend the entire meeting.
- Members may receive credit for attending County Council meetings.

Regulation

- A member may not exceed two meetings per month while completing their make-up meeting requirements. Make-up meetings must be attended within the same month of the absence to be considered a make-up for a missed meeting.

RULES GOVERNING ELIGIBILITY TO SHOW AT MAJOR LIVESTOCK SHOWS

- Participation in junior livestock shows are limited to Texas youth only, who are members of a 4-H Club or FFA Chapter in the state. To be eligible, exhibitors must be enrolled in a public or private elementary or secondary school, or home school in Texas, and they must be in the third grade, but not more than 19 years old on September 1st.
- 4-H members must own their animals at the beginning of and throughout the feeding period and must feed, care for and exhibit animals entered without any aid or assistance during the entire feeding period, except from a County Extension Agent of Agricultural Science Teacher, an immediate family member, or another bonafide Texas youth exhibitor.
- Youth exhibitors agree to abide by all rules and regulations set forth by each show which they are entering. All entries to major livestock shows must be made through the County Extension Agents.
- Families may pay with a check, money order, cash, or credit card. There will be no post-dated checks or checks held. Entries will not be submitted until funds have been cleared.

Texas 4-H/FFA Livestock Exhibition and Show Ethics: In the event an individual loses his/her eligibility to participate in a competitive extracurricular event/activity due to an illegal, unethical and/or other rule violation, the individual will not be eligible to participate in the said competitive extracurricular event/activity by joining 4-H. This ethics policy is posted on the Texas 4-H Website at: <http://texasyouthlivestock.com>. Violation of this policy may result in a member being removed from the 4-H program or not being permitted to enter stock shows through their 4-H membership. The full 2026-2027 Livestock Program Ethics Policy: <https://texasyouthlivestock.com/wp-content/uploads/2026/06/2026-2027-Ethics-Policy-FINAL-.pdf>

COUNTY 4-H AWARDS

The **Washington County 4-H Awards & Recognition Guide** is updated annually and uploaded to the County Extension Website which includes the Award Applications due dates. Awards will be presented at the annual Washington County 4-H Family Night unless otherwise specified. Document links found below:

- If you do not have internet access, please contact the Washington County Extension Office for assistance or a printed copy.
- [2026 - 2027 Washington County 4-H Awards & Recognition Guide](#)

General Due Dates - All dates are set by the Washington County Extension Office and are subject to change under the direction of the Extension Office if deemed necessary.

- March
Senior Graduation Cord orders due (online)
- April
Senior Spotlight forms due (online)
Family Night Award Nominations due (online)
- June
4-H Award Applications due to Extension Office
4-H County Record Books due to Extension Office
4-H Award Interviews at the Extension Office
District/State Winner Jacket & Buckle orders due (online)
- July
District Record Book Judging
Honor Roll, All Star, Letterman Awards due to Extension Office
Family Night Member Profile due (online)
- August
Washington County 4-H Family Night

Application Access & Submission Options:

All Award Applications are available online, and hard copy version available at the Extension Office

Download, complete, and submit the application in person to the Extension Office. Applications will also be posted in the Awards & Recognition Guidelines when available.

SCHOLARSHIP OPPORTUNITIES - GRADUATING SENIORS

Scholarships will be announced and placed on the website, broadcast through the 4-H communications, and advertised as they are released. A few applications to look forward and inquire about include:

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| • Texas 4-H Opportunity Scholarship | • Texas Cattlewomen's Scholarship |
| • Washington County 4-H Parent Association - Concession Stand Scholarship | • Washington County 4-H Council Officer Scholarship |
| • Washington Co 4-H County Council | • National 4-H Council Scholarships |
| • South Central Texas Cow Calf Clinic | • Washington Co. Extension Horticulture Committee |
| • OD Butler | • Washington County Fair |
| • Master Gardener | • Area Go-Texan |
| • Master Naturalist | • Washington County EEA |
| • LaNelle Seeker Memorial Scholarship | • Extension Education Association |
| • The State Fair of Texas Scholarship | |

It is highly recommended that youth interested in applying for scholarships make arrangements to take their first SAT or ACT tests as a high school sophomore or junior. Most scholarship applications require a minimum SAT score of 900 or more.

4-H FAIR QUEEN CANDIDATE

According to fair rules, Washington County 4-H **may** have up to two queen candidates as long as our total enrollment is 300 members or more. Interested candidates should consult the Washington County Fair queen candidate guidelines available from the Fair Office to make sure they meet all of the qualifications.

- Active 4-H members who wish to be considered as a candidate for Washington County Fair Queen should let their 4-H Club Manager know during their March 4-H Club meeting.
 - If a club has more than one interested candidate, the 4-H Club membership should vote to select one candidate for the club during their April meeting.
 - A nomination form will be released by the Extension Office for interested parties.
 - 4-H Club managers will confirm or deny if their candidates are supported by them as a 4-H candidate. from their club.
 - In the event that more than two candidates are interested from the same 4-H Club and no other 4-H Clubs in the county have candidates, then both candidates from the same club can be considered.
 - If more than two clubs have interested candidates, then a special meeting of the County 4-H Council will be called in April to allow the 4-H Council members to vote to select up to two candidates that will represent 4-H for Washington County Fair Queen.
- Voting: The vote will be by ballot of the 4-H Council members present at the May elections meeting. Each community 4-H club must provide the required (3) person delegate body as described above.
 - In the event a club sends only one delegate to the Fair Queen election meeting, that club will only cast one vote.
 - In the event that a club does not send any representatives to the Fair Queen election meeting, that club will not be able to cast a vote.
- Once selected as a 4-H Fair Queen Candidate, candidates will work with the Extension office and the Washington County Fair office to complete the necessary application forms by May 1, or whenever the Washington County Fair releases applications, whichever comes first.