



North Carolina 4-H: Youth Safety Compliance

Updated March 2023

4-H in North Carolina considers the safety and well-being of 4-H youth members, volunteers, and staff its top priority. This policy manual ensures that federal, state, and university policies and best practices are in place across the network of 4-H programs in North Carolina.

In this document, you will find the following:

1. Policies, required procedures, and best practices outline what NC 4-H is implementing to ensure the safety of all participants in 4-H programs. The core statements are numbered (1, 2, 3, ...) at the beginning of each policy.
2. Direction on when to refer additional information and resources. The procedures outline how the policies are implemented, with clear steps for staff and leaders.
3. Supplemental information, federal, state, and university procedures or guidelines, where applicable, if the system needs the same information.

This document includes the following NC 4-H policies, forms, and procedures:

- Code of Conduct & Disciplinary Policy
- Inclusion Policy
- Screening and Training Policy
- Youth Supervision Policy
 - The Rule of Two
 - Programming Supervision Ratios
- Safety Assessment and Management Policy
 - Guidelines for Incident Reporting
 - Operational Program Agenda Requirements & Best Practices
- Misconduct Reporting Policy
- Duty to Report Policy
- Managing Medical/Health Information Procedures
 - Medication Administration Policy Permission Form
- Transportation Policy
 - Transportation Authorization Form
- Youth Travel Policy and Procedures
- 4-H Policy Regarding Intent to Compete in a County Other than the County of Enrollment

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Code of Conduct & Disciplinary Policy

The North Carolina 4-H Code of Conduct outlines the expectations and guidelines for youth involved in 4-H programs. Only when all participants are following these guidelines can we provide 4-H members with meaningful opportunities within an environment that is safe, inclusive, and fun for all involved.

1. The 4-H Code of Conduct is intended to foster safe face-to-face and online environments conducive to optimal learning and growth. Toward that end, youth participants are expected to behave in a way that respects the dignity, rights, and property of others and that will not disrupt or interfere with 4-H program goals.
2. This 4-H Code of Conduct and Disciplinary Procedure is a condition of participation in any North Carolina 4-H activities or programs.

Code of Conduct & Disciplinary Policy for 4-H in North Carolina

As a positive youth development organization, we are committed to providing 4-H members meaningful experiential learning opportunities within a safe, inclusive, and fun environment for all involved. The NC 4-H has established standards of conduct for all members and participants. The parent/legal guardian and the youth are responsible for reviewing the Code of Conduct and Disciplinary Procedures.

This Code of Conduct applies to:

- 4-H youth members and their families;
- 4-H youth leaders;
- 4-H youth program participants,
- 4-H program partners; and
- other participants or observers of 4-H events.

Behaviors Prohibited at 4-H Program Activities:

- A. Possession, selling, and/or use of alcoholic beverages, tobacco products, and illegal drugs OR being present where individuals are using alcohol, tobacco products, and/or any illegal substances.
- B. Any kind of sexually related physical contact.
- C. Bullying, harassing, or using derogatory language toward another person or group of people is prohibited.
- D. Harassment will not be tolerated. Hazing is prohibited. Cyberbullying is prohibited.
- E. Recording, taking, or sharing screenshots or images is prohibited unless directed to do so for Program purposes.
- F. Sharing links or passwords for Programs or content is prohibited unless directed to do so for Program purposes.
- G. Possession of weapons or firearms (except while participating in a 4-H Shooting Sports Event).
- H. Behavior that violates state or local laws.
- I. Damage to property of others.
- J. Theft, misuse, or abuse of public or personal property.
- K. Conduct that jeopardizes the safety of self or others.
- L. Conduct that disrupts or interferes with 4-H programming.
- M. Using Program content, contacts, images, or video for personal use outside the scope of the Program
- N. Sharing personal information, email, or social media accounts with individuals outside the Program's scope.

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- O. Leaving a program or facility without the permission of parents or 4-H staff (including authorized volunteers).
- P. Inappropriate dress, including but not limited to clothing that is disruptive to the operations or goals of 4-H. Examples may include but are not limited to, clothing with negative or hateful language or symbols and shirts or pants that fail to fit appropriately or to cover a participant's body and undergarments. Clothing should meet the standards expected in public schools. Specific clothing requirements may be implemented where appropriate for a particular event.

III. Additional Basis for Disciplinary Action

County or State Extension personnel may impose discipline pursuant to Part IV below in cases of misconduct by current, former, or prospective 4-H participants if, in the judgment of 4-H personnel or their supervisors, the misconduct poses a potential risk to the 4-H program. This includes risks to the safety or well-being of others and risks to the effective functioning or integrity of 4-H. This applies regardless of whether the misconduct occurred during a 4-H activity or in a setting unrelated to 4-H activity.

IV. Disciplinary Procedures:

- A. Discipline may be imposed by any 4-H staff or Cooperative Extension Service employee with oversight responsibility for 4-H activities.
- B. Unless immediate action is required, the following procedures should take place before imposing any adverse consequences:
 - 1. the accused participant shall be told the charge (which of the prohibited behaviors listed above he or she is accused of violating), and
 - 2. the accused participant is told what factual evidence supports the charge, and
 - 3. the accused participant has been allowed to tell his/her side of the story.
- C. The 4-H staff person must be satisfied that the participant engaged in the prohibited behavior before imposing a sanction.
- D. Sanctions may include some or all of the following:
 - i. Verbal warning
 - ii. Notification to parents
 - iii. Immediate removal from the activity
 - iv. Being placed on a behavior contract
 - v. Referral to local law enforcement and/or juvenile court
 - vi. Program suspension and/or
 - vii. Expulsion from program
 - viii. Dismissed participants may not be eligible for a refund of any fees or expenses
 - ix. Other sanctions appropriate to the circumstances, as determined by 4-H.
- E. Appeals
 - 1. Disciplinary action for local or county-level events may be appealed to the County Director and/or 4-H Agent. All appeals must be in writing and received by the County Director and or 4-H Agent within 30 days of the disciplinary action. The County Director and/or 4-H Agent or designee shall review the appeal statement and any written response from the decision maker and may review other relevant information. The County Director and/or 4-H Agent shall send a written decision to the appellant, the 4-H staff member who made the initial decision, and the Head of the State 4-H Youth Development Program. The County Director and or 4-H Agent's appeal decision shall constitute the final agency action unless the Head of the State 4-H Youth Development Program chooses to exercise further review.
 - 2. Disciplinary action for regional or state-level events may be appealed to the Head of the State 4-H Youth Development Program, Cooperative Extension Service, Box 7655, NC State University, Raleigh NC 27695-7655; telephone (919) 513-3059. All appeals must be in writing and received by the Head within 30 days of the disciplinary action. The State 4-H Youth Development Program Head or designee shall review the appeal statement and any written response from the decision maker and may review other relevant information. The Head shall send a written decision to the appellant and the 4-H staff member who made the initial decision, and the Head's appeal decision

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shall constitute the final agency action.

F. Immediate action situations:

1. 4-H or Extension staff may take immediate action to remove a participant from an activity and other action as needed where there is an emergency or significant risk of continuing misconduct. In those cases, the immediate action is temporary discipline. The 4-H or Extension staff must arrange for the procedures in parts B, C, D, and E above as soon as possible but in no event longer than seven days from the temporary discipline.

Signature of participant

Date

Parent / Guardian

Date

Inclusion Policy

1. All 4-H programming in North Carolina must adhere to and uphold the NC Cooperative Extension Nondiscrimination Statement Accommodation Statement and 4-H Inclusion Statement.
2. The Accommodation Statement must be on all marketing, registration/enrollment materials.
3. Staff and trained leaders are responsible for working with youth members and their families to find accommodations that would allow for access and participation.

4-H Inclusion Statement

4-H in North Carolina is open to all without discrimination. N.C. Cooperative Extension prohibits discrimination based on race, color, national origin, age, sex (including pregnancy), disability, religion, sexual orientation, gender identity, genetic information, political affiliation, and veteran status.

4-H is dedicated to providing a safe and inclusive environment for universal access and participation. Where barriers to participation are identified, 4-H will, with reasonable accommodation, adapt programs, rules, policies, or expectations to reduce or remove the barriers. Any accommodations, changes, or exceptions will be assessed individually, considering the experience of the youth member and their family. The physical safety and emotional well-being of members, leaders, staff, and volunteers is 4-H's highest priority and is the ultimate consideration in final decisions.

NC 4-H considers inclusion a priority. 4-H leaders are encouraged to work with individual members and their families to identify and discuss required accommodations and reach out to their county or the State 4-H office staff and/or NC State University's Office for Institutional Equity and Diversity for help with unresolved concerns.

If a staff member receives a request for an accommodation that the local program is unsure how to provide or is unable to provide due to resource limitations, contact [NC State's Office for Institutional Equity and Diversity](#).

- NC State provides reasonable accommodations based on disability and religion as well as adjustments based on pregnancy. We provide equal opportunity in all of our programs, activities and services, as required by [Title VII of the Civil Rights Act of 1964](#), [Americans with Disabilities Act \(ADA\) of 1990](#), [Section 504 of the Rehabilitation Act of 1973](#), [Title IX of the Education Amendments of 1972](#) and other applicable laws that prohibit disability, religious, and sex discrimination. We strive for the inclusion of all individuals as part of our commitment to creating and maintaining an equitable and diverse community.

Required *Accommodation Statement

- In compliance with the Americans with Disabilities Act, {N.C. Cooperative Extension or NC State} will honor requests for reasonable accommodations made by individuals with disabilities. Please direct accommodation requests to: {Event Coordinator Name, Email, or Phone Number}. Requests can be served more effectively if notice is provided at least 10 days before the event.

**Definition of discrimination as per N.C. Cooperative Extension Nondiscrimination Statement.*

Screening and Training Policy

1. In accordance with REG. 01.25.18 – *Programs that Involve the Participation of Minors*, any adult (18 years of age or older) who serves as a volunteer, or staff for a university sponsored youth event/program must complete the appropriate level of screening and training for their role.
2. Adults in a position of trust within 4-H must complete screening and training requirements before supervising and working with youth. This ensures they are aware of their responsibilities as caring adults in youth-adult partnerships, and in delivering safe and meaningful experiences.
3. County-based 4-H programs and the State 4-H Office are required to maintain secure records of all screening and training requirements either in progress or completed.

Screening and Training Requirements

The Screening and Training Requirements table below outlines the screening, training, supervision, and responsibility requirements for different roles within North Carolina 4-H. For example:

- Screened volunteers (A), Trained leaders (B), and Extension professionals whose official job duties include working with youth (C) must complete screening and different levels of training to be approved by the university and NC 4-H to work directly with youth during 4-H programs, events, and activities.
 - North Carolina 4-H has two official “Volunteer Roles:” A Level One (L1) Volunteer and a Level Two (L2) Volunteer (**Level Four (L4) Extension Professionals/Staff Only*).
 - Level One (L1) Volunteers: Are considered “Covered Individuals.” This adult works closely with, interacts, supervises, instructs, or otherwise comes into direct, non-incidental contact with Minors in a Program/Event/Activity. **See Screening & Training Requirements by Role Matrix.*
 - **NEW:** Active Sworn Law Enforcement Officers are **NO longer exempt** from the background screening process.
 - Level Two (L2) Volunteer: *Level 2 Volunteers work with Extension youth programs in roles that are not linked directly with youth and /or have limited/supervised youth interaction.* A Level 2 volunteer serves in an in-direct youth service role, for example, 4-H Advisory Council members, project record/ presentation judges, etc. Level 2 volunteers are not allowed to serve in roles where they could have direct youth interaction unless supervised by an (L4) Extension employee and/or a Level 1 volunteer.
 - Non-screened Invited Presenters / Judges (D) only work occasionally with the organization. As they only complete basic event training, they must be supervised by a Level One (L1) volunteer and/or Level Four (L4) Extension professional.
 - Youth volunteers (under 18) (F) receive specific training to assist with activities or events.

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Screening and Training Requirements by Role

	Role in 4-H					
	Level One (L1) Adult volunteers / Clubs, Coaches, etc. Age 18+ * A	Level Two (L2) Adult "Activity" Volunteer Age 18+ * B	*Level Four (L4) *Extension staff Age 18+ * C	Non-screened guests Guest Speakers / Judges Age 18+ * D	*4-H Advisory Board Members <i>*Depending on their role Advisory Board Members could also serve as L1, and L2 volunteers).</i> Age 18+ * E	Youth Volunteers Assist with the programs, events, and activities. F
Screening						
Application	✓	✓				
Interview	✓	✓		✓	✓	✓
Reference checks (min. 2)	✓	✓* *Optional		✓* *Optional	✓* *For Term	✓
Background Screening / Youth Programs (completed by NC State University / NC A&T State University) Endorsed and approved by staff)	✓ (3)*		✓ (3)*			
If applicable - Enhanced Screening / Driving & Financial (completed by NC State University / NC A&T State University) Endorsed and approved by staff)	✓ (3)					
Minor's Regulation Training (4-HOnline / Video training)	✓ (1)*	✓ (1)*	✓ (1)*		✓ (1)*	

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4-H Authorizations & Consents (acknowledged annually)	✓ (1)*	✓ (1)*		✓* *Optional	✓ (1)*	✓ (1)*

✓ is an initial requirement. (1) indicates an annual requirement. (3) indicates a renewal process required every three years.

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	Level One (L1) Adult volunteers / Clubs, Coaches, etc. Age 18+ *	Level Two (L2) Adult "Activity" Volunteer Age 18+ *	*Level Four (L4) *Extension staff Age 18+ *	Non-screened guests Guest Speakers / Judges Age 18+ *	*4-H Advisory Board Members *Depending on their role Advisory Board Members could also serve as L1, and L2 volunteers). Age 18+ *	Youth Volunteers Assist with the programs, events, and activities. F
	A	B	C	D	E	
Training						
Minor's Regulation Training	✓ (1)*	✓ (1)*	✓ (1)*		✓ (1)*	
NEW: County-Based Required Training / Collecting, Storing & handling Confidential Information (*For L1 volunteers who need access to member data/health forms, etc.)	✓ (1)*					
County / Local Program Determined Training	✓ (1)*	✓* *Optional		✓* *Optional	✓* *Optional	✓* *Optional
Event / Position Training (At each event or new role)	✓ *(Refresher / Ongoing)	✓ *(Refresher / Ongoing)		✓ *(Refresher / Ongoing)	✓ *(Refresher / Ongoing)	✓ *(Refresher / Ongoing)
Specialized Training / Project Area Specific (for example – shooting sports club, Presentations, etc.)	✓ *(Refresher / Ongoing)	✓ *(Refresher / Ongoing)	✓ *(Refresher / Ongoing)	✓ *(Refresher / Ongoing)	✓ *(Refresher / Ongoing)	✓ *(Refresher / Ongoing)
4-H Club Leader Training (Varies on Charter Seal level)	✓ *(Refresher / Ongoing)					
Supervision of Youth						
Youth Supervision Policy requirements (Rule of Two)	An additional "A," or "B" or "C" role must be present	An "A" or "C" role must be present	An additional "A," or "B" or "C" must be present	Must be with an "A" or "C" and another "A" or "B" or "C"	*Must be with an "A" or "C" and another "A" or "B" or "C" *(If this person is not an L1 volunteer)	Must be with an "A" or "C" and another "A" or "B" or "C"

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Best Practice / Rule of Two <i>*Always strive to have a minimum of two Level 1 screened volunteers at programs, events, club meetings, activities, etc.</i>						
Counts toward programming supervision ratio?	Yes	Yes	Yes	No	No – unless part of the official program.	No

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	Level One (L1)	Level Two (L2)	*Level Four (L4)	Non-screened guests	*4-H Advisory Board Members	Youth Volunteers
	Adult volunteers / Clubs, Coaches, etc. Age 18+ * A	Adult "Activity" Volunteer Age 18+ * B	*Extension staff Age 18+ * C	Guest Speakers / Judges Age 18+ * D	<i>*Depending on their role Advisory Board Members could also serve as L1, and L2 volunteers).</i> Age 18+ * E	Assist with the programs, events, and activities. *Youth under the age of 18 F
Responsibilities						
Adherence to Code of Conduct & other Applicable Authorizations / Consents	✓ (1)*	✓ (1)*	✓ (1)*	✓ (1)*	✓ (1)*	✓ (1)*
Adherence to Youth Supervision Policy	✓ (1)*	✓ (1)*	✓ (1)*			✓ (1)*
First aid and emergency management	✓		✓			
Incident reporting	✓	✓	✓	✓	✓	
Program planning	✓		✓			
Direct instruction to youth	✓	Only with trained leaders / screened volunteers present.	✓	Only with trained leaders / screened volunteers present	Only with trained leaders /screened volunteerspresent	Only with trained leaders /screened volunteers present

Youth Supervision Requirements

1. 4-H delivers youth programs in a safe, inclusive, and fun environment. Staff and trained volunteers leaders are required to plan and implement 4-H programs that follow:
 - The Rule of Two
 - Programming Supervision Ratios
 - Club Supervision Requirements

Rule of Two

At all 4-H programs, events, and activities, including 4-H club and project meetings, there should always be a minimum of two (2) screened adults regardless of the number of youth members in attendance—for example, one Level 1 volunteer and one Level 2 volunteer (minimum requirement).

The age of the participants establishes supervision ratios. If an event is for multiple ages, for example, a literacy program open to youth 8 – 14, the event should use the supervision ratio based on the youngest participant allowed attending the event.

For programming ratios, see the table on page 13.

Programs should avoid situations where an adult is one-on-one with a youth who is not their child during 4-H meetings, programming, and events to protect all. *In cases where one-on-one interaction is warranted, written permission must be granted by the parent/guardian of the youth.

This requirement protects youth members, leaders, volunteers, and staff in potentially vulnerable situations. The goal for 4-H programming is to plan for and achieve the right green level of two screened adults with youth.

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Programming Supervision Ratios

While the Rule of Two helps protect youth and leaders, safe supervisory ratios are also required to deliver a safe and meaningful program to youth. The table below outlines adult-to-youth supervision ratios (adult: youth) for different age groups. The youth count must include all participating in the program, event, or activity. Supervision ratios are based on the American Camping Association (ACA) standards accepted by NC State University.

	Daytime and Low-Risk Activities	Overnight and High-Risk Activities
	Starting ratio with the Rule of Two (Adult: Youth)	Starting ratio with the Rule of Two (Adult: Youth)
4-H Cloverbud Members age 5	1:6	1:5
4-H Cloverbud Members age 6 - 8	1:8	1:6
4-H Members age 9 - 14	1:10	1:8
4-H Members age 15 -18	1:12	1:10

The Rule of Two is always the minimum.

Club Supervision Requirements

For a club to be in good standing and to begin hosting sanctioned meetings, programs, or events, there must be at minimum one (1) screened leader (L1) or staff (L4) and an additional approved trained volunteer (L2) registered with the club.

Spouses may be part of the club leadership team, but a third approved leader or screened volunteer must always be present. This requirement is in place to ensure the Rule of Two can be followed, to protect all parties, and to prevent any conflict of interest that may arise in the event of misconduct.

All required club chartering documents must be on file in 4-H Online and will be reviewed each club year. Strict action will be taken if clubs are not in compliance with requirements.

Guidelines for Implementing the Rule of Two

General Rule of Two Practices

- The screened/trained leaders and/ or Extension professionals must be on-site and easily reachable.
- At a minimum, one (1) screened/trained leader or staff and one (1) additional approved volunteer, who are not spouses, should attend club and project meetings or events and be responsible for youth members.
- At a minimum, one (1) screened/trained leader or staff and one (1) additional approved volunteer, who is not a spouse, should attend national, state, and district programs or camps and be responsible for youth members.
- Meetings, events, or programming should only start when the two (2) approved leaders have arrived. Approved leaders must communicate to families when the meeting starts and stops, as parents are responsible for transportation and supervision outside those times. For example, "The program commences when the club meeting starts and/or when a member is checked-in." The Rule of Two applies when the programming or meeting begins.
- 4-H leaders and Extension staff should always introduce themselves to youth and parents as they arrive so that the caregivers know who is responsible for the program.
- While delivering the program, leaders should avoid instances where they could be left one-on-one with youth.
- When leaders communicate with youth, they should always use a group email or chat and copy parents or another approved leader. Just like a school teacher, an approved leader, an Extension professional, an intern, and even a youth leader are in a position of power with youth members and should ensure all of their communications are appropriate and transparent by including another approved leader or parent.
- Leaders and Extension professionals should always avoid being one-on-one with youth. If it is necessary to interact with an individual youth due to an injury or urgent private matter, efforts should be made to have two (2) adults present to ensure a safe environment for both the youth and adults.

The Rule of Two at Public Events

- When attending a fair or volunteering at large events, plan ahead to ensure there is enough supervision. Connecting with another 4-H group may provide greater supervision coverage.
- Ensure that leaders communicate a safety plan to youth (and families if appropriate) and that everyone knows how to contact the leader in an emergency.

Safety Assessment and Management Requirements

1. Staff and 4-H leaders are responsible for conducting program safety assessments and implementing preventative procedures that follow all policies and guidelines.
2. Staff and 4-H leaders are responsible for completing an activity plan for the following events and programs:
 - events, programs, and activities where staff/volunteers have care, custody, and control of minors and/or utilize a registration process,
 - multiple club, district, or state events, or
 - include 4-H organized transportation and/or accommodations, or
 - third party service providers require a waiver (i.e., educational tours, etc.), or
 - high-risk activities that are outside the norm for the 4-H project (i.e., a community-service club would not have practiced the skills to go on a trail ride, while an equestrian club would be developing the required riding skills).

The activity plan will be submitted to the 4-H agent for review/approval and shared with the appropriate leaders and families before the event or program.

3. Activities that abide by all policies are sanctioned 4-H events and should have insurance coverage for youth, volunteers, and staff.
4. Staff and 4-H leaders are responsible for coordinating the management of participants' health during 4-H activities. This includes:
 - Receiving youth members' health authorization forms and, if warranted, having a copy on-hand for each youth and adult participant at all activities. Leaders and staff must review the health form and discuss any health issues with youth and parents or guardians to develop a plan for managing care as required.
 - Maintaining the strict confidentiality of personal or health information or information related to an incident. Sensitive information must only be discussed with those who provide direct supervision, are responsible for administering first aid, or are providing care.
 - Notifying the appropriate individuals of severe or minor incidents related to illness, injury, accidents, or safety concerns.

**Refer to the Guidelines for Incident Reporting, Operational Agenda Requirements, Managing Medical Information and the Proper Storage, and Handling of Confidential Information.*

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Guidelines for Incident Reporting

The purpose of the Incident Report is to ensure 4-H has details of the incident should questions arise and to ensure measures are taken to prevent future incidents. It is a tool to protect and support youth, staff, leaders, and the organization.

Staff and 4-H leaders should document and report all incidents involving:

- Medical concerns and/or injuries any time a youth participant is treated for issues beyond basic first aid.
- Vehicle Accident involving youth program participants.
- Behavioral incidents for staff or volunteers, including any issue that violates personal boundaries of programs working with minors or any issue that violates a Program rule, guideline, or policy.
- Behavioral incidents for a youth participant that violates the Program rules, guidelines, or code of conduct and requires(d) a response beyond a warning or temporary removal from activities.
 - **If this emergency involves an imminent risk of harm to self or others, call 911.** Behavioral incidents that involve self-harm, threats to others, and/or the well-being of program participants or others, or concerning, worrisome, or threatening should be immediately reported to [NC State's Violence Prevention and Threat Assessment Department](#).
- A situation or disclosure of abuse or neglect as defined by [G.S. 7B-301](#).
- Any other concerns related to a Youth Program or Activity in which minors participate.

Non-reportable incidents can be resolved quickly and are unlikely to have future repercussions. For example, non-reportable incidents include:

- basic first aid treatment (scrapes, cuts)
- common behavior and discipline issues

Minor incidents that should be documented and reported immediately include:

- Illness or injury requiring urgent care
- Property damage that is significant in scope (a youth vandalizes a car during an event)
- Severe or ongoing discipline issues or conflicts

A serious incident involves any of the following and requires detailed documentation in the incident report.

For example, serious incidents include:

- *Suspected or disclosed child abuse (**See the Identification and Reporting Abuse/Neglect: Protecting Youth section below for additional information*).
- Requiring assistance from authorities or emergency responders (police, fire, ambulance)
- Participants who are emotionally or psychologically distressed
- Widespread illness of many participants (such as at a large event or camp)
- A stay in a hospital
- Life-threatening illness
- Has future healthcare repercussions
- Poses a serious or significant negative impact on the 4-H organization
- Future insurance implications
- Interest from the media
- Future negligence and/or criminal repercussions
 - * Behavioral incidents that involve self-harm, threats to others, and/or the well-being of program participants or others, or concerning, worrisome, or threatening should be immediately reported to [NC State's Violence Prevention and Threat Assessment Department](#).

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Incident Reports should be submitted electronically via the NC State [Youth Programs & Compliance Incident Report Form](#). 4-H Leaders and staff should report all incidents immediately (once the situation is secure). 4-H leaders should notify their 4-H Agent and provide the county program with a copy of their incident documentation (notes or statements related to the incident). Staff should report all incidents immediately (once the situation is secure) to their CED and other appropriate program and university officials.

If this emergency involves an imminent risk of harm to self or others, call 911. Behavioral incidents that involve self-harm, threats to others, and/or the well-being of program participants or others, or concerning, worrisome, or threatening should be immediately reported to [NC State's Violence Prevention and Threat Assessment Department](#).

Identification and Reporting Abuse/Neglect: Protecting Youth

Per North Carolina law, any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, or has died as a result of maltreatment, as defined by [G.S. 7B-101](#), shall report the case to the director of the Department of Social Services in the county where the juvenile resides or is found, as outlined in [G.S. 7B-301](#). Additionally, if the child is a victim of a violent offense, sexual offense, or misdemeanor child abuse under [G.S. 14-318.2](#), report it to local law enforcement.

The North Carolina DSS defines child abuse as “the intentional maltreatment of a child, and that can be physical, sexual, or emotional in nature.” DSS defines neglect as “the failure to give children the necessary care they need.”

Both as a matter of University policy and North Carolina State law, any member of the University community who reasonably suspects that a minor has been abused or neglected by a parent, guardian, caregiver, or staff member is required to report that suspicion to the appropriate county DSS.

For locations outside of NC State property, if the child is in danger, immediate intervention is necessary. Call the local county DSS office and the local police or 911 at once.

- For a directory of all county DSS offices in North Carolina, click [here](#).

For incidents involving employees or volunteers occurring on the NC State campus in Raleigh, regardless of the minor's residence, the Wake County DSS is the appropriate contact for filing reports.

- For more information, refer to: [Child Protective Services \(CPS\) intake](#) to submit a report in Wake County.
 - In Wake County, the CPS report line is:
 - 919-212-7990 (English)
 - 919-212-7963 (Spanish)
- For cases requiring immediate intervention involving NC State employees, also contact University Risk Assessment Case Manager.
 - Risk Assessment Case Manager: 919-513-4224

North Carolina 4-H Accident and Incident Report Form

***All sections of this report are required.** This paper form follows the required online submission format.

The person completing the report:

First Name: _____ Last Name: _____

Position / Title: _____

Phone Number: _____ Email Address: _____

Physical Address: _____

REPORT INFORMATION

Nature of this report (select one):

- _____ Medical Concerns and/or injuries
- _____ Vehicle Accident
- _____ Behavioral incident(s) for staff/volunteer
- _____ Behavioral incident(s) for youth participants
- _____ Situation or disclosure of abuse or neglect as defined by G.S. 7B-301
- _____ Concerning behaviors observed or disclosed
- _____ Other

Date of Incident: _____ **Time of Incident:** _____

Specific Location of Incident / Accident: _____

Involved Parties Section

Please list the individuals involved (EXCLUDING yourself), including as many of the listed fields as you can provide.

For non-affiliate persons, please list a Driver's License number in the ID block if available. *If applicable, the NC State ID MUST include all nine digits.

If you have listed your information as the person submitting the report, you DO NOT need to include duplicate information.

Youth Safety Compliance

****Involved Parties (please duplicate this section as needed):**

Name -or- Organization: _____

Gender: Male _____ Female _____ Transgender _____

Date of Birth: _____

Role (select one):

_____ Approver _____ State Employee _____ Person of Concern _____ Program

_____ Program Coordinator _____ Program Staff or Volunteer _____ Victim

_____ Witness _____ Youth Program Participant _____ Other

Phone Number: _____ **Email Address:** _____

Mailing Address: _____

If Minor, Name of Parent or Guardian: _____

Questions Section

Please describe the incident using specific, concise, objective language and specific dates, times, and locations.

If you have listed an individual as an involved person, they should appear at least once in the narrative.

Please provide as much detail as possible in describing the behaviors and activities that occurred.

The use of direct quotes, including profanity or abusive language, is encouraged. Avoid using pronouns when multiple individuals are involved.

Select any of the following that applies, and please provide specifics in the text box below.

- _____ Parent or guardian contacted
- _____ Police contacted
- _____ Department of Social Services contacted
- _____ Risk Assessment Case Manager contacted
- _____ Office of Youth Programs and Compliance Contacted
- _____ Enacted consequences for behavior
- _____ Transport to Urgent Care
- _____ EMS transport
- _____ EMS called - transport refused
- _____ EMS called - no transport needed
- _____ None of the above
- _____ Other

1. Please provide in the space below as much detail as possible (use additional paper if needed): Include the time, dates, agency name, point of contact, phone number, and any additional follow-up as available.

Youth Safety Compliance

2. Please list the name of the Camp, Event, or Program Name **and** the College or Sponsoring Unit that oversees it.

3. Please list the name of the Camp Director or Program Coordinator.

4. Photos, videos, email, and other supporting documents may be attached below. *5GB maximum total size. Attachments require uploading time, so please be patient after submitting this form

Operational Program Agenda Requirements & Best Practices

Several components of planning youth programs and activities must be considered early to ensure a successful event. This section outlines the major topics to explore before registering a program for university approval and beginning participant registration.

Part of the program design process includes the required Operational Agenda. The Operational Agenda details the activities, locations, supervision, and timeframes.

Youth participants must be supervised appropriately, from drop-off to pick-up. Ensure that all meals, free time, and transitional times are accounted for and supervision is provided via the appropriate supervision ratios for the participant's age group. Reserve the spaces that will be needed and coordinate transportation needs.

Operating Procedures Checklist

It is essential to document expectations of how administrative duties will be handled throughout the program/event and ensure that all program staff and/or 4-H leaders clearly understand their responsibilities. Topics to be addressed include:

Registering Programs/Events for Youth Safety Compliance

- ☐ Has the appropriate university official approved the program (NCSU/NC A&T Designee)? ☐ Has the program/event been entered as an "Event" in 4-HOnline? ☐ Is the "Event" ready for "Active" status in 4-HOnline?

Identification of Program Staff

- ☐ How will parents and program participants be able to identify program staff and 4-H leaders? ☐ Will they wear specific clothing or nametags?

Procedures for drop-off and pick-up

- ☐ How will you manage the check-in and check-out process? ☐ Is the location easily accessed, and can it accommodate the process (size of the group, time of day, etc.)?
- ☐ How will you ensure that participants are only released to an authorized individual (parent, guardian, or documented designee)?
 - ☐ Who will be responsible for managing this process?

Emergency Communication

- ☐ How will you communicate with parents if an emergency occurs?
 - ☐ This could include medical issues, incidents affecting only one or two children, or weather issues requiring activity cancellation.
- ☐ The program must provide an emergency contact name and phone number for parents/guardians who may need to contact their child during the event.

Behavior Management / Acute Medical Issues

- ☐ Apply the Rule of Two to all 4-H programs. ☐ Do you have the appropriate number of screened leaders (Level 1) and approved Level 2 leaders and/or staff?
- ☐ Do you have access to adequate first aid (basic) supplies? ☐ Do you have the contact names and numbers for local emergency needs?
- ☐ Who would handle youth with behavior/medical issues that must be dealt with away from the rest of the group?
- ☐ If needed, is there adequate space to isolate the youth?
 - ☐ If parents must be called to pick up the youth, who would supervise them while they wait?

Physical Contact and Communication with Participants

- ☐ Operating procedures should include guidelines detailing the appropriate physical contact and communication by Program staff with minors based on the minor's age and the nature of the program activities.
- ☐ Any behavior or contact between Program Staff and Program Participants that violates approved program activities established law or [REG 01.25.18](#) is prohibited.

Misconduct Reporting Procedures

1. 4-H has an open-door policy for reporting concerns of misconduct, harassment, or abuse and takes any claims very seriously. A confidential report may be made by a youth member, leader, staff, parent, participant, or member of the public using the online incident reporting system via the NC State [Youth Programs & Compliance Incident Report Form](#). Reports will be delivered directly to the university and state 4-H Program.
2. It is the responsibility of staff and 4-H leaders to:
 - document any concern about the emotional or physical safety of youth, and incident that puts a participant at risk, or violation of the NC 4-H Code of Conduct and/or The NC 4-H Volunteer Standards of Behavior & Personal Boundaries.
 - send a confidential incident report through the online incident reporting system.
3. It is the responsibility of the university and State 4-H Program to:
 - communicate with involved parties and notify the appropriate county 4-H program of serious incidents;
 - conduct investigations;
 - *make determinations on suspension, consequences, and terminations; and
 - manage appeals (*in coordination with county program).
4. Grounds for suspension or termination include:
 - a. The involved party is the subject of an investigation for a:
 - i. Criminal offense
 - ii. Child protection report
 - iii. Other statutory offense
 - The involved party is under review for committing a serious or repeated breach of the *NC 4-H Code of Conduct and/or The NC 4-H Volunteer Standards of Behavior & Personal Boundaries* policies.
 - b. The involved party fails to comply with government statutes or regulations, putting NC 4-H, participants, or partners at risk of harm.
 - c. The involved party's presence at a 4-H event is believed to pose a risk to others.
5. 4-H will act promptly and ensure that responding to allegations against staff, volunteers, or youth is fair to all parties concerned.
6. 4-H Volunteers and staff have a duty to self-report if they are the subject of an investigation listed in bullet #4 (is the section above).

Information is held in strict confidence, including the names of those accused or involved in the incident and the nature and details of the allegation.

Duty to Report Policy

The relationship between youth, staff, and volunteers are based on mutual trust and respect, as well as the *NC 4-H Code of Conduct / The NC 4-H Volunteer Standards of Behavior & Personal Boundaries*.

When an adult or older youth is in a position of authority over the youth, the potential for abuse exists.

1. It is the responsibility of staff and 4-H leaders to be aware of signs of child abuse and neglect and to be alert to disclosures by youth.
2. It is the responsibility of staff and 4-H leaders to:
 - immediately report any concern that a youth is experiencing child abuse or neglect to the local child protection agency or police service. You do not need to be certain of abuse. It is the agency's job to determine whether abuse or neglect has occurred or is likely to occur.
 - send a confidential incident report to the university/State 4-H Program at [Youth Programs & Compliance Incident Report Form](#).
 - maintain strict confidentiality
3. It is the responsibility of the university and State 4-H Program to:
 - communicate with involved parties and notify the appropriate county 4-H program of serious incidents;
 - conduct investigations;
 - *make determinations on suspension, consequences, and terminations; and
 - manage appeals (*in coordination with county program).

How to Respond When a Minor Discloses Abuse

As a designated individual, a minor may confide that a stranger, family member, teacher, coach, or peer, has abused them. If this happens, the following steps must to be taken:

- **Listen**
 - Stay calm and let the minor speak.
 - Avoid denial
 - Do not make assumptions
 - Do not interrogate
 - Be supportive and non-judgmental
- **Reassure**
 - The minor may be scared, angry, confused, and crying.

Ask the Four (4) Essential Questions (*Do NOT ask additional Questions)

1. What happened?
2. When did it happen?
3. Where were you when this happened?
4. Who else was there?
 - Asking any additional questions may contaminate a case.
 - Document exact quotes.

- You can reassure them with a few simple comments like:
 - “I know how hard this is to talk about.”
 - “You are very brave for bringing this out.”
 - “Don’t worry; you are doing the right thing by letting someone know.”
 - “This isn’t your fault. You’ve done nothing wrong.”
 - “I’m very sorry this has happened to you.”
- Do not make any promises.

- **Report**
 - Write down as much detail and everything the minor has shared with you as quickly as possible, using their actual words, not your interpretation.

Report Disclosed abuse to:

- Local police department.
- The local Department of Social Services. For a directory of all county DSS offices in North Carolina, click [here](#).
- The police and the university/State 4-H Program at [Youth Programs & Compliance Incident Report Form](#).

Managing Medical Information

1. This section outlines best practices and policies for collecting and maintaining medical information and the requirements for medication management in all activities or programs covered under REG 01.25.18.
2. Medical information can include all information related to health and wellness, and medication includes prescription and over-the-counter items.
3. Information regarding medical information requirements, security, and medication management procedures should be communicated to the parent or guardian of the youth participants in advance of the program.

Handling Medical Information

Depending on the nature and usage of the information collected, medical information can be covered by various regulations, standards, or best practices. Regardless of the standard, medical information is private, individually identifiable, and should be treated as such.

- Youth member health information is collected when a parent/guardian enrolls/re-enrolls a youth in 4-H via the 4-HOnline system.
- Staff/screened *volunteers should carefully review health information (*as applicable) to ensure participant safety and well-being. Access to these records should be restricted to the minimum number of people necessary.
- Staff/screened volunteers should discuss concerns with the participant's parent/guardian, not the youth.
- Programs, events, activities that accept medication (OTC and prescription) is required to use the NC 4-H Medication Administration Policy and Procedures Form.

NC 4-H Medication Administration Policy Permission Form

*Required for ALL Medications Brought to 4-H Programs
(prescription and over-the-counter)*

No medication brought to a 4-H program will be administered without this completed form.

Policy:

- All medications must be turned in to the 4-H staff upon arrival.
- The program is unable to administer any unlabeled prescription medication. All prescription medication must be in the original container and labeled by a pharmacy, with the youth participant's name and directions for administration (including amount and frequency of administration).
- Leaders/staff have first-aid supplies and over-the-counter medications at their disposal to treat common complaints like cuts, scrapes, bee stings, splinters, headaches, coughs, and stomach aches. The program is unable to administer other over-the-counter medications without a prescription with the youth participant's name and directions for administration (including amount and frequency of administration).
- Medication(s) (both prescription and over-the-counter) should be placed in a zip-lock bag with the youth participant's name written outside and will be turned in to 4-H leaders/staff upon program check-in. With the exception of approved inhalers and EpiPens (addressed below), youth participants are not to maintain possession of medications during the program.
- 4-H leaders/staff will administer medications pursuant to pharmacy labels or prescription directions. Leaders/staff will not give doses different from the amount indicated on the label or prescription. All dosage changes require written authorization from the prescribing physician.
- 4-H leaders/staff cannot cut tablets. If the youth participant is to take less than a whole tablet, the medication must be cut before arrival at the 4-H program.
- 4-H leaders/staff will take reasonable efforts to support the youth participant in complying with taking medication as directed on pharmacy labels or prescriptions. By signing below, parent/guardian acknowledges that responsibility for taking medication as directed ultimately lies with the parent/guardian and the youth and agrees that 4-H shall not be responsible for non-compliance.

Youth Participant Name:

Last

First

Middle Initial

Program Dates: _____ **Program/Event/Camp:** _____

Check all that apply:

- ☐ Youth Participant has permission to maintain and self-administer an inhaler as needed and is responsible for its use.
- ☐ Youth Participant has permission to maintain and self-administer an EpiPen as needed and is responsible for its use.
- ☐ Youth Participant will need to take medication during programming hours.
- ☐ Youth Participant requires assistance from leaders/staff to perform a procedure (such as giving an injection, testing blood sugar, etc.).
- Specify: _____

Youth Participant is bringing the following medical equipment to the program:

In compliance with the Americans with Disabilities Act, N.C. Cooperative Extension Youth Programs will honor requests for reasonable accommodations made by individuals with disabilities. Please direct accommodation requests to the Program/Event Coordinator. Requests can be served more effectively if notice is provided at least 10 days before the event.

Youth Safety Compliance

Medication(s) Details:

Specify Medication: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify Medication: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify Medication: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify Medication: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

Specify: Date/Time: _____ Dosage: _____

I hereby give permission for the 4-H leader and/or staff to administer the medication provided at program check-in and listed on this form to the Youth Participant. I hereby voluntarily release and shall indemnify and hold harmless North Carolina 4-H, North Carolina State University, North Carolina Agricultural and Technical State University, and their trustees, officers, employees, and agents from any and all liability, causes of action, claims, demands, and expenses (including attorneys' fees) arising out of or relating to the medication that is the subject of this form.

Signature of Parent/Guardian

Date

Transportation Policy

1. Transportation is not part of a 4-H leader's role. Parents and guardians are responsible for transporting youth to and from 4-H meetings and events.
2. Personal travel is not considered part of the 4-H program. Families who wish to arrange to carpool with other families do so at their own risk and should review their personal automobile insurance.
3. Travel as a club to a sanctioned event is considered to be part of the 4-H program if documented in an Activity Plan/Club Calendar of Events, is reviewed and approved by the county 4-H program, and is shared with parents in advance.

Guidelines for Clubs Travelling to Events

If the club travels to a sanctioned event together via commercial transportation, it must be documented in the Activity Plan/Club Calendar of Events, reviewed and approved by the county 4-H program, and is shared with parents in advance.

Parents and guardians must bring their youth to the agreed-upon meeting place for pick-up, after which the Rule of Two applies.

Staff members are not permitted to arrange carpooling for youth and/or adult participants to any 4-H program.

Auto Insurance

Because of how auto insurance is organized in the U.S., the vehicle owner's auto insurance responds first to any injury to individual or physical damage to their vehicle or another vehicle. **4-H does not have auto insurance coverage.** *4-H staff, leaders, and parents or guardians who use their vehicles to drive youth for a planned event should check with their insurance company about using their vehicle in this way and ensure that they have adequate liability insurance. Parents and guardians should be aware that there is no additional coverage through 4-H.

Transportation Authorization and Waiver

During the enrollment process, parents/guardians are given the opportunity to consent to the NC *4-H Transportation Authorization and Waiver Form*. Staff members should review the appropriate participant's consent forms if travel is warranted for an event, program, and/or activity. Participants are not allowed to travel to official 4-H programs unless their consent form is "Accepted" for the current programming year. No exceptions will be made to this policy.

4-H Transportation Authorization and Waiver Form

I am the parent or legal guardian of the Minor Child being registered herein. I understand and acknowledge that to participate in some local, district, and state 4-H programs (e.g., retreats, judging contests, educational field trips, etc.), Minor Child must be transported by motor vehicle to such programs and that, on many occasions, transportation will be provided by the North Carolina 4-H Youth Development Program ("4-H").

I authorize Minor Child to be transported in government-owned and/or privately-owned vehicles driven by properly licensed and insured individuals authorized to drive by 4-H.

I understand and have discussed with Minor Child that Minor Child is expected to follow all applicable laws regarding riding in a motor vehicle (including but not limited to wearing a seat belt); is expected to follow the directions provided by the driver, staff, or volunteers related to transportation; is expected to respect the driver, staff, volunteers and other occupants of the motor vehicle; and will not be disruptive to the driver of the motor vehicle.

I am aware of the inherent risks and dangers (including but not limited to property damage, serious injury, and even death) involved with motor vehicle transportation. I hereby voluntarily assume such risks and, to the fullest extent permitted by law, I hereby voluntarily waive, release, and forever hold harmless 4-H, North Carolina State University, and North Carolina Agricultural and Technical State University and their current and former employees, volunteers, agents, and representatives (collectively, the "Releasees" and, singularly, a "Releasee") from any and all liability, actions, claims, and demands arising out of or relating to any loss, damage, or injury sustained in connection with Minor Child's transportation to or from the locations of events associated with Minor Child's participation in 4-H, unless Minor Child or Minor Child's property is directly harmed or injured by the gross negligence or willful and wanton misconduct of a Releasee. I further agree to indemnify and hold harmless the Releasees from liability for the injury or death of any person(s) and damage to property that may result from Minor Child's negligence or intentional act or omission.

I have read this entire Transportation Authorization and Waiver Form. I fully understand its terms and conditions and agree to be legally bound by its terms. In signing this Transportation Authorization and Waiver Form, I am not relying on any oral or written representations from any of the Releasees.

I Agree to transportation authorization and waiver as described herein. _____

I do NOT agree to transportation authorization and waiver as described herein. _____

Youth Travel Policy and Procedures

1. There are scenarios where youth may be without adult supervision when travelling by air, train, or bus to an event or program. The scenarios are:
 - Travelling by air, train, or bus to and from district, state, national, or international events.
 - Travelling by air, train, or bus to and from a central meeting place within NC to meet with a 4-H group travelling to a district, state, national or international event.
 - When selected to participate as a 4-H representative in a conference or event hosted by another organization.

Youth Travel Procedures

When youth travel alone, the following procedures apply:

- The minimum age for youth traveling alone is between 12 - 15 for domestic travel (depending on the airline) and between 17 - 18 for international travel (depending on the airline).
- Travel arrangements must be shared with youth and their parents/guardians well in advance, and all appropriate permission forms must be signed and returned to the program organizers.
- Youth must be supervised at departure and arrival points by staff, screened leaders, parent/guardian, or other adults authorized by the family.
- When youth are received at their destination, the program will commence, and supervision policies will apply.

While traveling as a group (such as to a national conference or part of a 4-H International Exchange), the following procedures apply:

- While youth travel by air, train, or bus to meet up with the larger group, they may travel some portion on their own (see above) or with only one (1) approved volunteer/chaperone, as they are in a public setting. The chaperone must apply the Rule of Two whenever possible to avoid being one-on-one in vulnerable situations. For example, if the youth becomes ill, they must engage another adult or transportation staff for assistance.
- When the youth or group reaches the program, the club, hosting chaperones, and staff will follow the supervision policy and ratios.
- If a travel issue arises and an emergency stay at a hotel is required, youth and the screened leader(s)/chaperones must have their own accommodation and follow the Rule of Two to the best of their ability. For example, if only one (1) chaperone is present, they could engage another state's staff member to assist with room checks and gather to meet and eat in public spaces.

If a youth chooses to travel independently before or after the sanctioned event, permission from the parents/guardians must be obtained in writing and outline how the youth will connect to the 4-H event. Insurance coverage provided through 4-H will only cover the specific dates of the sanctioned event, including travel dates.

North Carolina 4-H Youth Development Declaration of Intent to Compete in a County of Non-Enrollment Policy

1. This policy addresses the need for youth, families, and staff to understand clearly when a youth may compete in 4-H programs outside the youth's primary county of enrollment (the "County of Enrollment").

Representation or participation in programs in a county other than the primary County of Enrollment requires the execution of a declaration by the youth and the youth's parent or guardian and the agreement to and approval of such representation or participation by County Extension Service staff for the youth's primary County of Enrollment and the other county (the "County of Participation").

This policy is intended to ensure that youth have equitable programmatic opportunities. **It is not to be used for competitive advantage and must be renewed annually.** Moreover, the youth may not attempt to represent or participate in programs outside the County of Enrollment in order to qualify for awards, trips, prizes, or scholarships in one county, region, or district after failing to qualify for the same recognition in another county, region, or district.

Reasons a youth may need/wish to compete in a program outside the youth's County of Enrollment could include the following:

- The youth lives close to county lines.
- The County of Participation offers unique programmatic opportunities unavailable in the youth's primary County of Enrollment.
- The youth would like to participate in a multi-county program created through County Extension Service staffing.

**NC 4-H Youth Declaration of Intent to Compete
In a County Other than the County of Enrollment Form**

Youth Participant Name (Minor): _____

County of Enrollment: _____

County of Participation: _____

Minor and Minor's parent/guardian declare that for the project year indicated, Minor would like to represent the County of Participation, which is not Minor's County of Enrollment, in the _____ area/project because _____. Minor and Minor's parent/guardian further declare that Minor's participation and representation for the County of Participation is not for competitive advantages and understand that Minor may not use the privilege of representing a county other than the County of Enrollment to qualify for awards, trips, prizes, or scholarships in one county, region, or district after failing to qualify for the same recognition in another county, region, or district.

Minor and Minor's parent/guardian understand that to represent the County of Participation, Minor must obtain approval from the 4-H Extension Agent for the County of Enrollment and the 4-H Extension Agent for the County of Participation.

Complete one form for each program area annually.

Subject Matter	County/Region	Beginning Date	Ending Date

Participant's Signature

Date

Parent's / Guardian's Signature

Date

County of Enrollment Extension 4-H Agent's Signature

Date

County of Participation Extension 4-H Agent's Signature

Date

Proper Storage and Handling of Confidential Information Policy

1. Extension professionals are expected to manage and monitor the use of confidential / private information (i.e., member records, health forms, reference checks, and background screenings) in a professional manner.

Handling, Storing, and Printing Confidential Programmatic Documents

Staff and volunteers are expected to handle, manage and monitor the use of programmatic data in accordance with university and NC 4-H Program policies, procedures, and guidelines, including:

- **Paper enrollment forms should only be used at the convenience of clientele, such as when they do not have Internet access or if English is a secondary language.**
- When enrollment information is collected on paper forms, for either youth or volunteer, this information must be promptly and accurately entered in 4-HOnline (Instructions for this process are located on the 4-HOnline Resource Site). **Once enrollment information is entered into the 4-HOnline system and approved by the 4-H family and/or volunteer, the original hard-copy forms should be destroyed via cross-shedding.
 - **It is recommended that all Spanish enrollment forms be BOTH entered into 4-HOnline, kept on file for that programmatic year, and then destroyed via cross-shredding.**
- Retention of 4-H hard-copy records, which contain personally identifiable data, must be kept in a locked cabinet. Only approved personnel should have access to this data.
- **Volunteer applications and reference check forms are required to be kept for a minimum of five (5) years.**
- **Club financial records are required to be retained for seven (7) years.**
- **4-H Charters are to be retained permanently.**
- Copies of Health Forms and Medication Administration Permission Forms must be stored in a secure location dependent upon programmatic nature (in a 3-ring binder and accompanying staff/volunteer when they are in travel status with a group of youth or volunteers, etc.).
 - After the program, event, trip, etc., the coordinating staff member should cross-shred printed copies, including the Medication Administration Permission Forms, if no longer needed.
- Registration and Health Forms may not be stored on a copier or multi-function device.
- **Registration Forms, Health Forms, Volunteer Applications, and Reference Check Forms cannot be emailed.**
- Staff should close their Internet browser when they conclude printing the needed documentation.
- 4-H Club leaders and /or event chaperones (Level 1) are authorized to have access to their club's roster and health forms. *Access to club rosters and contact information can be granted to club leaders. Club leaders **cannot** access their club's health information; staff must provide it.

NEW: Staff are required to train their Level 1 volunteer(s) annually on the importance of proper handling and storing of confidential materials before any experience where they are collecting, storing, or handling these forms (i.e., training a 4-H Club Leader before providing access to their club's health forms).

Appendix A: When to Report Incidents for 4-H

Use the below table to determine when an Incident Report is required.

Issue	Incident Report Required	
Observe, know, or suspect child abuse or a child is in harm's way.	Always notify authorities first. Then complete an incident report.	
Misconduct related to: <ul style="list-style-type: none"> • mishandling of finances, • breaking federal, state, local laws and/or program policies / standards, • using drugs or alcohol at a 4-H youth event. 	Always. Refer to NC 4-H Code of Conduct : <ul style="list-style-type: none"> • Misconduct Policy 	
Failure to uphold policy: <ul style="list-style-type: none"> • breach of confidential personal, health, or financial information • youth or adult is excluded from participating • failure to implement youth supervision practices (i.e. Rule of Two) 	Always. Refer to 4-H in the NC Youth Compliance Safety policy manual: <ul style="list-style-type: none"> • Safety Assessment and Management Policy • Inclusion Policy • Supervision Policy 	
Risk to 4-H reputation and image.	Always.	
Issue	Address Locally	Incident Report Required
Concerning actions, such as <ul style="list-style-type: none"> • disrespectful speech, action, or behavior • unsportsmanlike conduct • not providing appropriate animal care 	If able to address the issue at club or event with quick resolution or corrective coaching.	If this is a repeated issue or behavior raises safety concerns.
Accident or illness involving any participants.	If very basic first aid treatment provided. A note on treatment is given to parents.	If there is an illness, injury, mental health concern, or if a vehicle is involved.
Property damage.	If it is easily repaired.	If it is unexpected, may involve insurance.
Issue	Alternative Resolution Process	
Interpersonal conflict between youth or adults.	If conflict or grievance is related to misconduct, use the table above to determine if an incident report is required. Otherwise, try to resolve this at the club or event first. If this issue cannot be resolved at the county/district level, reach out to the State 4-H Office for support.	
Grievance about a 4-H project or program decision.		

Appendix B: Registering Extension Youth Programs, Events & Activities for Compliance with REG 01.25.18

UNC System REG 01.25.18

UNC System regulation **REG 01.25.18** (*Programs that Involve the Participation of Minors*) established standards and procedures which provide appropriate protection and supervision of minors participating in University-sponsored programs and programs operated by third parties who use North Carolina State University and North Carolina A&T State University property and facilities. "University-Sponsored Program" means any Program/ Event or Activity which (a) is operated by a University unit, (b) primarily serves or includes Minors, and (c) where University covered individuals are knowingly supervising participants who are Minors or where the Minor is registered for an on-line Program operated by the University. "Covered Individual" means all individuals 18 years old or older (including employees, volunteers, and students working for a University-Sponsored Program/Activity and owners, employees, and volunteers of Covered Third-Party Programs) who work closely with, interact, supervise, instruct, or otherwise come into direct, non-incidental contact with Minors in a Program/Activity.

What Programs Require Registration

REG 01.25.18 *requires university-level* registration and approval of all programs, events, and activities in which Extension (NC State and NCA&T State) employees, specialists, and/or Extension volunteers will have care, custody, and/or control of minors in either Face-to-Face or Virtual environment based on registration and/or enrollment process. This regulation covers Extension programs at the county, district, state, and national levels.

o *Extension youth programs that do not utilize a registration/enrollment process and where the youth participant's legal guardian maintains custodial care do not require university registration/approval.*

How to Register Extension Youth Programs

STEP 1: Complete the initial NC State / NCA&T State university approval process. Submissions should be submitted at least 14 working days before the start of the program/event.

- Extension Employees Paid by NC State University should use this link to request university approval.
 - o [NC State University - Extension Youth Event Registration Request](#)
- Extension Employees Paid by NCA&T State University should use this link to request university approval.
- [NC A&T University - Event Registration Request](#)

TIP#1: Multiple programs/events that fall within a category, for example, summer fun, may all be registered under one request. Extension professionals may request approval of all events, programs, and activities held during a given year at the beginning of the year.

- **TIP #2:** Traditional 4-H School Enrichment programs do not fall under this regulation, whereas students do not register/enroll for the program, and Extension professionals do not have care, custody, and control of the students during the program. Likewise, Farm-to-Table programs that follow the same care, custody, and control pattern do not fall under this regulation.
- **TIP#3:** The "Clubs" section of the 4-HOnline system captures all the required regulatory documentation. *4-H Clubs do not need to be entered for university approval. A 4-H Club is required to be "in compliance" by January 30th annually.

STEP 2: Enter university-approved youth programs, events, and activities into 4-HOnline as an "Event" within three (3) business days of receiving the approval email notification. ***NC State University and NCA&T State University require all approved youth programs to follow the same procedures outlined below for youth safety compliance.**

- **Approved events, programs, and activities can be entered into 4-HOnline in one of two ways – a "Registration Event" or a "Youth Safety Compliance (YSC) Event."** **The preferred process is a Registration event.*
 - o Registration Events should be created when 4-HOnline is used as the youth/volunteer registration system.
 - Create an "Event" that collects all the required compliance information and will go "Active" for youth/volunteer registration.
 - o YSC Events should be created when an external youth/volunteer registration system is used like Eventbrite:
 - Create an "Event" that will remain in "Testing" mode which contains all the required compliance information.

Youth Safety Compliance

- **TIP#1:** Only the “Primary County Admin” in 4-HOnline can enter an event. Other county managers can provide event support once the event is created and there are added to the event as managers.
- **TIP#2:** Multi-county and district events can be created, which allow each Primary County Admin access to their registrations.
- **TIP#3:** Extension Specialists can create multi-county, district, and state-level events that allow them direct access to their registrations.

Checklist for Creating a Registration Event in 4-HOnline

1. _____ Add the "Event" in 4-HOnline using the same approved event "Title."
(*Remember: When you create an Event and/or edit an Event, it must be in "Testing Mode")
2. _____ Under "Details," the following YSC information (**in Bold**) is required.
 - **Name** – Use the same approved event name submitted in Step 1
(*If that is not possible, use a name that can be easily connected to what was approved in Step 1)
 - **Description** – Provide a short detailed description including the following required components: **Program Description, Start/End Date, Start/End Time, Age/Grade Range, and Location (F2F/Virtual).**
 - **Open/ Restrict Event by County** – add program/event information.
 - **Note:** Status, Multiple Registrations, Start & End Date, County Approval, etc., are on this tab
 - Optional: Upload Logo & Splash Image
3. _____ Skip the "Coupon" tab.
4. _____ Under "Types," add the necessary information.
(*Remember: Both Registration Start/End Dates, Youth Registration Type, and the Health Form collection button are on this tab)
5. _____ Under "Questions," add your own program/event questions.
6. _____ Under "Consents," add the necessary information.
(*Remember: Link program appropriate consents to the event (Photo/media, Transportation, etc.) so you'll have that data when you run the event reports).
7. _____ Under "Custom Files," add a program/event pdf file if this component will be used
8. _____ Under "Emails," add program/event information if this component will be used
9. _____ Under "Managers," Add other L4 Extension staff members who are being given access to the event.
10. _____ Skip "Payment Due" unless the program/event was created with a fee
11. _____ Under "Registrations," you can access "real-time" participant registration information and download the participant roster to mark attendance.
12. _____ Change the Event Status from "Testing" to "Active" when ready.
(*Remember: To edit an event – it must be in "Testing mode.")

STEPS FOR CLOSING THE EVENT

13. _____ After the Event, **Change the Event Status** from “Active” to “Testing.”
14. _____ **Upload all the required YSC Information under the “Custom Files” Tab within 10 business days of the conclusion of the Program/Event.** **Individual files are unnecessary; one event PDF file can be uploaded with the required components.*
 - **Participation Roster** (Participant's first & last name / sign-in sheets are acceptable).
 - **Volunteer Roster Denoting L1 or L2** (Volunteer first & last name / sign-in sheets are acceptable).
 - **Extension Staff Roster Denoting L4** (Staff first & last name / sign-in sheets are acceptable).
 - **The Program, Event Activity Operational Agenda** (*For some events, this is the marketing flyer / SplashImage; others will need to upload the event agenda)



Appendix C: Using the 4-H Name and Emblem Application

North Carolina 4-H Name and Emblem Application

Groups and/or Clubs seeking to use the 4-H Name and Emblem must complete and submit this application. Upon approval by county Extension staff, permission will be given.

County: _____ Date of Application: _____

Type of Group:

Council / Association / Special Interest Group / Club / Other

Name of Group: _____

Name of Volunteer Leader (primary contact): _____

Volunteer Mailing Address: _____

Volunteer E-mail: _____

Goal & Objective of the group applying for 4-H Emblem & Name use: _____

Date(s) & Time(s) of Meetings:

Please describe how the clover will be used: _____

Will your group be handling funds?

Yes

☐

No

☐

Please note:

- Groups handling funds must designate one adult volunteer responsible for fund management. Groups handling funds must also work with the county 4-H professional in accordance with NC 4-H guidelines found in the NC 4-H Treasurers Guidebook.
- Groups must register annually to maintain the use of the 4-H name and emblem.

To be completed by the Extension office:

Approved by: _____, Title: _____

Registration Expiration date: _____

(Expires one year from date of application approval)

