



Below are selected highlights from the changes over the past year to Wisconsin 4-H Policies. To review all Wisconsin 4-H Policies please visit: [Wisconsin 4-H Policies – Wisconsin 4-H](#)

Health Forms and Health Coordinator Policies

Health Forms (New Policy)

Wisconsin 4-H staff and/or volunteers are REQUIRED to collect the 4-H [Youth Event Health Form](#) from all youth participants for all overnight 4-H programs and/or activities. It is RECOMMENDED that Wisconsin 4-H Staff and/or volunteers collect the UW-Madison Youth Event Health Form from all youth participants for all 4-H programs and/or activities that are three or more hours in duration and where 4-H staff or volunteers are in custodial care.

Health Coordinator (New Policy)

A Health Coordinator is required when collecting health forms. All health forms must be reviewed and in the possession of a Health Coordinator during the 4-H program or activity. The [Volunteer Health Coordinator](#) role provides leadership for the health and safety needs of participants and works cooperatively with youth and adult volunteers in providing a safe event for youth. More information can be found on the [Volunteer Health Coordinator Resources](#) webpage.

4-H Name, Emblem and Records Policies

All new and updated Wisconsin 4-H Name, Emblem and Records Policies can be found on the Wisconsin 4-H Policy website: [4-H Name, Emblem & Records – Wisconsin 4-H](#)

Bylaws (Updated Policy)

All 4-H Clubs and Groups must have written operating guidelines, bylaws or constitution approved by the members to govern the club. In addition, 1) only 4-H members (clubs) & 4-H members and 4-H volunteers (groups) are eligible to vote and 2) the 4-H Program Educator has the authority to approve, deny, or request modifications to 4-H Club and Group operating guidelines, policies, bylaws, and/or constitutions to ensure that the language aligns with Wisconsin 4-H Policies, Mission, and Values.

Adult Leadership (Updated Policy)

4-H Clubs and Groups must have adult leadership that have been approved by the 4-H Program Educator. In addition, 4-H Club Leaders are annually appointed by the 4-H Program Educator. 4-H Group Leaders are either appointed annually by the 4-H Program Educator or elected following the process outlined in their bylaws.

Wisconsin 4-H Records Retention Policy (Updated Policy)

Wisconsin 4-H Records MUST be destroyed confidentially at the end of the time period outlined in the [Wisconsin 4-H Records Retention Schedule](#). Records include, but not limited to: enrollment forms, financial forms, health forms, meeting minutes, etc.

Financial Management Policies

All new and updated Wisconsin 4-H Financial Management Policies can be found on the Wisconsin 4-H Policy website: [Financial Management – Wisconsin 4-H](#)

Credit Card Dues and Fees Policy (New Policy)

4-H Membership Dues and 4-H Program Fees that are collected through 4-HOnline can ONLY be deposited in a UW-Madison Account or a County Government Account.

Credit and Debit Card Policy (Updated Policy)

Debit Cards: The use of debit cards for 4-H Clubs or Groups is permitted, provided they adhere to the following:

- Each 4-H Club or Group can have one (1) debit card or no more than two (2) debit cards.
- Each debit card must be issued in the name of the 4-H Club or Group and individual(s) who is listed as a signatory on the bank account.
- Prior to purchase, all expenses must be approved by the 4-H Club or Group per the regular budget process or by a vote that is documented in the minutes.
- Printed original receipts must be kept for all purchases and submitted as part of the annual financial audit.
- The 4-H Club or Group leader and treasurer must regularly review bank accounts to monitor transactions. When it appears that a debit card has been compromised, the 4-H Club or 4-H Group leader or treasurer must contact the bank and the 4-H Program Educator immediately to report the concern.
- NO personal purchases can be made with a 4-H Club or 4-H Group debit card.
- NO debit card cash advances are allowed, including automated teller machine (ATM) withdrawals or cash back withdrawals with purchases.
- It is a privilege for 4-H Clubs and 4-H Groups to have access to a debit card. If it is found to be misused, the ability to retain a debit card may be removed.

Credit Cards - Credit cards are highly discouraged and limited to 4-H Leader Organizations. In the event a 4-H Leader Organization needs a credit card, the following practices apply:

- Be aware of all fees and policies associated with the credit card, such as a minimum number of transactions per year to maintain the account.
- Inform UW-Madison Division of Extension when a corporate credit card is being opened – add to the annual charter on the financial report page.
- The monthly statement must be mailed to the county office.
- The credit card is the responsibility of the Treasurer of the 4-H Leaders Association.
- Limit authority to purchase on the authority of the organization to a few volunteers.
- Purchases should be previously approved through the budget process.
- Create a credit card log form and attach receipts to the log with an explanation of purchases.
- Restrict the credit limit and amount available per transaction even if there may be fees associated with this service.
- The account must be paid in full each month.

Crowd Funding Policy (New Policy)

Wisconsin 4-H Clubs and Groups may engage in crowdfunding through online platforms (ex. GoFundMe, Givebutter) with prior approval from the 4-H Program Educator. All funds raised for 4-H purposes must adhere to current 4-H policies and 4-H philosophy, particularly those related to fundraising.

Online Payment Systems Policy (New Policy)

The use of online or peer-to-peer payment services (i.e. PayPal, Venmo, Zelle, etc.) are allowed for use by 4-H Clubs and Groups when they adhere to the following:

- The online or peer-to-peer payment service has been discussed and approved by a vote of the 4-H Club or Group.
- The online or peer-to-peer payment service can only be used to make or receive payments.
- Only a 4-H Club or Group email account can be tied to the system. Personal email accounts are not allowed.
- When a 4-H Club or Group leader or treasurer leaves their position, the account password(s) must be shared with incoming leadership. The new leader or treasurer must change the password(s).
- Each 4-H Club or Group can only have one (1) online payment service account. The 4-H Club or Group leader(s) and the treasurer should be the only people to have access to that account.
- Prior to purchase or payment, all expenses must be approved by the 4-H Club or Group per the regular budget process or by a vote that is documented in the minutes.
- The 4-H Club or Group leader and the treasurer must track all transactions (purchases and receipts) from the online payment account and submit these records as part of the monthly treasurer report and the annual financial report.

It is a privilege for 4-H Clubs and 4-H Groups to have access to an online or peer-to-peer payment system. If it is found to be misused, the ability to retain any of these payment systems may be removed.

4-H Projects and Activities Policies

Lock-In (New Tip Sheet)

A lock-in is an overnight educational program that has activities planned for most, if not all, of the evening. A lock-in typically takes place in a school, community center, or other similar space. The Wisconsin 4-H Lock-In Tip Sheet provides guidance for 4-H Clubs and Groups that are interested in coordinating a lock-in. The new [Lock-in Tip Sheet](#) can be found on the Wisconsin 4-H Projects and Activities Policy webpage: [4-H Projects and Activities – Wisconsin 4-H](#)

Other

Behavior Concerns Report (New Form)

The Behavior Concerns Report (BCR) is to be used to document behavior concerns of 4-H members or 4-H volunteers participating in 4-H programs, projects or activities. IMPORTANT: this form is not to be used for Accidents or Injuries and is NOT a substitute for Mandated Report Procedures. The BCR Form is posted on the [Contact Us – Wisconsin 4-H](#) webpage.

2024-25 Code of Conduct (Updated Form)

The [2024-25 Wisconsin 4-H Code of Conduct – Wisconsin 4-H](#) for 4-H members and 4-H participants will be posted on September 1, 2024 and updated in 4-H Online.