

# Mountrail County 4-H Constitution & Policy Handbook

Adopted by Mountrail County 4-H Council - March 2017  
(All previous governing rules or policies are null and void)

## The 4-H Pledge

I pledge...

my head to clearer thinking,  
my heart to greater loyalty,  
my hands to larger service,  
and my health to better living,  
for my club, my community,  
my country and my world.



## 4-H Emblem

The 4-H Emblem is the four leaf clover with an “H” on each leaf. The official

4-H name and emblem are protected under Federal Statute (Title 18, U.S.C. 707) and may only be utilized with permission.

## 4-H Motto - “To Make the Best Better”

## 4-H Mission

4-H Youth Development Education creates supportive learning environments for youth and adults to reach their fullest potential as capable, competent, and caring citizens. In support of this mission, we will:

- Provide formal and non-formal community-focused experiential learning.
- Develop skills that benefit youth throughout life.
- Foster leadership and volunteerism in youth and adults.
- Build internal and external youth/adult partnerships for programming and funding.
- Strengthen families and communities.
- Use research-based knowledge and the land-grant university system.
- 4-H provides hands-on, real-life experiences through projects, activities, and events. youth are involved in
- 4-H through clubs, school enrichment programs, independent study, after-school programs, and special interest groups

## 4-H Creed

I believe in 4-H work for the opportunity it will give me to become a useful citizen.

I believe in training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the dignity it will give me to be helpful, useful, and

skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my World, my Country, my State, and my Community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment

**NDSU**  
Extension Service

# Mountrail County 4-H

PO Box 40  
8103 61<sup>st</sup> St NW  
Stanley, ND 58784

Office Hours: Monday - Friday 8:00a - 12:00/12:30p - 4:30p

Phone: (701) 628-2835

Fax: (701) 628-1676

Email: Lynnette Vachal - [lynnette.vachal@ndsu.edu](mailto:lynnette.vachal@ndsu.edu)

Heather Tomlinson – [heather.tomlinson@ndsu.edu](mailto:heather.tomlinson@ndsu.edu)



## 2023 - 2024 Mountrail County 4-H Committees:

Static: Jana Enger, Laura Fransen, Amanda Hynek, Krista Littlefield, Melissa Vachal, & Susan Vachal

Livestock: Heather Braaflat, Barb DeTienne, Laura Fransen, Bailey Hawbaker, Steven Littlefield, Grady Uran, Curt Vachal, John Woodbury, & Mark Vachal

Horse: Sarah Brewer, Ilene Enerson, Bobbi Jo Johnson, Brittney Maurer, Jess Niemitalo, Monica Sem, & Katie Steele

## 2022 - 2023 Mountrail County 4-H Executive Council:

President: Melissa Vachal

Vice-President: Barb DeTienne

Secretary: Bailey Hawbaker Treasurer: Krista Littlefield

Adult Representatives: Jana Enger, Laura Fransen, & Amanda Hynek

Youth Representatives: Vanessa Fransen, Levi Uran, & Lane Vachal

## 4-H Year at a Glance Calendar

(subject to change and more may be offered!)

<b>September 1</b>	4-H Year Begins
<b>September 10</b>	Git R Dun/Award Apps Due Outstanding 4-H Club Applications Due
<b>September or Oct.</b>	Fall 4-H Meeting
<b>October or Nov:</b>	National 4-H Week 4-H Awards /Leaders Day
<b>November 30</b>	4-H Mountrail County 4-H Online registration deadline to be included in current year updates
<b>Nov. or Dec.</b>	Multi Co. 4-H Activity Day, Minot
<b>December:</b>	State 4-H Ambassador Applications Due
<b>January:</b>	Hippology/Livestock/Meats/ Crops Judging Starts 4-H/Rolling Plains Archery Starts Winter 4-H Meeting
<b>February:</b>	4-H Project Day
<b>March 1</b>	State 4-H Scholarship Application Due Beef Steer Ownership Deadline
<b>March:</b>	N.D. Winter Show, Valley City State Crops/Livestock Judging Contests
<b>April 1</b>	Scholarship Applications Due (Joan Uran, John Peterson, Ag Improvement, etc.)

<b>April:</b>	4-H Fundraisers Spring 4-H Meeting Hippology Contest
<b>May 1</b>	All Other Livestock Ownership Deadline
<b>May:</b>	4-H Showcase Clothing Revue Communication Arts
<b>June:</b>	Consumer Choices 4-H Pet Shows Extension Youth Confer., Fargo 4-H Camps Open, Washburn Small Animal/Livestock Camp 4-H Horse Show
<b>July:</b>	Achievement Days North Dakota State Fair, Minot
<b>August 1</b>	National Congress/Conference Applications Dues
<b>August:</b>	State 4-H Shooting Sports



Would you like additional information, documents, or notices for current and future County and State 4-H Events? Keep up to date on any 4-H happenings and the documents needed for events on the following pages:

[www.facebook.com/MountrailCounty4H](http://www.facebook.com/MountrailCounty4H)

[www.facebook.com/MountrailExtensionService](http://www.facebook.com/MountrailExtensionService)

<http://www.co.mountrail.nd.us/pages/ndsu-extension>

# Table of Contents

4-H Pledge, Motto, Emblem, Creed, & Mission.....	1 (Front of Cover)
4-H Contact/Calendar .....	2 (Back of Cover)
Table of Contents .....	3-4
Constitution and By-Laws .....	5-9
Completing a 4-H Year	
1) Regular Members .....	10
2) Independent Members .....	11
3) Dual-Enrolled Members .....	11-12
4) Adult Members .....	12
New Clubs .....	13
Literature .....	13
Scholarship & Reimbursement Programs	
1) Joan Uran .....	13
2) John Peterson Memorial .....	13 & 14
3) Extension Youth Conference .....	14
4) Summer Camps .....	14
Fundraisers	
1) General information.....	14-15
2) Achievement Days Raffle .....	15
3) Achievement Days Booster Certificate .....	15
Year-End & Special Recognition Awards	
1) Youth Members	
a. Pin Recognition .....	16-17
b. Outstanding Jr & Sr .....	17
c. Club of the Year .....	17
d. ND 4-H Key Award .....	17
e. Git R Dun (All Ages) .....	18
f. Project Awards .....	18
g. Honor Court .....	18
2) Adult Members & Other	
a. Pin Recognition .....	19
b. Friend of 4-H .....	19
Achievement Days - Static Exhibitor/Exhibit	
1) Dress Code.....	20
2) Judge(s) .....	20
3) Static Exhibit/Exhibitor .....	20-21
4) Static Exhibit Awards .....	21-23

## Table of Contents – Continued...

### Achievement Days - Small Animal & Livestock Exhibitor/Exhibit

- 1) Dress Code ..... 23
- 2) Judge(s) ..... 24
- 3) Ownership Dates & Weight Requirements ..... 24
- 4) Small Animal Exhibitor/Exhibit ..... 25-26
- 5) Livestock Exhibitor/Exhibit ..... 26-27
- 6) Small Animal/Livestock Awards ..... 28-29

### Achievement Days - Horse Exhibit/Open Show

- 1) Dress Code ..... 30
- 2) Judge(s) ..... 30
- 3) Horse Show Exhibitor/Exhibit..... 30-21
- 4) Horse Exhibit Awards ..... 32-33

### Achievement Days - Other

- 1) Premium Points/Monies (County Level) ..... 33
- 2) Premium Sale ..... 34-35
- 3) Buyers Appreciation Supper ..... 35
- 4) Protests ..... 36

# CONSTITUTION AND BY-LAWS

## Mountrail County 4-H Council

Effective: March 14<sup>th</sup>, 2017

### ARTICLE I - Name

- 1) The name of this organization shall be the Mountrail County 4-H Council
- 2) It shall also be composed of an Executive Board

### ARTICLE II - Objective and Purpose

- 1) The purpose of this organization shall be:
  - a) Identify needs of youth in the area
  - b) Plan, coordinate and manage County events and activities
  - c) Establish communication between Extension Staff and 4-H Clubs
  - d) Serve as an advisory group to the County Extension Service
  - e) Promote 4-H membership and leadership development efforts
  - f) Assume responsibility for financial support of 4-H programs
  - g) Plan for raising funds to support the county 4-H program

### ARTICLE III - Membership of the 4-H Council

- 1) Active Membership shall consist of all currently enrolled and screened adult leaders, junior 4-H members (ages 13 and up)
- 2) Ex-officio Membership shall consist of any member of the County Extension Office Staff. They are entitled to the privileges of the floor, but may not vote

### ARTICLE IV - Council Officers and Duties

- 1) The 4-H Council Officers are granted the authority to make timely decisions that need to be voted on prior to the next 4-H council meeting
- 2) Officer's positions within the 4-H Executive Board shall be President, Vice President, Secretary and Treasurer. Officers may only be eligible adults ages 19 and older. These officers will also serve their respective positions on the 4-H Council and Executive Board.
  - a) **TERMS** - The term of office shall be one year unless re-elected. Officers may be re-elected, there shall be no term limit. The officers shall be elected by a quorum of the Council.
- 3) The duties of the **President** are to:
  - Preside at the meetings of the County 4-H Council and Executive Board
  - Act as official spokesperson for the Council and to represent them at 4-H functions

- See that the Constitution and By-Laws of the Council are followed
  - Appoint members of committees and office when necessary and with Executive Board approval
  - Sign all documents requiring the President's signature
  - Assist with agenda development for 4-H Council and Executive Board meetings
  - Perform all other duties incidental to the office of President
- 3) The duties of the **Vice-President** are to:
- Perform the duties of the President in the absence of the President or when called to occupy the chair of the President
  - Assist the President with agenda development for 4-H Council and Executive Board meetings
  - Assist the President in any way not previously stated, as needed
- 4) The duties of the **Secretary** are to:
- Keep minutes of all meetings of the 4-H Council and Executive Board in good order, including records of the main points of discussion, motions and outcomes of votes
  - Keep record of attendance at all 4-H Council and Executive meetings
  - Submit minutes to the Extension Office within three weeks of the meeting and have minutes available at Council meetings
  - Keep a copy of the Constitution and By-Laws and record all amendments
  - In the absence of the President and Vice-President, call the meeting to order and name a chairman pro tem
- 5) The duties of the **Treasurer** are to:
- Keep an accurate record of all money received, with the date received and the name of person from whom it was received
  - Keep a record of each bill paid, to whom paid, and the date
  - Write checks and receive/file current bank statements
  - Prepare a financial statement to be presented at each county council meeting
  - Be established as the primary signer on all said accounts
    - (1) The County Extension Administrative Assistant shall be added to all accounts and may assist in any of the Treasurer's duties.
    - (2) Agent(s) may not be added to any Council accounts

### **ARTICLE V - Executive Board of the Council**

- 1) The Executive board consists of currently elected Council officers, the retiring President, 2 or 3 elected Adult Representatives and 2 or 3 elected Youth Representatives
  - a) Youth representatives may only vote when there is not a youth conflict present (e.g. events scheduling)
- 2) Executive Board duties - The Executive Board shall confirm appointments of the President, including appointments to fill a vacancy in office; in an emergency, the Executive Board shall meet at the call of the President. All business transacted by the Executive Board shall be reported to the County 4-H Council meetings and no action of the Executive Board shall **change the policy** of the County 4-H Council unless voted upon by the Council

## **ARTICLE VI - Committees**

- 1) The President shall appoint such committees as are deemed necessary for the proper functioning of the County 4-H Council
- 2) Standing Committees - Consist of Livestock, Horse, Static and any others as directed by the County 4-H Council
  - a. During the September council meeting, static committee members are nominated/elected for the upcoming Achievement Days
  - b. Standing Committees must report to the 4-H Council to develop any new policies. Each policy must be voted by the 4-H Council before it can be enforced
- 3) Duties of Standing Committees:
  - a. **Static Committee:**
    - i. Assist 4-H Agent with decision making
    - ii. Assist with enforcing all current Static policies
    - iii. Handle any questions, concerns and conflicts during Achievement Days
    - iv. Assist with the operation of the Static portion of Achievement Days
    - v. Report to 4-H Council with any concerns
    - vi. Job duties may be added by the 4-H Council based on needs per event
  - b. **Livestock Committee:**
    - i. Assist 4-H Agent with decision making
    - ii. Assist with enforcing all current Small Animal & Livestock policies
    - iii. Handle any questions, concerns and conflicts during Achievement Days
    - iv. Assist with the operation of the Small Animal & Livestock portions of Achievement Days
    - v. Job duties may be added by the 4-H Council based on needs per event
  - c. **Horse Committee:**
    - i. Assist 4-H Agent with decision making
    - ii. Assist with enforcing all current Horse policies
    - iii. Handle any questions, concerns and conflicts during Achievement Days
    - iv. Assist with the operation of the Small Animal & Livestock portions of Achievement Days
    - v. Job duties may be added by the 4-H Council based on needs per event

## **ARTICLE VII - Meetings**

- 1) There will be a minimum of three 4-H Council meetings per 4-H year
  - a) Meeting date, time and locations will be determined by the 4-H Executive Board and the 4-H agent(s)
- 2) Additional special Council meetings may take place when deemed necessary

## **ARTICLE VIII - Nominations and Elections**

- 1) A member shall be eligible to hold office when the following criteria is met:
  - a. President, Vice-President, Secretary, Treasurer and Adult Representatives must be a registered 4-H adult member ages 19 and older
  - b. Youth Representatives must be a registered 4-H member ages 18 and younger
- 2) Elections shall take place at the Fall meeting held after the beginning of the new year
- 3) The term of office is from the Fall meeting to next election - which is one year term
- 4) Vacancies in office shall be filled by appointment of the President. A vacancy in the office of the President is filled by the Vice-President
- 5) Nomination and elections shall be by ballot and/or majority vote. The Executive Board shall collect names of interested youth and adult leaders for a slate of candidates for election at the Fall meeting
- 6) A majority of votes cast is required to elect an officer

## **ARTICLE IX - Quorum**

- 1) At least five members shall be present to conduct business.

## **ARTICLE X - Financing**

- 1) As a non-profit organization, the 4-H program depends on public contributions, tax monies appropriated and self-assessment to support a progressive 4-H program available to all community youth
- 2) The finance committee will be comprised of the 4-H Council Executive Board
- 3) Mountrail County 4-H Council will have a 4-H Council bank account
- 4) The Mountrail County 4-H Treasurer will be responsible for completing all financing duties and operations
  - a. The Extension Office administrative assistant may assist the Treasurer with these duties and operations
  - b. Agent(s) may not be added to the accounts
- 5) Fundraising event income collected must be counted and signed off by a minimum of two of the following personnel before it may be deposited into the appointed 4-H Council bank account: 4-H Agent, Mountrail County 4-H Council Treasurer, Mountrail County 4-H Council President or Extension Office Administrative Assistant
- 6) Donations to the Mountrail County 4-H program are deposited into the GENERAL 4-H Council bank account unless allocated to a specific 'account'



## **ARTICLE XI - Amendments**

- 1) The constitution and by-laws may be amended by two-thirds vote of the members in attendance at any County 4-H Council meeting - provided a 30-day prior notice is given to all members of what changes are proposed.
  - a. If insufficient prior notice is given, then a second reading is required.

## **ARTICLE XII - Beneficiary**

- 1) In the event that the Mountrail County 4-H Council should ever be dissolved, all remaining funds will be credited to the North Dakota State 4-H Foundation; or in the event that the said foundation is unable or unwilling to accept the funds, they will be transferred to the National 4-H Foundation.
- 2) In the event that any Mountrail County 4-H Club should ever be dissolved, all remaining funds will be credited to the Mountrail County 4-H Council

# Mountrail County 4-H Policy Book

## 4-H Youth Member Enrollment

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Membership years are based on the 4-H Online software reporting system and the member age at the beginning of the current 4-H year (September 1 - August 31)
  - a) Cloverbud (ages 5-7) = 3 years
  - b) 4-H Member (ages 8-18) = 11 years
  - c) Total years of 4-H enrollment = 14 years
  - d) Adult Member (ages 19 & older)
    - Once a member is 19 as of the beginning of the 4-H year (Sept. 1<sup>st</sup>) they must register as an adult and will be considered alumni
  
- 2) **Regular Youth Member** - to be termed a completing regular member, each regular member must have met ALL of the following criteria:
  - a) Be a registered primary Mountrail by May 1st or the appropriate Livestock Ownership when applicable (as shown on pg. 25)
  - b) Have all forms, outstanding fees and dues submitted and paid by the appointed deadlines and registration deadlines (as listed above in Regular Youth Member Section 2. a)
  - c) Select a minimum of one Project to participate within on 4-H Online in Mountrail County
    - May only participate within a project in one county and cannot participate within that project in their Primary county per North Dakota State 4-H guidelines
    - Members are responsible for adding their own projects by the appointed deadlines  
(1) Extension Office staff will add a project **ONLY** if requested by the 4-H member
    - Project deadlines are the same as the 4-H registration deadline listed in 'Regular Youth Member Section 2. a.'
  - d) Participate in a minimum of one county fundraising event each year (pancake breakfast, raffle sales, boosters, basketball tournament, etc.) and three club meetings
    - 4-H Club leaders will be contacted at the end of a 4-H year to confirm attendance
    - If a member does not participate, they will forfeit 25% of their Achievement Days premium point or premium sale monies (whichever totals the most)
  - e) The 4-H Club leader has the authority to grant a completion record for the current 4-H year to a club member, with notice to the 4-H Agent when situations are encountered of a unique nature
    - For example, members who are away at college and are still eligible for 4-H membership shall be considered a situation of a unique nature  
(1) College enrolled 4-H members are encouraged to enroll as independent members

- 3) **Independent Youth Member** - to be termed a completing independent member, each independent 4-H member must have met ALL of the following criteria:
- a) Be a registered primary Mountrail by May 1st or the appropriate Livestock Ownership when applicable (as shown on pg. 25)
  - b) Have all forms, outstanding fees and dues submitted and paid by the appointed deadlines and registration deadlines (as listed above in Independent Youth Member Section 3. a)
  - c) Select a minimum of one Project to participate within on 4-H Online in Mountrail County
    - May only participate within a project in one county and cannot participate within that project in their Primary county per North Dakota State 4-H guidelines
    - Members are responsible for adding their own projects by the appointed deadlines (1) Extension Office staff will add a project **ONLY** if requested by the 4-H member
    - Project deadlines are the same as the 4-H registration deadline listed in 'Regular Youth Member Section 2. a.'
  - d) Participate in a minimum of one county fundraising event each year (pancake breakfast, raffle sales, boosters, basketball tournament, etc.) and attend a minimum of three Mountrail County 4-H events
    - 4-H Agent will confirm attendance at the end of the 4-H year
    - If a member does not participate, they will forfeit 25% of their Achievement Days premium point or premium sale monies (whichever totals the most)
  - e) The Extension Agent has the authority to grant a completion record for the current 4-H year to a club member
- 4) **Dual-Enrolled Youth Member** - a member may participate within two counties when special situations are presented
- a) **PROJECT PARTICIPATION:**
- Projects are determined by NDSU and 4-H Online (e.g. Horse, Beef, Swine, Creative Arts, Food and Nutrition, Child Development, etc.)
  - To be termed a completing dual-enrolled member whom is registering under Mountrail County for a **PROJECT**, each dual-enrolled member must have met ALL of the following criteria:
    - (1) Be a registered Secondary Mountrail by May 1st or the appropriate Livestock Ownership when applicable (as shown on pg. 25)
    - (2) Have all forms, outstanding fees and dues submitted and paid by the appointed deadlines and registration deadlines as listed above in 'Dual-Enrolled Member Section A. (1).'
  - Select a minimum of one Project to participate within on 4-H Online in Mountrail County
    - (1) May only participate within a project in one county and cannot participate within that project in their Primary county per North Dakota State 4-H guidelines
    - (2) Members are responsible for adding their own projects by the appointed deadlines

- (a) Extension Office staff will add a project **ONLY** if requested by the 4-H member
- (3) Project deadlines are the same as the 4-H registration deadline as listed above in 'Dual-Enrolled Member Section A. (1)'
- (4) Any project category exhibited in another county other than Mountrail will automatically be disqualified and will not be eligible for any premiums or awards
- (5) Participate in a minimum of one county fundraising event each year (pancake breakfast, raffle sales, boosters, basketball tournament, etc.)

**b) ACTIVITY PARTICIPATION:**

- Activities include: Judging, communication arts, project expo and consumer choices
- To be termed a completing dual enrolled member whom is registering under Mountrail for an **ACTIVITY**, each dual-enrolled member must have met ALL of the following criteria:
  - (1) Register under Mountrail as their Secondary county on 4-H Online by any set deadlines per Activity
- Participate within their primary county if the same activity is offered within that county
- May only qualify for awards available during judging events and judging competitions
  - (1) Unless 'Project Participation' criteria is met a member cannot qualify or participate in Mountrail events such as Achievement Days, Horse Show, Year-End Awards, etc
- Ineligible for Mountrail Year-End award, special awards, premiums and premium sale

**4-H Adult Member Enrollment**

Policy Approval Date:	3/14/2017	Revision Date:	4/23/2019
-----------------------	-----------	----------------	-----------

- 5) **Adult Member** - to be termed a completing adult member, each adult member must have met ALL of the following criteria:
- a) Be a registered Mountrail member by May 1<sup>st</sup> of the current 4-H year
  - b) Be ages 19 and older as of the beginning of the 4-H year (Sept. 1<sup>st</sup>)
  - c) Have the following up to date forms submitted and cleared every six years:
    - Application to Volunteer in Youth Programs (PB408 - Form B)
    - Adult Behavioral Expectations (PB400 - Form A)
    - Child Abuse and Neglect Background Inquiry (SFN 433)
  - d) Must attend two out of three of the following: 4-H Council meeting, 4-H Fundraiser and 4-H County level event
  - e) The 4-H Agent and Club Organizational Leader (if applicable) must sign off on each adult member record to receive credit for a 4-H year

## New Clubs

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) To establish a new club in Mountrail County, the club will follow the protocol set forth by the Center of 4-H Youth Development office ([www.ndsu.edu/4h/volunteers/starting\\_a\\_4\\_h\\_club/](http://www.ndsu.edu/4h/volunteers/starting_a_4_h_club/))

## Literature

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) The Extension Office will order and/or distribute literature as requests are made on 4-H Online or thru another distributor
  - a) 4-H Online orders will be placed once a month or as needed
  - b) Extension Office will charge for literature orders as they are invoiced by the seller
  - c) Literature order fees must be paid in full before a member can receive the literature or a member year pin

## Scholarships

### - Joan Uran Scholarship

Policy Approval Date:	3/14/2017	Revision Date:	4/23/2019
-----------------------	-----------	----------------	-----------

- 1) Two \$1000 Scholarships - One male and one female applicant will be awarded unless one is not available.
- 2) Eligibility Requirements:
  - a) Be an active and primary Mountrail County member
  - b) Be a high school senior who has been involved in the 4-H program
  - c) Submit the required application by April 1
  - d) Have never been awarded the scholarship prior
- 3) Recipient(s) will be selected by the Mountrail Co. 4-H Council
- 4) Once proof of college registration has been provided to the Extension Office the scholarship funds will be issued
  - a) Paid out of the 4-H Council Joan Uran Scholarship fund
  - b) Scholarship winners will have their checks directly mailed to their chosen college/university registrar's office

### - John Peterson Memorial Scholarship

Policy Approval Date:	3/14/2017	Revision Date:	10/16/2017
-----------------------	-----------	----------------	------------

- 1) Up to \$750 scholarship is offered to one eligible youth member whom completes the required application. Amount awarded is based on funds available each year.
- 2) Eligibility Requirements:
  - a) Be an active and primary Mountrail County member for 5 years or more
  - b) Be a high school senior who has been involved in the 4-H program
  - c) Submit the required application by April 1

- d) Have never been awarded the scholarship prior
- 3) Recipient(s) will be chosen by the 4-H Agent(s) and/or 4-H Council
- 4) To receive scholarship funds the 4-H member must submit their college transcript to the Stanley High School and the school will issue the funds

**- Extension Youth Conference Scholarship**

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Scholarship covers 50-100% (determined by funds available) of the attendance fee for qualifying members who complete the required application by the appointed deadline
- 2) Recipient(s) chosen by the 4-H Council
- 3) Scholarship is paid out of the 4-H council general fund
- 4) Eligibility Requirements:
  - a) Be an active and primary Mountrail County member
  - b) School grades 7-12
  - c) Submit the required application by April 1
  - d) Have never been awarded the scholarship prior

**- 4-H Summer Camps**

Policy Approval Date:	3/14/2017	Revision Date:	10/16/2017
-----------------------	-----------	----------------	------------

- 1) Mountrail County 4-H Council will reimburse up to 50% of one camp fee per member if:
  - a) They are an active and registered Mountrail County member for the current 4-H year
  - b) Member dues and all other dues/fees are paid in full
  - c) They have successfully attended their registered camp session
  - d) Camp assistance is paid out the 4-H Council 'Summer Camp' fund
    - A check will be issued **AFTER** the member has attended camp and the 4-H camp season is complete
    - 50% camp assistance is issued to the camp with the highest attendance fee
  - e) A short-term or temporary registered 4-H member is ineligible for camp assistance
  - f) Reimbursement percentage may be adjusted based on 4-H Council funds available
    - Determined by 4-H Council

**Fundraisers**

Policy Approval Date:	3/14/2017	Revision Date:	8/11/2020
-----------------------	-----------	----------------	-----------

- 1) Mountrail County 4-H will hold fundraisers throughout the 4-H current year to assist in funding 4-H events, expenses and programs
  - a) Specifics to be determined by the 4-H Council and 4-H Agent.
  - b) At least one general/camp fundraiser will be held per year to raise funds for general funds and camps.
- 2) Funds raised through fundraising events will go into the 4-H Council general account unless specified otherwise

- 3) Additional fundraisers (not listed) may be established by the 4-H Council and 4-H Agent throughout the 4-H year
- 4) Funds collected will be signed off on by two of the following: 4-H Council Treasurer, 4-H Agent or Extension Secretary before deposited into the appropriate 4-H Council account

**- 4-H Achievement Day Raffle**

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Tickets are sold prior to Achievement Days
  - a) Recipients are announced during Achievement Days Parade of Champions
  - b) Funds collected are deposited in the 4-H Council general account
  - c) Funds collected assist in paying Achievement Days expenses (general expenses, judges, awards, etc.)
  - d) Each 4-H member is required to sell a minimum of 10 raffle tickets
    - Funds collected and tickets sold are to be turned in no later than Achievement Days set-up day
  - e) Payout consist of the following:
    - Four winning raffle tickets: Two \$100 value and two \$50 value
    - Four members who sold the winning tickets: \$10 each
    - Two 4-H'ers who sold the most tickets: \$25 each

**- Achievement Day Booster Certificate**

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) \$10 Booster Certificates are available to local business to assist in paying Achievement Days expenses
  - a) Members visit with local business to ask for a \$10 donation to support Mountrail County 4-H in return for a certificate to display
- 2) Blank certificates are mailed to each 4-H club leader(s) prior to Achievement Days
  - a) Club leaders are responsible for distributing certificates to club members
  - b) The Extension Office is responsible for distributing certificates to Independent & Dual-Enrolled members
- 3) Each member's family is required to sell a minimum of one booster certificate
  - Funds collected and tickets sold are to be turned in no later than Achievement Days set-up day
- 4) Funds collected are deposited in the 4-H Council general fund

## Year- End & Special Recognition Awards (Youth & Adults)

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Year-End Award and Recognition ceremony will be held in the fall
  - a) Date determined by 4-H Council and 4-H Agent
- 2) Available to eligible Primary registered Mountrail members ONLY if the member has met all criteria set forth in the appropriate **'4-H Youth and Adult Member Enrollment'** of this Policy Handbook (see pgs. 10 - 12)
- 3) Available to eligible Secondary registered Mountrail members ONLY if the member has met all criteria set forth in the appropriate **'Dual-Enrolled Member'** portion of this Policy Handbook (see pgs. 11 & 12)
- 4) Unless sponsored, all awards and recognitions will be funded by the 4-H Council's Awards Day & General funds
  - a) Extension Office contacts prior year sponsors and asks them to sponsor the current 4-H year awards (when applicable)
- 5) Awards available are subject to change and are determined by sponsorships, donations and fund raising efforts throughout the 4-H year

### Youth Member

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Eligibility Requirements for all awards and recognitions:
  - a) Have met all criteria set forth in the appropriate **'4-H Youth and Adult Member Enrollment'** (see pgs. 10 - 12), **'Static Exhibitor'** (see pgs. 22 - 24), **'Small Animal Exhibitor'** (see pg. 25 - 28), **'Livestock Exhibitor'** (see pg. 28 - 31) and **'Horse Exhibitor'** (see pg. 32 - 35) portions of this Policy Handbook
  - b) Submit all appropriate applications and forms by the appointed deadlines
- 2) 4-H Club Organizational Leader(s) will be responsible for verifying that all Regular and Dual-Enrolled club member criteria's have been met (unless Dual-Enrolled member is an Independent Member)
- 3) 4-H Agent will be responsible for verifying that all Independent and Dual-Enrolled member criteria's have been met (unless Dual-Enrolled member is part of a Mountrail club)

### **- Pin Recognition**

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Youth members receive pins to acknowledge their complete 4-H years
  - The Extension Office uses 4-H Online to determine the accumulative registered years for each member
  - Pins are purchased from 4-H Mall and funded from the 4-H Council general fund



Youth Member - Pin Recognition Continued...

- Member pins available:

Member Years	Pin
1 - 4	Bronze
5 - 9	Silver
10 - 14	Gold
High School Graduate	Alumni

**- Outstanding Junior & Senior Member**

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Award to one recipient within the following age divisions:
  - a) Junior: 8 - 12 years
  - b) Senior: 13 - 18 years
- 2) Recipient(s) will be chosen by the Mountrail County 4-H Council and 4-H Agent
- 3) Recipient will be awarded a plaque or item equivalent value
- 4) Awarded at the 4-H Awards Ceremony
- 5) May only be awarded once per recipient

**- Club of the Year**

Policy Approval Date:	3/14/2017	Revision Date:	10/16/2017
-----------------------	-----------	----------------	------------

- 1) Additional Eligibility Requirements:
  - a) Be an established Mountrail club
  - b) Club leader must submit the completed secretary book for evaluation by the appointed deadline
- 2) Recipient will be selected by three judges that are selected at random by the 4-H Council and 4-H Agent
- 3) Awarded at the 4-H Awards Ceremony
- 4) Recipient club is awarded a certificate and \$100 check
  - a) Funds are paid from the 4-H Council general fund

**- ND 4-H Key Award**

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Additional Eligibility Requirements:
  - a) Grades 7-12
- 2) Recipient(s) will be chosen by the Mountrail County 4-H Council and 4-H Agent
- 3) Awarded a pin from ND 4-H Foundation
- 4) Awarded at the 4-H Awards Ceremony
- 5) May only be awarded once

### - Git R Dun Award

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Age Divisions:
  - a) Cloverbud (ages 5-7)
  - b) All other youth (ages 8-18)
- 2) The Extension Office chooses the available award selections and point levels each year
- 3) Awarded at the 4-H Awards Ceremony

### - Project Awards

Policy Approval Date:	3/14/2017	Revision Date:	10/16/2017 9/17/2019
-----------------------	-----------	----------------	-------------------------

- 1) Project award categories are determined based on availability and participation throughout the 4-H year
- 2) Recipient(s) will be chosen by the Mountrail County 4-H Council and 4-H Agent
- 3) Awarded at the 4-H Awards Ceremony
- 4) Each project pin may be awarded more than once per member

### - Honor Court

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Consists of active registered and eligible 4-H Seniors
  - a) Determined by the 4-H Council and 4-H Agent
- 2) Presented with an engraved medal sponsored by Dakota West Credit Union
- 3) Awarded during Achievement Days Parade of Champions

### Adult Leaders, Volunteers and Other

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Eligibility Requirements for all awards and recognition:
  - a) Have met all criteria set forth in the appropriate **'4-H Youth and Adult Member Enrollment'** (see pgs. 10 - 12 for more information) and all other appropriate portion(s) of this Policy Handbook
- 2) 4-H Club Organizational Leader(s) will be responsible for verifying that all Regular and Dual-Enrolled club member criteria's have been met (unless Dual-Enrolled member is an Independent Member)
- 3) 4-H Agent will be responsible for verifying that all Independent and Dual-Enrolled member criteria's have been met (unless Dual-Enrolled member is part of a Mountrail club)

## - Pin Recognition

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

### 1) Pin & Certificate recognition

#### a) Eligible 4-H Leaders and Volunteers receive pins to acknowledge their years in 4-H

- The Extension Office uses 4-H Online to determine the accumulative registered years for each registered adult volunteer/leader
- 4-H Leader/Volunteer pins available:

1 <sup>st</sup> Year	35 <sup>th</sup> Year
5 <sup>th</sup> Year	40 <sup>th</sup> Year
10 <sup>th</sup> year	45 <sup>th</sup> Year
15 <sup>th</sup> Year	50 <sup>th</sup> Year
20 <sup>th</sup> Year	55 <sup>th</sup> Year
25 <sup>th</sup> year	60 <sup>th</sup> Year
30 <sup>th</sup> Year	

- Pins are purchased from 4-H Mall and funded from the 4-H Council general account

## - Friend of 4-H

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

### 1) Each year 'Friend of 4-H' award is presented to a qualifying recipient(s) whom are selected by the 4-H Council

- Does NOT have to be a registered 4-H member
- Suggestions are welcomed
- A plaque or similar item is presented to the recipient and their name and picture will be published in the local newspaper
- Award is funded from the 4-H Council general account
- May only be awarded once to a recipient

## Achievement Days - Static Exhibitor/Exhibit

### - Dress Code

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Per North Dakota State 4-H exhibitor guidelines any member participating in North Dakota 4-H competitive events must meet the following criteria:
  - a) Be neatly dressed and must wear a solid-colored white, gray or green shirt/blouse with the 4-H emblem prominently displayed and securely fastened on the front.
  - b) Wear dark jeans/slacks/skirts
  - c) Boots and protective shoes are recommended for safety
  - d) EXCEPTION: Clothing Revue - Must wear the garments the member is entering into the competition
  - e) Exhibitors not following the dress code shall receive reduced premiums equivalent to one ribbon placing
  - f) Refer to the North Dakota State Fair Book for further guidelines for all dress code requirements for all State and National events

### - Static Judge(s)

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Static judges are selected by the 4-H Agent and Static Committee
  - a) Suggestions are encouraged from 4-H Council and members
- 2) Static judges receive a gift for their volunteerism
  - a) The 4-H Agent may choose the gift each year which will be funded by the 4-H Council
    - May not exceed \$10 in value

### - Static Exhibitor/Exhibit

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) To be eligible to show a Static Exhibit a member must have met ALL of the following criteria:
  - a) Have met all criteria set forth in the appropriate '**4-H Youth and Adult Member Enrollment**' (see pgs. 10 - 12) and '**Static Exhibitor**' (see pgs. 21 - 24) portions of this Policy Handbook
  - b) Have all forms, outstanding fees and dues submitted and paid by the appointed deadline(s)
    - Registrations received after the appointed deadlines will be ineligible for a premium or awards on their exhibit

- c) Be a registered primary or secondary Mountrail 4-H member
- d) Be registered in **ONLY** Mountrail for the PROJECT being exhibited
  - If enrolled in Mountrail as a *SECONDARY* county the member must be enrolled in *ONLY* Mountrail for the PROJECT that is being exhibited. A member is not permitted to show that project (exhibit) in their primary county per North Dakota 4-H guidelines
    - (1) Any project category exhibited in another county other than Mountrail will automatically be disqualified and will not be eligible for any premiums or awards
- 2) Static Divisions: Cloverbud (5-7 years old); Pre-Teen (8-12 years old); Teen (13-18 years old)
- 3) All scoring, ribbons and premium points are determined by the 'basis of points' section of the North Dakota State Fair book
  - a) Ribbons awarded:
    - Cloverbud - Receive a Tie dye Cloverbud participation ribbon
    - Pre-Teen/Teen: White, red, blue, honorable mention, reserve and grand
    - Overall Ribbon - Awarded in each age division to the Grand and Reserve Champion exhibit in each project category
- 4) The 4-H Agent and Static Committee is in charge of any questions or disputes
- 5) Exhibitors must wait until the premium sale is complete to take any Static exhibits from the building and must check out with a Static Committee member
  - a) Early removal will result is disqualification for premiums
- 6) Absentee Judging:
  - a) Each exhibit must have an absentee interview judging form attached
  - b) The exhibit will be judged and receive a ribbon
  - c) Absentee exhibits are not eligible for grand or reserve placing or additional awards, but are eligible for premium points & monies
- 7) North Dakota State Fair participation:
  - a) No exhibit may advance to the North Dakota State Fair without the 4-H Agent approval
    - Blue ribbon placing or greater is required to advance
  - b) Member must note on their county pre-registration form if they intend to attend the North Dakota State Fair with any qualifying exhibit
  - c) Cloverbuds are ineligible to participate
  - d) All additional criteria listed in the North Dakota State Fair book must be met

**- Static Exhibit Awards**

Policy Approval Date:	3/14/2017	Revision Date:	8/11/2020
-----------------------	-----------	----------------	-----------

- 1) Awards available are subject to change and are determined by sponsorships, donations and fundraising efforts throughout the 4-H year
- 2) Extension Office contacts prior year sponsors and asks them to sponsor the current 4-H year awards (when applicable)
  - 4-H Council funds awards that have no sponsors - Subject to change once a sponsor becomes available

- 3) An award does not have to be presented within any division if an eligible recipient is not available
- 4) To be eligible for an award a member must have met ALL of the following criteria:
  - a) Have met all criteria set forth in the appropriate ‘**4-H Youth and Adult Member Enrollment**’ (see pgs. 10 - 12) and ‘**Static Exhibitor**’ (see pg. 21 - 24) portions of this Policy Handbook
  - b) Have all forms, outstanding fees and dues submitted and paid by the appointed deadline(s)
    - Registrations received after the appointed deadlines will be ineligible for a premium or awards on their exhibit
  - c) Be a registered primary or secondary Mountrail member
  - d) Be registered in **ONLY** Mountrail for the PROJECT being exhibited
    - If enrolled in Mountrail as a *SECONDARY* county the member must be enrolled in *ONLY* Mountrail for the PROJECT that is being exhibited. A member is not permitted to show that project (exhibit) in their primary county per North Dakota 4-H guidelines
      - (1) Any project category exhibited in another county other than Mountrail will automatically be disqualified and will not be eligible for any awards

**5) STATIC AWARDS AVAILABLE:**

- a) Scissor Award(s)
  - One recipient is chosen within each of the following age divisions: 8-10 year-old; 11-12 year-old, and 13-18 year-old
  - Winners are determined by the number of exhibits and ribbon placings they acquire
    - (1) Each ribbon is worth a point value and the member that acquires the most points in each age division is awarded
  - Static Committee and 4-H Agent determine calculate the results and recipient
  - Sponsored by the Mountrail County Homemakers
  - Awarded during Parade of Champions
  - Each member may only be awarded once
- b) Top Honor Award

<b>Project Divisions</b>	
Cloverbud	
Preteen Environment & Earth Science	Teen Environment & Earth Science
Preteen Healthy Living	Teen Healthy Living
Preteen Engineering	Teen Engineering
Preteen Clothing & Fiber Arts	Teen Clothing & Fiber Arts
Preteen Citizenship, Personal Development & Leadership	Teen Citizenship, Personal Development & Leadership
Preteen Leather Craft	Teen Leather Craft
Preteen Creative Arts	Teen Creative Arts
Preteen Photography	Teen Photography
Preteen Woodworking	Teen Woodworking
Preteen Technology & Science	Teen Technology & Science
Preteen Animal & Plant Science	Teen Animal & Plant Science
Preteen Family & Consumer Science	Teen Family & Consumer Science

- (1) Top Honor divisions are based on divisions in the 4-H State Fair Exhibit Book with the ability to break apart some divisions into additional Top Honor Awards based on sponsors available.
- One recipient is chosen within each of the following **age bracket** and **project division**:
  - (1) Cloverbud (5-7 years old); Pre-Teen (8-12 years old); Teen (13-18 years old)
- Extension Office will give each recipient a selection of three to four items to choose from
  - (1) May not exceed \$40 in value
- Recipients are determined during Achievement days by appointed judge(s) and award is presented during 4-H Awards Ceremony
- c) Champion Grain Sheave - additional premium
  - \$40 premium
  - Recipients are determined during Achievement days and award is presented during 4-H Awards Ceremony
- d) Champion Harvested Grain - additional premium
  - \$40 premium
  - Recipients are determined during Achievement Days and award is presented during 4-H Awards Ceremony

## Achievement Days - Small Animals & Livestock Exhibitor/Exhibit

### - Dress Code

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Per North Dakota State 4-H exhibitor guidelines any member participating in North Dakota 4-H competitive events must meet the following criteria:
  - a) Be neatly dressed and must wear a solid-colored white, gray or green shirt/blouse with the 4-H emblem prominently displayed and securely fastened on the front
    - Exhibitors showing poultry or rabbit must wear a white long sleeve shirt
  - b) Wear dark jeans/slacks/skirts
  - c) Boots and protective shoes are recommended for safety
  - d) Exhibitors not following the dress code shall receive reduced premiums equivalent to one ribbon placing
  - e) Refer to the North Dakota State Fair Book for further guidelines for all dress code requirements for all State and National events

**- Small Animal & Livestock Judge(s)**

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Small Animal judging consists of poultry, rabbit and pets
- 2) Livestock judging consists of goat, sheep, swine, beef and dairy
- 3) Judges are chosen by the 4-H Agent
  - a) Suggestions may be encouraged by the Livestock Committee
- 4) Small Animal judge(s) are paid an honorary fee determined by the travel required and additional needs that are to be met for each judge selected
  - a) Fees are covered by the member premium deductions that take place from the 4-H Premium Sale
- 5) Livestock judge(s) are paid an honorary fee determined by the travel required and additional needs that are to be met for each judge selected
  - a) Fees are covered by the member premium deductions that take place from the 4-H Premium Sale
- 6) If the judge comes from outside 150 miles of the Stanley area or is judging for two consecutive days, the 4-H Council will provide one night of lodging at the state rate

**- Ownership Dates and Weight Requirements**

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Livestock Ownership Dates:

SPECIES	OWNERSHIP DEADLINE	SPECIES	OWNERSHIP DEADLINE
Beef Steer (Market)	March 1	Goats	May 1
Beef Heifer/Jr Heifer Calves	May 1	Sheep	May 1
Dairy Cow/Jr Heifer Calves	May 1	Swine	May 1
Poultry	May 1	Pet	May 1
Rabbit	May 1	Horse	May 1

- 2) Market Livestock Weight Requirements:

SPECIES	WEIGHT (lbs.)	SPECIES	WEIGHT (lbs.)
Steer	900	Lambs	90
Australian Breed Steers	500	Goats	50
Hogs	180	(** Exception: Pygmy goat)	

- a) Market animals will be shown according to weight breaks when necessary
- b) **Underweight market animals** will be shown in a substandard lot and will not qualify for championship placing. Only red or white ribbon placings will be awarded.



## - Small Animal Exhibitor/Exhibit

Policy Approval Date:	3/14/2017	Revision Date:	5/18/2020 8/11/2020
-----------------------	-----------	----------------	------------------------

- 1) Small animals consist of poultry, rabbits and pets
  - a) A **health certificate is required** for all poultry that comes from out of state
  - b) Prior to any event all Small Animal exhibits must abide by all health regulations set by the North Dakota State Fair at the county and state level
    - Failure to comply will result in automatic disqualification of the exhibit and it will not be permitted to compete
- 2) To be eligible to exhibit a Small Animal exhibit a 4-H member must have met ALL of the following criteria:
  - a) Have met all criteria set forth in the appropriate '**4-H Youth and Adult Member Enrollment**' (see pgs. 10 - 12) and '**Small Animal Exhibitor**' (see pgs. 24-30) portions of this Policy Handbook
  - b) Have all forms, outstanding fees and dues submitted and paid by the appointed deadline(s)
    - Exhibit registrations received after the appointed deadlines will be ineligible for a premium, awards and will not be eligible to participate in the premium sale
  - c) Be a registered primary or secondary Mountrail 4-H member and have the exhibit in their possession by the appropriate ownership date (as shown on pg. 25)
  - d) Be registered in **ONLY** Mountrail for the PROJECT being exhibited
    - If enrolled in Mountrail as a *SECONDARY* county the member must be enrolled in *ONLY* Mountrail for the PROJECT that is being exhibited. A member is not permitted to show that project (exhibit) in their primary county per North Dakota 4-H guidelines
      - (1) Any project category exhibited in another county other than Mountrail will automatically be disqualified and will not be eligible for any premiums, awards or premium sale
- 3) All scoring, ribbons and premium points are determined by the 'basis of points' section of the North Dakota State Fair book
  - a) Ribbons awarded:
    - White, red, blue, honorable mention, reserve and grand
    - Overall ribbon - Awarded in each age and species division to the Grand and Reserve champion
- 4) Small Animal Showmanship consists of the following age divisions:
  - a) Junior (5 - 12 years old); Senior (13 - 18 years old)
- 5) Livestock Record Books –
  - a) A record book **must** be submitted by each youth member for each species they exhibit.
  - b) Each record book **must** be submitted & presented to a judge as a Static Exhibit during Static judging at Achievement Days.

- c) All livestock exhibitors are required to show a completed livestock record book, per species. At Achievement Days check-in or the exhibitor will not be allowed to exhibit without it.
- 6) Absentee Judging:
  - a) Each exhibit must have an absentee interview judging form submitted prior to the event
  - b) Exhibit will be judged and eligible to receive a blue, red or white ribbon
    - Not eligible for grand or reserve placing, awards or to participate in the premium sale
    - Eligible for premium points & monies
  - c) Absentee exhibits may be shown by a family or club member
- 7) All exhibitors are responsible for providing their own bedding and cleaning their own cages
- 8) The Livestock Committee and 4-H Agent are in charge of any questions or disputes
  - a) Exhibitors must check out with a Livestock Committee before they are permitted to leave the event with their exhibit
  - b) Failure to do so before leaving will result in forfeiting of premiums
- 9) North Dakota State Fair participation:
  - a) No exhibit may advance to the North Dakota State Fair without the 4-H Agent approval
  - b) Member must note on their county pre-registration form if they intend to attend the North Dakota State Fair with any qualifying exhibit
  - c) Cloverbuds are ineligible to participate
  - d) All additional criteria listed in the North Dakota State Fair book must be met

**- Livestock Exhibitor/Exhibit**

Policy Approval Date:	3/14/2017	Revision Date:	2/20/2019 & 5/18/2020
-----------------------	-----------	----------------	-----------------------

- 1) Livestock consists of beef, dairy, swine, sheep and goats
  - a) Beef heifers will be broken into British, European, Australian and Commercial divisions
    - Registration papers are required for all divisions aside from Commercial - If paperwork is not provided the exhibit will automatically be put into Commercial
  - b) Sheep, hogs and goats will be broken down into registered and Commercial classes
    - Registration papers are required for all divisions aside from Commercial - If paperwork is not provided the exhibit will automatically be put into Commercial
  - c) Prior to any event all livestock exhibits must abide by all health regulations set by the North Dakota State Fair at the county and state level
    - Failure to comply will result in automatic disqualification of the exhibit and it will not be permitted to compete
- 2) To be eligible to exhibit a Livestock Exhibit a 4-H member must have met ALL of the following criteria:
  - a) Have met all criteria set forth in the appropriate **'4-H Youth and Adult Member Enrollment'** (see pgs. 10 - 12) and **'Livestock Exhibitor'** (see pgs. 24 -30) portions of this Policy Handbook
  - b) Have all forms, outstanding fees and dues submitted and paid by the appointed deadline(s)

- Exhibit registrations received after the appointed deadlines will be ineligible for a premium, awards and will not be eligible to participate in the premium sale
- c) Be a registered primary or secondary Mountrail 4-H member and have the exhibit in their possession by the appropriate ownership date (as shown on pg. 26)
  - d) Be registered in **ONLY** Mountrail for the PROJECT being exhibited
    - If enrolled in Mountrail as a *SECONDARY* county the member must be enrolled in *ONLY* Mountrail for the PROJECT that is being exhibited. A member is not permitted to show that project (exhibit) in their primary county per North Dakota 4-H guidelines
      - (1) Any project category exhibited in another county other than Mountrail will automatically be disqualified and will not be eligible for any premiums, awards or premium sale
- 3) All scoring, ribbons and premium points are determined by the ‘basis of points’ section of the North Dakota State Fair book
    - a) Ribbons awarded:
      - White, red, blue, honorable mention, reserve and grand
      - Overall ribbon - Awarded in each age and species division to the Grand and Reserve champion
  - 4) Livestock showmanship consists of the following age divisions:
    - c) Junior (5 - 12 years old); Senior (13 - 18 years old)
  - 5) Absentee Judging:
    - a) Each exhibit must have an absentee interview judging form submitted prior to the event
    - b) Exhibit will be judged and eligible to receive a blue, red or white ribbon
      - Not eligible for grand or reserve placing, awards or to participate in the premium sale
      - Eligible for premium points & monies
    - c) Absentee exhibits may be shown by a family or club member
  - 6) All exhibitors are responsible for providing their own bedding and cleaning their own pens
  - 7) Round Robin
    - a) There must be two or more animals in each specie/division to be eligible to compete
  - 8) The 4-H Agent and Livestock Committee are in charge of enforcing any rules or handling any questions or disputes.
    - a) Exhibitors must check out with a livestock committee member before they are permitted to leave the fairgrounds with their livestock.
    - b) No livestock is permitted to leave the building until the conclusion of the Premium Sale
    - c) Early removal of livestock without permission will result is disqualification for premiums
  - 9) North Dakota State Fair participation:
    - a) No exhibit may advance to the North Dakota State Fair without the 4-H Agent approval
    - b) Member must note on their county pre-registration form if they intend to attend the North Dakota State Fair with any qualifying exhibit
    - c) Cloverbuds are ineligible to participate
    - d) All additional criteria listed in the North Dakota State Fair book must be met

## Small Animal/Livestock Awards

Policy Approval Date:	3/14/2017	Revision Date:	10/16/2017 & 6/20/2020
-----------------------	-----------	----------------	------------------------

- 1) Awards available are subject to change and are determined by sponsorships, donations and fundraising efforts throughout the 4-H year
- 2) Extension Office contacts prior year sponsors and asks them to sponsor the current 4-H year awards (when applicable)
  - 4-H Council funds awards that have no sponsors - Subject to change once a sponsor becomes available
- 3) An award does not have to be presented within any division if an eligible recipient is not available
- 4) To be eligible for an award a member must have met ALL of the following criteria:
  - a) Have met all criteria set forth in the appropriate '**4-H Youth and Adult Member Enrollment**' (see pgs. 10 - 12) and '**Small Animal Exhibitor & Livestock Exhibitor**' (see pg. 24 - 30) portions of this Policy Handbook
  - b) Have all forms, outstanding fees and dues submitted and paid by the appointed deadline(s)
    - Registrations received after the appointed deadlines will be ineligible for a premium or awards on their exhibit
  - c) Be a registered primary or secondary Mountrail member
  - d) Be registered in ONLY Mountrail for the PROJECT being exhibited
    - If enrolled in Mountrail as a *SECONDARY* county the member must be enrolled in *ONLY* Mountrail for the PROJECT that is being exhibited. A member is not permitted to show that project (exhibit) in their primary county per North Dakota 4-H guidelines
      - (1) Any project category exhibited in another county other than Mountrail will automatically be disqualified and will not be eligible for awards
- 5) LIVESTOCK AWARDS AVAILABLE:
  - a) Herdmanship Award
    - Determined during Achievement Days and presented to the top qualifying 4-H Club whom promotes their Club and 4-H, is courteous to the public and who keeps their livestock and livestock area clean and neat
      - (1) Recipient club will receive a plaque and a \$50 check that is presented during the Parade of Champions
    - Livestock committee selects winning Club
  - b) Belt Buckles
    - Divisions are determined by the 4-H Agent, Static Committee and 4-H Council
      - (1) Divisions are NOT subject to change unless voted upon by the Mountrail County 4-H Council
    - Recipients - Grand Champion Junior and Senior Showman in each specie & Overall Champion Junior and Senior showman for all species
      - (1) Recipient is each division is determined by the appointed judge(s)

(2) Small Animal/Livestock Divisions: Junior (5-12 years old); Senior (13-18 years old)

Divisions Awarded		
Overall Sr. Showmanship	Sr. Swine Showmanship	Sr. Rabbit Showmanship
Overall Jr. Showmanship	Jr. Swine Showmanship	Jr. Rabbit Showmanship
Sr. Beef Showmanship	Sr. Sheep Showmanship	Sr. Poultry Showmanship
Jr. Beef Showmanship	Jr. Sheep Showmanship	Jr. Poultry Showmanship
Sr. Dairy Showmanship	Sr. Goat Showmanship	
Jr. Dairy Showmanship	Jr. Goat Showmanship	

(3) A minimum of two participants must participate within an age division in order for a buckle to be awarded

(a) If only one participant is available within a division it will be left to the judge's discretion if they feel the participant is eligible for the award

(4) Recipients determined during Mountrail County 4-H Achievement Days - Buckles are presented during 4-H Awards Ceremony

c) Top Honor Awards

- Divisions are determined by the 4-H Agent, Static Committee and 4-H Council
  - (1) Divisions are NOT subject to change unless voted upon by the Mountrail County 4-H Council
- Recipients - Grand Champion Junior and Senior showman in each specie & Overall Champion Junior and Senior showman for all species
  - (1) Small Animal/Livestock divisions: Junior (5-12 years old); Senior (13-18 years old)

Divisions Awarded	
Beef Breeding (female)	Breeding Goat (doe)
Beef Breeding (male)	Breeding Goat (ram)
Market Beef	Market Goat
Dairy Breeding	Dairy Goat Breeding (doe)
Swine Breeding (gilt)	Dairy Goat Breeding (buck)
Swine Breeding (boar)	Rabbit Breeding
Market Swine	Market Rabbit
Sheep Breeding (ewe)	Poultry Breeding
Sheep Breeding (ram)	Market Poultry
Market Lamb	

- Extension Office will give each recipient a selection of three to four items to choose from
  - (1) May not exceed \$40 in value
- Recipients are determined during Achievement days by appointed judge(s) and award is presented during 4-H Awards Ceremony

## Achievement Days - Horse Exhibitor/Open Show

### - Dress Code

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Per North Dakota State 4-H exhibitor guidelines any member participating in North Dakota 4-H Horse competitive events must follow the dress codes listed in 'ND Horse Show Rules and Judging Guide (GBH092)' for each division
  - a) Exhibitors not following the dress code shall receive reduced premiums equivalent to one ribbon placing
  - b) Refer to the North Dakota State Fair Book for further guidelines for all dress code requirements for all State and National events
  - c) Protective head gear is required (ASTM certified) in all mounted events and must be fastened and secure
    - Failure to comply will result in automatic disqualification and will not be permitted to compete
  - d) Exhibitors not following the dress code shall receive reduced premiums equivalent to one ribbon placing

### - Horse Show Judge

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Horse judge(s) are chosen by the Horse Committee
  - a) Suggestions may be encouraged by the 4-H Agent
- 2) Horse judge(s) are paid an honorary fee determined by the travel required and additional needs that are to be met for each judge chosen
  - a) Fees are covered by the member premium deductions that take place from the 4-H Premium Sale
- 3) If the judge comes from outside 150 miles of the Stanley area or is judging for two consecutive days, the 4-H council will provide one night of lodging at the state rate

### - Horse Exhibitor/Exhibit

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Mountrail County 4-H holds annual open Horse Show that Mountrail and surrounding county 4-H members may participate within
- 2) All rules and criteria stated in the North Dakota State Fair Book and the ND Horse Show Rules and Judging Guide (GBH092) will be applied and enforced by Mountrail County 4-H
- 3) Prior to any event all Horse exhibits must abide by all health regulations set by the North Dakota State Fair at the county and state level

- a) Failure to comply will result in automatic disqualification of the exhibit and it will not be permitted to compete
- 4) Horse Showmanship consists of the following age divisions:
  - a) Cloverbud (5-7 years old); Junior (8-11 years old); Intermediate (12-14 years old); Senior (15-18 years old)
- 5) To be eligible to exhibit a Horse exhibit a Mountrail member must have met **ALL** of the following criteria:
  - a) Have met all criteria set forth in the appropriate **'4-H Youth and Adult Member Enrollment'** (see pgs. 10 - 12) and **'Horse Exhibit/Open Show'** (see pgs. 31 - 34) portions of this Policy Handbook
  - b) Have all forms, outstanding fees and dues submitted and paid by the appointed deadline(s)
    - Exhibit registrations received after the appointed deadlines will be ineligible for a premium, awards and will not be eligible to participate in the premium sale
  - c) Be a registered primary or secondary Mountrail 4-H member and have the exhibit in their possession by the appropriate ownership date (as shown on pg. 26)
  - d) Be registered in **ONLY** Mountrail for the PROJECT being exhibited
    - If enrolled in Mountrail as a *SECONDARY* county the member must be enrolled in *ONLY* Mountrail for the PROJECT that is being exhibited. A member is not permitted to show that project (exhibit) in their primary county per North Dakota 4-H guidelines
      - (1) Any project category exhibited in another county other than Mountrail will automatically be disqualified and will not be eligible for any premiums, awards or premium sale
- 6) To be eligible to show a Horse exhibit a NON-Mountrail member must meet **ALL** of the following criteria:
  - a) Be registered on 4-H Online in any other county other than Mountrail
  - b) Be registered in the Horse project in any other county other than Mountrail
  - c) Are **NOT** eligible for Grand or Reserve placings, awards and premiums in Mountrail
- 7) All scoring, ribbons and premium points are determined by the 'basis of points' section of the North Dakota State Fair book
  - a) Ribbons awarded:
    - White, red, blue, honorable mention, reserve and grand
    - Overall ribbon - Awarded in each age and species division to the Grand and Reserve champion
- 8) Additional Guidelines:
  - a) If there are less than four exhibitors in a class lot, points will be awarded based according to the number of participants (i.e. 3-2-1 or 2-1 or 1)
    - In case of a tie, exhibitors will be asked a question(s) by the judge - the judge will then break the tie
  - b) One entry per class per member allowed
  - c) A 4-H member may exhibit up to two horses in the Mountrail County and ND State Fair Horse Show

- d) A family horse may be exhibited by more than one 4-H member of the family, **BUT** not in the same class
- 9) North Dakota State Fair participation:
- a) Mountrail & Non-Mountrail 4-H members may qualify for the North Dakota State Fair by attending any county 4-H Open Horse Show
  - b) To be eligible to exhibit a horse exhibit at the North Dakota State Fair a member must:
    - Receive a blue or greater ribbon place to advance at any 4-H County Horse Show
  - c) Complete the appropriate county and North Dakota State Fair 4-H Horse Show registration form(s) and submit it to the Extension Office by the appointed deadline(s)
  - d) Each exhibit must be submitted on the North Dakota State Fair online website (<http://ndstatefair.com/>) by the exhibitor and by the appointed deadline
    - No exhibits may advance to North Dakota State Fair without 4-H Agent approval
  - e) Cloverbuds are ineligible to participate
  - f) Refer to the North Dakota State Fair Book for further guidelines

### - Horse Exhibit Awards

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Awards available are subject to change and are determined by sponsorships, donations and fund raising efforts throughout the 4-H year
- 2) An award does not have to be presented within any division if an eligible recipient is not available
- 3) Extension Office contacts prior year sponsors and asks them to sponsor the current 4-H year awards (when applicable)
  - 4-H council funds awards that have no sponsors - subject to change once a sponsor becomes available
- 4) To be eligible for a Horse Award a 4-H member must have met ALL of the following criteria:
  - a) Have met all criteria set forth in the appropriate '**4-H Youth and Adult Member Enrollment**' (see pgs. 10 - 12) and '**Horse Exhibits/Open Show**' (see pg. 31 - 34) portions of this Policy Handbook
  - b) Have all forms, outstanding fees and dues submitted and paid by the appointed deadline(s)
    - Exhibit registrations received after the appointed deadlines will be ineligible for any awards
  - c) Be a registered primary or secondary Mountrail 4-H member and have the exhibit in their possession by the appropriate ownership date (as shown on pg. 26)
    - Non-Mountrail members are NOT eligible for any awards
  - d) Be registered in ONLY Mountrail for the PROJECT being exhibited
    - If enrolled in Mountrail as a *SECONDARY* county the member must be enrolled in *ONLY* Mountrail for the PROJECT that is being exhibited. A member is not permitted to show that project (exhibit) in their primary county per North Dakota 4-H guidelines



- (1) Any project category exhibited in another county other than Mountrail will automatically be disqualified and will not be eligible for any premiums, awards or premium sale

**5) HORSE AWARDS AVAILABLE:**

a) Belt Buckles

- Recipients - Overall Champions in each of the following divisions:
  - (1) Junior (8-11 years old); Intermediate (12-14 years old); Senior (15-18 years old)
    - (a) Cloverbuds (5-7 years old) do not qualify
    - (b) Divisions determined by the 4-H Agent, 4-H Council and Horse Committee
  - (2) A minimum of two participants must participate within an age division in order for a buckle to be awarded
    - (a) If only one participant is available within a division it will be left to the judge’s discretion if they feel the participant is worthy of the award
  - (3) Divisions are NOT subject to change unless voted upon by the Mountrail County 4-H Council
  - (4) Recipients determined during Mountrail County 4-H Horse Show - Buckles presented during 4-H Awards Ceremony

b) Top Honor Award - Available only to Cloverbud division (ages 5-7)

- Divisions are NOT subject to change unless voted upon by the Mountrail County 4-H Council
- Extension Office will give each recipient a selection of three to four items to choose from
  - (1) May not exceed \$40 in value
- Recipient(s) are determined during Achievement Days by appointed judge(s) and award is presented during 4-H Awards Ceremony

**- Premiums Points/Monies (County Level)**

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) To be eligible to receive premium points and monies on an exhibit a member must have met ALL of the following criteria:
  - a) Have met all criteria set forth in the appropriate ‘**4-H Youth and Adult Member Enrollment**’ (see pgs. 10 - 12), ‘**Static Exhibitor, Small Animal Exhibitor, Livestock Exhibitor and Horse Exhibitor**’ portions of this Policy Handbook (see pg. 22 - 35)
  - b) Have all forms, outstanding fees and dues submitted and paid by the appointed deadline(s)
    - Exhibit registrations received after the appointed deadlines will be ineligible for any awards
- 2) Premium points awarded are determined by the ‘basis of points’ section of the North Dakota State Fair book
- 3) Premium point monies are funded by the 4-H Council general fund
  - a) Monies paid per premium point will be based on donations and fund raising efforts throughout the 4-H year

## - Premium Sale

Policy Approval Date:	3/14/2017	Revision Date:	8/24/2022
-----------------------	-----------	----------------	-----------

- 1) Premium sale will be clerked by a designated bank
- 2) Premium sale will consist of poultry, rabbit, goat, sheep, swine and beef
  - a) The rotation will be adjusted by two species each year
- 3) To be eligible to receive premium points and monies on an exhibit a member must have met ALL of the following criteria:
  - a) Have met all criteria set forth in the appropriate '**4-H Youth and Adult Member Enrollment**' (see pgs. 10 - 12) and '**Small Animal Exhibit & Livestock Exhibitor**' portions of this Policy Handbook (see pg. 25 - 31)
  - b) Have all forms, outstanding fees and dues submitted and paid by the appointed deadline(s)
  - c) Be a registered primary or secondary Mountrail 4-H member and have the exhibit in their possession by the appropriate ownership date (as shown on pg. 26)
  - d) Be registered in **ONLY** Mountrail for the PROJECT being exhibited
    - If enrolled in Mountrail as a *SECONDARY* county the member must be enrolled in *ONLY* Mountrail for the PROJECT that is being exhibited. A member is not permitted to show that project (exhibit) in their primary county per North Dakota 4-H guidelines
      - (1) Any project category exhibited in another county other than Mountrail will automatically be disqualified and will not be eligible for any premiums, awards or premium sale
  - e) Participate in Achievement Days set-up and tear-down
    - Exhibitors and livestock are not permitted to leave the building until the premium sale is complete and they have a member of the Livestock Committees approval
    - If unable to attend set-up or tear-down the Extension Office must be contacted to make other arrangements
      - (1) In case of an unexpected emergency, the Livestock Committee shall be consulted and may release an exhibitor from this obligation or assign them duties to be completed at a later date
    - If still unable to attend the exhibitor will be fined 1/3 of their premium for setup and 1/3 of the premium for tear down
      - (1) Fines are to be paid prior to receiving their premium check
- 4) An exhibitor may only enter one animal in the premium sale each year
- 5) Breeding and market livestock are eligible for the premium sale as long as ribbon placing requirements, registration, weight and livestock criteria is met
  - a) White ribbon market animals are ineligible to show during premium sale
  - b) Underweight market animals will have a fine of \$4 per pound underweight applied to their premium
- 6) If the same breeding animal is shown more than one year and has already gone through the premium sale in the past, it will not be allowed to go through again

- 7) Premium sale invitations are sent to previous Premium Sale Buyers prior to Achievement Days by the Extension Office
  - a) All new buyer contacts are responsibility of 4-H members
- 8) Premium sale % deduction to cover expenses:
  - a) The 4-H council holds the right to deduct up to 6% from the overall premium sale to assist with Achievement Days expenses
  - b) Premium funds are distributed to the Extension Office by clerking bank once all checks have been collected from the premium sale buyers and proper deductions have been made
    - Extension office then distributes the premium checks to the 4-H member
- 9) Premium Sale buyer thank you:
  - a) Extension Office sends premium sale buyers a thank you certificate for each 4-H member premium purchased
  - b) Members must send their premium sale buyer a ‘thank you’ note before being eligible to receive any Year-End Awards
    - To that this criteria is met a 4-H member may:
      - (1) Send their thank you note to the Extension Office; stamped and addressed to their buyer
      - (2) Take a digital photo of the ‘thank you’ and submit it to the 4-H office by email or fax
- 10) Exhibitors must enter at least one static exhibit to go through Premium Sale
  - a) Exhibit must be a Cloverbud exhibit of State Fair eligible.

**- Buyers Appreciation Supper**

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) A Premium Sale Buyer’s Appreciation supper will take place on the final day of Achievement Days prior to the Premium Sale
  - a) Premium sale buyers are to be served first
- 2) Each attending 4-H family is required to bring a large pan of bars and/or gallon sized salad item to the premium sale
  - a) The Extension Office will assign which item to bring for each club/member family
  - b) Each member must sign in when they drop off their pan of bars or salad to receive credit
  - c) A \$50 penalty will be deducted from available premiums for any family that does not provide items for the Buyers Supper
- 3) Dessert exhibits made by members will be used during the 4-H Buyers Appreciation Supper unless noted otherwise by the exhibitor on their Static Registration form
- 4) Premium sale buyers will be permitted one free meal during the Buyer’s Appreciation supper

## - Achievement Days Protest

Policy Approval Date:	3/14/2017	Revision Date:	
-----------------------	-----------	----------------	--

- 1) Anyone who wishes to register a formal protest, must do so by a written complaint, with a \$50.00 deposit (made to Mountrail County 4-H Council)
  - a) The complaint will be brought to the 4-H Council, Static Committee and Livestock Committee
  - b) If the protest is sustained, the deposit is returned
  - c) If the protest is not sustained the deposit is forfeited and put towards the 4-H Council general fund