

Dear Middle School Officer Candidate,

"4-H is a community of young people across America who are learning leadership, citizenship, and life skills."

One way that leadership, citizenship, and life skills are learned in 4-H is through our officer election process. You have indicated that you have an interest in running for, and holding, a leadership position in our 4-H club. Since the people who lead us set the tone for our club meetings, it is important for you to understand the following key elements that will be required of you as an officer.

- You must have been an active member of 4-H for at least 1 year before running for office. You will be encouraged to join County Council and participate in DPA at Rock Eagle.
- You will be expected to attend, and participate in, all meetings. We realize that there are sicknesses, extenuating circumstances, and scheduling conflicts. If, for some reason, you are not able to attend a meeting, please email the office and let us know beforehand. If three meetings are missed, you may be removed from your position as an officer, and elections will be held to replace you. If you feel that there may be a conflict with another activity, or work, it may be best to refrain from candidacy.
- As an officer, you will be a role model for the other members in your club, as well as students who are not in 4-H. Whether you realize it or not, you will be representing 4-H in all of your daily activities. While having fun is definitely a major part of 4-H, there are many times when club business must be handled, or when respect for a speaker should be shown. Good conduct will be required during these times, and appropriate actions will be required during all 4-H activities. Realize that inappropriate actions may result in consequences, even to the point of removal from office.
- A 4-H "Code of Conduct Form" must be completed in order to run for office.

Officer Duties

President – An eighth grader. Presides over the meeting. Appoints members to lead pledges. Asks for any new business. Assists 4-H leaders with presentations.

1st Vice-President – A seventh grader. Fills in for President if necessary. Distributes, or appoints members to distribute, any materials needed. Assists 4-H leaders with presentations.

2nd Vice-President – A sixth grader. Fills in for 1st Vice President if necessary. Snack coordinator. Handles snack sheet for next meeting. Reminds those who have volunteered for snacks.

Secretary – Any grade. Takes minutes of the meeting. Reads minutes from previous month's meeting.

Reporter – Any grade. Goes over newsletter. Writes articles for newsletter.

Holding an office in 4-H is a huge honor, as well as a big responsibility. This is your club. We want 4-H to be a fun, exciting, learning experience for everyone, and good leaders are a necessary part of that. By signing this form, you are committing yourself to lead your 4-H club with excellence and perseverance.

I agree that I have read the letter to Middle School Officer Candidates, and that I will abide by those guidelines. I understand that holding an office in my 4-H club is an honor and a privilege, as well as a big responsibility, and I will try my best to fulfill, to the best of my ability, the duties set forth for the 4-H Middle School officers.

Signed

Date

GEORGIA 4-H CODE OF CONDUCT

4-H'ers Name: _____	County _____
Address: _____	Phone _____
School: _____	Grade: _____ Year: _____

BEHAVIOR STANDARDS

The Georgia 4-H Code of Conduct is valid for one year and applies to all activities coordinated through Georgia 4-H.

- 4-H'ers are expected to attend all sessions as part of a planned program exhibiting positive character and behavior including (but not limited to) trustworthiness, responsibility, respectfulness, caring, citizenship and fairness.
- 4-H'ers are expected to be responsive to the reasonable requests of leaders and respectful of the needs for their personal safety and the safety of others.
- 4-H'ers should dress appropriately, use appropriate language and respect the rights of others.
- 4-H'ers may not behave recklessly or in a manner which prohibits others from participating in the program in the manner attended.
- 4-H'ers may have access to technology at UGA/CES offices and facilities. Technology use is for educational purposes. 4-H'ers may not access inappropriate websites or materials.
- Realizing these guidelines are not "all inclusive" the University of Georgia Extension staff and volunteers reserves the right to make adjustments to these policies.

CONSEQUENCES OF MISBEHAVIOR

4-H'ers and adults who observe a breach in the Code of Conduct must report the misbehavior to the appropriate leader. The leader will complete an incident report and determine the next steps regarding the incident.

If 4-H'ers are found participating in actions listed below, law enforcement or other legal authorities may be notified and may lead the review and consequences related to the incident. In these incidents, 4-H'ers may be removed from the event and suspended or expelled from future 4-H participation. These behaviors may include, but are not restricted to:

- Possession or use of illegal drugs
- Possession or use of a weapon
- Assault or harassment
- Inappropriate sexual behavior

If the 4-H'er is found participating in the actions listed below, 4-H leaders may be notified and may lead the review and consequences related to the behavior. 4-H'ers misbehaving will have the opportunity to explain their actions to leaders in charge of the activity and may request a review board. The person coordinating the event may also convene a review board for the purposes of determining what has occurred and what disciplinary action should be taken. A review board will consist of one Extension faculty or staff member, two volunteers and three 4-H members. The Extension faculty member coordinating the event will serve as chairperson. In some cases, incidents are deemed serious and may be referred to law enforcement or other legal authorities.

If the 4-H'er receives consequences from the leader or through the review process, his/her parents/guardians may be notified; the 4-H'er may be sent home at the parents' expense and may be suspended from participation in 4-H events. Suspensions may be up to one year. If a 4-H'er wishes to appeal the decision of the review board, the 4-H'er must appeal in writing through the County Extension office. Appeals must be filed within 10 days of notification of the disciplinary action. The appeal is sent to the Program Development Coordinator of the 4-H member and the State 4-H Leader for ruling by the State 4-H Leader. Following any disciplinary review, the person coordinating the activity will provide written notification to the appropriate parties including but not limited to the 4-H'er, his/her parent/guardian and his/her county Extension faculty member.

- | | |
|--|--|
| <ul style="list-style-type: none">• Breaking curfew or disturbing the peace• Unexcused absences from the activities or premise of an event• Unauthorized use of vehicles during the event• Reckless or inappropriate behavior• Use of foul or offensive language• Possession or use of alcohol or tobacco | <ul style="list-style-type: none">• Breach of the 4-H Code of Ethics• Remaining in the presence of those who are breaking the 4-H Code of Conduct• Theft, misuse or abuse of public or personal property• Possession of fireworks |
|--|--|

PARENT/GUARDIAN & 4-H'er AGREEMENTS Release Waiver of Liability and Covenant Not to Sue

I have read the Georgia 4-H Code of Conduct and agree to participate fully in all aspects of program activities. I understand the standard of behavior and agree to maintain such during 4-H programming.

4-H'ers Signature _____

Date _____

I have reviewed the Code of Conduct and agree to all of its provisions. For the sole consideration of the Cooperative Extension Service's arranging for participation in 4-H programming, I hereby release and forever discharge The University of Georgia, the Board of Regents of the University System of Georgia, their members individually, and their officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kind that I may have, either on my own behalf or in my capacity as a legal representative of my child, arising from or in any way connected with my child's participation in 4-H. I further covenant and agree that for the consideration stated above I will not sue the Institution, the Board of Regents of the University System of Georgia, its members individually, its officers, agents or employees for any claim for damages arising or growing out of my child's participating in the program. I understand that the acceptance of this Release, Waiver of Liability, and Covenant not to sue the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or part, of sovereign immunity by said Board, its members, officers, agents, and employees. I certify that my child is participating in 4-H with my knowledge and consent. I have read and understand all of the above policies. I also give permission my child's images, likeness, and voice to be used by the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia in print or electronic form.

Parent/Guardian Signature _____

Date _____

Phone _____



VALID FOR ONE YEAR FROM DATE OF SIGNING