



TELLER COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

TELLER COUNTY 4-H
POLICIES FOR SUCCESS
2025-26

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Introduction

All 4-H Members and their families are expected to be familiar with and understand both the Teller County Extension 4-H Policies and the Colorado 4-H Youth Development Policies. Both sets of policies address county and state standards essential to administering and facilitating a successful 4-H program.

The Teller County 4-H Policies are intended to guide members, clubs, and volunteers who comprise 4-H the program at the local level. Teller County 4-H does not manage or regulate specific competitions which local 4-H Members may participate in such as the Teller County Fair or County Contests. Refer to the information directly from events for details on rules and requirements.

Colorado State University is the land-grant institution responsible for the administration of Extension programs in Colorado, including 4-H. Through CSU, the Teller County Extension Office is responsible for administering the 4-H program at the county level.

This document will be reviewed annually and revised as needed. Please be sure you are referring to the most recent version of this document.

Statement of non-discrimination

Colorado State University Extension is an equal opportunity provider. Colorado State University does not discriminate on the basis of disability and is committed to providing reasonable accommodations. CSU's Office of Engagement and Extension ensures meaningful access and equal opportunities to participate to individuals whose first language is not English. <https://col.st/OWMJA>

Colorado State University Extension es un proveedor que ofrece igualdad de oportunidades. Colorado State University no discrimina por motivos de discapacidad y se compromete a proporcionar adaptaciones razonables. Office of Engagement and Extension de CSU garantiza acceso significativo e igualdad de oportunidades para participar a las personas quienes su primer idioma no es el inglés. <https://col.st/OWMJA>

Enrollment

- Opens October 1st of each year and closes on dates set by Extension office
- Available through 4-H Online at <https://colorado.4honline.com/>
- Cloverbuds (ages 5-7) are \$20/year (due 60 days after enrollment)
- Members (ages 8-18) are \$40/year (due 60 days after enrollment)
- Enrollment deadlines (subject to change and determined by the Extension office)
 - January 15 – returning members from the previous year
 - April 15 – new member enrollment deadline to be eligible to participate in County and State Fair, some projects may not be eligible for Fair participation depending on enrollment date. Contact the Extension office with questions.

- After April 15 – new enrollments will be accepted but participation will be adjusted accordingly. The Extension office will work with members and their families on an individual basis to make a plan for completion of the 4-H annual requirements.

Membership and Volunteers

The Teller County 4-H Program welcomes youth ages 5-18 regardless of race, color, national origin, religion, sex, sexual orientation, disability, family/parental status, or political beliefs in accordance with Federal civil rights law.

Enrollment

- The 4-H runs from October 1st through September 30th
- Enrollment for youth and volunteers is at <https://colorado.4honline.com/>
- Enrollment fees are \$40/Member (ages 8-18) and \$20/Cloverbud (ages 5-7)

Age groups

4-H program age is determined by age as of December 31st of the current 4-H year.

- Cloverbud Members – 5 to 7 years old
- Junior 4-H Members – 8 to 10 years old
- Intermediate 4-H Members – 11-13 years old
- Senior 4-H Members – 14-18 years old
- 4-H Volunteer Leaders – 21+ years old (*19 and 20 year olds can serve as a volunteer in a limited capacity*)

Cloverbud Membership

The primary goal of the Cloverbud program is to promote children's healthy development – mentally, physically, socially, and emotionally. Cloverbuds are recognized 4-H members for the purposes of enrollment but are considered a special membership category in terms of participation and engagement in the program. Participation, safety, personal development, learning, and fun are the highest priorities in the Cloverbud program. Cloverbuds participate in 4-H in the following ways and likewise are not eligible or expected to participate in 4-H in other ways due to their age.

What can Cloverbuds do?

- Participate in Cloverbud activities
- Attend 4-H club meetings and events
- Participate in community service
- Complete a record book and project specific for Cloverbuds
- Share their learning at the County Fair in a noncompetitive format

What don't Cloverbuds do?

- Complete 4-H projects and record books
- Handle animals or firearms in 4-H
- Conduct business meetings, elect officers, handle finances

4-H Membership Requirements

- Be of the appropriate age
- Complete enrollment each year in 4-H Online
- Enroll in at least one 4-H project per year
- Commit to abiding by 4-H Code of Conduct
- Pay applicable fees

4-H Membership (Junior/Intermediate/Senior) Expectations

1. Attend club meetings regularly.
2. Participate in community service.
3. Complete a project demonstration as approved by your 4-H club leader.
4. Complete a project including a record book.
5. Exhibit a project, typically at the Teller County Fair.
6. Comply with all policies and deadlines.

4-H Member in Good Standing

The Teller County Extension office is the administering authority for determining member in good standing and will maintain a list of members in good standing throughout the 4-H year.

1. Actively enrolled in 4-H Online by deadlines determined by the Extension office.
2. No outstanding fees and/or payments as determined by the Extension office
3. Abide by [4-H Code of Conduct](#).
4. Abide by Teller County 4-H Policies.
5. Abide by [Colorado 4-H Youth Development Policies](#).
6. Abide by policies and participate in programs that are applicable to the member such Meat Quality Assurance (MQA), County Fair Handbook, etc.

Participation in county, state, regional, and national events is limited to 4-H Members in Good Standing.

The Extension office will maintain a list of 4-H Members in Good Standing.

If a Member's Good Standing status is in jeopardy, Extension staff will make every effort to work with the member and family to rectify the issue if possible.

Contact the Extension office if extenuating circumstances are preventing a member from remaining in good standing so a plan can be developed.

Alternative 4-H memberships

- Independent 4-H members not affiliated with one of the five existing community clubs.
- 4-H Membership in a county other than the county of residence.
- Contact the Extension office to discuss independent memberships or membership in a county other than the county of residence.

Enrollment refunds

If a member chooses to leave the 4-H program within 60 days of paying enrollment fees, a refund can be issued by contacting the Extension office.

4-H Volunteer Membership

4-H Volunteers are the heart of the 4-H Program. Volunteers serve in various capacities throughout the program including club leader, project leader, camp chaperone, and committee member. For more information, contact the Teller County Extension Office.

Becoming a new 4-H Volunteer

1. Submit an application in 4-H Online.
2. Pass a reference check completed by the Extension office.
3. Pass a background check conducted by CSU.
4. Complete online training and submit certificate to Extension office.
5. Complete county volunteer training offered twice per year.

Continuing as a 4-H Volunteer

1. Re-enroll in 4-H each year in 4-H Online.
2. Comply with the 4-H Code of Conduct.
3. Comply with the Teller County and Colorado 4-H Policies.
4. Fulfill the responsibilities of your 4-H volunteer role.

For liability purposes, you must be an active volunteer in 4-H Online to host 4-H events and meetings so volunteers must re-enroll each year as soon as possible after enrollment opens on October 1st. Liability protection is only provided within the scope of responsibility per 4-H volunteer as long as such actions are not willful and wanton (CRS 24-10-101).

4-H Volunteer in Good Standing

The Teller County Extension office is the administering authority for determining member in good standing and will maintain a list of members in good standing throughout the 4-H year.

1. Actively enrolled in 4-H Online by deadlines determined by the Extension office.
2. Abide by [4-H Code of Conduct](#).
3. Abide by Teller County 4-H Policies.
4. Abide by [Colorado 4-H Youth Development Policies](#).
7. Abide by policies and participate in programs that are applicable to the volunteer.

Participation in county, state, regional, and national events is limited to 4-H Volunteers in Good Standing.

The Extension office will maintain a list of 4-H Volunteers in Good Standing.

If a Volunteer's Good Standing status is in jeopardy, Extension staff will make every effort to work with the volunteer to rectify the issue if possible.

Contact the Extension office if extenuating circumstances are preventing a member from remaining in good standing so a plan can be developed.

Clubs

All 4-H clubs must:

1. Welcome **ALL** 4-H members of eligible age. Sometimes clubs are full and not accepting new members due to volunteer capacity, available resources, etc. In this case, a waitlist will be created, or a different club should be selected.
2. Comply with federal, state, and local requirements for non-profit, educational program status.
3. Have a registered 4-H volunteer leader
4. Hold regular meetings
5. Conduct or participate in a community service project
6. Charter annually working with the Extension office
7. Hold officer elections annually
8. Adopt and abide by club bylaws
9. Have two signers on club bank account(s)
10. Follow all federal and state regulations when hosting fundraisers. 4-H is a non-profit organization and strict guidelines exist for fundraising. Contact the Extension office for support if needed. Penalties exist for violating regulations.
11. Submit a dissolution or non-renewal of charter document, remaining funds, and assets to the Teller County Extension office if the club is no longer continuing.

Club Officers

Each 4-H club elects a set of officers annually which allows for leadership development within the program. Officers facilitate club meetings with support and guidance from volunteers. 4-H Officers should:

- Learn and perform duties specific to their role
- Attend club meetings and activities
- Plan and facilitate club meetings
- Represent 4-H in the community
- Listen to club members
- Work as a team to serve the club and its members
- Possible officer roles, depending on the club
 - President

- Vice President
- Secretary
- Treasurer
- Reporter
- Historian
- Other (recreation leader, birthday chairman, refreshment coordinator)

A club officer handbook can be found at

<https://co4h.colostate.edu/resources/4HOfficerClub.pdf>

Projects

Important dates

- April 15th – drop/add deadline for general projects
- May 1st – drop/add deadline for animal projects
- May 1st – dogs and horses must be registered in 4-H Online

Project completion

1. Participate in a 4-H related (subject matter or audience) demonstration or speech-arts presentation.
2. Participate in a 4-H community service activity.
3. Complete a record book graded by designated volunteers or personnel.
4. Exhibit a project, typically at the County Fair.

Members should regularly attend project meetings to further their knowledge and skills in the project area and keep up to date on requirements and deadlines. See “project leaders” below.

Incomplete projects

If a 4-H member fails to complete a project, the member may not enroll in that same project the following year. In the event of extenuating circumstances, the Extension office will work with the member and his/her family to determine next steps.

Enforcement of completion requirements and project eligibility are managed by the Teller County Extension office.

Project Leaders

- Project leaders will reach out to members in the project to schedule meetings and provide support as needed.
- Not all projects have volunteer project leaders. The Extension office will maintain a list of project leaders and projects for which there are no leaders.
- In the event that there is no project leader available, members can still enroll in the project but a family member or other trusted adult may need to fulfill the role of project leader to help the member with completing the requirements of the project. The Extension office can also support the member and family with the 4-H aspects of the

project but may not be able to help with completion of the activities depending on the project.

- Shootings Sports 4-H projects must be completed under the supervision of a 4-H trained volunteer project leader per CO State 4-H Policy. No exceptions. This does not prohibit families and friends enjoying shooting sports together outside of 4-H but completion of the project must be done with a trained volunteer.

Project Manuals

Members are encouraged to obtain a project manual for the projects in which they are enrolled. Some project manuals are available for free at <https://co4h.colostate.edu/colorado-4-h-project-information/>. Other project manuals can be purchased from Shop 4-H at <https://shop4-h.org/>. The Extension office also has a library of manuals and other resources that can be borrowed. These resources are available on a first-come, first-served basis.

Record Books (E-Records)

- Completion of a record book is required for all projects and is an essential component of the learning process for 4-H projects.
- All record books are available for download at <https://co4h.colostate.edu/colorado-4-h-project-information/>.
- General project record books are evaluated at the County Fair.
- Animal project record books are evaluated by 4-H volunteers designated by the Extension office.

Animal Projects

Introduction

Animal projects are an enjoyable and rewarding experience for members but require a significant degree of time and financial commitment. The responsibility of caring for an animal requires dedication but the skills and experience gained are invaluable. If you are considering a 4-H animal project and are new to the species, it is suggested that you contact the Extension office or speak with another family in the project to learn more about the requirements.

Guides/Forms

All members in animal projects must be familiar with and sign guides and forms applicable to the species.

Primary Care

- 4-H members must provide the primary and continuous care of their project animal(s) from beginning to completion of the project with guidance from a trusted adult.
- At the county fair, 4-H members should be the only individual to care for project animals and prepare them for show. If a member needs assistance for safety or educational reasons, a parent, trusted adult, or another 4-H member or volunteer can assist. The 4-H member must be present and involved if receiving assistance unless extenuating circumstances exist.

Ownership

- Market animals must be owned by the 4-H member and proof of ownership should be available upon request.
- Non-market animals can be co-owned or leased with the exception of dogs.

Identification

- Market sheep, swine, goats, and beef must be tagged at weigh-in or another designated time if weigh-in is not possible.
- Rabbits are strongly encouraged to be tattooed.
- Horses and dogs must be entered in 4-H Online by May 1st.

Meat Quality Assurance (MQA)

- All new 4-H members in any goat, sheep, swine, poultry, or rabbit project must complete the MQA training the first year in the project.
- All 4-H members must complete the MQA training again as they advance to the next 4-H age category (junior-->intermediate-->senior).
- The Teller Extension office will offer multiple opportunities for members to complete MQA training. Members can also complete the training in other counties if documentation is provided to the Teller Extension office.

Helmet policy for 4-H horse projects

- A certified equestrian helmet with safety harness in place is required for all classes, events, activities, and practice sessions designated as 4-H which includes project meetings, county fair, and horse shows and camps.

Shooting Sports

- 4-H Shooting Sports must adhere to the Colorado 4-H Shooting Sports Rulebook.
- 4-H Shooting Sports Projects must be completed under the guidance and supervision of a trained 4-H shooting sports volunteer. No exceptions!
- Members in shooting sports are encouraged to participate in the general project judging day at the Teller County Fair.
- A Colorado Division of Wildlife Hunter Safety certification is required for members to participate in 4-H shooting competitions.

4-H Camps and Conferences

- 4-H camps and conferences provide members with the opportunity to learn, develop essential skills, and network with members from across the state.
- Registration for camps and conferences is completed through 4-H Online.
- Fees are paid to the Teller Extension office.
- Extension staff and/or 4-H volunteers will chaperone camps. In the event that a local chaperone is not available, then the Extension office will coordinate with a neighboring county to serve as a chaperone.
- Members are expected to follow the 4-H Code of Conduct and represent 4-H and their county in positive manner.
- Members not in good standing are not eligible to attend camps and conferences.

- A scholarship agreement is in place in Teller 4-H. The member pays one-third, club pays one-third, and the 4-H Foundation pays the final third of the registration fee.
- If a member is registered for a camp or conference and does not attend, then the member is responsible for reimbursing the Teller Extension office the full amount of the cost of the camp.
- Camp/Conference Schedule

Camp/Conference	Month	Location	Age
Colorado Leadership Camp	November	Glenwood Springs	Intermediate
Dare To Be You	November	Pueblo	Intermediate
Leadership Development Conference	January	Denver	Senior
South Central District Retreat	March	Varies	Senior
Youth Fest	March	Pueblo	Intermediate Seniors can serve as counselors
Camp Eagle	May	Teller	All
4-H State Conference	June	Fort Collins	Senior

4-H Contests, Competitions, and Fairs

County Fair

- 4-H Members exhibit their indoor and animal projects at the Teller County Fair which usually begins the last weekend in July.
- Members should understand the Fair Handbook and submit any required forms and fees to the Teller County Association of Fairs and Shows (TCAFAS).
- The Teller Extension office collaborates with TCAFAS to provide 4-H shows and other related events for members and their families.
- Extension's role in the County Fair includes but is not limited to:
 - Collaborating with TCAFAS to provide a safe, inclusive, and memorable experience for all 4-H members and their families.
 - Communicating Fair information to the 4-H community.
 - Hiring judges for all 4-H shows including indoor, dog, horse, goat, sheep, swine, poultry, rabbit, and beef.
 - Coordinating indoor judging day
 - Supplying ribbons for 4-H shows
 - Onsite support during 4-H events

- Extension's role in County Fair does not include the ticketed weekend events such as demolition derby, rodeo, etc.

State Fair

Members are encouraged to participate in the State Fair whether it be general projects, animal shows, or other competitions. The State Fair gives members a chance to test their skills against a deeper field of competition and also learn from members from other counties on how to improve as an exhibitor. The Extension office will share details about the State Fair in the monthly newsletter as information becomes available. The Extension office will manage and support Fair Entry for all exhibitors at State Fair.

Other Events

Numerous other events such as dog, horse, and livestock shows and project workshops exist throughout the state. Participation in these events is encouraged as it will further member's knowledge and skills in their respective project areas in addition to meeting other 4-Hers from around the state. The Extension office will share details about event opportunities in the monthly newsletter.

Branding

To effectively represent our organization, it is crucial that we adhere to the branding guidelines of 4-H and Colorado State University. This not only ensures compliance with established standards but also strengthens our image. Every piece of branding—whether it's clothing, awards, or logos for committees, clubs, or project groups—must meet these guidelines. Avoiding common pitfalls, such as forgetting the dash in "4-H" or using the wrong logo, is vital for maintaining our professional appearance. If you have any questions or need clarification on these guidelines, please don't hesitate to reach out. Your commitment to proper branding is greatly appreciated!



COLORADO STATE UNIVERSITY
TELLER COUNTY EXTENSION

Liability and Safety

Accident Insurance

Accident insurance for members and volunteers is in effect only during authorized volunteer-supervised 4-H events. Only members and volunteers who are actively enrolled in 4-H are eligible.

Liability Insurance

Volunteers participating in official 4-H activities are protected from liability for injuries to others as long as acts of the volunteer are not willful or wanton.

Event Plans

- Club meetings – club leaders must notify the Extension office of their club's meeting schedule and location for the year so that it is on file at the Extension office.
- Project meetings – project leaders must notify the Extension office their project meeting schedule and location for the year.
- Other events – this can include field trips, workshops, outreach, fundraisers, community service, etc. Contact the Extension office for the event plan form which must be submitted to and approved by the Extension Director prior to the event. The Extension office is available to work alongside volunteers to complete the plan in a timely manner.

Chaperoning

See the Colorado 4-H Youth Development Policies for more information about chaperoning 4-H events such as camps and conferences.

Driving Members

See the Colorado 4-H Youth Development Policies for more information about chaperoning 4-H events such as camps and conferences.

Child Protection

- Extension staff and 4-H volunteers are mandated to report suspected or observed child abuse or neglect.
- When there is reasonable cause to suspect abuse or neglect, the observer of the suspected behavior is mandated to report to the Teller Extension office within 24 hours.
- Individuals reporting in good faith are provided immunity.

Alcohol and Drugs

CSU Extension and the Colorado 4-H Program has zero tolerance for the possession or use of alcohol or other drugs at official 4-H events. See the alcohol brochure and policy document for more information.

Communication

The Extension office and volunteer leaders will make every effort to communicate information in a consistent and timely manner. Members and families should review all communications from the Extension office and volunteer leaders and ask questions if needed so that everyone in Teller 4-H is in the loop. Be sure your contact information is updated in 4-H Online as that is where contact information is pulled.

Stay Informed

- Monthly newsletter released the first week of the month
- Mid-month email with reminders, changes, and new information
- Band app
- Website
- Google Calendar

Extension Staff

Naomi Miles
Administrative Assistant, Teller County Extension
milesn@tellercounty.gov
719-686-5421

Darian Founds
County Director, Teller County Extension
darian.founds@colostate.edu
719-686-5425

Office Hours and Location

Monday through Friday
8:00AM to 4:30 PM
11115 W. Hwy 24, Unit 2C (inside Teller County Public Health and Environment)
P.O. Box 928 (mailing)
Divide, CO 80814

The Extension office hours may vary to attend meetings, events, and trainings in the community and depending on staff availability.

The Extension office follows the County schedule and is closed for holidays, inclement weather, etc.