



County 4-H Program Leadership Team Operating Procedures – (with External Accounts)

Merced County

INTRODUCTION

The University of California 4-H Youth Development Program (4-H YDP) creates supportive environments utilizing learn-by-doing educational experiences for culturally diverse youth and adults to reach their fullest potential. In support of this mission, the University of California 4-H YDP develops programs that:

- Are responsive to California's youth and families.
- Are inclusive and diverse.
- Are innovative and adaptable.
- Are accountable for actions and use of resources.
- Are collaborative and team focused.
- Are honest, fair and equitable.
- Respect the health and well-being of people, animals, and the environment.
- Foster leadership and volunteerism in youth and adults.
- Develop skills that benefit youth throughout life.
- Build partnerships for programming and funding.
- Use research-based knowledge and the Land Grant University System.

Throughout the 4-H organization, 4-H adult volunteers, 4-H members, and University of California 4-H YDP personnel work together to extend the 4-H YDP to the youth of California and achieve the goals of the State 4-H YDP. University of California 4-H YDP personnel and the Statewide 4-H Director have final authority to ensure that the University of California 4-H policies and 4-H YDP core values are adhered to.

This model of program delivery and management allows youth and adult volunteers opportunities to contribute their time, talent, and voice in ways that are important to them. There must be evidence of practices including youth and adult volunteer voices in county programming. This is accomplished through a program/event committee structure for countywide programming supported by UCCE personnel, at least one adult volunteer finance manager, and one youth in participatory leadership.

Article I

A. Name

1. The name of this organization shall be the Merced County 4-H Program Leadership Team.

Article II Structure

A. Administrative Oversight (AO)

1. A team of decision-makers will be responsible for the administrative management of county 4-H programs/activities and events.
2. The AO reviews, approves, publishes, and evaluates the annual program plan and related budget. They also consider proposals for new countywide activities and approve them as feasible.
3. This AO team, Merced County 4-H Program Leadership Team is comprised of 1-2 **4-H Staff Members**, 1-2 **4-H Youth Members**, 1-2 **4-H Adult Volunteers**, and 1 **Finance Manager**. The team must minimally include:
 - a. 4-H Community Education Specialist (CES*)
 - b. One adult volunteer (An external checking account is maintained to manage UC funds in this model). As such, one Adult Volunteer role must be the Finance Manager.
 - c. One youth member (must be either an Intermediate and/or Senior 4-H member).
 - d. The Finance Manager reports income, expenses, and provides reports, in collaboration with the Bookkeeper.
 - e. Interested individuals will complete an application.
 - f. Final selection and appointment of applicants, in alignment with state required language, is determined by UC 4-H Staff.
 - g. The AO meets at least bi-monthly to ensure county programmatic needs and operations are met. After the initial transition to this management model the AO may decide to change the frequency of meetings.
4. The AO Team ensures that county 4-H volunteers and members are kept informed about decisions impacting the county program through direct communication from the 4-H office. All updates, announcements, and decisions that affect the 4-H program will be communicated via the 4-H office to ensure consistency and clarity in messaging. While the 4-H office handles the direct distribution of information, committees and coordinators are encouraged to request that relevant information be sent out to both families within the county and neighboring counties. Requests for communication may include program updates, event details, or any important changes that need to be shared with the 4-H community. This system ensures that all members are promptly and uniformly apprised of critical program developments.

B. Volunteer Finance Manager Role

1. The Volunteer Finance Manager will act as the 4-H county treasurer as described by the California 4-H Policy Manual, Chapter 9, Section VI. 4-H Unit and Volunteer Management Organization (VMO) Treasurer Responsibilities. See position description for detailed responsibilities of finance manager.
2. The Finance Manager shall serve a one-year term, with eligibility for reappointment annually, following the program year calendar. Regardless of start date, the position expires on June 30th of each year and is eligible for reappointment on July 1st. A reappointment

- meeting with the CES* occurs in late spring of each year so that mutual agreements and expectations are understood by the volunteer and county personnel. If a Finance Manager cannot be appointed for more than 3 months, all external accounts must be closed, and funds directed into a UC-managed account. During any period (up to a 3-month window) the Merced County 4-H Program Leadership Team AO is without a Finance Manager, all financial decisions must be made with the approval of the CES* and CES Supervisor.
3. The Financial Manager should demonstrate knowledge of 4-H, non-profit, community, or educational 4-H finances and budgets.

Article III Committees

A. Responsibilities

1. Duties of each Committee Chair are outlined in the respective job description.
2. Without volunteer(s) and youth Committee Chairs, there will be no activities in that area.
3. Committee Chairs must be or become 4-H members or adult volunteers appointed by the 4-H CES* and CES Supervisor before engaging in any 4-H activity.

B. Recruitment and Selection

1. All Committee Chair positions are appointed by 4-H personnel.
2. Recruitment will be conducted at any time during the program year. Positions will be publicized through the 4-H newsletter and may additionally be publicized through methods including print/electronic media, outside organizations, and newsletters, letters to 4-H adult volunteers and members, telephone calls, and personal contacts.
3. Chairpersons recruit committee members; each committee must have at least four people, two adults and two youth.
4. Intermediate and/or senior youth members must fill at least one-third of the committee membership.
5. The CES* provides clear and specific instructions for committees about their duties or assignments, how long they are to take, the parameters of their authority to act and to whom, the available budget, and when and what they are to report.
6. Only those events included in the approved annual program plan and budget or an approved new program proposal will occur.

C. Terms

1. Committee Chairs shall serve one-year terms, with eligibility for reappointment annually, following the program year calendar. Regardless of start date, all positions expire on June 30th of each year and are eligible for reappointment on July 1st.
2. Reappointment meetings should occur with the 4-H personnel in late spring of each year so that the volunteer and 4-H YDP personnel understand mutual agreements and expectations.

D. Regular Meetings

1. Committees will determine their meeting calendar based on programmatic needs and committee member availability.
2. Training may occur during or outside of regular committee meetings.

E. Agenda

1. The Committee Chair shall prepare the agenda for each meeting with input from 4-H YDP personnel and committee members.

F. Attendance and Voting

1. Committee meetings are only open to committee chairs and members, 4-H personnel, and those invited to participate who have a specific role in the meeting.
2. No meetings of the committee or its event committees shall be secret.
3. **Decision-Making Process:** Our decision-making process is grounded in consensus, where all relevant stakeholders are involved in discussions and work collaboratively to reach an agreement that is acceptable to everyone. The goal is to ensure that each person's input is considered and that decisions reflect the collective input and agreement of the group. While this process encourages open dialogue and consideration of different perspectives, it also aims to find common ground and avoid decisions being made by a single individual or a majority vote. Consensus decision-making is key to fostering cooperation, inclusivity, and shared ownership of outcomes. Committees may decide to follow Democratic Rules of Order, but it is not required.

G. 4-H Grows Committee (Required)

1. A Standing Committee must be created to serve as the 4-H Grows Committee. This is a required committee of all 4-H counties.
2. The 4-H Grows Committee functions to help expand 4-H YDP opportunities for all youth in the county that includes attention to race/ethnicity, age, gender, locale (rural or urban), disability, parity within community populations, and varied needs and interests to strengthen approaches to 4-H YDP delivery that reaches all youth.
3. The 4-H Grows Committee has the authority and responsibility to develop and implement action plans to ensure 4-H YDP growth through actions, decisions, and norms emphasizing growing a connected community tailored to the needs, cultures, and interests of youth. The output of this work, at a minimum, is to achieve parity through a variety of program opportunities.
4. The group's composition should reflect the diversity of gender, ethnicity, and ability/disability within the county and represent various geographic areas with individuals who know those communities well. Approximately one-third of the members should be intermediate or senior 4-H members (4-H ages 11-18 years). Membership should include community partners, non-4-H affiliates, and others who can lend expertise to community organizing efforts. The 4-H Grows Committee must include 4-H YDP personnel.
5. The individuals charged with growth and outreach efforts must meet as frequently as needed to develop and implement an action plan with achievable goals.
6. The annual responsibilities of the 4-H Grows Committee are to:
 - a. Plan and implement an effective outreach program.
 - b. Review and expand the geographic reach of 4-H programming in the county.
 - c. Provide diversity training annually in partnership with 4-H YDP personnel.
 - d. Evaluate outreach efforts annually and adjust action plans as needed to reach goals.

H. Fundraising – Dinner Auction Committee

1. Responsible for the coordination and implementation of the countywide fundraiser event that supports the majority of countywide program goals.
2. This committee consists of a Committee Chair, committee members, 4-H staff, and activity leads, including: youth helpers, online auction management, ticket sales management, facility planning, etc.
3. Committee Chairs shall implement **Article III Committees Sections A-H procedures** to ensure an effective and equitable coordination of the committee in addition to using PYD techniques, including shared youth-adult leadership.
4. The annual responsibilities of the 4-H Dinner Auction Committee are to:
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.
 - b. Plan and implement a successful fundraising event to support countywide activities.
 - c. Review annual budget requests submitted to the AO to set fundraising goals. Coordinate with 4-H Club leaders to secure auction items, market the event, and sell tickets

I. Milk Bar Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

J. Communications Day Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

K. Small Animal Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

L. Large Animal Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

M. Horse Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

N. Home and Leisure Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

O. Summer Camp Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

P. Mechanical Skills Day Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

Q. Friends Helping Friends Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

R. 4-H Leaders Network

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

S. Shooting Sports Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

T. Fishing Derby Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

U. Incentives and Recognition Committee

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching Responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

V. Ambassador and Youth Leadership

1. Purpose
2. Structure and Members
3. Committee Chairs (shared leadership, including youth, must be reflected in the procedures.)
4. Overarching Responsibilities
 - a. Committees are responsible for putting together and submitting their budget to the AO Committee, which oversees and approves the annual budget.

Article IV Finances

A. Fund Management & Development

1. Following the California 4-H Policy Manual, Chapter 9: Financial Management, the designated AO team will act as the authorized 4-H YDP entity for Merced County, following all financial management requirements as explained in the California 4-H Policy Manual.

B. Bank Accounts

1. The Finance Manager will manage funds in an external checking and savings account with required designated secondary and backup volunteer account signers. Authorization is established for one business checking and one savings account.
2. Maintaining at least three (3) unrelated bank account signatories is required to manage UC 4-H funds in an external bank account. Two signatures are required on each check. The signatures must be unrelated individuals, of whom one can be a 4-H member and the other an adult volunteer. The signers may not be the same person as the payee. The third signatory can be appointed as a backup or interchangeable with the other two. If the bank does not allow youth members to sign, all account signers must appoint adult volunteers.
3. No UCCE or 4-H YDP personnel are permitted to be signatories on 4-H program bank accounts.

C. Bookkeeper

1. The bookkeeper tracks income, expenses, writes checks, and produces reports for the AO Committee.

D. Disbursements

1. Reimbursements and check requests are to be submitted to and processed through the external account managed by the volunteer AO team Finance Manager.
2. All requests for disbursement of county 4-H program funds (including Reimbursements) must include a purpose for how funds will be spent and be substantiated by invoices, canceled checks, or are included in the approved annual budget.

E. Handling funds from 4-H Chartered Unit Dissolution

1. In the event of a dissolution of a 4-H chartered Community Club with external bank accounts, the external bank account will be closed within one month of the club voting to dissolve and/or county 4-H personnel authorizing dissolution.
2. After payment of any outstanding club debts, the remaining funds will be moved into a designated sub-account of the VMO on behalf of the unit and held in escrow for three (3) years for the purpose of unforeseen liabilities or upon re-establishment of the 4-H chartered unit. At the expiration of the 3 years, the balance shall be included in the available VMO funds and used for program development directly relating to the enrichment of the quality of life of 4-H youth and adult volunteers.

F. Budget

The AO Team will develop an annual budget for program expenses and proposed fundraising activities, which the CES Supervisor will approve. Once approved, the county 4-H program's annual budget will be accessible and shared publicly. A peer-reviewed final report of expenses against the budget will be shared publicly.

G. Purposeful Fund Raising

1. Funds must directly support the members and adults actively engaged in the 4-H program.
 - a. All fundraising or fee increases must have a clearly articulated purpose and approval.

2. The County 4-H Program must carefully consider whether fundraising and fee increases are necessary where there is no clear need. The 4-H CES makes the final determination if fundraising is needed.
3. The County 4-H Program is authorized to support 4-H's operating expenses and educational or informational uses that are in the best interest of 4-H. Fund development opportunities can include assessments of club and program participants, proceeds from sales or services, and donations, including support programs.
4. As a general guideline, maintaining a buffer equivalent of carryover funds of no more than three years' worth of annual expenditures in the account.
 - a. For example, if the average yearly costs are \$20,000, the account should have no more than \$60,000. Exceptions to this guideline may include explicitly saving for a specific approved purpose clearly communicated to the membership and the state 4-H Office.
5. Any funds raised by the Merced County 4-H Program Leadership Team in the name of 4-H for the benefit of the county 4-H Program are UC funds and deposited into the external bank account to maintain separate accountability over funds and expenditures. The 4-H CES* and CES supervisor must approve fundraising efforts for the county 4-H Program. Fundraising activities or fee increases without prior approval and without a clear goal that benefits the current members are not allowed.
6. Any funds raised in the name of the county 4-H program, and donations made to the county 4-H program, are considered property of UC and a donation to UC. All donations will be handled following UC 4-H donation policies.

Article V Name and Emblem

A. Use

1. All uses of the 4-H name or emblem shall be consistent with the educational purposes, character-building objectives and dignity of the 4-H organization.

B. Limits

1. The 4-H name and emblem shall not be used if it exploits or might be construed to exploit the 4-H youth movement. This will hold true for locally originated contests and awards, money-raising activities, printed materials, supplies to be sold or provided without charge, and advertisements.

C. Authority

1. In California, the Director of Cooperative Extension and the Statewide 4-H Director authorize the use of the 4-H name and emblem. State and local 4-H organizations shall operate within this authorization by granting a 4-H charter. Countywide plans for using the 4-H name and emblem shall be cleared with the Merced CES* and CES Supervisor.

**Article VI
Annual Review**

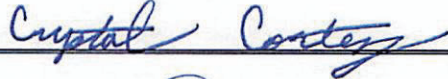

A. Review

1. Operating procedures can and should be changed promptly to match practices. The AO Team and any others, as determined by the CES*, review operating procedures annually or sooner as needed.

B. Approval

1. The Merced County 4-H Program Leadership Team Operating Procedures were last reviewed, revised, and approved by the 4-H CES, CES Supervisor, and SPM and Statewide 4-H Director on July 1, 2025.

Signatures

<u>Print Name</u>	<u>Signature</u>	<u>Date</u>
Crystal Cortez		6/12/25
4-H Community Education Specialist (CES*)		
Jose A. Campos		6/12/2025
4-H Regional Program Coordinator (RPC) or CES Supervisor		
Zeva Cho	Digitally signed by Zeva Cho Date: 2025.08.05 17:48:18 -07'00'	
4-H Statewide Program Manager		
Kimberly Holmes	Kimberly Holmes	8/7/25
4-H Statewide Director		

*If a county CES role is vacant, the current designated CES supervisor based on the staffing is the designee.

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