

POLICIES RELATING TO 4-H WORK IN ALLEGANY/CATTARAUGUS COUNTY

4-H YEAR

The 4-H year starts October 1st and ends the following year, September 30th.

4-H YOUTH DEVELOPMENT PROGRAM COMMITTEE AND CORNELL UNIVERSITY COOPERATIVE EXTENSION-ALLEGANY/CATTARAUGUS COUNTY

Cornell Cooperative Extension is a committee based organization. 4-H has sub-committees for each of the following areas: horse, livestock, dairy, rabbit, cavy & poultry, ag and home ec. These committees are responsible to 4-H Staff & the 4-H Youth Development Program Committee. The 4-H Youth Development Program Committee is responsible to the CCE Board of Directors. 4-H Staff is the responsibility of the Executive Director, Dianne Baker.

The 4-H Youth Development Program Committee is composed of twelve members elected to direct programs. Two members are representatives on the Cornell Cooperative Extension Board of Directors. The Board of Directors establishes priorities for total program efforts, names appropriate committees, and delegates responsibilities for developing the 4-H Program to the 4-H Youth Development Program Committee. The Board of Directors, acting on recommendations made by the committee and staff, is the policy and decision making body of Cornell Cooperative Extension-Allegany/Cattaraugus County.

EQUAL PROGRAM OPPORTUNITIES

All Cornell Cooperative Extension 4-H programs are conducted in compliance with the Civil Rights Legislation of 1964, the New York State Human Rights Law, and the Title IX of the Education Amendments of 1972. All programs including clubs, special interest groups, activities, events and camps are provided to all clientele on a non-discriminatory basis without regard to national origin, race, color, religion, sex, or handicap.

4-H clubs must reflect this policy in their membership and program. An open door policy must exist in 4-H clubs in relation to official enrollment in that group. * A club membership quota may be set but no group can determine individual membership by voting.

4-H MEMBERSHIP

Minimum Enrollment Age

Youth enrolling in 4-H must be 5 on January 1st of the current 4-H year (October 1st to September 30th), and will be considered a CLOVERBUD - until they have reached their 8th birthday by January 1st of the current club year in which they are then considered a member.

*They are eligible to participate and/or compete” in county events”, but are subject to specific” out of county event” rules.

Maximum Enrollment Age

Youth participants must not have reached their 19th birthday before January 1st. *Most 4-H State and District events require that a 4-Her be at least 8 on January 1st of the 4-H Program year. Years in 4-H are usually determined as of that date for further participation and/or competition. Certain projects and events may have other guidelines and age restrictions regulating participation. *Example: Beef Steers*

Age Limit for 4-H Activities Age limits are set on some 4-H activities and are specific at the time the event is announced

To Become a Lone Member

Youth are encouraged to join a 4-H club if possible, especially younger youth.

If a lone membership is necessary, an enrollment form must be filled out EACH year, stating project choices. Lone members wishing to arrange a meeting with 4-H staff to help plan their projects may do so by contacting the 4-H office and setting up an appointment. Project information will be filled upon request.

Lone members will follow the current “Policies Relating to 4-H Work in Allegany/Cattaraugus Counties” and any rules stated in the Junior Department of the fair book.

Residence

In most cases, boys and girls should be residents of Allegany or Cattaraugus County. Youth from adjoining townships to Allegany or Cattaraugus County may join 4-H in Allegany or Cattaraugus County. Outside this area we need a letter of recommendation from the county of residence 4-H Youth Development Program Committee and a formal approval from the Allegany/Cattaraugus County 4-H Youth Development Program Committee. 4-H members must take part in the 4-H Program activities and events in the county in which they are enrolled. Persons participating in 4-H short term projects interested in taking part in Allegany/Cattaraugus County 4-H activities must be enrolled as a 4-H member in Allegany/Cattaraugus County.

Membership Not Permanent - Must Remain in Good Standing

Membership will cost \$5.00 per individual member or \$15.00 per family. The fee will go to expenses pertaining to 4-H activities, such as hall rental, program materials. 4-H memberships in question shall be overlooked by the 4-H Youth Development Program Committee and executed by the Cornell Cooperative Extension Educator.

Conduct of 4-H Members & Volunteers

Appropriate conduct for the situation will be expected of all members and volunteers. Conduct un-becoming of youth and/or volunteers will result in disciplinary action. It will be the responsibility of the adults present to insure that proper conduct takes place. Smoking, illegal drugs and/or drinking of intoxicating beverages is strictly forbidden at 4-H attended events. Behavior problems will be reported to parents and referred to the 4-H Youth Development Program Committee and can result in disqualification of awards and trips. Volunteer behavior problems will be reported to the 4-H Youth Development Program Committee and can result in dismissal from the program. **The Volunteer Code of Conduct must be signed each new 4-H program year! Any non-4-H business should NOT be discussed at a 4-H meeting. This is to be done at committee members personal time**

Enrolling and Dropping Members

The deadline for enrolling or dropping members is **June 1st of the current 4-H Program Year for Cattaraugus County and April 1st for Allegany County**. Boys and girls can enroll in more than one subject matter club providing they actively participate. .

MEMBERSHIP IS NOT CONTINUOUS. YOUTH MUST RE-ENROLL EACH PROGRAM YEAR.

A 4-H MEMBER CAN BE ENROLLED IN ONLY 1 COUNTY. THEY CAN HOWEVER, SHOW AS A NON-4-HER IN OTHER COUNTIES.

Eligibility for County Fair

ALLEGANY

County enrollment & fund-raising participation determines County Fair eligibility. Youth must be enrolled in 4-H Youth program by April 1st of the current program year to be eligible to exhibit as a 4-Her in the Junior Department of the County Fair. Ownership of animals must comply with rules and regulations for respective section of the Junior Department and members must complete a project report for that animal. Late entries may not be accepted and will not receive premiums subject to the discretion of the Fair Board. Pre-entry of required animals and poultry must be made by Jr. Department pre-registration deadline. All exhibitors must have participated in **2 fundraising activities**.

CATTARAUGUS

County enrollment & fund-raising participation determines County Fair eligibility. Youth must be enrolled in Cattaraugus County 4-H Youth program by June 1st of the current program year to be eligible to exhibit as a 4-Her in the Junior Department of the County Fair. Ownership of animals must comply with rules and regulations for respective section of the Junior Department and members must complete a project report for that animal. Late entries may not be accepted and will not receive premiums subject to the discretion of the Fair Board. Horse exhibitors must have given a presentation at the county or area level, and Livestock exhibitors must have participated in 2 educational activities (worth 2 pts.) as well as the mandatory meeting. Exhibitors must participate in **2 fund-raising activities** and one of these can include working in the 4-H Snack Shack.

Fair books for the Jr. Department are available in late spring from the 4-H Office and FFA Advisors and contain most up-to-date revisions, rules, and regulations.

Project Credit - (Cattaraugus County Only)

Club Organization Leaders are to supply a list of members and 4-H projects that have completed for current program year to the 4-H Office. Lone members need to submit their project list to the 4-H office.

Achievement Pins and Certificates

Allegany

Member year pins will be awarded to the 4-H members who have met the criteria, be currently enrolled as a 4-H member, and have completed a project record and/or portfolio.

Special awards must be requested in cover letter when submitting records. The Best of Show from county and state fairs will receive achievement pins, usually the teen members while the younger members receive Honorable Mentions.

Cattaraugus

Achievement pins will be awarded to 4-H members completing five years (silver), and ten years (gold) of 4-H work (if sponsorship is secured). An achievement certificate will be presented to each member at the completion of the year's work.

LEADERSHIP

Residence

In most cases, Volunteer Leaders should be residents of Allegany/Cattaraugus County. Adults from adjoining townships to Allegany/Cattaraugus County may become a 4-H volunteer leader in Allegany/Cattaraugus. Adults from outside of this area requires a letter of recommendation from the county of origin's 4-H Youth Development Program Committee and a formal approval from the Allegany/Cattaraugus County 4-H Youth Development

Program Committee. There is no provision for the formation of a Allegany/Cattaraugus County 4-H Club outside the county's boundaries. Leaders and 4-H members must take part in the 4-H Program, activities, and events in which they are enrolled - such as Allegany/Cattaraugus County.

Club Leadership

Club leadership is not transferred from one person to another automatically. The following statement of policy applies:

Prospective organizational 4-H leaders shall meet members of the 4-H staff or designated representative and assisted in organization of a club. They will be required to complete an application, which may also include a background check. (*Applications are renewed every 3 years.*)

All leadership is subject to approval by the 4-H Youth Development Program Committee. Continuation of leadership is dependent upon an evaluation of the local club program by the Educator staff which is reviewed with the 4-H Youth Development Program Committee.

Leader Pins and Certificates Allegany County

Leaders will receive a pin for the 1st year of service regardless of when in the calendar year they joined as a 4-H leader. 5, 10, 15, 20, 25, and 30 year pins will be provided for the respective years of leadership. This policy corresponds with the State and National policies.

Voting Privilege

All 4-H leaders who are enrolled for the current program year are eligible to vote at the Cornell University Cooperative Extension Annual Meeting held in November of every year.

ADULTS

Conduct of Adults

Youth learn by example. It is a responsible adult who conducts themselves in a given situation. The code of conduct must be followed at each 4-H function. *Example: no drinking of alcoholic beverages, no smoking and no inappropriate language.*

Chaperone Guidelines

The chaperone of a 4-H sponsored county-wide activities can be a parent of any youth attending. Parent chaperones should allow youth a chance to "grow" and become more independent.

Only those understood or justifiable expenses of Extension approved chaperone shall be incurred by Cornell Cooperative Extension.

GENERAL POLICIES

ENROLLING AND RECEIVING MAIL (Members and Leaders)

Club Organization Leader(s) are to send an enrollment sheet into the 4-H Office within one month of organizing or reorganizing. This is the 4-H Office's only record of whom is enrolled in your club or group. In order to insure proper mail delivery, it is important that the enrollment sheet be completely filled out.

Enrollment will be combined and all information for members sent as one per family.

All enrolled 4-H Leaders and eligible 4-H members for the current 4-H program year will receive a copy of the

County 4-H Newsletter published periodically by the Cornell Cooperative Extension Staff to keep them informed of up-coming events and other timely information.

When mailings are directed to Organizational Leaders only it will be their responsibility for disseminating the information to member and other leaders of the club or group.

As of January 1st addresses will be changed for the new 4-H program year. Enrollment is taken from enrollment sheets. Members and leaders not enrolled by January 1st will be dropped from the mailing list.

SHORT TERM OR SPECIAL INTEREST GROUPS

(Example: Snowmobile Certification, Tractor Certification, Veterinary Science, Dog Obedience, etc.)

Check sheets listing enrollees will be kept by instructors and turned into 4-H Office for each short term or special interest group.

Instructor will take attendance during duration of project or activity and collect project records. The instructor will determine completions and submit names to the 4-H Office of those who have successfully completed the project or program. If any 4-H club member is in a short term or special interest group (outside their regular club) it will not be necessary for their 4-H leaders to submit or list completion at end of year on club project completion sheet.

4-H CLUB DUES

Local clubs may charge dues so that they have money for project materials, refreshments, insurance, etc. However, that decision is made by the members of the club and 4-H leader.

CHARGE PUBLICATION

Due to the high cost of printing, it is necessary to charge for most publications. Clubs will be billed by Cornell Cooperative Extension.

PROJECT MATERIAL

4-H members are expected to obtain their own project materials. In some projects it is desirable for the leaders to secure materials and divide the cost between the members.

EQUIPMENT

4-H leaders may borrow teaching equipment kits, and sewing machines but in most cases they must be returned as soon as possible. Item(s) should be returned in the condition it was loaned.

Any 4-H club leader may request the use of a sewing machine and our project kit and master materials for their club (when they are not needed for training sessions). Machines are on loan for up to 6 weeks or until requested. Please inventory the equipment before and after each use. Clubs will be asked to pay for replacing instruction books and any items missing when equipment is returned. ***BE SURE TO SIGN OUT WITH EDUCATOR RESPONSIBLE FOR THAT PROGRAM AREA AND/OR THE OFFICE MANAGER. A SIGNATURE IS REQUIRED!***

4-H AWARD TRIPS

Anyone canceling on a trip will not be eligible to apply for the same trip, if they cancel less than 90 days prior to the start of the trip. If no one can be found to replace them, they will be responsible for the cost of the trip. The only exception would be a medical excuse (written by a doctor), or death in immediate family.

FUND RAISING

All clubs require a ***TAX ID NUMBER***. Please contact the 4-H office to request an application.

Prior to any fund raising project* a 4-H club, 4-H sub-committee, or 4-H special interest group must fill out a

Request For Permissions to Raise Funds In The Name of 4-H Form available for the County 4-H office and submit it to the 4-H office at least 30 days prior to the proposed sale date. This form must be approved by the Executive Director and 4-H Educator responsible for that program area and returned to the sender prior to doing fund raising.

In notifying the 4-H Office, indicate plan and purpose for which funds will be used. Special fund raising projects may be conducted if the need is established and presented for approval. Each fund raising event must have separate approval.

*Exception would be County Fund Raising project approved by the 4-H Youth Development Program Committee for any club, sub-committee, or 4-H special interest groups wishing to take part.

Allegany County

All 4-H members will be required to participate in the annual ETA Fundraiser* and participate in county fair and complete a portfolio and have given a County Level Public Presentation to be eligible to receive any awards or trips funded through the ETA account. This would include 4-H Participation Trip, National Contest Team Support, scholarships, and other award trips. Participation for these awards will require a minimum in gross sales, per 4-H year, per 4-H member as outlined:

Junior 4-H Participation Trip	\$ 100.00
National Contest Team Support	\$ 125.00
Allegany County 4-H Scholarships	\$ 150.00
Senior Educational Award Trips	\$ 200.00

Members are reminded that this is the minimum acceptable level of participating at higher levels. A personal interview is also required for Senior Educational Award Trips.

*The ETA fund is a special account receiving revenues primarily from several annual fundraisers performed by 4-H members of Allegany County. The profit realized from revenues is to fully or partially finance educational trips and awards for 4-H members of the county. Any club or individual member with an outstanding fundraiser bill after 30 days will be assessed a 5% deduction from their incentive per month. Also, members will be listed as ineligible for awards and recognition.

Cattaraugus County

In order to participate in a 4-H trip it is mandatory that 4-H members participate in TWO fund-raiser (cookie sale, candles, bulbs, cheese sale, etc. or work in the snack shack) Apply by specified deadline and interview.

4-H CLUB TREASURY

It is recommended that if any 4-H club has a treasury over \$50 the money must be put in a bank. Some banks will waive the service fee for non-profit clubs. Every club or group handling funds should make use of an audit committee to examine and verify the accounts of the club or group at the end of the year (September 30th) and to review all tax filings following standard business practices. It is advisable that the yearly audit of funds be made at the time there is a change in elected treasurer.

FINANCIAL ACCOUNTING

All funds for which Cornell Cooperative Extension Associations are responsible must be included in the Association's accounting records and financial statements.

All official clubs or groups are required to submit copies of their **financial statement** to the Extension association on an annual basis (this will be included each year in club packets). They also require EIN's. Contact the 4-H office to request an application.

BUYING AND LEASING OF PROPERTY

The 4-H Youth Development Program Committee has established a policy that local 4-H clubs do not own or lease real estate property. If property is owned now, it should be deeded to Cornell Cooperative Extension - Allegany/Cattaraugus County. Property refers to building, land, etc.

DUE DATES

If the deadline is extended the appropriate individuals concerned will be contacted in regards to these changes.

Unusual circumstances (extreme illness, etc.) will be considered by the 4-H staff and/or 4-H Youth Development Program Committee.

LEADERSHIP TRAINING

When sign-ups are requested, if five or less are registered by the sign-up date, the lesson may be canceled and only those who are signed up will be notified.

JUSTIFICATION OF EVENTS

After a deadline, if there is not sufficient members and/or leaders to justify an activity, event or project, only those who are signed up will be notified of the cancellation.

COMMITTEES

There are several committees in the 4-H program pertaining to different project areas (horse, livestock, dairy, rabbit, cavy & poultry, ag and home ec.). These committees consist of a group of volunteers, mainly parents of enrolled 4-H'ers, that want to make a positive contribution to the 4-H program. To be a committee member you must attend at least 80% of the meetings. There are approximately 4 - 10 meetings a year, depending on the committee you join. If you are interested please contact the office to be placed on the mailing list. No 4-Her will be permitted into the meetings, unless special permission is granted, due to sensitivity of topics that are sometimes discussed.

CLUB DISBANDING

Any 4-H club planning to disband is required to notify the 4-H Office immediately. Before the club discontinues, any outstanding bills should be paid up and members should vote on what to do with the club funds remaining in the club treasury or club equipment. It is recommended that they be donated to the Allegany/Cattaraugus County 4-H Private Support Fund, scholarship fund, or the Nannen Arboretum. (You can indicate how you would like to have it benefit 4-H members. . . scholarships, special 4-H projects, trips, awards, etc.) If you have received a club charter, please return it to the 4-H Office.

HARDSHIP CLAUSE

A hardship (ex. Illness, death in family, injury, legal matters, or circumstances beyond the 4-H'ers control) will be reviewed on an individual basis. Hardship cases are not scheduled conflicts, job responsibilities, sports/school events, camps, or vacations. The 4-H staff member responsible for that area will handle results of the review.

PROJECT RULES

Allegany County

Animals must have been owned and cared for by the 4-H member by May 1st of the current year or registered as a

non-owned project. Registration of owned animals must be transferred in the member's name by the day of the show.

Cattaraugus County

Animals must have been owned by the 4-H member by June 1st of the current year or registered as a non-owned project. Registration of owned animals must be transferred in the member's name by the day of the show.

NON-OWNED ANIMALS

Members may borrow or lease (*remember this is not for monetary gain*) an animal **ONLY** if they do not have one of their own or their family does not have one. Cattaraugus County members may lease 1 animal. If extenuating circumstances are involved, it must be presented to the sub-committee involved. If a decision cannot be made at that level, then it will go before the 4-H Youth Development Program Committee. Allegany County will follow their current guidelines for their dairy program.

Cattaraugus County fair exhibitors must give a public presentation at the area level, unless you are a 1st year member (Then you may give it at club level by June 1st of the current year).

The State Office requires approved ASTM 1163 helmets whenever mounted, driving, or haltering an equine at a 4-H event or activity.

ALLEGANY COUNTY HORSE

Animals must have been owned by the 4-H member or his/her immediate family prior to the first Friday in May of the current year or be registered as a non-owned project. Certificates must also be on file in the 4-H office at the same time.

RABBITS, CAVIES, AND POULTRY - NON MARKET

Must be owned and cared for by the 4-H member prior to May 1st (*for Allegany County*) or June 1st (*for Cattaraugus County*) of the current year.

MARKET BEEF, DAIRY BEEF, SHEEP, SWINE, GOATS, POULTRY AND RABBITS

Allegany County

Animals must be owned and officially entered at the 4-H Office. Entries are to be brought in or postmarked on or before the deadline on entry form of each project year. **NOTE THERE IS A DAIRY STEER CLASS!**

Cattaraugus County Animals must be owned and officially entered at the 4-H Office. Entries are to be brought in or postmarked on or before the deadline on entry form of each project year. Exhibitors must attend two educational activities (worth 2 pts.) and make up test mandatory and/or livestock meeting as well as workshop after meeting prior to county fair.

PRE-ENTRY OF JR. DEPARTMENT FAIR BREEDS EXHIBITS

Horses, dairy, beef, sheep, swine, goat, rabbits, cavies, dogs, cats, and poultry must be made to the 4-H Office on Jr. Department pre-entry forms by the pre-registration deadline. (Note: Jr. Department Book for deadline date.)

4-H ACCIDENT INSURANCE

COVERED PERSONS: All registered (enrolled) 4-H Club Members, 4-H Parents and Chaperones, Volunteer 4-H Club Leaders, and 4-H Lone or Independent Members for 4-H Program Year (October 1st thru September 30th).

Coverage terminates at the end of Plan Year which is September 30th.

In order to have coverage, a member and leader must be recorded on the club's enrollment sheet. Lone members are to send in an enrollment form each program year.

*Lone or Independent 4-H members - individuals enrolled as 4-H members with County 4-H Office, receiving project materials and/or instruction but who do not belong to an organized club.

COVERAGE: \$1,500 Blanket Accident and Medical Expense for physician, surgeon, dental, hospital, ambulance expense resulting from an accident while participating in a 4-H event or activity (including club, county, regional, or state events but not including resident summer camps.) Coverage is provided while traveling directly to and from the member's home and the meeting place for the purpose of participating in scheduled group activity. This insurance supplements personal policies. Insurance for resident summer camps may be taken out through American Income Life (application forms are available upon request from the 4-H Office) or some other source.

ALSO COVERED: \$2,000 accidental loss of life or any two: arms, legs, feet, eyes, or hands. \$1,000 accidental loss of any one, leg, foot, eye, or hand.

EXCLUSIONS: Illness, eyeglass replacement or repair, denture replacement or repair, hernia in any form, losses covered by Medicare or Medicaid, injuries covered by any statutory No Fault auto insurance, injuries from tobogganing, skiing, bobsledding, or tubing.

TERM OF PAYMENT: Payment will be made for expenses occurring within 52 weeks from date of accident. NO PAYMENTS will be made after 52 weeks.

****IMPORTANT****

This is just a summary and brief description of the plan. The coverage is subject to the terms and conditions of the Master Contract for the plan.

****SPECIAL NOTE****

Remember, 4-Hers are not covered for the following activities: water parks, sledding or tubing, skiing, amusement parks, etc.

It is important to note that if members of walk-a-thons, etc. from the general public are involved in activities **THEY WILL NOT BE COVERED**. If you hold these activities and want them covered, it would be best to take out the daily coverage from American Income Life for this event. (Application forms are available upon request from the 4-H Office.)

4-H ACCIDENT INSURANCE CLAIMS

Below are the procedures for making accident insurance claims. If a member or leader receives injury during a 4-H event or activity:

1. A telephone report is to be made to the 4-H Office or to the appropriate staff at their residences within 24 hours of the accident if possible or as soon as practical.

Ellicottville 4-H Office (716) 699-2377
Belmont 4-H Office (585) 268-7644

In Order To Be Covered, A Claim Must Be Reported Within 20 Days To The Plan Administrator. This Is The Responsibility Of The Cooperative Extension Office.

2. Following the telephone report two claim forms will be sent out by the Plan Administrator of the insurance company to be completed. One form is for the Plan Administrator, and one form is for the insurance carrier. The insurance carrier form must be signed by the parent or guardian. It must also be completed by the attending physician where applicable.

Liability Insurance

Cornell Cooperative Extension - Allegany/Cattaraugus County's insurance policies cover all 4-H and Cooperative Extension activities. Special consideration, however, is needed regarding certain types of events as follows:

Any "public" affair to which the public is invited - with or without charge - which can be considered a hazardous activity or program (examples: horse shows, trail rides, events involving large animals) or practicing for or participating in any contest or exhibition of an athletic or sporting nature should contact Cooperative Extension's 4-H Youth Development Educator. Extension needs completed forms for insurance 10 days prior to the event. Forms are available from the Extension Office upon request.

Any 4-H club needing proof of insurance prior to an activity should contact Cooperative Extension's accountant for certificate of insurance.

If clubs or special interest groups do not report the activity prior to the event they will not be covered which could be disastrous to leaders, land owners, and Cooperative Extension.

Automobiles

4-H leaders and *sanctioned volunteer workers driving their personal car on 4-H or Cooperative Extension activities or events: the 4-H leaders or sanctioned volunteer worker's insurance on his or her auto, would stand between them and a loss first. If the loss was greater than their insurance Cooperative Extension's insurance would step in and protect to its full limits (\$2,000,000 bodily injury and property damage combined). *sanctioned - must be made by Cornell Cooperative Extension Educator or enrolled 4-H Leaders.

Other Than Automobiles

Liability coverage is offered to all 4-H leaders and sanctioned volunteer workers in connection with suits brought against them in relationship to a 4-H or Cooperative Extension Activity or event where it is proven that the volunteer was negligent. We do not protect against accidents involving aircraft and water craft.

Claims

If any injury occurs, we urge you to report it to the Cornell Cooperative Extension 4-H Educator promptly. Most important we ask you do not tell the injured party. "Don't worry, we have insurance". First, there may be no liability on your part or that of Extension and you should not assume liability for the injury or damage. Second, prompt handling of the claim by the insurance company may reduce the potential for a larger claim.

Accidents There have been several cases in New York State where 4-H clubs did not have accident insurance (not to be confused with liability insurance) and the children had serious accidents which became costly to parents, to the 4-H club and to Cornell Cooperative Extension. For this reason, a statewide 4-H accident insurance blanket policy has been taken out by Cornell Cooperative Extension.

ACCIDENT OR ILLNESS

Cornell Cooperative Extension - Allegany/Cattaraugus County has developed a procedure which they want all Extension staff, volunteers, and members to use in reporting a serious or fatal accident or illness in conjunction with a Cooperative Extension (including 4-H) sponsored event. This also includes co-sponsored programs or activities such as fair, horse shows, recreational activities, etc., where the person was participating as a 4-H member.

With our vigorous, active program involving many youths and adults, we must be prepared to handle emergencies and a related public information program. By the nature of Cooperative Extension programs and activities, particularly 4-H Youth Development we are particularly vulnerable to the potential damage from poor news handling.

Accidents can happen to anyone despite the best health and safety procedures. And they're often news when they do.

Following is an outline of the procedure we ask all to follow. In the case of an emergency situation inform local authorities that Cornell Cooperative Extension - Allegany/Cattaraugus County has a procedure to follow to notify parents or next of kin and releasing information to the media.

Belmont 4-H Office - (585) 268-7644

Ellicottville 4-H Office - (716) 699-2377

Completely fill out Emergency Fact Sheet.

Contact: 1st - Cornell Cooperative Extension Educator in charge of program and/or activity
2nd - County Cooperative Extension Executive Director

PARENTS NOTE

If your child needs medical or dental attention, you as a parent must give permission. It's the law.

What about the times you can't be reached for permission? In a serious case, a physician can act right away to treat your child. In other cases, a hospital will authorize treatment, but only after making an effort to contact you first. And that can mean unnecessary anxious moments for your child, the volunteer leaders, and other persons, while someone tries to contact you.

You can prepare for any emergency by making sure the enclosed authorization of consent to medical treatment for a minor child form, or one similar to it, is given to the adult(s) who is in charge of a program, activity, or event. If your child needs medical or dental attention, the responsible adult should present this document to the appropriate person - physician, hospital, representative, or dentist.

For those times when it will be hard to contact you, you can give permission to other adults. Then they can act for you in permitting medical or dental care for your child when you're not available. With it, you may appoint other adults to act for you. They may be relatives, friends, clergy, neighbors, teachers, volunteer leader - anyone who is over 18 years of age and who can be responsible for your children when you are away from them. It is especially important to prepare this form for the times when you know it will be hard to reach you. For example, when you are out of town, when you know you cannot be reached easily by telephone, etc.

We highly recommend that this form be filled out each time your youngsters go on trips, participate at fair, camp, are involved in higher risk activities, etc. (i.e. horseback riding, sports) Extra copies can be secured from the Allegany/Cattaraugus County 4-H Offices.

PROCEDURE FOR REPORTING OF SERIOUS OR FATAL ACCIDENT OR ILLNESS

Instructions to Extension staff and volunteer leaders on steps to be taken:

Immediate Action:

1. Contact local, county, or state police, or fire departments to secure emergency services. Each situation will vary. One must use own discretion as to which is the best method at that particular time.
2. Inform local authorities that Cornell Cooperative Extension - Allegany/Cattaraugus County has a procedure to follow to notify parents or next of kin and releasing information to the media.
3. Obtain as much of the following information as possible. (Check medical permission form from person in charge of program or activity if one is available.) ***Extension staff is to complete accident report. If educator is not available they need to be contacted A.S.A.P.***

Who? Name of person seriously or fatally injured, age, name, address, and phone number of parents or next of kin, parent's places of employment and phone numbers where they can be reached at work, priest, pastor, or rabbi and their phone number.

*When? Date, time of day.

*Where? Location

*What happened? Nature of accident or illness

*How? (If known, i.e. car, horseback riding, swimming, boating, skiing, snowmobiling, etc.)

*What are the nature of the injuries?

*How much damage?

4. Cornell Cooperative Extension Educator who is in charge of the program and/or activity is to be notified immediately. If unable to reach after reasonable effort, contact County Cooperative Extension Executive Director.
5. Inform them who is calling, phone number where you can be reached, and location.
6. Person directly involved with the activity is asked to remain with the child at the hospital or mortuary until notified by designated Extension staff person and/or will meet with Extension and religious representative and parents or next of kin when they arrive.

COOPERATIVE EXTENSION VOLUNTEER VEHICLE USE

Allegany County

Must be a county-wide, regional or state activity and not in conflict with Association needs.

Must have prior approval by Cooperative Extension Educator in charge of program are in consultation with County Cooperative Extension Executive Director. A copy of your drivers license is will also be required.

Please schedule vehicle use in advance. If circumstances change, volunteers will be notified as soon as possible.

Requests must be channeled through the educator in charge of that program area.

Cattaraugus County

Volunteers may request the use of a lease vehicle for a county-wide event. Volunteers must give 4-H staff at least 3 weeks notice. Drivers must be 21 years of age and must have a relief driver in the vehicle with them. Copies of license will be required.

DRIVERS UNDER 21

Cooperative Extension’s excess liability protection for volunteer drivers does not have the coverage for drivers under 21. This also applies to drivers of Extension’s own vehicles & lease vehicles. Therefore, we request that you not have individuals under the age of 21 transporting 4-H members and others to and from 4-H and Cooperative Extension Activities.

EMERGENCY PHONE NUMBERS

Ambulance: _____

Emergency: 911

CORNELL UNIVERSITY COOPERATIVE EXTENSION -ALLEGANY/CATTARAUGUS COUNTY

Belmont Office
(585) 268-7644

Ellicottville Office
(716) 699-2377

**OFFICE HOURS:
8:00 a.m. - 4:30 p.m.**

ALLEGANY/CATTARAUGUS COUNTY – EXTENSION STAFF

NAME & ADDRESS	PROGRAM AREA
Dianne Baker	Executive Director/ 4-H Youth Development Program Leader
Cindy Boberg csb10@cornell.edu	4-H - Youth Development Program Educator Horse
Bonnie Moore bsm8@cornell.edu	4-H - Youth Development Program Educator Dairy, Home Economics, Dog

Carrie Busekist clb274@cornell.edu	4-H - Youth Development Community Educator Livestock
Tricia Heary pjh34@cornell.edu	4-H - Youth Development Program Educator Livestock, Horse
Tom Parmenter tdp6@cornell.edu	4-H - Youth Dairy Management Community Educator Dairy
Michelle Sloat mds40@cornell.edu	4-H - Youth Development Program Educator Home Economics, Small Animals