

## Policies for Managing 4-H Resources

Each 4-H Shooting Sports group with financial responsibilities should visit with their local University Extension 4-H staff person for advice and guidance prior to establishing financial accounts, policies, and procedures.

Regardless of the funding source, 4-H funds belong to the “public” Extension employees and 4-H volunteers should take their fiduciary responsibilities seriously. Funds raised in the name of 4-H must be used only for 4-H purposes and activities.

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- ~~✍~~ County 4-H Shooting Sports groups (committees) are encouraged to channel funds through the County 4-H Council as separate designated funds account. If the county chooses to establish a special interest Shooting Sports Club, that club may establish their own treasury following the recommended guideline.
  - ~~✍~~ Any 4-H group, which has annual receipts of over \$50, should establish a checking account at a public financial institution.
  - ~~✍~~ The checking/savings account should be set up so that checks and withdrawals require two signatures.
  - ~~✍~~ Whenever the treasurer is under 21 years of age, the co-signer must be an adult.
  - ~~✍~~ Parent and child from the same family should not be co-signers.
  - ~~✍~~ The 4-H group should have an Employee Identification Number (EIN). Apply for an EIN with form SS-4, which can be obtained from your bank or the IRS.
  - ~~✍~~ Treasurers of any 4-H group **are required** to use the Missouri 4-H Club Treasurer Record Book (Y672), available through county University Extension 4-H staff. (For groups with large annual budgets, the treasurer may substitute a commercially prepared financial record book or computerized financial record keeping system.)

~~✍~~ An accurate and detailed record of all receipts and expenditures must be kept. Refer to details in Y672.

- 1) Whenever the group receives cash or checks, the treasurer must write receipts for all money received and provide this to the customer or donor.
- 2) Receipt should include amount, what the funds were for, and the date.
- 3) Deposit all funds at least monthly. Large deposits should be made within 3 days.
- 4) Use and keep a copy of the Deposit Slip. Record all checks and cash - include source, name, and check number.
- 5) Pay bills only with a check, never with cash.
- 6) Always have a written bill, invoice, or statement before writing a check.

~~✍~~ Treasurer should provide a written detail financial report at each meeting; club treasurers at club meetings, and county shooting sports groups (clubs or committees) at each 4-H Council meeting.

~~✍~~ An annual audit of finances is required. The auditing committee, which may be made of volunteers, examines and verifies accounts, receipts, expenses, and procedures.

~~✍~~ All fund-raisers should be approved in advance by the 4-H staff person and/or the county 4-H Council.

~~✍~~ Equipment and supplies donated in the name of 4-H are to be used only for 4-H purposes and do not become the possession of an individual.

~~✍~~ Receipts of donated supplies or equipment should be written and given to the donor.

~~✍~~ Donations of funds, supplies, or equipment should be reported to the 4-H staff person and the county 4-H Council.

~~✍~~ The club leader or group advisor (Shooting Sports County Coordinator) should keep an accurate and up to date inventory list of donated equipment. A copy of the inventory should be provided to the 4-H staff person annually and when new equipment is added.

~~✍~~ The inventory should be as detailed as possible and

include: donor, date of donation, brand name, model name/number, and serial/ identification number if available.

~~✍~~ Should a 4-H club or group disband or cease to function, any funds, donated equipment, and supplies become the property of the county 4-H Council (or Extension Council). It is inappropriate and illegal to transfer funds or equipment to individual members or leaders.

Contributions to approved 4-H groups are usually tax deductible for the donors. Check with the University Extension 4-H staff person for details and documentation. Individual donors should always consult with their own tax preparer.

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## **Recommended Risk Management Procedures**

### Missouri 4-H Shooting Sports County Programs

#### **1) State 4-H volunteer leader procedures and policies followed.**

Leader application forms completed, signed, approved, and on file in the Extension Office for all Certified Leaders, Assistant Instructors, Junior Leaders. All instruction must be done under the supervision of a Missouri 4-H Certified Shooting Sports Leader. Work closely with the 4-H Youth Development Program staff person in each county to meet state and local guidelines for volunteer leaders.

#### **2) Waiver of liability/Parental permission form**

All 4-H members enrolled in the Shooting Sports projects are to have parent or guardian read and sign the [Shooting Sports waiver](#) before beginning project meetings. The certified instructor or county coordinator must ascertain that all members have the forms signed before participation. Forms are to be turned into the Youth Specialist or YEA and kept in a permanent file in the Extension Center.

#### **3) Health Statement - Parent Medical Consent form**

All 4-H Shooting Sports members/parents are to complete and sign the standardized University of Missouri 4-H Youth Development Health Statement/Parent Consent Form prior to participation in 4-H Shooting Sports. In the Activity blank, write 4-H Shooting Sports program. In the Date blank write “1999-00 4-H Year”. A photo copy of the form should be given to the 4-H Youth Specialist or YEA and kept on file in the Extension Center. ***The original is to be kept on hand at all shooting sports events/activities/meetings by the certified project leader.*** The leader and all assistants should study the health statements and familiarize themselves with any special medical needs or problems of the 4-H members. Discuss with the parents procedures that should be followed in the case of an incident.

#### **4) Accident insurance**

Each county program should take out special accident insurance coverage on Shooting Sports members. The “year” plan offered by specialty insurance companies is suggested. Many are available at \$1 per member per year. All shooting sports leaders should know the policy number and procedures required. A copy of the policy should be kept with the certified leader and the original kept in the Extension Center.

### **5) Emergency Plan**

An emergency plan or action should be written and followed for each training site and/or activity. This plan should consider:

- 1) Potential risks analyzed and procedures planned
- 2) Minor incidents/first aid-who treats or determines procedure (first aid kit)
- 3) Access to emergency medical treatment (telephone on site, phone numbers to call, transportation, etc.)
- 4) Two-deep leadership (at least two adults on hand) both know the plan and procedures
- 5) Natural Catastrophe procedure (fire, tornado, lightening, etc.)

### **6) Incident Report**

A "4-H Event/Activity Incident Report" should be completed for any incident. Incidents include but are not limited to: illness, injuries, lost/stolen valuables, accidents, property damage, safety or other rule violations. Other issues of concern may also merit an Incident Report. All incidents should be reported to the County Coordinator and Extension Youth Staff person immediately. The written report should be kept on file at the Extension Center. Extension staff should take appropriate action and advise the State 4-H Office and the University of Missouri Department of Risk & Insurance Management as deemed fitting.

**MISSOURI 4-H SHOOTING SPORTS  
PARENTAL PERMISSION  
Waiver of Liability**

We, the parents (legal guardians) of, grant permission for his/her participation in the 4-H Shooting Sports program; and approve of the use of firearms, live ammunition, and/or archery equipment while participating under the supervision of a 4-H certified shooting sports leader. I understand that the shooting sports are potentially hazardous activities and certain risks are involved with this activity. These potential hazards include gunshot or archery wounds and can result in paralysis, loss of vision, limb, or life. I agree that participation in this activity is entirely voluntary and agree that I will not hold the 4-H project leaders, County Extension Council, State 4-H staff, local extension staff, University of Missouri Outreach and Extension, or the Curators of the University of Missouri liable for any accidents.

I also understand that safety procedures and practice will be strictly adhered to and that our child (guardian) may be immediately expelled, without recourse, from the program as a result of horseplay, inattentiveness, inappropriate conduct, violation of safety rules, or failure to follow the range officer's directions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_