

# **LARIMER COUNTY 4-H FOUNDATION**

## **Financial Policies and Guidelines**

The Larimer County 4-H Foundation is a not-for-profit organization whose objective is to assist in the further development and participation of the Larimer County 4-H program. The Foundation is to maintain a fund to be used for educational purposes and activities in which present or former Larimer County 4-H members and current Larimer County 4-H leaders are engaged and have been approved by the Larimer County Extension Office.

Articles of Incorporation/By-Laws were filed under State of Colorado laws on April 29, 1953.

### **OBJECTIVES, PURPOSES & POWERS**

1. To receive, maintain, hold by bequest, devise, gift, or otherwise, either absolutely or in trust, for any of its purposes, any property, either real or personal, any fund or funds, without limitations as to amounts or values; to convey such property, to invest and reinvest any principal of the Foundation and administer any special funds for various purposes as agreed upon by the Foundation and any agency or agencies making such special funds available; provided that no part of funds or net earnings of the Foundation shall inure for individual private pecuniary gain of any of the officers, directors, or trustees of the Foundation will be the carrying on of propaganda or otherwise attempting to influence legislation.
2. To buy, lease, hold, sell, pledge, convey and exercise all privileges of ownership over such real or personal property as may be desired for the conduct and operation of the business of this Foundation.
3. To cooperate with all individuals, groups, institutions, or organizations whose purposes are in accord with the objectives set forth in these articles.

### **MEMBERSHIP**

As stated in Article 5 of the Larimer County 4-H Foundation Bylaws

### **BOARD OF TRUSTEES**

The affairs of the Foundation are managed, controlled, and supervised according to the Articles of Incorporation and Bylaws by a Board of Trustees.

## **INCOME SOURCES**

### **Fund Raising**

The 4-H Carnival is a countywide fund-raising activity sponsored by the Foundation which requests: participation by all 4-H clubs in the county. The participating Larimer County 4-H clubs and Larimer County 4-H supported groups share in the proceeds.

### **Donations & Membership**

Monies may be received from 4-H alumni, financial institutions, service groups, businesses, groups and individuals interested in furthering the 4-H program in Larimer County.

### **Interest**

Interest is derived from investments held by the Larimer County 4-H Foundation.

## **EXPENSE ALLOCATIONS**

The following scholarship and program expenses are contingent on availability of funds per financial policies and guidelines and in accordance with the annual 4-H Foundation budget.

### **Scholarships**

Scholarships are awarded to current and former Larimer County 4-H members each year to further their education beyond the high school level. Scholarships may be used at a college, university, trade or vocational school. Further information, guidelines and application is available on the Foundation website [www.larimercounty4hfoundation.com](http://www.larimercounty4hfoundation.com)

### **Exchange Program**

The Foundation provides financial support to the Larimer County 4-H Exchange Program as designated in the Foundation budget.

### **National 4-H Events**

Funding of delegate expenses will be provided for 4-H members to participate in events such as: Citizenship Washington Focus, National 4-H Conference, National 4-H Congress, Western 4-H Roundup, or other recognized National 4-H events.

### **Members & Leaders Recognition**

Recognition to 4-H members upon completion of one, five, ten and eleven years of club work. Recognition to 4-H leaders upon completion of one, five, ten, fifteen, twenty, twenty-five, thirty, thirty-five, forty, forty-five, and fifty years of leadership.

### **Delegates Expense to Colorado State 4-H Conference**

75% of Funding for delegates expenses such as: lodging, registration and transportation will be provided for delegates attending State 4-H Conference. Delegates include those participating in judging activities, Horse Bowl, Hippology; public speaking, and other contests.

### **Leader and Member Development**

Leader - support to attend Leader Development programs.

Member - support to attend Member Development programs  
(Leadership Development Conference – LDC)

### **Livestock Programs**

Funding is provided for expenses incurred in such activities as Livestock Judging, Horse Judging, Rabbit Judging, etc. (as per policy) as well as other Livestock related activities. Per current Foundation budget.

### **Family Consumer Science Programs (FCS)**

Funding is provided for expenses incurred in such activities as Creative Cooks Contest, Cake Decorating Contest, as well as other Family Consumer Science related activities. Per current Foundation budget

### **Other Programs/Activities**

Funding is provided for expenses incurred in such activities as Demonstration Contest, Public Speaking Contest, National 4-H Week, Cloverbud program, Outreach programs, etc. as well as other programs and activities not included elsewhere.

### **Annual Achievement Program**

Funding is provided for Achievement - Program expenses and Awards for members and leaders who were outstanding in programs and activities on a County, District, State and National Level.

### **Miscellaneous**

Audit and/or Reviews, Board Meetings, Postage, Corporate Report, Printing, etc.

**Insurance** Liability Insurance Policy

## **FINANCIAL SUPPORT OF EXPENSE ALLOCATIONS**

**A 4-H member MUST sell the designated number of carnival tickets by the deadline as established by the Foundation Board of Trustees in order to be eligible for financial support from the Larimer County 4-H Foundation. Exceptions may be permitted as approved by the Foundation Board of Trustees**

## **EXPENSES WILL BE PAID AS FOLLOWS:**

### **A. Leadership Development Conference (LDC)**

The Foundation will pay 100% for lodging, registration and travel expenses for two senators, two alternate senators, District II and State officers from Larimer County and two leader/chaperones. All remaining attendees will be covered at 75%. Receipts must be submitted for lodging and travel\* (see note A) within 60 days of occurrence. Members, leaders and/or chaperones that fail to attend will be responsible for 100% of their registration.

### **B. Colorado State 4-H Conference**

The Foundation will pay 75% of the cost of registration, lodging, and contest fees. Chaperones (up to four) and coaches will have their lodging and registration expenses paid in full. Delegates include contest members, senators, alternate senators, District II and State Officers from Larimer County and workshop participants. Receipts must be submitted for lodging, and travel\* (see note A) within 60 days of occurrence. Members, chaperones and/or coaches that fail to attend will be responsible for 100% of their registration.

### **C. Leadership Forums/Activities/Workshops/Trainings/Required Certifications (State, Regional and National)**

The Foundation will pay 75% of registration fees, travel\* (see note A) and lodging as budgeted. Approval will be based on information provided by applicants and 4-H Youth Development Specialist(s) explaining activity and learning experiences. Shooting Sports Leader certification will be reimbursed at 100% of the current fee following one year of volunteer leadership to the discipline trained in as determined by the key leader of the discipline. Horse Levels Rater certification will be reimbursed at 100% of the cost following receipt of fees paid.

### **D. 4-H Camping and Educational Experiences**

The Foundation will pay 75% toward camping expenses for registration, lodging and travel\* (see note A) for Day Camp, Cloverbud Camp, Colorado Leadership Camp, Junior Jamboree and STEM participants, 100% for junior counselors and chaperones.

### **E. Regional, State and National Contest Delegates (Livestock, Horse, Horse Bowl, Rabbit, Hippology, FCS Contests, Shooting Sports, etc.)**

- (1) No more than two (2) Out-of-County Contests (one-day events) per judging area as designated by Team Coach and Extension Youth Development Specialist(s). The Foundation will pay transportation\* (see note A) and registration fees for all participants (Team members and coaches.)
- (2) One (1) Out-of-County Overnight contest per judging area as designated by Team Coaches and Extension Youth Development Specialist(s). The Foundation will pay the transportation\* (see note A), registration fee and lodging, (meals are not included) for all participants. (Team members, coaches, and chaperones.)

- (3) National Judging Contests per judging area or educational trip.
  - (a) First Place Team - Foundation will pay \$350 per team member and an additional \$350/per coach and chaperone if not the coach. Amount not to exceed \$2500 and can be used for only one National Contest.
  - (b) Second Place Team - Foundation will pay \$250 per team member plus \$250/per coach and chaperone if not the coach. Amount not to exceed \$1500 and can be used for only one National Contest.
  - (c) Individual member attending a National Judging contest: the Foundation will pay \$200 per individual and can only be used one time per carnival year.
- (4) National Shooting Sports Contest per discipline.
  - (a) Foundation will pay \$250 per participant and \$250 /per team coach from Larimer County

**NOTE:** The above listed financial support is available without official request.

- A. If travel (transportation) is required by a team and the destination is 400 miles or less the expectation is that ground travel will be utilized. If the destination if greater than 400 miles there is the option for airfare to be a covered expense. If airfare is being utilized then the Foundation will cover the cost of shuttle to and from DIA based on leaving from the County Extension office in Fort Collins or The Ranch in Loveland and the return drop off will be either of these two sites.**
- B. If a 4-H member or Leader has an outstanding balance all funding must be settled prior to receipt of future funding.**
- C. If a 4-H member receives financial assistance for enrollment fees that member must complete their project enrollment prior to accessing future financial assistance.**
- D. Further funding allocation requests may be made to the Foundation Board of Trustees vis the Larimer County 4-H Activity & Project Funding Request Form found on the Foundation website. <https://larimercounty4hfoundation.com/> This request should include the purpose of the trip activity, or workshop, cost, and learning experience anticipated. The location of the activity, number of people going and length of time will be considered. Written request should be sent to the 4-H Foundation a minimum of 30 days in advance of the need. The request will be reviewed by the Foundation Board of Trustees.**

**\*All 4-H members must meet Carnival Ticket Sale Policy to receive financial support.**

**This policy is in effect until reviewed by the Foundation Board of Trustees with recommendations from Larimer County Extension Office.**

**SOLICITATION OF FUNDS**

- 1. Any group (not clubs) such as judging teams who are conducting fund raising activities for their use must:
  - a. Be done in the name of the 4-H program not individuals' name(s).
  - b. Be handled through the 4-H Foundation following the Special Function Custodial Account Request Guidelines.
  - c. Present receipts for all expenditures when requesting reimbursement. A summary of all income and expenditures, accompanied by receipts and accounting must be provided to the Extension staff member responsible for that project area within 60 days of the event. The Extension staff member will then forward the request for reimbursement onto the Foundation

**Administrative Responsibility**

- d. The Foundation Board of Trustees and its Treasurer has total accountability for these funds within legal bounds of the 4-H program and the auditing of these funds.
- e. Extra Foundation support from general and/or regular budgeted funds should be proposed for a line item within the budget prior to the creation of next year's budget. Funds not used within three (3) years of deposit will be transferred to the Foundation's general account to be re-allocated to the total 4-H program.

**CARNIVAL TICKET SALE POLICY**

**A 4-H member MUST sell the designated number of carnival tickets by the deadline as established by the Foundation Board of Trustees in order to be eligible for financial support from the Larimer County 4-H Foundation. Exceptions may be permitted as approved by the Foundation Board of Trustees.**

**This policy does not exclude a 4-H member from any of the scheduled 4-H activities. If a member does not sell the requested quota of tickets, he/she may have to finance his/her own participation unless an exception has been requested and approved. The Board of Trustees reviews the ticket sales annually which is from carnival to carnival for member financial assistance.**

The ticket sales of those members belonging to two or more clubs will be credited to their home club as designated by 4-H On-Line membership

## **LARIMER COUNTY 4-H YOUTH FOUNDATION POLICY ON SUBMITTING GRANT REQUESTS**

The following policies must be followed before a grant proposal is submitted in the name of the Larimer County 4-H Foundation:

1. The individual from the Foundation wishing to submit a proposal must contact the 4-H Youth Development Specialist/s no less than two months prior to the proposal deadline.
2. The Foundation representative and the 4-H Youth Development Specialist
  - a. the need for and the budget for which the proposal is submitted
  - b. who is responsible for each aspect of the program for which the proposal is submitted including planning, implementation, evaluation, oversight, and reporting
3. Extension 4-H Youth Development Specialist/s will be provided a final copy of the grant proposal with a goal of two weeks and at least one week prior to the deadline for submission with the right to edit the proposal as necessary.
4. The 4-H Program point-of-contact (4-H Youth Development Specialist/s) for the Foundation representative will remain consistent throughout the grant proposal process. This is to expedite communication.
5. The Extension Office and 4-H Youth Development Specialist/s reserve the right to determine if any grant proposal in the name of 4-H and the 4-H Foundation is feasible or not.
6. The Larimer County 4-H Foundation is willing to serve as fiscal agent for any grants received by the Larimer County Extension 4-H program.