PROGRAM POLICIES

PAYMENT
1. If you want to participate in a trip/event payment must be in by the deadline. Registration is not complete until your payment is in the extension office. If you cancel after the deadline you forfeit the fee and if the Federation has paid any amount towards your registration, you are required to reimburse what Federation paid. Until the fee is paid, you are not eligible to receive the Rice County scholarship that pays for 75% of registration fees and therefore, will pay the full price. Member/participant may get a substitute if the guidelines allow.
2. If damages occur at an event that you participated in, the perpetrator will pay all damages. When not able to determine which participant did the damage, all participants will pay equally.
3. Each project area has money budgeted to them so each project area should review their budget before spending. If a PDC needs more money, a special request form will need to be filled out and the Foundation will review it.
4. Member/Leader Insurance: All enrolled youth and adults are expected to purchase the county-wide 4-H insurance policy at the current price.
5. State Dues: Each 4-Her must pay the current fee for state dues.
6. Mileage: Mileage that is approved by the 4-H Federation will be paid at the federal volunteer rate.
7. Meal Policy: Payment for meals at 4-H events such as judging contests, quiz bowl contests, and executive board, etc., shall be limited to one event per year for team/board members and coaches only, and only if it fits within the line item budget for the activity.
8. Charging Procedure: No charging to 4-H or the extension office, unless approved by the Foundation Committee on behalf of the Federation. Individuals must turn in the bill and/or paper receipt for approval and payment. When paying for reimbursable items the receipt must not include personal items.
9. Minnesota Adult Volunteers Association Forum: The 4-H Foundation will pay up to 3/4 of the registration fee for adult leaders attending MAVA, with a maximum of $600.
10. Youth Leadership Events: The 4-H Foundation will pay 3/4 of the registration fee.
11. Camp: Delegates attending camp will have up to 3/4 of the camp fee and all of the transportation cost paid by the 4-H Foundation, not to exceed the budgeted amount for camp.
12. Premium Fair Checks: If a mistake has been made on your check, correction has to be made within a month after the handout date, otherwise checks stay the way they are printed and no changes can be requested.
13. State Fair/Horse/Dog Show - Foundation will pay the program fee for everyone.
14. Bonus Funding: If the 4-H member attends a minimum of five 4-H activities/events throughout the year and turns in documentation by the September Federation Meeting, they will qualify for bonus funding. Activities/meetings may be at the club, county, regional, state, or
national level but at least three events must be a club level. The county fair does NOT count! Youth must also be a current member which includes insurance and dues paid. Attendance will be counted starting October 1 - September 30 of previous year. Eligible youth receive up to $100 annually to spend on 4-H sponsored events during the next 4-H fiscal year. Balances do not carry over and are not transferable. It has no cash value.

FINANCE POLICIES
1. Follow the roles and responsibilities as outlined in the Constitution and By-Laws.
2. Two of the following four individuals can sign checking, savings, CDs: Adult Advisor to the Youth Treasurer, Youth Treasurer, Adult Foundation Representative, and Federation President.
3. Bill Approval Process:
   a) Committees or groups with line item budget appropriations in the Federation budget can spend budgeted amount. Committees need to authorize expenditures. Budget overruns or special requests above the budget allocations need prior approval from the Foundation Committee.
   b) The Adult Advisor to the Youth Treasurer will pay all bills in a timely manner.
4. The Foundation will make decisions on the investments of CD's based on sound business decisions. CD's will be kept in the safe in the Auditor's Office.
5. The Auction Committee will be responsible for written acknowledgement to auction buyers; and the Extension staff will send the written statements to other donors annually.
6. The Foundation Committee shall seek input from a Public Accountant on an “as-needed basis.”