Thank you for your interest in being a farm/barn manager with our Lease-an-animal program in Boulder County 4-H. This is a new process to expand our program to reach more participants in our livestock areas. As we expand, it is important to set the kids up for success through a partnership with a caring 4-H adult volunteer. Please complete the application and return to the 4-H office annually. We appreciate all of our volunteers and community who help our youth and their animals succeed.

**BARN/FARM MANAGER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4-H CLUB YOU WILL ENROLL IN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOCATION OF WHERE ANIMALS WILL BE KEPT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is this location at your home, the 4-H member’s home or another person’s home? Please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SPECIES OF ANIMAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H PROJECT AREA: \_\_\_\_\_\_\_\_\_\_\_**

**NUMBER OF ANIMALS YOU WILL LEASE OUT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARE YOU OPEN TO OFFERING YOUR ANIMALS TO OTHER YOUTH IN THE COMMUNITY?**

**\_\_\_\_\_\_NO \_\_\_\_\_YES (PLEASE LIST THE NUMBER OF YOUTH\_\_\_\_\_\_\_\_\_\_)**

**DO YOU HAVE A MEMBER IDENTIFIED TO HELP? (NAME)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**As a Boulder County 4-H Lease-an-animal Farm/Barn Manager, I agree to the following:**

* **I will enroll as a 4-H Volunteer leader annually.** (Be sure to add yourself in 4HOnline as a project leader in all of the projects you plan to help with.)
* **I will verify that the interested individual is enrolled in a 4-H club.** Ask them which club they are in and when they enrolled (enrollment includes 4-H Online, participation form, and fee).
* **I will complete agreements as soon as a family commits to the program.** The agreement serves as a set of expectations for the member and family. The agreement can only be held up once it has been turned in and signed by the 4-H County Specialist (4-H Agent).
* **I will complete a separate lease agreement with the family of other expectations outside of the county 4-H Lease an animal policies (if I deem necessary and prior to the last Thursday in April)**. These expectations should also be run by the 4-H office for oversight and approval as well.
* **I will help the member identify project animals by the last Thursday in April in 4HOnline in order to participate in county fair.** For LAA, the project animal is declared by turning in a completed lease agreement (including animal name/tag number and all signatures as well as entering that animal under the 4-H members name in 4HOnline). Please ask for a copy of the agreement and extra lease just in case.
* **I will help teach record-keeping skills and provide time to update them while working with the 4-H member.** Provide the record book to each participant and assist them with records that you keep such as feed cost and health records. Record books will be checked by club leaders in June (they may ask you to check them) and must be up-to-date in order to attend fair. 4-H members must bring their up-to-date record book to county fair. Record books are due to the Extension Office by the second Friday in Sept.
* **I will attend 4-H Livestock Advisory Meetings as needed.** You are invited to attend these meetings to provide input to 4-H livestock and report progress in your program. Check out the agendas and decide if the meeting is useful. You may also choose to send another leader, parent or member to the meeting to represent your program. All are welcome to attend.
* **I will communicate and coordinate needs with the fair superintendent of the species I am working with.** Let the superintendent for your species know how many kids to expect, what ages the kids are, and what classes they will want to enter. This helps the superintendent plan ahead for judges, awards, sponsorships, space, and particular needs are subject to etc.
* **I will facilitate the members I am working with to seek sponsorships for fair awards.** Check with the fair superintendent on what they need and rally your members to seek donations for their department. Kids are great salesmen. Try to focus on what a person will be giving instead of how much such a champion belt buckles, a herdsman trophy, or a 4-H jacket.
* **I will provide the opportunity to exhibit their project animal(s).** County fair is the most preferred choice for project exhibiting. If county fair is the choice of participants, help families register for fair (deadline in late June), facilitate plans for transport and care of animals at fair, and provide training to members related to the classes provided at fair. Exhibiting doesn’t have to be at fair. Provide an alternative way of exhibiting what a participant has learned. Agent can help you come up with ways.
* **I will communicate record book and exhibit progress with the member’s 4-H club leader.** Club leaders will provide a report of which projects were completed by each member in their club. Let the club leader know of successes or failures on completing hours, record books and exhibiting in Lease-An-Animal. We hope there is not any continued problems, but if so, please also pass that on to the 4-H Extension County Specialist (4-H Agent).
* **I will work cooperatively with 4-H** County Specialist for Livestock/Animals (4-H Agent) to be sure your guidance on programs and projects follow county rules and procedures.
* **I will instruct potential participants to turn in an application to the Extension office.** Even if they are in progress of becoming a 4-H member have them turn in an application right away declaring which species they are interested in so they save a spot in the program. This allows for a first come first serve fairness if kids begin to outnumber animals.
* **I will agree to abide by the Colorado 4-**H Code of Conduct. (Attached)

**I agree to the above policies and tips for success for the Boulder County 4-H Barn/Farm manager and lease-an-animal program.**

**Signed Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_**

Office use:

**4-H County Extension Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YES or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Not yet ?**

**Questions/Follow-up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COLORADO 4-H CODE OF CONDUCT**

4-H is the informal youth education program of Cooperative Extension through Colorado State University. Through 4-H projects and programs, youth learn life skills, citizenship, communication and decision-making techniques, leadership, interpersonal relations, community and global awareness. 4-H helps youth form attitudes that will enable them to become self-directing, productive, and contributing members of society.

Youth learn from their experience. Part of their experience is observing and modeling their behavior after adults they know and respect. To contribute in a positive way to youth development Colorado 4-H Leaders, Volunteers, Parents and other adults will:

* Conduct themselves in a mature, courteous and respectful manner, use appropriate language, exhibit honesty, good sportsmanship and act as a positive role model.
* Provide a safe learning environment, free of physical abuse, mental abuse, ethnic, racial and sexual harassment or exploitation of the 4-H member.
* Learn and live by the principles of the 4-H Pledge, 4-H Motto and 4-H Slogan.
* Adhere to all program rules, policies and guidelines including the State 4-H Dress Code and use of the 4-H Clover.
* When transporting 4-H members, have a valid Colorado driver's license and insurance as prescribed by Colorado law and maintain the vehicle so that it is safe and reliable for the conditions, weather, and distance for which it will be driven.
* Abstain from the use of alcohol, marijuana, and illegal drugs while participating in 4-H events/programs. These are not allowed at any 4-H sponsored program, event and/or activity where youth are present. Leaders should limit their tobacco use to areas where youth are not present. This applies to local club meetings, county, district, state, and national events.
* Respect the rights and authority of leaders, parents and Extension Agents.
* Refrain from physical or verbal abuse.
* Apply rules of safety to individuals, groups, and property.
* Accept personal responsibility for behavior.

Conduct not in keeping with 4-H Youth Development standards will not be tolerated. Violation of items listed above will result in consequences to the participant. Law enforcement may be called and illegal behaviors may result in citations or arrest.   Consequences may include removal, at the individuals' expense and without refund, from participation in the event; restitution or repayment of damages; sanctions on participation in future local, state, regional or national 4-H events; and forfeiture of financial support for this event.

It is the responsibility of all program participants to reinforce the code of conduct and report violations and any concerns to Extension 4-H staff.

4-H Leaders and volunteers serve at the request of Colorado State University Extension. That request can be withdrawn for violations to this code, other reasons or no reason at any time.