

TEXAS 4-H YOUTH DEVELOPMENT PROGRAM

July 29, 2016

MEMORANDUM

TO: County Extension Agents/Offices

SUBJECT: 2016-2017 Texas 4-H Year Participation Fee Waiver Process and Application

The Texas 4-H Youth Development Program is committed to providing a positive experience for all young people throughout Texas. Our 4-H club annual delivery of the program has become dependent on participation fees as one way of maintaining a strong program for our youth. However, in some cases, our 4-H members need assistance and supporting in covering their participation fees. In these cases it is the hope that county and/or local 4-H programs, other community organizations, other families, or local donors/supporters would assist in helping provide the positive 4-H experience to youth needing assistance. In the extreme circumstances where county/local 4-H programs do not have access to funds to support participation fees, the state 4-H office does provide limited supplemental assistance.

For the 2016-2017 4-H year, waivers will only be provided in the amount of \$15.00 (August 15, 2016 to October 31, 2016) and \$20.00 (November 1, 2016 to August 14, 2017). The remaining \$5.00 participation fee will need to be paid by the club, group, and/or county to cover the direct expenses of general liability insurance and accident/incident insurance purchased for each youth by the Texas 4-H Youth Development Program and Texas 4-H Inc. Please note, if this is simply not an option, please contact Dr. Chris Boleman immediately.

Below is an assessment list, guidelines for requesting a waiver, and the process for county Extension offices to follow if a waiver is granted. Please review the list prior to submitting any request.

QUESTIONS TO ANSWER RELATED TO ASSESSING A WAIVER REQUEST

- Has the county Extension agent/office explored all opportunities for participation support from the county/local 4-H program, other families, community organizations, local businesses, or donors?
- Does the 4-H club/group have a bank account/funds that could be used for the payment of participation fees? If yes, why are funds not being allocated to participation fees?
- Has the 4-H club/group conducted any fund raising events to cover participation fees? If not, why?
- Was a waiver granted last year for this 4-H club/group? If yes, what documented efforts have been conducted to raise/acquire funds last year to prepare for this year's participation fees? If none, explain why?
- Does the 4-H club/group need a full waiver, or could a partial waiver be granted?

WAIVER SUBMISSION GUIDELINES

1. All waivers must be submitted electronically through e-mail using the 2016-17 Texas 4-H Participation Waiver Form to Dr. Chris Boleman (cboleman@ag.tamu.edu).
2. Allow at least one-week for waiver decision to be made. The decision will be sent to the county Extension agent/office making the request.
3. Waivers will only be considered for those youth who are members of chartered and active 4-H clubs for the 2016-17 year.
4. Waivers will not be granted for future or potential members enrolling after October 31, 2016. (*ie* counties cannot request 50 waivers for any youth enrolling throughout the year). Request must be specific for a particular club/group enrolling by October 31, 2016.
5. Waivers must be submitted by the county Extension agent/office. Club managers can request waivers, however, they must be submitted, reviewed, and forwarded by the county Extension agent/office to the Texas 4-H Program Director.

PROCESS IF WAIVER IS GRANTED

Upon notification from the Texas 4-H Program Director of waiver being granted, the Extension agent/office should follow these steps:

1. Have all youth included in the waiver enroll and select the "CLUB/COUNTY CHECK" payment option. This option may mean the Extension office will need to turn the option on and work with the families/club manager at designated times to utilize the payment option.
2. Once all youth are enrolled, the county will review and approve the enrollment, which places it onto the list for a transfer to be created.
3. Extension agent/office will create a transfer with just those youth included in the waiver listed. Once transfer is created it will need to be "submitted."
4. Upon being submitted and a transfer number assigned, the transfer number should be e-mailed to Dr. Toby Lepley at t-lepley@tamu.edu.
5. Once received, the transfer will be processed and enrollment will become active.

Please contact either Drs. Chris Boleman or Toby Lepley with any questions concerning state level waivers.



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2016-2017 TEXAS 4-H & YOUTH DEVELOPMENT PROGRAM

PARTICIPANT WAIVER REQUEST FORM

Directions:

- All waiver request must be submitted by the county Extension agent/office by October 31, 2016.
- Waivers form needs to be send via e-mail to Dr. Chris Boleman (cboleman@ag.tamu.edu).
- Allow a minimum of one week for determination/notification of waiver request

Request Date: _____

CONTACT INFORMATION

Name of Person Requesting Waiver(s): _____
 Person's Title _____
 E-mail of Person Requesting Waiver(s): _____
 Phone of Person Requesting Waiver(s): _____

CLUB/GROUP INFORMATION

County: _____
 Name of Club/Group: _____
 16-17 Charter Date: _____
 Club/Group Affiliation: _____
 Number of Youth In Club/Group: _____
 Number Requesting Wavier for: _____
 Type of Waiver: _____
 Does Club/Group Have a Bank Acct: _____
 If yes, what is the Bank Acct Balance: _____
 Did this club/group receive a waiver
 last year: _____

For State Office Use:
Approved:

- YES
 NO

Full or Partial

- Full Exemption
 Partial Exemption

Dates:

Approval: _____

Transmittal: _____

Processed: _____

Has the county Extension office/agent explored all opportunities for support from the county/local 4-H program, other families, community organizations, local businesses, or donors? (Yes/No, and please explain)

Does the 4-H club/group have a bank account/funds that could be used for the payment of participation fees? If yes, why are funds not being allocated to participation fees?

Has the 4-H club/group conducted any fund raising events to cover participation fees? If not, why?

How will the \$5.00 fee per youth be covered from your county/program?

Does the 4-H club/group need a full waiver, or could a partial waiver be granted?