The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.
PARTICIPANT 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. 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 support 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 circumstance that 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 2019-2020 4-H year, waivers will only be provided in the amount of $20.00 (August 15, 2019 to October 31, 2019) and $25.00 (November 1, 2019 to July 15, 2020). 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 the Texas 4-H Program Director’s Office.

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, can some funds be 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?
- 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 2019-20 Texas 4-H Participation Waiver Form to the Texas 4-H Program Director.
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 2019-20 year.
4. Waivers will not be granted for future or potential members enrolling after October 31, 2019. (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, 2019.
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 Misty Cathey at mmcathey@ag.tamu.edu.
5. Once received, the transfer will be processed and enrollment will become active.

Please contact the Texas 4-H Youth Development Program Director for any questions about Participant Waivers.
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?