

Boulder County 4-H

Challenge to Policies and Procedures Regarding 4-H Events and Activities Procedure

(updated 12/15/17)

This procedure is meant to be a general guideline and is not intended to be binding nor confer specific rights upon the parties. Undertaking this process should only be considered if all other possibilities for a solution have been exhausted.

Prevention of Disputes

1. Colorado State University Extension personnel will do everything possible to prevent, mitigate and dispel causes for challenges to policies and procedures regarding 4-H events and activities.
2. Expectations for behavior are provided for adult volunteers and members for 4-H events.
3. Code of Conduct (state and/or county) is publicized at least twice a year.
4. Extension Agents listen to and seek to resolve concerns of 4-H members and volunteers as quickly as possible.

When is a challenge granted?

1. When a 4-H member or volunteer have experienced a situation/incident where established policies and procedures have not been followed or do not exist and...
2. When such a concern has been shared verbally with an Extension Agent directly involved who has neglected to act on it.
3. A challenge may be allowed when an incident/situation is serious enough to warrant concern over: safety; participation, or equal access to opportunities.

When a challenge is not granted:

1. Judges' decisions for 4-H contests cannot be challenged.
2. Once awards have been presented at a 4-H activity, the contest results cannot be challenged.
3. When advisory suggestions made to Extension personnel are not implemented.

Steps and Procedures for a Challenge

1. A challenge must be filed within 24 hours (business days) of the incident.
2. The challenge must be filed in writing on the Challenge Form with the Extension Agent/ Extension representative responsible for the activity where the incident/situation occurred.
3. The challenge is accompanied by the required fee, (unless exempt) in cash.
4. A face to face dialogue will be conducted by the Extension staff in charge of the event where the alleged violation has occurred. Parties involved in this meeting may include but are not limited to:
 - a. All volunteers and 4-H members involved in the incident/situation
 - b. The County Extension Director
 - c. The Regional Extension Director
 - d. Any witnesses to the incident/situation who are not directly involved in a Colorado Cooperative Extension program
 - e. A committee of three to five members of the counties' 4-H advisory committee who assisted in the development of said policy and or project area and two persons outside the project area; i.e., from another advisory committee.
5. A final decision will be made after consultation with appropriate parties outlined in #4 and the party or parties who have filed the Challenge will receive the result in writing not more than seven days after the decision has been made. The written documentation will be authored by the Extension Staff responsible for the activity where the incident/situation occurred with the approval of their immediate supervisor.

Fee

1. A cash fee must accompany the 4-H Challenge Form. Access to this procedure will not be denied to anyone who cannot afford the fee.
2. The fee is refundable if the Challenge is resolved in favor of the complainant.