

*December 13* ————— *2023*

# **We Got You Covered, Non-4-H Agents!**

## **Youth Compliance Necessities for 4-H Youth Development Programs**

**UF** | IFAS Extension  
UNIVERSITY of FLORIDA

# INTRODUCTIONS



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# Why are we here? To make sense of the road we're on!

- Two recent items from UF and UF/IFAS Extension.
- New UF Youth Protection policy – as of May 15, 2023
  - Provides requirements for All University, DSO, or Affiliate Entity personnel—including faculty, staff, students, and Volunteers who will engage with Minors during a UF Youth Activity and requirements for documentation
- Email from Dr Johnson “Required Collection of Extension Youth Information”
  - Guidance for all UF/IFAS Extension and is clarification that if any UF/IFAS Personnel are conducting programs with youth, then it falls under Florida 4-H and needs to be reported through 4-H online



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# **UF/IFAS Extension 4-H (Youth Programs)**

## **Who counts as a 4-H member?**

From USDA/NIFA:

**“A 4-H Member is a youth who participates in any educational program or activity delivered by Cooperative Extension and/or receives Cooperative Extension-based curriculum.”**

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This means that if UF/IFAS Extension Personnel (UF and County) are delivering a program to youth, those youth count as 4-H Members. UF/IFAS Extension Personnel is all inclusive:

### Faculty

Extension Agents  
RSA's  
SSA's  
DED's  
Professors

### Staff

Program Assistants  
Nutrition Assistants  
Support Staff

### Volunteers

4-H  
Master Gardeners  
Master Naturalists  
Master Money Mentors  
Master Foods  
ETC.

## Who counts as a 4-H member?

From USDA/NIFA:

**“A 4-H Member is a youth who participates in any educational program or activity delivered by Cooperative Extension and/or receives Cooperative Extension-based curriculum.”**

This means that if an organization is utilizing Cooperative Extension-based curriculum, those youth count as 4-H members. This does not necessarily mean they are under your Care, Custody, or Control.

Examples:

Chick Embryology

Florida Public Speaking Contest

AgVenturers

I am a Scientist!

Junior Master Gardener

# How do we put that definition into practice?

In addition to counting as a 4-H member, these youth count as a contact for your ROA/POW.

*Meaning you need this information!  
SO....how do you report this to 4-H online?*

Event where UF/IFAS Extension Faculty, Staff, or Volunteer **IS responsible for the Care, Custody, or Control of Minors** must collect individual registrations for the program and keep a record of who attended.

- **MUST FOLLOW UF YOUTH PROTECTION POLICY**
- OYCS has given us approval to use 4-H online for event registrations. Collecting event registrations through 4-H online will meet OYCS registration requirements.

Examples:

- 4-H Club Meetings (All Types)
- Workshops
- Seminars
- Day Camps
- Overnight Camps
- Conferences
- Internships (youth)
- Field Days

Event Where UF/IFAS Extension Faculty, Staff, or Volunteer **IS NOT responsible for the Care, Custody, or Control of Minors OR Cooperative Extension Curriculum is being used** must submit information needed for a group enrollment.

Information needed for group enrollment:

- For each participant:
  - Gender
  - Race & Ethnicity (Combined)
  - Residence Classification
  - Grade Level

Examples:

- Visits to outside groups (Boys & Girls Club, Boy Scouts, Girl Scouts, FFA, etc.)
- School Enrichment Programs (Public Speaking Contest, Embryology, etc.)
- Workshops hosted by fair board or other entity



# Clear As Mud?

## Who has Care, Custody, and Control?

1. I have a program at my REC where youth come and participate in citizen science activities, gathering soil samples for testing. Parents are not required to stay for the activity.

3. A 4-H Club (led by volunteers) is participating in a citizen science activity at the REC.

2. As a Master Gardener Volunteer, I was invited to help with the school gardens during Biology class.

4. Families will be participating in our annual Field Day event, put on by our County Extension Office.

When in doubt, reach out!



SECTION TWO

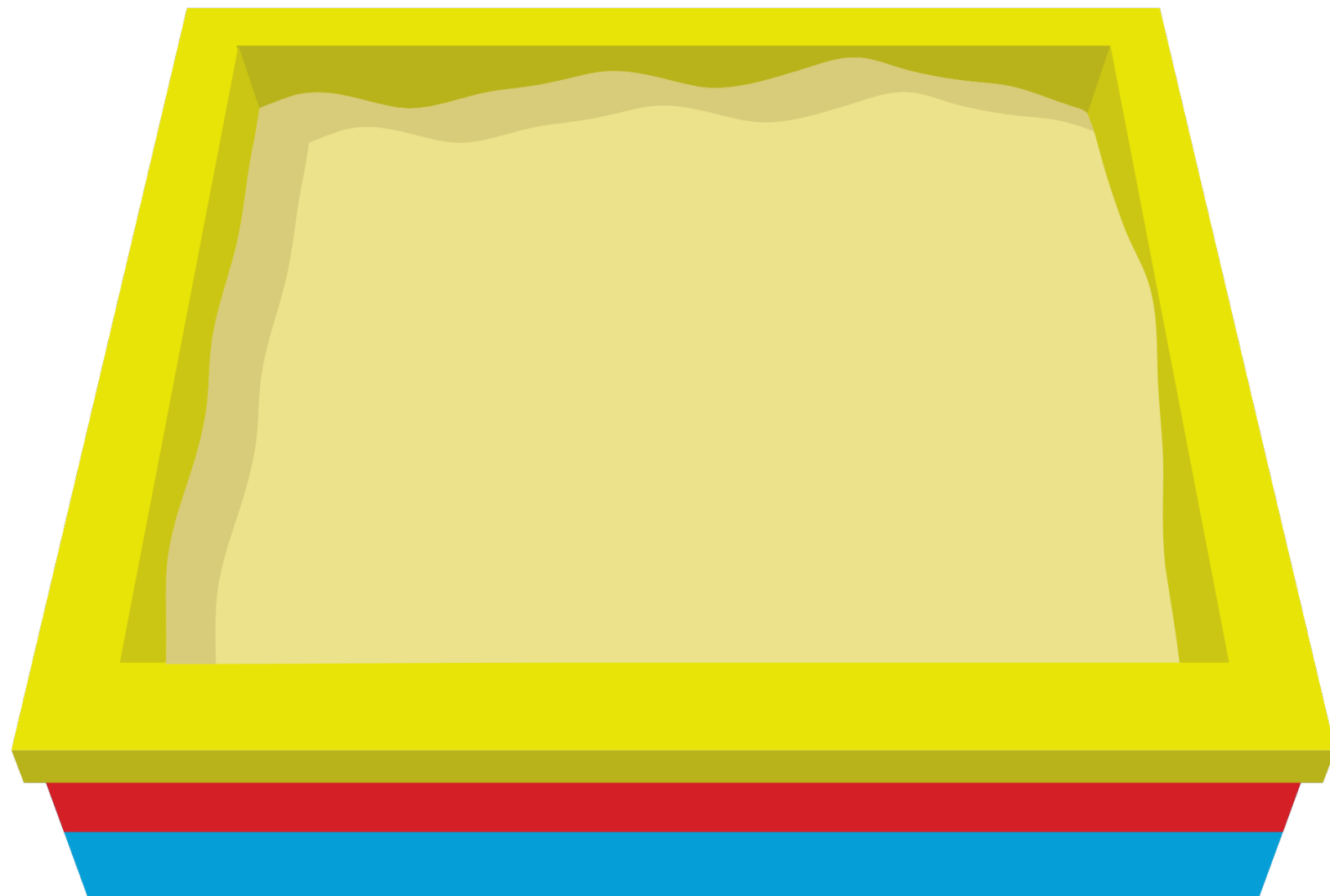


# UF Youth Protection Policy



## Why are we here?

- Youth Compliance  
Builds the sandbox, sets the parameters



- Youth Activity  
Freedom to build activities within the sandbox



# What does the UF Youth Protection Policy Cover and who must follow it?

Provides requirements for **All University, DSO, or Affiliate Entity personnel—including faculty, staff, students, and Volunteers who will engage with Minors** during a UF Youth Activity and requirements for documentation.

\*program/salary funding is not a factor

This applies to ALL UF/IFAS Extension Personnel who are delivering a program to youth.

## Faculty

Extension Agents  
RSA's  
SSA's  
DED's  
Professors

## Staff

Program Assistants  
Nutrition Assistants  
Support Staff

## Volunteers

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Master Gardeners  
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# What does the UF Youth Protection Policy Cover and who must follow it?

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UF Youth Activity Includes:

- General Activity Involving Minors
- Campus Tours (Farm Tours)
- Field Trips
- Summer Camp
- University Sponsored Student Organization Activities (Campus Clubs)
- Minors in Laboratories/Greenhouses
  - \*\*\* has additional requirements, see [UF Environmental Health and Safety – Minors and visitors in the lab](#)

# What does the UF Youth Protection Policy Cover and who must follow it?

Provides requirements for All University, DSO, or Affiliate Entity personnel—including faculty, staff, students, and Volunteers who will engage with Minors during a UF Youth Activity and **requirements for documentation.**

*The key aspect of the requirements for documentation comes in who is the individual or entity exercising Care, Custody, or Control of the minors involved.*

**Care, Custody, or Control of Minors:** When an adult who is present at a UF or Non-UF Youth Activity has primary responsibility for supervision of the Minors at any given point throughout the activity, that adult has Care, Custody, or Control of Minors. More than one adult at a time may exercise Care, Custody, or Control of Minors during the same activity.

# How does the Care, Custody, or Control of Minors impact UF/IFAS Extension?

When UF/IFAS Extension Personnel exercise Care, Custody, or Control of Minors we must:

- Collect Individual Registrations (youth attendees & adult volunteers/chaperones)
- Collect Parental Consent & Liability Waivers

UF/IFAS Extension's method for compliance is to utilize 4-H Online.

- County based faculty – work with your county 4-H agent & staff
- Regional/District/State Faculty – Contact Matthew Olson – [m.olson@ufl.edu](mailto:m.olson@ufl.edu)

# How does the Care, Custody, or Control of Minors impact UF/IFAS Extension?

When UF/IFAS Extension Personnel exercise Care, Custody, or Control of Minors we must follow:

- [Supervision Ratios](#)
  - Two Deep Policy: One-on-One interactions are prohibited

DAY GUESTS			OVERNIGHT GUESTS		
AGE	STAFF	NUMBER OF CAMPERS	AGE	STAFF	NUMBER OF CAMPERS
4-5	1 staff to	6 campers	4-5	1 staff to	5 campers
6-8	1 staff to	8 campers	6-8	1 staff to	6 campers
9-14	1 staff to	10 campers	9-14	1 staff to	8 campers
15-17	1 staff to	12 campers	15-17	1 staff to	10 campers



# How does the Care, Custody, or Control of Minors impact UF/IFAS Extension?

When UF/IFAS Extension Personnel exercise Care, Custody, or Control of Minors we must follow (based on Florida Statue 39.201 and UF Ethics and Compliance):

- Annual Youth Protection Training
  - Employees complete through [MyTraining\(myUFL\)](#)
  - Volunteers complete through 4-H Online.
- Screening
  - ALL New Hires for UF/IFAS Extension are being Level 2 screened.
  - Current Employees, please contact your department's HR Liaison to check your Level 2 screening status.
- Volunteers
  - Any volunteer who is exercising Care, Custody, or Control of Minors (Supervising) OR who volunteers more than 10 hours per month must be Level 2 screened and have an approved enrollment in 4-H Online.

# How does the Care, Custody, or Control of Minors impact UF/IFAS Extension?

When UF/IFAS Extension Personnel exercise Care, Custody, or Control of Minors we must follow:

- **Mandatory Reporting:**

**Reporting Child Abuse, Neglect or Abandonment** Florida state law mandates any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter. Required reports include [child abuse, abandonment, or neglect, sexual abuse of a child, and juvenile sexual abuse; required reports of death; reports involving a child who has exhibited inappropriate sexual behavior.](#) Immediately report abuse to the central abuse hotline. Additional information can be located at the [University of Florida Youth Compliance website](#)

1. Report to DCF

- a) Telephone: 1-800-962-2873 (24-Hour Hotline)

- b) Fax: 1-800-914-0004

- [Fax Reporting Form](#)

- c) TDD: 1-800-453-5145

- d) Online: <https://www.myflfamilies.com/services/abuse/abuse-hotline/how-report-abuse>

2. Report to Youth Compliance

3. Report to your supervisor



SECTION THREE



# MERGING IT ALL TOGETHER



## Merging it all together

**The Goal:** if something ever happens when UF/IFAS Extension personnel have Care, Custody and Control of Minors, we need names and contact information of the youth and adults for identifying who, when and where in 4-HOnline.

Event where UF/IFAS Extension Faculty, Staff, or Volunteer **IS responsible for the Care, Custody, or Control of Minors** must collect individual registrations for the program and keep a record of who attended.

Event Where UF/IFAS Extension Faculty, Staff, or Volunteer **IS NOT not responsible for the Care, Custody, or Control of Minors OR Cooperative Extension Curriculum is being used** must submit information needed for a group enrollment.

# RISK MANAGEMENT RESOURCES

EDIS series:

[RISK MANAGEMENT FOR 4-H YOUTH DEVELOPMENT WORK SERIES](#)

\*\*\* [Pre-event planning guide matrix](#)

**General Risk Management Questions:**

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**4-H Online/Event Registration:**

Matthew Olson

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**Volunteers/Youth Compliance:**

Candi Dierenfield

[Candi.lee@ufl.edu](mailto:Candi.lee@ufl.edu)

**American Income Life Insurance Coverage**

**Questions:**

[4-H Business Services](#)

[UF/IFAS Human Resources](#)

**Background Screening:**

4-H Business Services or Matthew Olson

[4hbgs@ifas.ufl.edu](mailto:4hbgs@ifas.ufl.edu) or [m.olson@ufl.edu](mailto:m.olson@ufl.edu)

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**QUESTIONS?**