

**WM. CARPENTER 4-H FOUNDATION OF SCOTT COUNTY 210 WEST  
4<sup>TH</sup> STREET, SUITE #1, SCOTT CITY, KANSAS 67871**

## In the Interest of Scott County 4-H Youth



*“(b) To use the resources of the corporation in such manner as in the judgement of the board of directors will best meet the needs and advance the interests of 4-H club and Older Youth work of agricultural Extension Service through the County of Scott, State of Kansas.”*

-Taken from the original Articles of Incorporation of William Carpenter 4-H Foundation, Incorporated – Filed: November 21, 1955.

## Contents

TRIP AND ACTIVITY FUNDING .....	3
GENERAL GUIDELINES .....	3
TRIPS FOR ALL AGES.....	4
CAMPS .....	4
PROJECT TRIPS .....	5
JUNIOR LEADER TRIPS .....	6
JUDGING CONTESTS .....	6
OUTDOOR ADVENTURE TRIPS.....	6
SKI TRIP .....	6
FAMILY AND CONSUMER SCIENCE TRIP .....	6
CITIZENSHIP WASHINGTON FOCUS .....	7
FOREIGN EXCHANGE TRIPS.....	7
AWARD TRIPS .....	8
NATIONAL JUDGING CONTESTS .....	8
NATIONAL WESTERN 4-H ROUNDUP .....	8
DENVER EDUCATIONAL TRIP .....	8
WM. CARPENTER 4-H FOUNDATION STUDENT LOAN.....	9
ELIGIBILITY REQUIREMENTS.....	9
REQUIREMENTS FOR FIRST TIME APPLICANTS .....	9
REQUIREMENTS FOR RENEWING APPLICANTS .....	9
REPAYMENT .....	10
MISSED PAYMENTS .....	10
NON-PAYMENT .....	11
APPENDIX 1.....	11
APPENDIX 2.....	12
APPENDIX 3.....	13

## **TRIP AND ACTIVITY FUNDING**

The Wm. Carpenter 4-H Foundation (WCF) pays fifty percent of the costs of approved 4-H trips, camps, clinics, and other educational activities for qualifying members of Scott County 4-H Clubs. Each Scott County 4-H member and leader is covered by a secondary insurance policy when participating in most sponsored 4-H activities. Nonrefundable deposits are required for each trip and total payment must be made before departure. If a participant backs out after refund deadlines on an award trip, the participant must pay all non-refundable costs. For all non-award trips, a proposal outlining projected costs and educational experiences must be submitted for approval. A cost statement, with receipts, must be submitted following the trip.

Leaders may use county owned vehicles (when available) for transporting five or more people on 4-H trips. Travel costs (gas and oil) will be paid to leaders who provide cars for sponsored trips unless otherwise noted. County vehicles must be cleaned and vacuumed if necessary before returning the keys to the Extension Office. Consumption of alcoholic beverages is not allowed by any 4-H member or sponsor during trips sponsored by the WCF.

To be eligible for Wm. Carpenter 4-H Foundation (WCF) funds the following General Guidelines have been adopted to qualify for all 4-H trips. These General Guidelines were planned and approved by the Scott County 4-H Program Development Committee and are sponsored by the WCF.

### **GENERAL GUIDELINES**

Funded 4-H members must:

1. Have a minimum of two consecutive years of 4-H including the current year, unless you are a first year member attending 4-H Camp.
2. Have submitted a completed record book to their community leaders in the previous 4-H year.
3. Attend a minimum of five regular monthly meetings during the previous 4-H year (October 1 to September 30).
4. Must be a resident of Scott County or the 4-Her must attend school at USD 466.

Adult sponsors must:

1. Have a minimum of two years leadership, including the current year, and have successfully completed the Volunteer Information Profile including all required background checks.
2. Have on file with the Extension Office a copy of their current driver's license and personal car insurance.

## **TRIPS FOR ALL AGES**

The trips listed below are subject to change based on need, interest or availability of funds. Trips are expected to increase enthusiasm, appreciation, and pride in 4-H, to provide learning experiences, and to develop a willingness to encourage others to join 4-H.

Objectives of all funded activities:

To provide experiences living away from home, to develop friendships, to participate in outdoor education activities, to develop an appreciation for nature, to contribute to the participant's growth and development, confidence, and leadership ability, and to develop respect for others.

### **CAMPS**

7 to 9 year olds:

Camp Lakeside is a multi-county camp for younger 4-Hers held at Camp Lakeside in the month of June. Counselors must meet the same general guidelines as campers. One counselor is provided per 10 campers.

Activities: Archery, Canoeing, Crafts, Hiking, Nature Study, Swimming

Transportation: 4-Her responsible for transportation to and from camp

10 to 13 year olds:

County 4-H Camp is for older 4-Hers held during the summer months. Counselors must meet the same general guidelines as campers. One counselor is provided per 10 campers.

Activities: Hiking, Camping, Games, Rifle Range, Archery

Transportation: County vehicles and/or sponsor's cars.

## **PROJECT TRIPS**

Adult sponsors must meet the requirements for sponsors. 4-Hers and adults not meeting the requirements may participate with the approval of the trip leader, but must pay their own expenses.

Requirements for project trips:

1. Must be enrolled in the project.
2. Must have attended five regular club meetings during the past year and turned in a completed record book (exception: 1st year 4-H member).
3. May be any age but participants 10 years of age or younger must have permission of the trip leader to participate. It is recommended that a parent or other designated adult (grandparent) accompany younger 4-Hers.

Transportation: County vehicles and/or sponsor's vehicles, bus charter if necessary.

## **JUNIOR LEADER TRIPS**

### **JUDGING CONTESTS**

The WCF will provide 100% of travel expenses including scheduled transportation, lodging, meals and registration fees for teams competing in area, state and national level judging contests.

Sponsored teams include Family & Consumer Science Judging and Quiz Bowl, Livestock Judging, Beef Quiz Bowl, Photography Judging, and other organized teams.

Transportation: County vehicles and/or sponsor vehicles.

### **OUTDOOR ADVENTURE TRIPS**

Outdoor adventure trips are for older 4-Hers to experience camping and boating in rivers and lakes in various locations throughout the Continental United States during the summer months. Camping and boating equipment is provided by the WCF.

Transportation: County vehicles and/or sponsor vehicles.

### **SKI TRIP**

Participants must be Junior Leaders and enrolled in high school at the time of the trip. One sponsor is required per seven youth. A majority of the sponsors must have skiing experience. Participants and sponsors will adhere to a 10:30 curfew. Skiing lessons are mandatory for the first half-day for first time skiers.

Travel: County vehicles and/or sponsor vehicles, bus charter if necessary.

### **FAMILY AND CONSUMER SCIENCE TRIP**

Family and Consumer Science trips are taken during June or July and locations vary based on the interests of the group. Participants must be enrolled in a FCS project.

Transportation: County vehicles and/or sponsor vehicles.

## **CITIZENSHIP WASHINGTON FOCUS**

Participants travel to Washington, D.C. to the National 4-H Center to take part in organized conferences. During their stay they are given tours of Washington, D.C. memorials and civil war battlegrounds. On Capital Day, they participate in a meet and greet at the Capital with Kansas elected officials.

Requirements:

1. Must be 15-18 years of age by January 1 of current year.
2. Must register online with deposit paid to the Extension Office at the time of registration.
3. Must present a recap of your trip to at least two interested groups, which may include your 4-H Club and a non-4-H group such as Lions or Study Clubs.

Cost: The Non-refundable deposit (Currently \$250.00 dollars) is to be paid by 4-Her at the time of registration. The WCF will pay up to \$1500.00. Any remaining balance due is the responsibility of the 4-Her.

Refunds: Participant is responsible to reimburse WCF if the participant backs out.

Transportation: Participant is responsible for their own transportation to the point of departure. Chartered busses are provided at departure point.

## **FOREIGN EXCHANGE TRIPS**

Foreign exchange trips take place during the summer months. Due to the nature of foreign exchange trips, destination and travel arrangements vary from case to case.

Requirements:

1. Must apply with the State 4-H Office.
2. Must submit a letter to the WCF board of directors.
3. Must make presentations to community interest groups upon return.

Cost: 50% of all costs, not to exceed \$1,500 per participant, will be paid by the WCF and the balance is paid by the participant.

Transportation: All travel and arrangements are the responsibility of the participant.

## **AWARD TRIPS**

### **NATIONAL JUDGING CONTESTS**

Participants are members of honor teams selected as individuals, to represent Kansas in national contests, or Scott County teams winning the opportunity to judge at the national level.

Cost: 100% of costs are covered by WCF for county teams. Expenses for members of honor teams will be considered on a case-by-case basis.

Transportation: County vehicles or sponsor vehicles.

### **NATIONAL WESTERN 4-H ROUNDUP**

Participants are outstanding 4-H members from Scott County who will travel with other delegates from Western Kansas to Denver, Colorado in January to participate in conference sessions at the National Western 4-H Roundup, and to represent Kansas at State dinners. They are expected to make presentations about their trip to various community groups upon their return. An application must be submitted with a completed 4-H Record Book. Up to eight members are selected by the 4-H Program Development Committee from these applications.

Cost: 100% of costs covered by WCF.

Transportation: Counties from Western Kansas sending delegates can take turns providing transportation. The WCF will reimburse transportation expenses to owners of Scott County vehicles.

### **DENVER EDUCATIONAL TRIP**

Participants are outstanding 4-H members from Scott County who will tour attractions in the Denver, Colorado metro area in January. An application must be submitted with a completed 4-H Record Book. The 4-H Program Development Committee selects participants from these applications.

Cost: 100% of costs covered by WCF

Transportation: County vehicles or sponsor vehicles.



## **WM. CARPENTER 4-H FOUNDATION STUDENT LOAN**

The WCF offers an interest free loan program to qualifying Scott County 4-H members to provide financial assistance for post-high school education as long as funds are available. Requirements and regulations may be changed by the Board of Directors at any time and the WCF Board of Directors has the right to approve or reject any applicant from consideration of the student loan. The current maximum loan amount is \$8,000.00, and is available to applicants for the first ten semesters of college or trade school. Loan checks are distributed in January and August to qualified applicants.

### **ELIGIBILITY REQUIREMENTS**

1. Must be a high school graduate.
2. Must be a Scott County 4-H member upon graduation.
3. Must have been a 4-H member for a minimum of five consecutive years, including the applicant's senior year of high school.
4. Must attend at least 5 Community Club Meetings their junior & senior year of high school.
5. Must have turned in a completed 4-H record book each year including the completion of the applicant's senior year.
6. Must be enrolled in a community college or university as a full time (12 hour minimum during fall and spring semester) student. Trade schools may define full-time differently. The WCF will accept the vocational school's definition of fulltime status.

### **REQUIREMENTS FOR FIRST TIME APPLICANTS**

*(Due July 1<sup>st</sup> for fall semester and December 1<sup>st</sup> for spring semester)*

1. Provide a written letter of request to the WCF Board of Directors, signed by the applicant and a parent.
2. Provide a completed 4-H Record Book meeting the minimum requirements outlined by the WCF Board of Directors (**Appendix 1**).
3. Provide a completed Student Loan Application (SLA) form (**Appendix 2**).
4. Complete a personal interview with the WCF Board of Directors (date determined by the Board).

### **REQUIREMENTS FOR RENEWING APPLICANTS**

*(Due July 1<sup>st</sup> for fall semester and December 1<sup>st</sup> for spring semester)*

1. Provide a completed Student Loan Renewal (SLR) form (**Appendix 3**). The SLR will be mailed to the applicant one month before they are due in the office.

2. Provide a current transcript from college or trade school as proof of passing grades for the previous semester. Applicants with a semester grade point average (GPA) below 2.0 on a 4.0 scale, will be sent a letter of warning stating that if their next semester GPA is below 2.0, their loan application for the following semester will be denied. Future loan applications will be considered on a case-by-case basis and will require another interview with the board.
3. Provide a letter (or email) of request, updating the WCF Board of Directors on the applicant's status, major, expected graduation date, and justification for continuance of the WCF loan.

Continuance of loans are only considered for full-time college and/or trade school students in good standing with the school (12 hours minimum for a college or junior college and documentation of full time status from a trade school). Eligibility of loans ends five years after high school graduation.

### **REPAYMENT**

The repayment schedule for students is \$110.00 per month. Repayment of the loan begins six months after graduation or thirty days after quitting school. Loan payments (automatic bank draft or personal check) are due the 15th of each month and interest is not charged as long as payments are made on time. Payment reminders are not issued from the Extension Office. All receipts will be held in the student's personal file and mailed to the student's address-on-file after the last payment of the year has been made in December.

### **MISSED PAYMENTS**

Effective since February 15, 1991 all WCF student loans are assessed interest at the rate of 10% per annum on the unpaid balance for any monthly payment that is missed. Interest will be compounded monthly and interest charges will be added to the remaining balance of the loan.

EXAMPLE: \$8,000.00 student loan with payments of \$110.00 per month.

	Payment	Interest	Balance
Payment made in November	\$110.00	-0-	\$7890.00
Payment missed in December	-0-	\$65.75	\$7955.75
Payment made in January	\$110.00	-0-	\$7845.75
Payment made in February	\$110.00	-0-	\$7735.75
Payment missed in March	-0-	\$64.46	\$7800.21

## **NON-PAYMENT**

Students unable to meet the repayment schedule who want to avoid litigation must submit a written request for a hearing with the Board of Directors.

## **APPENDIX 1 4-H RECORD BOOK MINIMUM REQUIREMENTS**

The applicant's 4-H Record Book must have five years of completed records to be considered for the WCF loan. Record books must contain all items in the list below.

1. Personal Page – Must be completed and signed by 4-H member, parent and leader.
2. Story – Must be a minimum of one complete page, double spaced.
3. Permanent Record – Must be completed for each of the last five years in 4-H.
4. Kansas Award Portfolio (KAP) forms - Must have a completed at least one KAP form for a project that the 4-Her is enrolled in.
  - a. Sections 1 and 2 must have a minimum of five statements.
  - b. Sections 3, 4 and 5 must list citizenship and leadership experiences, awards, recognitions and non-4-H experiences.
5. Picture Page – Must have a minimum of one page of pictures correctly labeled (maximum of six photos per page).

## APPENDIX 2 STUDENT LOAN APPLICATION

Place a check in each box below to signify YES, and fill in the blanks to complete the section.

I am a High School Graduate. Year of graduation \_\_\_\_\_.

I have been a 4-H member for five consecutive years, including my senior year in high school.

I have completed my 4-H record book each year for the past five years, and have my 4-H leader's signature in the book certifying completion.

I am presently enrolled at: \_\_\_\_\_  
*(College or trade school)*

I hereby agree to repay the total amount of this loan to the Wm. Carpenter 4-H Foundation Inc. with payments starting six months after my graduation or 30 days after I quit school. I understand that no interest will be charged on my student loan if regular monthly payments are made. I also understand and agree that interest at the rate of 10% per annum will be assessed on the unpaid balance each month that a payment is not received.

Borrower Signature \_\_\_\_\_

Social Security # of Borrower \_\_\_\_\_ Date of Birth \_\_\_\_\_

I/we, as co-signers of this promissory note for use by my/our son/daughter certify that I/we understand the provisions of this loan agreement and accept the responsibility of repayment if necessary.

Parent Signature \_\_\_\_\_

Social Security # of Parent \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent Signature \_\_\_\_\_

Social Security # of Parent \_\_\_\_\_ Date of Birth \_\_\_\_\_

**APPENDIX 3  
STUDENT LOAN RENEWAL**

Date of Loan: \_\_\_\_\_

Amount of Loan: \$1000.00

In consideration of the actual loan of money to me, in the above indicated amount, we, the undersigned, promise to pay to the Wm. Carpenter 4-H Foundation, Inc., located at the Scott County Extension Office, 303 Court Street, Scott City, KS 67871, the sum of \$\_\_\_\_\_ in the following manner and at the following indicated due dates.

This note shall be paid in monthly installments of \$\_\_\_\_\_, payable as follows. The first installment shall be paid on the 15th day of \_\_\_\_\_, and the remaining installments shall be paid 15th day of each succeeding month until the entire amount of this loan is paid. In the event of default in any installment, when by the terms of this note the same is due and payable, the makers of this note shall pay interest on the unpaid balance at the rate of 10% per annum and the payee herein has the option of declaring the entire balance due and payable forthwith.

Borrower Signature: \_\_\_\_\_

Spouse Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

