



The comfort and welfare of animals raised on San Mateo/San Francisco (SMSF) County 4-H Farms are the number one priority of the 4-H Youth Development Program. As a public institution, UC Cooperative Extension’s 4-H Youth Development Program is tasked with maintaining the highest standards of animal husbandry on its public use farms, which are outlined in the following rules and requirements. Being a part of the 4-H Farms is a privilege. SMSF County 4-H is proud to offer a program that allows urban youth to raise livestock and use the garden space(s). Youth members utilizing the farms must respect all county and local farm rules to be included in the 4-H Farm experience.

1. 4-H Member’s Requirements

You must meet these requirements to apply for SMSF County 4-H farm space(s).

1.1. Member Age Requirements

4-H Age Level ¹	Approved Projects
Primary Members (5 to 8 yrs old)	<ul style="list-style-type: none"> • Small animals: dog, rabbit, poultry, cavy, embryology, bee, entomology, pygmy goat, and Nigerian dwarf goat • Garden • NO large animal projects
Youth Members (9 to 18 yrs old)	<ul style="list-style-type: none"> • Small animals (listed above) • Large Animals²: cattle, lamb/sheep, dairy/meat goat and swine • Garden

¹ "4-H Age" is defined as the youth’s age by December 31 of the current 4-H program year.

² Any youth member 9 years old or above requesting to raise a large animal for the first time and has not previously raised a small animal must complete specific large animal project requirements, as set by the project leader, prior to obtaining the animal. The Farm Manager and County 4-H Farm Management Committee will give final authorization of farm use for their animal project. The authorization will be based upon the youth’s capability to complete the animal project. The authorization will also be agreed upon with the project leader and the parent/guardian.

1.2. “Member in Good Standing” Requirements for farm space(s) and/or exhibition at state and county fairs are defined by:

- Completing the 4-H enrollment process and enrollment in at least one project.
- Complying with the [4-H Member Code of Conduct](#).
- Attending 80% of 4-H club general meetings.
- Completing the relevant animal and/or garden project. Project completion is defined as completing a minimum of 6 hours of project instruction (or more) as required by the project leader AND completing the Annual Project Report (APR) Form (exception: primary members do not complete the APR).

1.3. Notify Project Leader(s) - Members must inform the project leader(s) of farm space request(s). If the project leader has not yet been identified for the project(s), please notify the local farm manager.

1.4. Request space(s) - for experiential learning and not for personal use. Member cannot raise animal(s) at the county farms for jackpot shows since the handling of premium funds are not consistent to UC and 4-H Youth Development policies and practices (refer to [California 4-H Policies Chapter 7 Experiential Learning, VI Jackpot/Prospect Shows](#)).



2. 4-H Member's Responsibilities

- 2.1. Members must follow their project leader's criteria. Criteria and guidelines will follow best practices for livestock management and husbandry based on resources available at the UCCE 4-H Office or other researched-based materials. Criteria and guidelines should be available or on-hand in event an entity requires justification of a certain practice or management decision.
- 2.2. Members will be assessed throughout the project year based upon their project goals. The reviews may occur during their project meetings, during farm visits by Farm Committee members and/or 4-H County Office staff, etc. Members will also reflect upon their project(s) in their annual project report(s).
- 2.3. Members are responsible for feeding and caring for their animal(s) and garden project(s). Adults should only interfere in emergency/safety situation(s). See *Section 4. Animal Feeding and Care* and *Section 5. Garden Care* for more details.

3. Parent/Guardian/Adult Volunteer Responsibilities

- 3.1. A parent/guardian or appointed 4-H adult volunteer or project leader must accompany members while visiting, feeding, or working on the farms. 4-H accident insurance only covers appointed volunteers in the event there is a project leader or resource leader present (Refer to the [California 4-H Policies Chapter 10, III General Liability Insurance](#)).
- 3.2. All adults must allow the members to feed and care for the animals and gardens unless there is an emergency/safety situation.
- 3.3. All adults must read, understand, and abide to county and local farm rules.

4. Animal Feeding and Care

- 4.1. Members are to feed and care for their livestock daily. In special cases, the member and Farm Management may prepare alternative farm rules for a substitute-feeding program. Alternative feeding plans must be based on best management practices and animal welfare is prioritized over other considerations.
- 4.2. All animals should be bedded. Bedding should be spot cleaned daily and fully changed weekly. Case by case exceptions to this rule may be reviewed and approved by the local farm management committee.
- 4.3. Members are responsible for the cleanliness of their animal(s) and pen(s). Manure, bedding (including but not limited to straw and shavings), and feed are to be picked up, bagged, and placed in the appropriate areas or removed from farm as designated by local farm management.
- 4.4. All feed, equipment, and personal tools are the responsibility of the individual member. Private owned tools and equipment are the sole responsibility of the individual and are not covered under the [University of California insurance policy](#).
- 4.5. Consistent feeding times should be established for each individual animal, and preferably for all animals within a project. However, if setting a consistent time for all animals within a project is not feasible, then all animals within a project will be fed within a two-hour window of time. The Farm Managers must provide the feeding schedules for each animal species to the County 4-H Office.

5. Garden Care:

- 5.1. Garden project schedules will be set by the project leader.
- 5.2. Members are responsible for the cleanliness of the garden space.



- 5.3. If there is no garden project for the program year, the garden area will remain empty and weed managed by the farm work days.
- 5.4. All equipment, and personal tools are the responsibility of the individual member. Private owned tools and equipment are the sole responsibility of the individual and not covered under the [University of California insurance policy](#).

6. Pen and Garden Spaces

- 6.1. Pen allocations and garden spaces will be given priority to club members associated to the 4-H Farm and then to outside 4-H club members.
- 6.2. If a member is concerned about the security of an animal, locks may be placed on pens. However, the location of the keys should be disclosed, and these keys must be available to all members using the farm so that in the event of an emergency, members can assist animals in distress.
- 6.3. Pens and outdoor use areas should be fully cleaned (waste/feed removed, walls/floors washed, etc.) no later than 2 weeks after an animal has been removed from the farm or 2 weeks from the conclusion of the Fair.

Countywide recommended pen fees are per animal/garden space, per month (fees may vary by farm):

Cattle	\$8.00	Rabbit	\$0.50
Sheep	\$5.00	Poultry	\$0.50
Goat	\$5.00	Garden Space	\$2.00
Swine	\$5.00		

Pen fees for offspring of breeding animals will be assessed after 90 days after birth.

Individual farms may raise the fees as necessary to cover the cost of electricity, water, maintenance, etc. The fees are determined by each farm and approved by the County 4-H Farm Management Committee.

6.4. Breeding Animals

- Market animals take precedence over breeding animals. If space is available and member shows ability to manage project animal, the member can apply for farm use application.
- Offspring of breeding animals must be used as market animals or sold by the end of August. An exception may be made to keep one of the off-spring as a breeding animal.

7. Farm Work Days

- 7.1. Members and parents/guardians are expected to participate in scheduled farm clean-ups, farm fundraising, and are encouraged to assist in farm maintenances and projects.
- 7.2. Members who use more than one farm will be expected to participate in each farm's clean-up days, follow farm rules, and participate in farm fundraising.

8. Safety and Biosecurity

- 8.1. Smoking, recreational drug use, and/or the consumption of alcoholic beverages are prohibited at all times on a County 4-H Farm.

Farm Use Request Application: <https://ucanr.edu/sites/smsf4h/Forms/>

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- 8.2. Members, Adults and Visitors should wear closed toe shoes and long pants at the farm. Check local farm rules for additional requirements.
- 8.3. If a member has more than one animal species at the farm, different shoes and clothing should be used for each specie to minimize cross contamination.
- 8.4. Each farm should have a quarantine area. The quarantine area should be used for
 - Housing sick animal(s)
 - Housing animal(s) that left the farm premises. The animal should be quarantined for at a minimum of two weeks.

9. Visitors (Non 4-H Youths and Adults)

- 9.1. Prior permission must be obtained from the local Farm Management Team.
- 9.2. Visitors must be made aware of the county and local farm rules and agree to abide by them.
- 9.3. Visitors must sign the [4-H Waiver of Liability, Assumption of Risk, and Indemnity Agreement](#) before visiting a farm property. These will be kept on file at the farm and destroyed according to [4-H Document Retention policies](#).
- 9.4. Visitors are prohibited from entering animal pens and/or feeding the animals.

10. San Mateo/San Francisco County 4-H Farm Use Request Application

In order to raise animal(s) or use garden space(s) at a SMSF 4-H Farm for experiential learning purposes (not for personal use), members must read, understand and abide to the county and local farm rules and submit an online application by the specified deadlines for the program year (no later than 11:59 pm):

Submission Deadlines:

- August 15: Steer/Heifer, dairy animals and breeding animals.
- November 15: All other animals (except steer/heifer) and garden spaces.
- January 15: Any changes and final requests.

You can find the online application under the Forms section in the County website:

<https://ucanr.edu/sites/smsf4h/Forms/>

Approval is subject to space availability, project leader approval, parent/guardian and youth member's electronic verification in the online application. If a chosen farm is full, requests can be used for another farm, if space permits. Final approval is given by the County 4-H Farm Management Committee which include the Farm Managers and Farm Bosses. Animals should not be purchased and/or garden projects shall not start until final approval has been given by the County 4-H Farm Management Committee.

Animals/gardens may not be placed on the farm until use requests are approved and monthly fees are paid. Any changes and any final use requests should be submitted no later than 11:59 pm on January 15. Final approval of use requests will take place at the January Farm Management Committee meeting. Use requests past January 15 will not

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be accepted. No member with an approved use requests can be bumped by a member requesting use after the November 15 deadline, but before the January 15 deadline.

The County 4-H Farm Management Committee will review application for approval within 2 weeks after the submission deadline. Your Farm Manager or Farm Boss will notify the member and family of the decision.

11. Violation of Rules and Consequences

- 11.1. Members not following rules will be subject to removal from SMSF County 4-H Farms. Farm Manager will give one verbal warning to member and parent/guardian. Second warning shall be written to member and parent/guardian. All three (3) parties (manager, parent/guardian, youth) must sign warning and a written copy will be submitted to the County 4-H Farm Management Committee and kept at the UCCE 4-H county office.
- 11.2. If not resolved within 1 week of signed acknowledgement, member will be subject to removal from farm. It is the animal owner's responsibility to remove all animals and property.
- 11.3. In the event there is a dispute, members may present their case for discussion before the County 4-H Farm Management Committee for review/discussion. This committee will make the final decision.
- 11.4. In addition to these rules, all other 4-H rules such as the Code of Conduct, 4-H State and County Policies, and Club specific rules apply.

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.