

## SAN CARLOS-EATON HILLS 4-H CLUB FARM RULES

The purpose of this Farm is to allow members to learn by doing, to learn responsibility, to acquire knowledge, and to show at fair.

The San Carlos-Eaton Hills 4-H Farm and equipment is for all club members, you in the present, and those in the future. Therefore, they must be kept up and maintained.

### **Members**

1. To have an animal at the Farm, members must meet project age requirements, be a member in good standing<sup>1</sup>, and have their County Farm Usage request approved.
2. Members must meet the requirement for project completion which includes a minimum of 6 hours of project instruction or more as required by the project leader, be a member in good standing and complete an Annual Project Report form.
3. All members must have entered and cared for a small animal for the duration of the County Fair one-year prior to raising a large animal for fair. Exceptions will be considered on a case-by-case basis and will require approval of the club's Community Leaders and Farm Manager.
4. Members must be accompanied by a currently active 4-H Volunteer Adult or Project Leader, when visiting, feeding or working on the Farm. 4-H liability insurance provides coverage only in the event there is a currently active 4-H Volunteer Adult present. At least two currently active 4-H Volunteer Adults are required when at the Farm with minors whose parent/guardian are not present.
5. Smoking, drug use, and the consumption of alcoholic beverages are prohibited; this prohibition is strictly enforced on all San Mateo County Farms.
6. Proper attire must be worn by all while at the Farm to prevent injury and or disease: LONG PANTS and CLOSED TOED SHOES, NO EXCEPTIONS
7. Project members are responsible for all costs and expenses associated with their animals, including, for example, but not limited to initial animal purchase cost, any pen fees, feed, hay, bedding materials, veterinary bills, medicine, disposal of a dead animal, tools and equipment not provided by the Club.
8. Current Pen Fees are:
  - \$10.00 per large animal (Goats, Pigs, Lambs)
  - \$ 5.00 for up to (6) Chickens
  - \$ 5.00 for up to (2) Turkeys

**Initials** \_\_\_\_\_

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<sup>1</sup> Member in Good Standing is defined as each youth having met the following criteria: (a) Having completed the enrollment process, (b) be enrolled in at least one (1) project, (c) comply with 4-H member Code of Conduct, and (d) attend 80% of the general meetings.

### **Farm: General**

1. Farm hours are from 6:30 AM to 8:00 PM daily. Exceptions must be cleared through Farm Manager and Farm Boss.
2. Main gate is to be kept closed at all times. The gate lock combination must not be disclosed to any non-4-H youth or adult.
3. 4-H members may not house animals except bees on the farm prior to March 1st without written permission from the Farm Manager and Farm Boss.
4. Animals are not to be handled or fed without owner's permission.
5. All animals must be removed from Farm by two weeks after the San Mateo County Fair ends. Any animals remaining on the Farm after this deadline will be removed and sold, and the net proceeds will be deposited in the Club's Farm account. Short-term exceptions may be made for a sick animal, an animal that did not make weight at the fair or other special circumstances with the written permission of the Farm Boss and Farm Manager.
6. Non-fair animal projects are not allowed at the Farm.
7. The Farm is intended for seasonal animal housing. The San Carlos/Eaton Hills Farm is not suitable for year round breeding projects.
8. All members and adults must respect Farm neighbors. Drive slow (under 10 MPH) and park facing downhill for ease of traffic flow in case of emergency. Do not block driveways or access to driveways. Keep early morning noise (yelling, slamming car doors etc.) to a minimum.
9. The Farm Committee consists of San Carlos 4-H Farm Manager, Farm Boss, Farm Project Leaders, Jr/Teen Farm Boss and Community Leaders.
10. The Farm Committee, Farm Manager, and Farm Boss will handle farm issues. If the issue cannot be settled at local level, member/committee will ask for assistance from the County Farm Committee.
11. Two fire extinguishers in good working order will be at the Farm at all times.

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### **Visitors (Non-4-H Youth and Adults)**

1. Visitors are permitted on the Farm only if two currently active 4-H Volunteer Adults or Project Leaders are present and are willing to chaperone the visitors.
2. Visitors must agree to abide by the farm rules.
3. Visitors must sign the 4-H Liability Waiver form.
4. Visitors are not permitted inside any animal pen.
5. No non-4-H youth or adult may feed an animal or have access to the Farm gate lock combination.
6. Visitors must wear appropriate attire while at the Farm to prevent injury and or disease: LONG PANTS and CLOSED TOED SHOES, NO EXCEPTIONS

**Initials** \_\_\_\_\_

### **Farm Usage: Pens**

1. Farm request for animal pen(s) must be submitted in writing on the San Mateo County 4-H Farm Use Request Form on or before November 15th. The County Farm Committee establishes the number of animals a single member may maintain at the Farm.
2. A one time per animal pen fee may be assessed. The Farm Manager and the Farm Committee will determine the pen fee amount, if any. Any required pen fee shall be submitted to the Farm Manager upon the approval of the Farm Use Request Form and before the animal arrives on the farm.
3. A livestock feeding and care schedule must be developed with and approved by the Project Leader before placement of an animal on the Farm. A feeding/care schedule will be posted and maintained at the Farm by the Project Leader, and the Project Leader must approve any schedule changes.
4. Pen allocations will be given priority to Farm club members and then to other clubs' members.
5. Animals may not be placed on the Farm until (1) the member and parent have signed and submitted a Farm Use Request; (2) the Farm Use Request is approved by the project leader, Farm Manager and the County Farm Committee; and (3) the member and parent have signed the San Carlos-Eaton Hills Farm Rules and the San Mateo County Farm Rules and paid any required farm fees.
6. The Farm Manager and Project Leaders will assign members available pens and cages once rules 1-5 above are met.
7. Project Leaders must give the Farm Manager notice of animals' arrival on the Farm at the January Farm Committee meeting.
8. The Farm will have a quarantine pen available for sick animals. A member must remove their animal and clean/disinfect the pen as soon as the project leader determines the quarantined animal is healthy.
9. All animals must be kept in their pens (no use of common areas) for one week upon arrival at the Farm to prevent spread of infection and to guarantee a healthy animal.

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### **Farm Usage: Feeding and Care of Animals**

1. Animals are not to be fed anything but proper feed.
2. Members are personally responsible for the daily care and feeding of their animals. Substitute feeding for a member's occasional, sporadic absences MUST be arranged through the Project Leader. Clean water and removal of manure waste from pens and common areas is to be done daily. All grain feed is to be stored in a closed, rat/vermin-proof container. Manure waste must be either composted properly or removed from the farm weekly.
3. Vacations/Extended Absences: Participation in a Farm-based animal project requires a substantial time commitment by a member and the member's family.

(a) A member may arrange temporary coverage for a planned absence. Absences require the Project Leader's approval of a written feeding and cleaning schedule prior to the animal(s) arrival on the Farm. In addition, with prior notice to the Project Leader of at least one day, a member may be absent occasionally on a feeding/cleaning evening/day.

(b) In the event of an unexpected extended absence, a member is required to (1) purchase enough feed and bedding for the amount of time the member will be absent; (2) secure the agreement of other project members to feed and care for the member's animal(s). Extra farm duty to make up for the absence will be required before and/or after a member's extended absence.

(c) Members must provide the Project Leader with a signed form containing contact information and instructions on what steps should be taken if their animals should need medical attention.

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### **Routine Farm Maintenance and Clean-Up/Work Days**

1. There will be workdays scheduled prior to and after each season's activity. Project members and at least one parent are required to participate in these workdays.
2. Members and parents are expected to participate in and assist with Farm repairs, as needed and requested by the Farm Manager and Farm Boss.
3. Pens must be kept on a regular cleaning schedule. Pens with straw must be stripped of all bedding every two weeks. Remove soiled/wet shavings as needed, and as directed by the Project Leader, Farm Manager or Farm Boss.
4. All tools and equipment, including, hoses, shovels, rakes, etc. are to be cleaned and put away after use daily.
5. Privately owned tools and equipment are the total responsibility of the individual and are not covered under the 4-H liability insurance policy.
6. No additions or modifications to the structures on this Farm will be made without prior approval of the Farm Manager and Farm Boss.
7. Upon removal of an animal from the Farm, it is the responsibility of the member to clean, disinfect, and repair any damage possibly done to the pen within two weeks to the satisfaction of the Farm Manager and Farm Boss.
8. Members must promptly inform the Farm Manager or Farm Boss of any needed repairs.

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**Violation of Rules**

1. Members not following rules will be subject to ejection from the Farm. Members who are ejected from the Farm will not be permitted to show their animals at the San Mateo County Fair.
2. The Farm Manager will notify members and parents by the following process:
  - (a) Verbal notification
  - (b) Written notification. Copy signed by member, parent, and Farm Manager will be submitted to County Farm Management Committee.
  - (c) Issue resolved by County Farm Committee.
3. In the event there is a dispute, members may present their cause for discussion before the County Farm Committee for review/discussion. This committee will make the final decision.

**Initials**\_\_\_\_\_

These Farm Rules may be changed, with the exception of County Farm Rules, if written notification is given to the Farm Committee. Any rule change will be discussed by the Farm Committee and will be voted upon by the club at the general meeting.

**Initials**\_\_\_\_\_

I have read the San Carlos-Eaton Hills 4-H Farm Rules, which include the San Mateo County Farm Rules and agree to abide by the rules.

Youth Member's Name (please print): \_\_\_\_\_

Youth Member's Signature: \_\_\_\_\_

Parent/Guardian's Name (please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fees paid: \_\_\_\_\_

- 2018-2019 Farm Leadership
- Club President: Maya Donovan
  - Farm Manager: Erica Thuener
  - Farm Boss: Andy Campbell
  - Co-Jr Farm Boss: Asher Becker and Quincy Thuener