

San Mateo/San Francisco County 4-H Farm Rules



University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

The comfort and welfare of animals raised on 4-H Farms is 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 standard of animal husbandry on its public use farms. All rules for the county farms come from that perspective. Being a part of the 4-H Farms is a privilege. San Mateo/SF County 4-H is proud to offer a program that allows urban youth to raise livestock. Youth members on the farms must respect all county and local farm rules to be a part of the 4-H Farm experience.

Project Member Requirements

1. Members are to meet project age requirement and be a member in good standing with their club to apply for farm use. At a minimum, members must attend 80% of project and club general meetings to be considered a member in good standing for the purpose of raising an animal on a San Mateo/SF County 4-H Farm. Clubs may have more specific criteria for defining a member in good standing. No member with an approved farm use request can be bumped. If a chosen farm is full, requests can be made to use another farm if space permits.
2. Members must follow criteria approved by the Project Leader. Criteria and guidelines will follow current best practices for livestock management and husbandry through resources available at the UCCE 4-H Office or other researched-based materials utilized by the Project Leader. Criteria and guidelines should be available should an entity require justification of a certain practice or management decision.
3. **Farm Use Request Forms** for an animal pen must be submitted to the Farm Manager by the youth member on or before November 15 of the program year. Approval is subject to space availability, project leader approval, parent, and youth member's signature. Final approval is given by the County 4-H Farm Management Committee. Animals should not be purchased until final approval has been given by the County 4-H Farm Management Committee. Animals may not be placed on the farm until County Rules are signed, use requests are approved, and monthly fees are paid. Any changes and any final use requests should be received by local Farm Management 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 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. NOTE: Steer use requests should be submitted to the Farm Manager by August 15 of the program year. These will be forwarded to the County 4-H Farm Management Committee for approval.
4. Any youth member over 9 years of age requesting to raise a large animal for the first time who has never raised a small animal must complete 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 the animal project. Final authorization shall be in agreement with the project leader and the parent as to the capabilities of the youth to raise the animal through completion of the project.
5. Members will be reviewed throughout the project year as to his/her project goals.

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6. A registered 4-H adult resource volunteer or project leader must accompany members while visiting, feeding, or working on the farms. 4-H accident insurance only covers volunteers in the event there is a project leader or resource leader present (Refer to the [California 4-H policy manual](#)).
7. Smoking, drug use, and/or the consumption of alcoholic beverages are prohibited at all times on a 4-H farm.
8. Primary age 4-H members must follow 4-H livestock requirements.
As of July 1, 1998, the levels of membership returned to an age based system with each level defined as follows:
 - *PRIMARY: Must be 5 years old as of January 1st of the Program year. The only approved animal projects for primary members are dogs, rabbits, rats, cats, poultry, cavies, mice, embryology, entomology, marine science, pygmy goats, and therapeutic animal projects.*
 - *JUNIOR, INTERMEDIATE, & SENIOR: Must be 9 years old by January 1st of the program year.*

Visitors (Non 4-H Youth Members and Adult Volunteers)

1. Prior permission must be obtained from a Farm Manager or Farm Boss.
2. Visitors must be made aware of the farm rules and agree to abide by them.
3. Visitors must sign the [4-H Liability Waiver Form](#) before visiting farm property. These will be kept on file at the farm and destroyed according to 4-H Document Retention policies.
4. Visitors are prohibited from entering animal pens and/or feeding the animals.

Feeding and Care

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 in best management practices and animal welfare is prioritized over other considerations.
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 County 4-H Farm Management Committee.
3. Members are responsible for the cleanliness of their animal and pen. 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. 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 not covered under the University of California insurance policy.
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 due to scheduling and logistics of the project members, then all animals within a project should be fed within a two-hour window of time.

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Suggestion: An option for feeding all project animals at the same time would be that a schedule for feeding can be established by the project leader, where the animals within a project are fed by individual project members on a rotating basis. Should this schedule be established, then it should be understood that project members who are not feeding on a given day are still expected to clean their animal pens and work with their animals daily. It should also be understood that the project members should meet as a team with their project leader weekly, at least 1-2 times per week. Additionally, a communal feed should be decided upon between the project members that adheres to best practices for market animal nutritional guidelines, as set out by the FDA. The schedule is in place to ensure consistency in feeding for all the animals and so that a workable schedule is established so the project members can participate in raising an animal while also ensuring that animal welfare best practices are being followed. It should be clear that this schedule and practice is for the benefit of the animals, and would not supersede the importance of owners also spending time caring for, and training, with their animals.

Pen Allocations

1. **Farm Use Request Forms** for an animal pen must be submitted to the Farm Manager by the youth member on or before November 15 of the program year. Approval is subject to space availability, project leader approval, parent, and youth member's signature. Final approval is given by the County 4-H Farm Management Committee. Animals should not be purchased until final approval has been given by the County 4-H Farm Management Committee. Animals may not be placed on the farm until County Rules are signed, use requests are approved, and monthly fees are paid. Note: Steer use requests should be submitted to the Farm Manager by August 15 of the program year. These will be forwarded to the County 4-H Farm Management Committee for approval.
2. Pen allocations will be given priority to 4-H Farm Club Members and then to outside club members.
3. 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.
4. 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, per month:

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

Offspring of breeding animals will be assessed pen fees 90 days after birth.

San Mateo/San Francisco County 4-H Farm Rules



University of California

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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.

Breeding Animals

1. Market animals take precedence over breeding animals.
2. Exception from rule #1 may be made if space is available and member shows ability to manage project animal with approval of County 4-H Farm Management Committee.
3. Offspring of breeding animals must be used as market animals or sold by the end of August if shown at county fair. An exception may be made to keep one of the offspring as a breeding animal.

Farm Work Days

1. Members and parents are expected to participate in scheduled farm clean-ups, farm fundraising, and are encouraged to assist in farm repairs and projects.
2. Members who use more than one farm will be expected to participate in each farms clean-up days, follow farm rules, and participate in farm fundraising.

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- Members not following rules will be subject to removal from 4-H Farms. Farm Manager will give one verbal warning to member and parent. Second warning shall be written to member and parent. All three (3) parties (manager, parent, 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.

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.

- 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.
- In addition to these rules, all other 4-H rules such as the Code of Conduct, County Policies, and Club specific rules apply.

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Member Acknowledgement

4-H Youth Member Name _____

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO COMPLY WITH STATE, COUNTY, & LOCAL CLUB FARM RULES.

MEMBER SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

Detach and return to Farm Manager. This signed sheet should be kept on file at the farm.

Farm Management Use:
Date Received: _____
Received by: _____

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