

# **Florida Extension Business Professionals Conference**

## **4-H Update**

**March 17, 2022**



- **Florida 4-H Funding Sources and Responsibilities**
- **Florida 4-H Camping**
- **Volunteer Background Screening**
- **Membership Fees**
- **County 4-H Associations**
- **Insurance**
- **Contracts, MOAs, Agreements, Etc.**
- **Florida 4-H Fundraising**
- **Resource Center and FAQs**

# All of Florida 4-H falls under the University of Florida Umbrella .....



The passage of the Smith-Lever Act in 1914 created the Cooperative Extension System at USDA and nationalized 4-H.

By 1924, 4-H clubs were formed, and the clover emblem was adopted. (Land Grant Universities)

In 2014 the IRS Group Exemption (GEN) with University of Florida was formed recognizing County subordinates as individual 501c3 organizations.





# CAMP CLOVERLEAF AND TIMPOOCHEE PROGRAMS



- **Starting this Summer 2022, all camp programs are Open Enrollment instead of county based**
  - Campers register individually via 4-H Online and pay online individually with our new payment link
  - Some counties have reserved blocks of registrations and will bring groups of 4-Hers; payment will be described in following slides
- **Camp is open to ALL youth, regardless of 4-H status**
- **Day Camp – ages 6-10, as of Sept. 1, 2021**
- **Overnight Camp – ages 8-16, as of Sept. 1, 2021**



# CAMP CLOVERLEAF AND TIMPOOCHEE PROGRAMS

- **Campers can attend as many weeks of camp as they would like, whatever camp they'd like**
- **Camp Staff will supervise youth day and night and will provide all programs**
  - Camp Staff must be 18 years old by May 15, 2022
  - Please help us recruit! All positions are live in UF Jobs
  - All positions are paid, provided meals and housing, and can be an internship for college students





# SUMMER CAMP REGISTRATION

- **Public/Individual Registration – Open now via 4-H Online**
  - Anyone can register for any camp
  - Register → Email for online payment (must pay within 72 hours) → Confirm registration
- **County Registration (Group reservations) – Open now**
  - Email the camp's director with completed County Reservation Form
  - Any currently available spots will be on hold until March 15th



# SUMMER CAMP REGISTRATION

- **County Payment Options**

- If county campers will be paying 100% on their own, they'll get a payment link via email, like public/individual camp registrants, and must complete payment by March 15<sup>th</sup>
- County scholarships
  - Group Reservation Form: If the county is paying for any percentage of the camper's registration fee, the campers will pay the county their portion, and the county will pay the camps the full registration fee
  - Individuals registering but then receiving **county scholarship**: Counties may have 2 options
    - Reimburse families after they pay online, if a receipt is submitted
    - Use P-card and 182/171 funds to pay online for camper
    - Note: Cancellation Fees do apply for individual payments (10% fee until April 15<sup>th</sup>, 50% fee from April 15-May 15<sup>th</sup>, and 100% fee after May 15<sup>th</sup>)
- County Payment Due and Cancellations for Group Reservations – Two Options
  - Pay by April 15<sup>th</sup> and receive 50% refund for any cancellations before May 15<sup>th</sup>. After May 15<sup>th</sup>, full registration fees for all campers will be charged.
  - Pay by the first day of your camp week for full registration costs of all campers that were registered by April 15<sup>th</sup>. No refunds for cancellations after April 15<sup>th</sup>.
  - Any cancelled registrations may be filled by another camper that week or may be transferred, with director's approval, to any currently open spots for another week of camp.



# STATEWIDE SCHOLARSHIPS



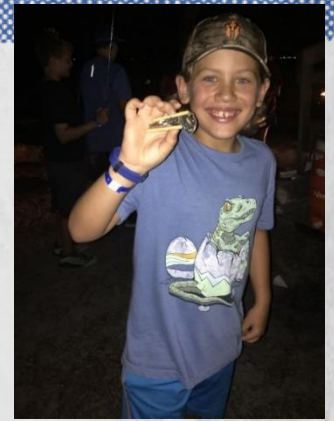
- **Dept. of the Air Force (DAF) 4-H Military Partnership**

## **Outreach and Support Project**

- Total of 73 scholarships for day and overnight programs
- Available to any DAF-connected youth (Active-Duty, Air National Guard, and Air Force Reserve)
- First-come-first-serve availability – must complete a scholarship application online and register in 4-H Online



# STATEWIDE SCHOLARSHIPS



- **Needs-based Camp Scholarships for Day or Residential Camps**
  - 15 Regional 4-H Scholarships
    - Three 4-Hers from each extension district will be awarded full scholarships to the camp of their choosing
    - Must list a county reference within application to show 4-H involvement
  - 5 New 4-H Member Scholarships
    - Awarded to non-4-H members for full registration costs to the camp of their choosing
    - Also provides 4-H membership for 2022-2023 to encourage county involvement after camp
  - Partial Scholarships
    - Applicants needing partial financial assistance can request anywhere between \$100-\$200
    - Open to any camper in need of financial assistance and available to be used at the camp of their choosing



# STATEWIDE SCHOLARSHIPS

- All scholarship applications must be submitted by April 1<sup>st</sup> and will be notified by April 15<sup>th</sup>
- A statewide 4-H Camp Scholarship Committee will determine awardees





# QUESTIONS?

- **What about 4-H youth turning 18 years of age between May 16-Aug. 31, 2022? Please discuss these specific situations with a camping team member. They'll be handled on a case-by-case basis.**
- **Erin Mugge – [erin.mugge@ufl.edu](mailto:erin.mugge@ufl.edu) 352-294-2924**
- **Bill Tillett – [cloverleaf4h@ifas.ufl.edu](mailto:cloverleaf4h@ifas.ufl.edu) 863-465-4884**
- **Ariel Blanton and Clair Norden – [timpoochee4h@ifas.ufl.edu](mailto:timpoochee4h@ifas.ufl.edu) 850-897-2224**

**Thank you for supporting Florida 4-H Camps. We look forward to seeing everyone this summer and creating exceptional moments for youth!**

# Volunteer Background Screening

## When sending a request, make sure:

1. Agent reviews the volunteer's profile in 4-H Online to ensure that the volunteer has completed all background screening information, *demographics*, and Youth Protection Training
  - *Some volunteers are reluctant to fully complete the demographics section*
2. Agent must answer “yes” or “no” to the 4-H Online Question, “does the volunteer require DCF Level II Background Screening”
  - *Too frequently, this important question has been left blank*
3. Then agent sends a screening request email to [4Hbgs@ifas.ufl.edu](mailto:4Hbgs@ifas.ufl.edu) along with county name, individual's name and their volunteer role:
  - *4-H Volunteer, FCS Volunteer working with 4-H, County Employee (non-UF employee) etc.*





# Volunteer Background Screening

## What happens after I submit my background screening request?

4-H Business Services reviews the volunteer's record in 4-H Online to ensure ALL compliance requirements are completed properly. Delays can be caused by errors, missing demographic information, Youth Protection Training not complete, or volunteer didn't "click complete" when exiting 4-H Online.

- *Once the volunteer completes their enrollment, an automated email from 4-H Online is sent to them stating, if they are a new volunteer, Dorothy Ray from 4-H Business Services will be calling them from 352-294-2919, Gainesville, FL, confirming their demographics and requesting their Social Security Number.*

# Volunteer Background Screening

## What happens after I submit my background screening request?

Once the information is verified in 4-H Online, Business Services will call the volunteer for the needed information and to schedule their fingerprinting appointment.

- *In order to keep the screening process moving, it is essential that the volunteer assist Dorothy with her request and/or returns her call.*

*Making contact with the volunteer typically takes the longest time and is the most difficult part of the screening process. Volunteer may not return the calls, they may not wish to give out their personal information, or they may not show up for their fingerprinting appointment.*



# Volunteer Background Screening

## What happens after I submit my background screening request?

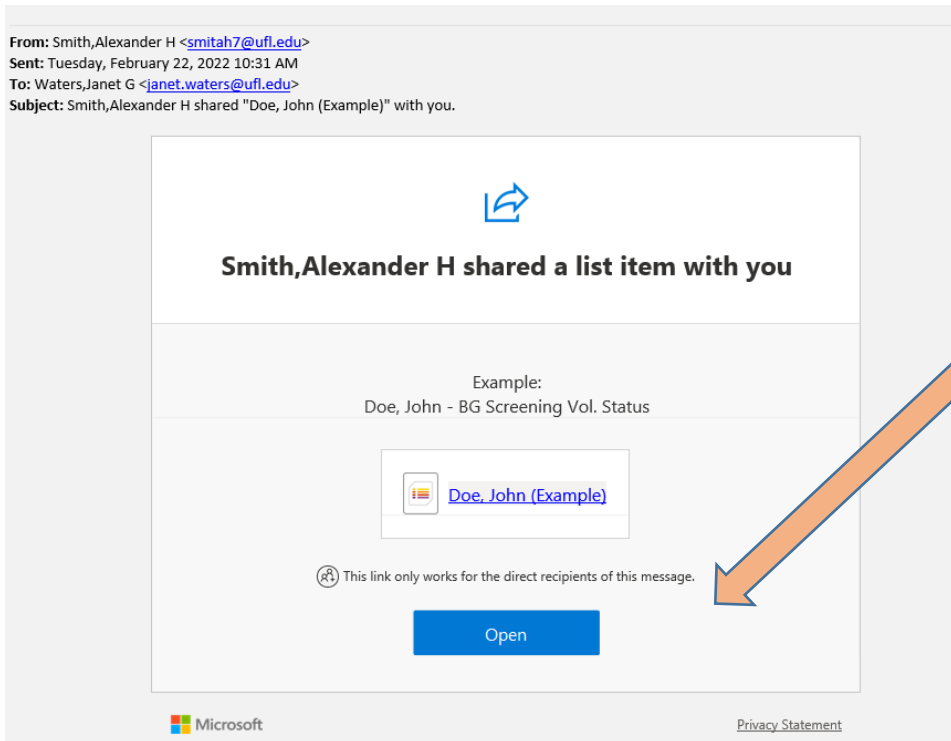
**County Communication with Volunteer is KEY!**

Along with the volunteer receiving the email from 4-H Online, the agent should let the volunteer know that Dorothy Ray will be contacting them to confirm demographic information and request their social security number and it is important that they promptly return her call.

# Volunteer Background Screening

## What happens after I submit my background screening request?

When the *first attempt* to contact the volunteer begins, the requester will receive a confirmation email that someone has “shared a list item with you.”



There will be a blue “Open” button that will link directly to the Tracker information on that individual volunteer

**Minimum of 3  
Emails with  
Sharing Link and  
Updates are sent  
to the requester  
that can be used  
to review  
volunteer's  
status any time**



# Volunteer Background Screening

Once you click on the “Open” Button link:

You can review

- Attempts - calls made
- Facilitator - who made the call
- Notes - details of calls and phone #
  - Or a note to you – such as **Please follow-up with volunteer to return our call**

Please leave us responses in the comment section **DO NOT ENTER SS#**

The screenshot shows a SharePoint form titled "4-H Volunteer... > 21-22 Volun... > Doe, John (Example)". The form is divided into two main sections: a left sidebar with form fields and a right main area with additional fields and a comments section. Blue arrows point to the following fields:

- Notes \***: 2/22/22 Call 1-800-555-0123 - County please follow-up with volunteer to return our call.
- Facilitator \***: Smith, Alexander H
- Attempt 1**: 2/22/2022 12:00 AM
- Comments**: A section with a text input field labeled "@mention or comment" and a button labeled "Be the first one to add a comment".

The form fields include:

- Home
- Shared with us
- Recycle bin
- Edit
- Edit all
- 4-H Volunteer... > 21-22 Volun... > Doe, John (Example)
- Volunteer \*
- Doe, John (Example)
- County \*
- Other
- Requestor \*
- Waters, Janet G
- Date Requested \*
- 2/22/2022
- Request Status \*
- Pending
- Renewal or Resubmission \*
- No
- Appointment
- Enter value here
- Attempt 1
- 2/22/2022 12:00 AM
- Attempt 2
- Enter value here
- Final Attempt
- Enter value here
- Notes \*
- 2/22/22 Call 1-800-555-0123 - County please follow-up with volunteer to return our call.
- Facilitator \*
- Smith, Alexander H
- Eligibility Date
- Enter value here
- Ineligible
- Category \*
- Volunteer
- Certiphi Invoice
- Enter value here
- Expiration Date
- Enter value here
- Attachments
- Add or remove attachments
- Comments
- @mention or comment
- Be the first one to add a comment



# Volunteer Background Screening

## How does a **RENEWAL** for a background screening work?

1. Agent/county is emailed when a volunteer's background screening is about to expire
2. Agent reviews volunteer's 4-H Online profile to ensure all background screening information and Youth Protection Training are current
3. Agent requests or responds to email from [4Hbgs@ifas.ufl.edu](mailto:4Hbgs@ifas.ufl.edu) asap if volunteer needs to be renewed, as well as if volunteer is no longer needed.





# Volunteer Background Screening

## Things to consider...

1. Sheer volume of background screening requests and timing of the 4-H annual enrollment causes a backlog of screening requests at one time
  - Try to get new volunteers screened throughout the year to avoid the rush
2. Screenings are good for 5 years
3. Renewals are a much simpler process than screening new volunteers
  - *When it's time for screening to be renewed, don't let the expiration date pass to avoid having the volunteer go through entire screening process again*
4. 10 hours or more

# Membership Fees

## **IMPORTANT**

- Enrollment must be approved by the county before the payer's credit card will be charged
- 4-H Online will not allow Business Services to apply a check payment to member's profile unless county has approved their enrollment
- 4-H Online will not allow a member to register for any state event unless their membership fees are paid
- All membership fees need to be sent to 4-H Business Services. Do not deposit them into the county's 182
  - *Reasons that a county may need to send a check for membership fees to 4-H Business Services would be for purposes such as, a club is covering the fees or if the member receives assistance from the county.*





# Membership Fees

**When issuing a check to 4-H Business Services for Membership Fees:**

Make Checks Payable To:  
University of Florida

## *How To ....*

- Find membership fee instructions and the link for the payment site on the Florida 4-H webpage: <https://florida4h.ifas.ufl.edu/> click on “Get Involved” and scroll down to “Youth”
- Membership fees are distributed annually, around the first of August and are deposited directly into your local county UF Fund 182
- Contact for refunds
  - ✓ Submit a Ticket through the link below:  
<https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>
  - ✓ Refund info needed:
    - Youth Name
    - County
    - Transaction Date
    - Agent Approval



# County 4-H Association Funds

## Deposit Guidelines and Rules

- Any receipts that *exceed \$1,000* must be deposited within *one 1 business day*
- All receipts, *regardless of the amount*, should be made *weekly* even if it is less than \$1,000
- All funds, regardless of the amount must be deposited by the last business day of the month and fiscal year-end, August 31st

## Monthly and Annual Reconciliation and Review

- The reconciliation process may feel tedious but is essential to Extension and the University's internal controls and integrity. Proper and timely reconciliation prevents and detects fraud, assists in assigning employee accountability and improves the accuracy of financial information.
  - See UF policy at: <https://www.fa.ufl.edu/directives/monthly-reconciliation/>
    - Tier 1 – Reconcilers
    - Tier 2 – Reviewers
    - Tier 3 – Leaders





# County 4-H Association Funds

## Guidelines for submitting 4-H Monthly Reconciliations to SharePoint Folders, effective September 1, 2021

- Upload full monthly reconciliations showing transactions, balances, and detail of outstanding or adjustment items
  - Include backup documentation for 4 Disbursements, 4 Reimbursements, and 4 Deposits that include approvals
- Include all bank/investment statements with copies of all deposit slips and cleared checks
  - account numbers should be redacted (**last 4 digits remaining**)
- Please be prepared to provide additional transaction copies upon request from Business Services

28 counties upload monthly recs to the SharePoint folders  
13 counties upload occasionally  
16 counties have never uploaded

*Only 49% of counties are consistently uploading monthly reconciliations*



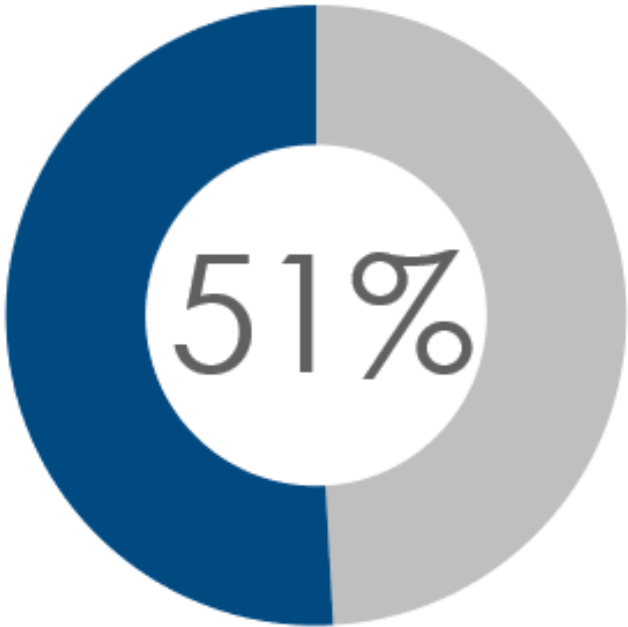
# County 4-H Association Funds

## FY2021 Year-End Reporting Update



NUMBER OF ASSOCIATIONS REPORTING TO BUSINESS SERVICES	
57	
YE REPORTS REC'D BY DEADLINE	
29	
IRS FORM 990	
990N	48
990EZ	10
990	3

Percentage of reports received by October 31<sup>st</sup> deadline



HELP!





# County 4-H Association Funds

- Fiscal Year is **September 1st – August 31st**
- **ALL** Year-End report must be uploaded to SharePoint folders within 60 days of fiscal year-end (October 31<sup>st</sup>)
- Year-End Report must include a signed review of **ALL** 4-H Association financials

Multiple resources are available, such as a *Year-End Reporting & Tax Calendar Checklist with a timeline* and the *4-H Annual Financial & Tax Reporting Guide*, as well as other resources, are accessible at:

Microsoft Teams – Initiative 7: 4-H Youth – 1.2 Business Services-CurrentResources-J Waters – Under the “Files” tab  
[Initiative 7:4-H Youth - 1.2 Business Services-Current Resources](#)

Business Services Website

<https://extadmin.ifas.ufl.edu/business-services/4-h/>

**We are here to help you  
Just reach out!**



# Insurance

## American Income Life (AIL)

- **4-H Statewide Policy** – Covers scheduled, adult supervised activities as a part of community club member's 4-H experience
- **Special Activities Policy** – covers workshops, day camps, or special events that include 4-Hers and non-4-Hers, and all participants (except UF employees). Virtual programs can be covered if it is “live”
  - When requesting Special Activities Ins, all participants must be included. This includes all 4-H Community Club Members, volunteers, as well as parents that are helping with the event. UF Employees would not be included. This insurance does NOT include nor cover any spectators.
  - County is responsible for requesting Special Activities and filing claims

*Florida 4-H Camps Cherry Lake, Cloverleaf, and Timpoochee must utilize their own camp insurance policy, so counties should not purchase additional insurance, as coverage is included with facility rentals*

*Spectators are **NEVER** covered under any of the above policies*

*ALL policies are meant to be a supplement and NOT intended to replace personal insurance.*

**Don't Forget:**  
UF covers **registered volunteers** under their Worker's Comp and General Liability policies





## Contracts, MOAs, Agreements, etc.

- Faculty, Staff, or County 4-H Association members are not authorized to sign any contracts
  - If you sign a contract when you have no authority, you may become personally liable for the contract provisions
  - Certain contract terms appear commonly in contracts but are not legal for State of Florida employees to sign
- Some of these are:
  - governed by the laws of any state other than Florida, indemnification or hold-harmless clauses, contracts with automatic renewals but no cancellation or termination clause
  - Other clauses are required by statute: providing for open records and cancellation for lack of appropriation if the contract continues across fiscal years
- Signing of contracts for purchases have been delegated to certain members of UF's Dept of Procurement

Email all contracts to [janet.waters@ufl.edu](mailto:janet.waters@ufl.edu)

or submit a ticket at <https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>)

***Please allow a minimum of 10 business days prior to required deadline***

# Florida 4-H Fundraising

## Fundraise With a Purpose ... Not to Just Fill a Club's Treasure Chest

- All funds raised, earned, or otherwise obtained, *using the 4-H name and emblem*, are property of the University of Florida/IFAS Extension 4-H Youth Development Program
- Funds are to be raised only to *further the educational goals of 4-H*. Approval for fundraising activities will be at the discretion of the County 4-H Agent and County Extension Director, or the State 4-H Program Leader for district/statewide 4-H fund raising

Fundraising policies can be found on the  
Florida 4-H Webpage at  
<https://florida4h.ifas.ufl.edu/>  
Search “Policies” to find:  
4-H Policies & Best Management Practices






# Florida 4-H Fundraising 4-H

## Fundraising must...

- **Further educational goals**
- Represent positive **4-H youth development** ideals
- Have a specific goal
- **Not be paid** to another individual or non-profit entity outside Of 4-H
- Be reviewed for **potential sales tax collection requirements**
- Be authorized to use the 4-H name and emblem when conducting a fundraiser with proper **APPROVAL PRIOR** to conducting an event by submitting a **Fundraising Permission Form**:  
<http://edis.ifas.ufl.edu/4h012> FL 4-H Treasurer's Manual & Record Book



**IMPORTANT** - Prior approval Required  
**BEFORE** - promoting, expending or  
collaborating can take place



**Fundraising Permission Form**

<b>Section 1: Request for Approval for Fundraising Project</b>	
Club:	Club Leader: Mailing Address:
Description of Proposed Project:	
Purpose/Goal of Funds (Must be educational)	
Names of adults responsible and on site at all times:	
Date of Fundraiser	
Location of Fundraiser	
This request prepared by:	Date submitted:
<b>Section 2: Extension Service Response</b>	
Date:	Reviewed By:
Approved:	Date:
<input type="checkbox"/> Yes <input type="checkbox"/> No Reasons	
<b>Notification to Club:</b>	
Person Notified: _____ Date: _____	

Florida 4-H Treasurer's Manual, Page 8



# Florida 4-H Fundraising 4-H

## Sales Tax – Important Information

### Local County 4-H Association – Tax Exempt Certification

- Each county should have their **OWN** Tax-Exempt Certificate for their local 4-H Association
  - ✓ Renew automatically every 5 year (Please notify 4-H Bus Serv if expired or need to apply)
  - ✓ This certification is to use when making 4-H Association/Club purchases to WAIVE the paying of sales tax

**Common Myth:** This Tax-Exempt Certificate **DOES NOT** waive your obligation to be compliant with the State of Florida Department of Revenue Statutes in COLLECTING sales tax when selling items/event tickets or during fundraising activities

### Sales Tax – Charging, Collecting, and Submitting Properly

- Multiple resources, webinar recordings, and training tools are available:

[IFAS-4-H Sales Tax and Fundraising](#) - Teams

<https://extadmin.ifas.ufl.edu/business-services/4-h/> - Website



#### Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

Fundraising and Sales Tax for County 4-H Clubs  
(Template – update yellow highlighted areas  
with your county and your current county surtax, if applies)

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Section Break

To be compliant with the Florida Department of Revenue, the County 4-H Association will charge sales tax on required items. The following information is to give 4-H Leaders a picture of fundraising and sales tax in County 4-H.

**Sales Tax**  
What is sales tax? Sales tax is collected on each sale, admission, storage or rental. Sales tax is added to the price of taxable goods and services. Florida's general sales tax rate is 6.0%. However; many Florida counties have a discretionary sales surtax (county tax) that applies to transactions. County has a surtax of        %.

**Certificate of Exemption**  
Wait! don't we have a Certificate of Exemption? No, our Certificate of Exemption only applies to paying sales tax when selling certain items.

**Typically Taxable Sales**  
When do we have to charge sales tax? It depends on the item being sold.

#### Taxable and Non-Taxable Sales Guidelines

While not all-inclusive, the following table provides examples of transactions that are typically subject to Florida sales tax and those that are not, based on current regulatory exclusions.

Typically TAXABLE Sales	Typically NON-TAXABLE Sales
T-shirts, hats, shoes, general clothing	Sale of gift certificates
Flowers, wreaths, bouquets, potted ornamental plants	
Calendars, candles, decorations, umbrellas	
	Rev. 10/04/18 Curriculum/educational/course/learning





# Florida 4-H Fundraising



100% of funds  
raised  
in the county  
go directly back  
to the county

# Florida 4-H Fundraising

## Tractor Supply Company (TSC) Paper Clover Promotions occur each Spring and Fall

- All counties receive TSC Paper Clover distributions
- Can only be used to attend **4-H Camps** or **other 4-H leadership programs**, and/or **transportation to/from them**

### How to access TSC funds

#### Option 1

- County funds will automatically be held in the state account to be applied to future qualified invoices (received from 4-H Business Services). Simply have your 4-H Agent request the credit be applied to specific invoice(s) by submitting a Ticket through the Ticket System:

<https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>

#### Option 2

- To request the awarded funds to be sent to your Association or Foundation, a simple distribution form (see right) must be submitted through:

[Fla 4-H TSC Paper Clover Scholarship Reporting](#)

**IMPORTANT:** TSC funds can **Not** be deposited into your Fund 182



## Florida 4-H

### TSC Paper Clover Scholarship Reporting

Please give us your best estimate of how you will use the funds from the paper clover campaign. The only requirement is that the money be spent on scholarships to camp and leadership events. If you have questions contact Florida 4-H Business Services at [4hdocs@ifas.ufl.edu](mailto:4hdocs@ifas.ufl.edu)

\*Required

County Name \*

What is the name of the event the scholarship is for? \*

# of youth provided with scholarships \*

Are these full or partial scholarships? \*

- ☐ Full  
☐ Partial  
☐ Both  
☐ N/A

Email of contact person if we have questions \*

When will this event take place? \*

Url

Url

Submit

Reset



## Watch for information in the Weekly Update



## Important updates and information from 4-H Business Services under the “Business Spotlight”

Email [klbutcher@ufl.edu](mailto:klbutcher@ufl.edu) to be added to the ListServ



### Things to Remember Direct From American Life Insurance (ALI):

#### Don't Forget:

You may email Janet Waters, [janet.waters@ufl.edu](mailto:janet.waters@ufl.edu) if you have any questions or would like to schedule time to discuss or review any of your business needs. You may also use the Thursday morning 9am-11am Zoom time to drop in and ask any questions!

Zoom Info: <https://ufl.zoom.us/j/8849634226>

Phone Access: 646.558.8656 Meeting ID: 884 963 4226

Waiting Room Enabled: Please wait for Zoom connection



# In addition to all your awesome State 4-H Leaders and Team .... You have 4-H Business Services!!

**Kathy Hartman, Business Manager**

**Works directly with the Associate Dean for 4-H Youth, Family & Communities in the financial management of Florida 4-H, including budget development and administration**

You don't need to remember who does what...

Just email [4hdocs@ifas.ufl.edu](mailto:4hdocs@ifas.ufl.edu) or submit a ticket and the appropriate person will respond

**Janet Waters, Administrative Specialist**

**UF Group Exemption for Associations, Insurance, County Sales Tax, Contracts, Background Screening, 1099's, 990's and Annual Year-End Reporting**

**Rachel Ngai, Administrative Coordinator**

**Budget Requests and Invoicing for Events**

**Rafael Romero, Accountant**

**Membership Fees, Check Processing, TSC Paper Clover and JOANN Pay It Forward**

**Alex Smith, Fiscal Assistant**

**Assist with Membership Fees, Check Processing, Invoicing, Disbursement Request and Background Screening**

**Dorothy Ray, Administrative Support Assistant**

**Background Screening - Volunteers, Non-UF County Employees, and 4-H Employees**

**Ticket System Link:** <https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>



# Resource Center and FAQ's

Multiple resources, webinar recordings, and training tools are available at:

Website – 4-H Business Services

<https://extadmin.ifas.ufl.edu/business-services/4-h/>

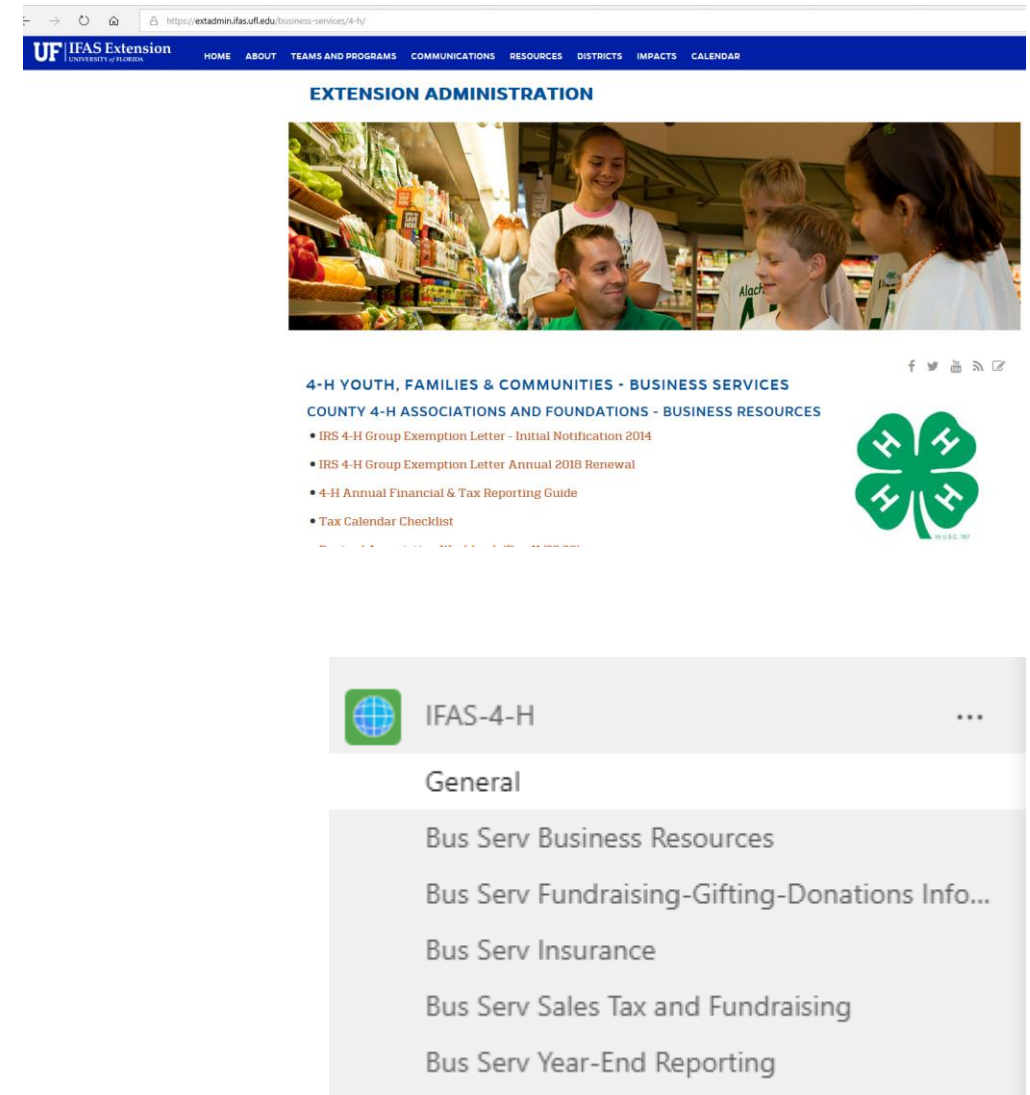
Microsoft Teams – 4-H Business Services

[IFAS-4-H](#)

Join Microsoft Team

Email [janet.waters@ufl.edu](mailto:janet.waters@ufl.edu)

or join Team with code **itr0h2y**



The screenshot shows the IFAS Extension website. The header includes the UF IFAS Extension logo and navigation links: HOME, ABOUT, TEAMS AND PROGRAMS, COMMUNICATIONS, RESOURCES, DISTRICTS, IMPACTS, and CALENDAR. The main content area is titled "EXTENSION ADMINISTRATION" and features a photo of a woman and two children in a grocery store. Below the photo, there are links for "4-H YOUTH, FAMILIES & COMMUNITIES - BUSINESS SERVICES" and "COUNTY 4-H ASSOCIATIONS AND FOUNDATIONS - BUSINESS RESOURCES". A list of resources is provided, including "IRS 4-H Group Exemption Letter - Initial Notification 2014", "IRS 4-H Group Exemption Letter Annual 2018 Renewal", "4-H Annual Financial & Tax Reporting Guide", and "Tax Calendar Checklist". A green 4-H clover logo is also visible. At the bottom, there is a Microsoft Teams chat window for "IFAS-4-H" with a list of topics: "General", "Bus Serv Business Resources", "Bus Serv Fundraising-Gifting-Donations Info...", "Bus Serv Insurance", "Bus Serv Sales Tax and Fundraising", and "Bus Serv Year-End Reporting".

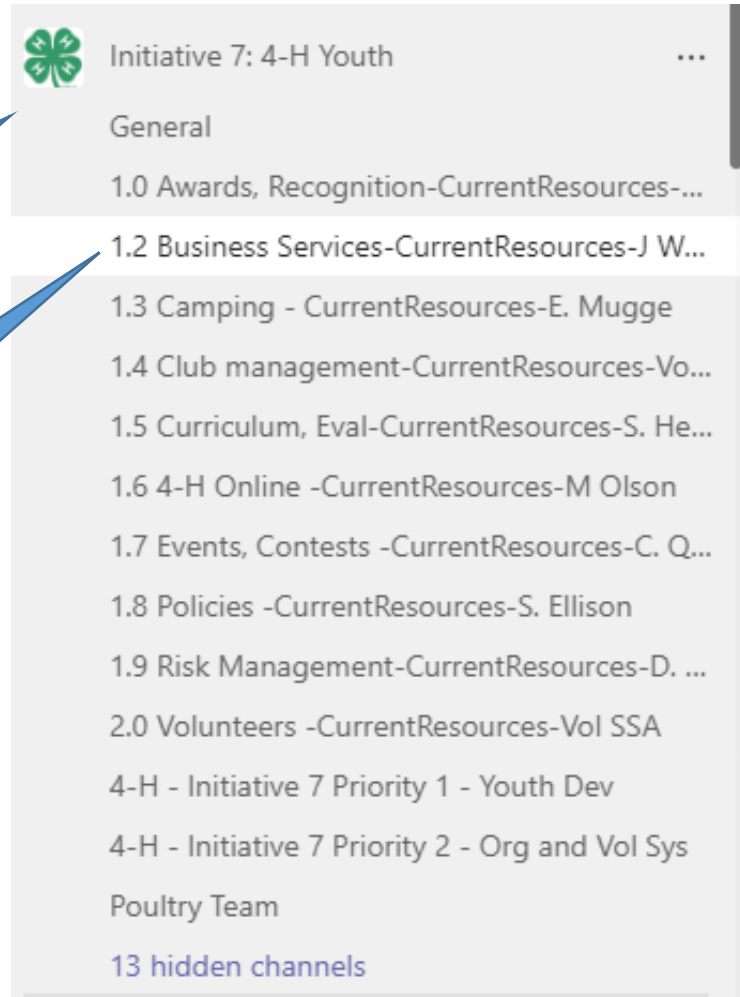


## Resource Center and FAQ's

### All things 4-H and Current Resources

Microsoft Teams -  
Initiative 7: 4-H Youth

Business Services  
Resources





# Resource Center and FAQ's

## Volunteer Background Screening – 4-H Business Services

- UF/IFAS Extension Florida 4-H Youth Protection Policy  
[4-H-Youth-Protection-Policy-September-2020-\(3\).pdf \(ufl.edu\)](#)
- Microsoft Teams- I:7- 4-H Volunteer and Youth Protection Folder  
[I:7 Volunteer & Youth Protection TEAMS](#)
- Contact 4-H Business Services at [4Hbgs@ifas.ufl.edu](mailto:4Hbgs@ifas.ufl.edu)



# Resource Center and FAQ's

## Additional Business Services Resource

### Using the Ticket System Portal

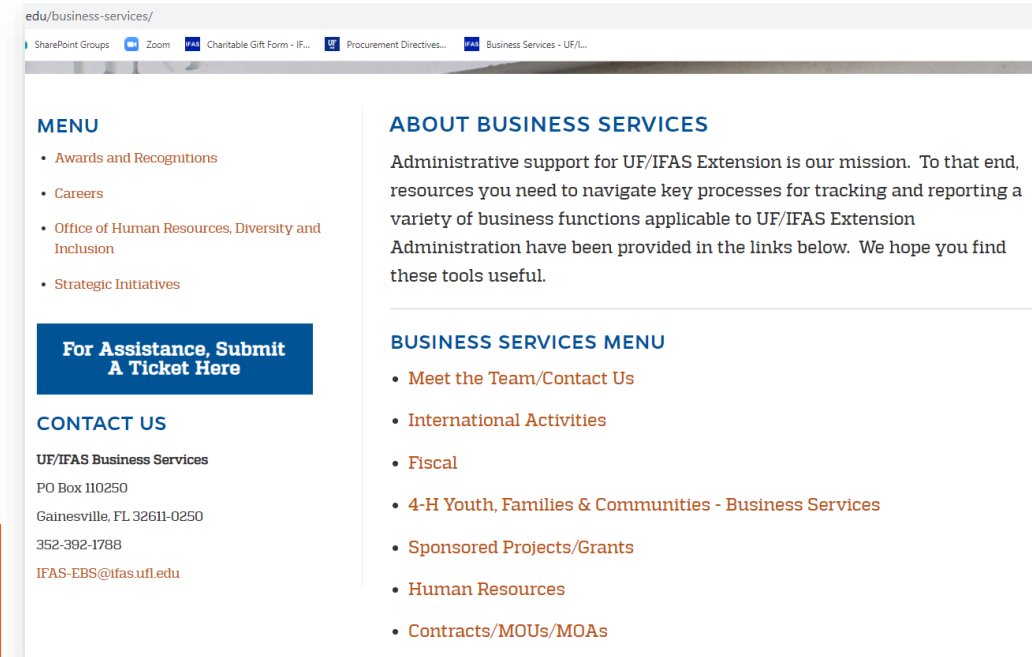
- Submit a request for all things Extension Administration and 4-H Business Services

- ✓ Direct Web entry form

<https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>

- ✓ Emails will come from  
**“IFAS – Extension Business Services”**

Please do not delete; This is not spam



# Resource Center and FAQ's

## Using the Ticket System Portal

- Enter your UFID (Preferred Entry Choice)
  - ✓ NO UFID requires detailed input →
- Select Extension or 4-H
- Select appropriate fields from dropdown menus
- Use text field for any additional details
- Option to attach files
- Click Submit



Contact Information

☒ I do not know my UFID

First Name \*

Last Name \*

Email Address \*

FOR ASSISTANCE, PLEASE SUBMIT A TICKET:

Contact Information

UFID \*

XXXXXXX

☐ I do not know my UFID

Service Area \*

Please select... ▼

What do you need assistance with? \*

Please select... ▼

Specific Issue \*

Please select... ▼

Please describe your issue \*

Upload documents

[Choose File](#) No file chosen

[Attach another document](#)

[Submit](#)



# Resource Center and FAQ's

## 4-H Insurance – FAQ's and Info

- **We had an incident that happened in our county, and we need to report a claim. Who do I contact?**
  - Contact AIL at [ClaimsSRD@ailife.com](mailto:ClaimsSRD@ailife.com) particularly about pending claims. (i.e., bill submissions, claim status, etc.)
- **If I have general questions or need elaboration on AIL policies, who do I contact?**
  - Contact Erin Bain at [EFBAIN@ailife.com](mailto:EFBAIN@ailife.com)
- **How do I know what is covered under the AIL policy?**  
**What's the maximum benefit amount?**  
**How do I find out what is not covered under the AIL 4-H state policy?**
  - Visit <https://www.ailife.com/SpecialRiskDivision/4H-Extension> and view the brochure for general info pertaining the policy



# Resource Center and FAQ's

## 4-H Insurance – FAQ's and Info

- **Recommendations for AIL Special Activities coverage**
  - Any overnight, multiple day, or travel events where you want accident/illness benefits to be covered
  - Programs or events which are open to non-4-H youth such as day camps, workshops, etc.
  - Consider multiple requests/activity reports when activity has multiple days with various attendance. This can save \$\$\$.
- **How do I request insurance for special activities?**
  - Visit <https://www.aile.com/specialriskdivision/activityreport>

See the 4-H Statewide Webinar Recording/Slides and FAQ from 8/20/19 for in-depth 4-H Insurance training and information and recent AIL Information and Guidelines

[IFAS-4-H Insurance](#) -Teams Channel

<https://extadmin.ifas.ufl.edu/business-services/4-h/> - Website - Florida 4-H Insurance



# Resource Center and FAQ's

## 4-H Insurance – FAQ's and Info

- **If you submitted a claim to AIL**
  - You should receive a confirmation letter or a request for additional information from AIL. If you don't receive any correspondence from AIL, contact Chris Fields at [claimsSRD@ailife.com](mailto:claimsSRD@ailife.com) or call (800) 849-4820
- **What if a person's claim has reached the maximum limit? What is the process after that?**
  - Once the maximum limit is met on a claim with AIL, it is the responsibility of the claimant to pay. AIL is no longer responsible for additional payments on that submitted claim. If numerous claims were filed by the same claimant (i.e., one claim per incident) then each claim has its own maximum limit.
  - **Best Practice:** Recommend that claimant file personal insurance first, in addition to AIL





# Resource Center and FAQ's

## 4-H Insurance – FAQ's and Info

- **What if the meeting/event/activity is not on UF property?**
  - If the property owner is going to allow meetings/events on their property, they will need to have some responsibility for the liability coverage. The registered 4-H youth are covered by the Statewide Policy if it is a club meeting or by the Special Activities if it were requested. The registered volunteers are covered by Worker's Comp.
  - ***For approved gatherings-*** If the UF/IFAS 4-H volunteer is acting in the course and scope of their responsibilities, there is general liability coverage protecting them for their negligent acts. The general liability does not cover if a guest is injured due to an unsafe condition on the property or due to something not related to the volunteer's actions. Also, if the same claim is covered by both the property owner's and UF's general liability insurance, the property owner's insurance would be primary and UF excess. We don't want to put people in that situation if possible and that's why it's recommended that events occur at properties UF/IFAS county maintains and operates.



# Resource Center and FAQ's

## 4-H Insurance – FAQ's and info

- **What if the event facility owner requires a Certificate of Insurance (COI) for liability coverage that exceeds our UF coverage of \$200,000 and/or special animal/event coverage?**
  - An independent liability insurance policy must be purchased by the local County 4-H. UF recommends [K&K Insurance](#) or [Event Helper](#)

