**4-H COUNTY FAIR GRIEVANCE COMMITTEE TEMPLATE - DRAFT**

*Every grievance committee will look different but these are some essential items to consider. Work with your PDC and board to refine for your fair.*

**PURPOSE**

The 4-H Fair grievance process provides a vehicle by which to respond to 4-H members’ concerns relating to all 4-H activities during the fair.

**WHAT ISSUES MAY AND MAY NOT BE FILED IN A GRIEVANCE**

A grievance committee may be convened for the following situations/reasons:

• Alleged wrongdoing.

• Rule violations from what is published in the fair book.

A grievance committee will not be convened for the following situations/reasons:

• Decisions made by judges, which are final.

• Issues related to deadlines for membership enrollment, livestock identification, and/or county fair pre-registration. This due process will be handled by Extension staff.

• Code of Conduct-related violations, which will be addressed by staff according to the established process.

**WHO MAY FILE A GRIEVANCE**

Any 4-H Member and his/or her parent/guardian.

**WHO RESPONDS TO THE GRIEVANCE**

The Grievance Committee. The County/District needs to organize/appoint a Grievance Committee that will be both fair and deliberative in their assessment and determination of the issue. Possible committee members might include: involved superintendent(s), Extension Board Member, older teen project member, project leader from the related area, etc. Strive for a committee of no more that 5, and an odd number. The KSRE staff person has an ex-officio status.

**PROCESS FOR FILING A GRIEVANCE**

How soon does it need to be filed after the alleged issue or show? 1 hour? 24 hours?

What format, written in some way? On a form?

Needs to be signed.

Is money required? (Cash? Money Order payable to? Amount?) If so how will money be handled, if grievance is denied will money be refunded, if not where does the money go? If the grievance is upheld is the money refunded?

If testing is required, who pays for that?

Where is the initial grievance form/letter to be submitted? Extension Staff or Superintendent, who should note the time and date received.

**THE GRIEVANCE HEARING – Most issues will require quick/timely attention**

*(It may make sense to put these in logical steps that work with your local fair.)*

The grievance hearing will be scheduled within 24 hours of the filing.

The grievance committee will address the written grievance via a face-to-face meeting and/or by utilizing technology. It is the choice of the individual(s) filing the grievance whether or not they are present at the meeting. Only those individual(s) directly impacted by or involved in the situation being grieved may attend or speak at the hearing.

Participants in the grievance hearing, MUST act in a civil manner. Use of profanity or other inappropriate behavior by either party will not be tolerated and may result in termination of the hearing.

All parties are expected to provide documentation/evidence at the hearing if requested. If individuals are uncooperative and refuse to provide/bring requested information, the grievance committee may terminate the grievance process or the grievance may not be determined in favor of the uncooperative party.

After all relevant information is presented, the committee will meet privately to discuss the issue and come to a decision. Decisions will be based on a majority rule. Committee members MUST keep discussions confidential.

If there is a final decision by the committee, the committee will share their decision with all parties involved within 24 hours of the hearing in a written and verbal format.

If a resolution cannot be reached, the committee will inform the parties and the 4-H Program Development Committee will hear the grievance and make a recommendation to the \_\_\_\_\_\_\_\_\_. Extension Council Board. The Extension Board will then make the final decision at their next meeting.

**ROLE OF THE EXTENSION OFFICE STAFF**

Extension staff if presented with original grievance will take the grievance letter/ form to the committee and will report the committee’s findings/outcome to the \_\_\_\_\_\_\_\_\_Extension Council Board.

The KSRE staff person has an ex-officio status with the Grievance Committee.

Sources:

Minnesota 4-H Grievance Process

Shawnee County Kansas Fair Grievance Process

Part of the 2018 Revamp, Revitalize and Re-energize your

County Fair Webinar Series

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