



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

South Dakota 4-H Missed Deadline Agreement



Form H-F-21-01
Last revised February 1, 2023

Introduction: Under the 4-H mission of positive youth development, we balance personal responsibility with educational opportunity. We acknowledge that some personal responsibility errors (e.g., forgetting deadlines, incorrect typing) are mistakes, but we also need the individual/family responsible to acknowledge that these errors create additional, unnecessary work for 4-H staff and sometimes contribute to lower enrollment events being cancelled.

Purpose: The Missed Deadline Agreement Form documents that a 4-H member acknowledges and understands the missed State 4-H deadline or project requirement. Further, it provides the 4-H member the opportunity to choose one of the following options:

Option A. *Pay a late fee and still participate in the State event as normal.

OR

Option B. **Participate only at the County level in the event/topic related to the missed deadline.

*Late acceptance flexibility is fully the decision of the State 4-H Office and there are no appeals. Any communication with 4-H professionals to plea, persuade, bribe, etc. will be grounds for membership suspension. The current range in late fees is \$35-\$150, depending on event. No late entries will be considered if within seven calendar days of the event.

**Some missed event deadlines (e.g., State Fair and State Dog Show registration, Summer Camp) do not allow for an option B as there is no remaining County level participation equivalent in most locations.

Examples of the State event deadlines/requirements most frequently missed (annual deadline estimate shown in parentheses):

- Summer Camp registration (early May)
- 4-H Membership enrollment deadline (late May)
- Animal Identification in 4HOnline (late May)
- ***Horse Livestock Literacy Event completed (late May)
- ***Youth Livestock Literacy Event completed (late June)
- State Horse Show registration (late June)
- State Dog Show or State Fair registration (early August)
- Livestock Judging and Skill-a-thon registration (early September)

***Note: if a youth did not participate in Youth Livestock Literacy event or the Horse Literacy Event by the specified date above, they can participate in the County or State event only if they have completed the requirement before the event begins.

----- **To be completed by County 4-H Professional** -----

Today's date: _____ County: _____ Option selected (type A or B): _____

Deadline/requirement missed: _____

Helpful notes: _____

Authorized Signatures: By signing this document, I am acknowledging that I have missed a State 4-H Deadline/Requirement, thereby choosing to pay the late fee or forfeiting my ability to participate at State Events controlled by said State Deadline/Requirement.

4-H Member (print) _____ (sign) _____

Parent/guardian (print) _____ (sign) _____

County 4-H Professional (print) _____ (sign) _____

Once completed, a copy of this document must be emailed immediately by the County 4-H professional to sdsu.4h@sdstate.edu. If the member has selected Option A, late fee payment instructions will follow once the case has been considered. If approved, the member will not participate until the fee has been received. The late fee must be received prior to the event. If denied, the member will revert to Option B or non-participation, whichever is appropriate.

This form replaces the Local (County) Event Participation Agreement used prior to 2021.

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