

● Missoula County 4-H ● Grievance Procedure

Grievance

If an incident arises that cannot be handled through a rule exception or immediate action of a barn superintendent, a 4-H member may file a written grievance called a "Grievance Petition" form. Grievances must be filed in writing within 12 hours of the alleged incident. Grievances may be filed only by 4-H members, although parents may assist them in writing the grievance. **A non-refundable fee of \$25.00 must accompany the completed form.** Checks can be made payable to "Missoula County 4-H." (*approved by the Missoula County 4-H Council June 11, 2008*)

Once the grievance is filed, the appropriate committee will decide:

1. if the grievance is based on a violation of a 4-H rule, the violator(s) will be approached by the appropriate barn superintendent or committee member and asked to rectify the situation.
2. if the grievance requires immediate interpretation or exception of the rules during the fair or other 4-H activity, the appropriate committee will convene within **four (4)** hours to make a determination. The person filing the grievance as well as other persons involved in the grievance may be asked to testify at the committee meeting.
3. if the problem is not resolved in the grievance hearing, a request for a special review may be filed with the appropriate committee or 4-H Council. This request must be filed in writing within 10 days of the grievance hearing. The Extension Office will have 30 days to organize a special meeting to consider the review.

Grievance Committee

Livestock issues will be handled by a four-member grievance committee comprised of three 4-H barn superintendents and the 4-H Agent. Horse and Dog issues will be handled by the Horse Committee and the Dog Committee. Committee members must be familiar with Missoula County 4-H rules and regulations. The purpose of the committee is to: (a) provide rule interpretations; (b) react to any behavior that appears to be in violation of 4-H policies and guidelines; and (c) react to written protests.

Forms are available in the Extension Office or by contacting a barn superintendent at the Fair.

Grievance Petition

This form must be completed by the 4-H member. A non-refundable fee of \$25.00 must accompany the completed form. Checks can be made payable to "Missoula County 4-H."

Date _____ Club _____

Member name _____

Member signature _____

Parent or leader signature _____

State the situation that you feel needs attention:

What steps did you take to resolve this matter? _____

State your ideas for resolution of this matter:

Approved _____ Not Approved _____

Reasons _____

Committee Member Signatures
