



4-H Alberta

2020-2021

Tip Sheet for General Leaders (and/or Club Registrars)



***NEW: Rescreening is NOW required every 3 years.**

**Important: Volunteers are not eligible to serve as leaders until the entire screening process has been completed. All new and unscreened potential leaders must be registered as volunteers and may only be assigned the role of leader after screening.*

The general leader of a 4-H club has the primary responsibility to lead the club through its annual work. We encourage you to download and review the **4-H Alberta Leader Guide** (full Guide available at 4h.ab.ca). Here is a brief summary of the role and responsibilities of the general leader:

General leaders have some very important responsibilities, including:

- ensuring that leaders are responsible to the club and are elected or approved by the 4-H members each year;
- ensuring that the 4-H Alberta registration and leader screening procedures and processes are completed;
- supervising project leaders, assistant leaders, club registrar, resource people, judges and members;
- recognizing and communicating that potential new leaders remain at volunteer status until all screening has been completed and final screening approval has been received from 4-H Alberta;
- ***NEW: Rescreening is NOW required every 3 (three) years** (a change from previous 5-year rescreening requirement).
- ***Important:** When registering your club within the online registration system (ORS) and entering new and/or unscreened potential leaders, you will have to register these individuals as “volunteers” only. When the entire screening process has been completed, the individual may be added to your list of leaders.

The general leader is the coordinator of the club and duties may also include the following:

- ensure that the other leaders have the information that they need to do their jobs;
- book facilities for meetings and other activities;
- complete club registration and order club supplies;
- chair leader meetings;
- coordinate the program planning committee;
- recruit additional leaders.

We need your help! We call on general leaders and all 4-H Alberta participants to be vigilant in protecting yourselves and in working together to ensure the safety of our youth and the integrity of the 4-H Alberta program. Advocate for and promote the necessity and value of the screening process. We encourage you to talk about it and to pay close attention whenever something seems “not quite right.” There is no denying that those individuals, who may pose a risk to our young people, seek out and target youth organizations such as ours. Screening helps us all to ensure the safety of 4-H members, clever kids, clubs and the program as a whole. The leader screening process includes completion of an online application with a declaration of agreement; a police check with vulnerable sector check; submissions from three references (or one reference for re-screening leaders). **Until screening is completed, potential leaders remain volunteers and, as volunteers, cannot work within the program without other, screened leaders present at all times.**

REGISTERING YOUR CLUB, LEADERS and VOLUNTEERS:

Refer to the registration forms emailed to you and/or the club registrar by 4-H Alberta. These include forms to register your club, members, clever kids, leaders and volunteers. All this data collection is important so that the 4-H program continues to be accountable and responsive as we strive for excellence. Remember that all leaders must be elected by the club and they must complete leader screening or rescreening by December 15. Volunteers may but are not required to complete screening but must always be accompanied by fully screened leaders when working within the 4-H program.

Please, always check for an existing profile first. It is very important to ensure that the leader, volunteer or member you may be registering does not already have an existing profile in the online registration system (ORS). DO NOT create a profile until you have confirmed that one does not already exist. This is the same for registering all leaders, members and volunteers. Existing profiles are easily edited by the individual as well as by the general leader and/or club registrar if changes to the profile are needed; just always **remember** to save (click on **SAVE**) your changes before leaving that page.

Only screened and rescreening leaders may be added to your club's list of leaders. Use this box to check whether a profile for the leader already exists. If the leader shows on the list that appears, select the leader and then click on the **SAVE** button here. New and/or never screened leaders can only be added to your club's list of volunteers. If a volunteer or potential leader is new and does not have an existing profile, then you create a profile within the list of volunteers which looks much the same but the word "volunteer" replaces "leader" in that view: **Create Volunteer**. After completing the profile, remember to click on the **SAVE** button as above. Use the same guidelines to add and/or create all **volunteer** and **member** profiles under those particular menu tabs, always remembering to **SAVE**.

Checking on your leaders' screening status is important. Check with them. Remind them to monitor their screening progress. Check with your Regional Coordinator or 4-H Registrar if you need help. Until a potential leader is fully screened, that individual serves as a volunteer. Volunteers and unscreened leaders must not work alone with 4-H members, cleaver kids, finances and/or in any position of trust and/or in any position that may be perceived (particularly, by youth) as a position of power or authority. ***NEW this year, leaders must now rescreen every 3 years. In 2020-21, leaders with screened dates of 2015-16, 2016-17 and 2017-18 are due to rescreen this 2020-21 4-H year. REMEMBER, until a volunteer is fully screened, screened leaders must always be present when that volunteer is working within the 4-H program with youth or in any perceived positions of trust or authority.**

How to check if your club's leaders are due to rescreen:

Log in to the online registration system (ORS) and select the "Club Admin" tab. Then, select the "Leaders" tab and you will see your club's leaders listed. The first item to the right of the leader's name says "Screened" and this is where you can determine if a leader has a current screened date.

If date shown is January 1, 2015 or 2015/16; January 1, 2016 or 2016/17; January 1, 2017 or 2017/18; any date earlier than those or "Unknown", the leader does NOT have current screened status AND must screen or rescreen this 2020-21 year.

If the date shown is January 1, 2019 or 2019/20 or January 1, 2018 or 2018/19, the leader has current screened status for the 2020-21 year. (Grey text used here indicates date as it was showing on the day this document was prepared. Anticipated updates to the ORS will see this changing to the appropriate 4-H year and dates will then show as 2019/20, 2018/19, etc..)

Remember that every new or rescreening 4-H Leader and every 4-H Chaperone or Program / Supervisory Volunteer (including camp staff and counsellors) must undergo a current **police check**, specifically a **Vulnerable Sector Check (VSC)**. The police check must be dated within the current 4-H club year. This is the one item that must be submitted via Canada Post. We recommend that individuals scan and email their police checks to us first at leaderscreening@4hab.com before mailing. That allows us to confirm that the volunteer's screening is complete pending receipt / review of original police check. If individuals want their original police checks returned, they must also enclose a self-addressed, stamped envelope and we will gladly do so after review.

Please remind your leaders to watch for the email that explains the requirements and provides **log in** details. Encourage them to read that entire email, save it, and complete the screening right away. 4-H Alberta has much information and many resources available at 4h.ab.ca. Your 4-H Regional coordinator serves as a vital resource for you and your club and the 4-H Registrar is also available to assist you. All 4-H Alberta Policies are available online at 4h.ab.ca. Also, visit the [Leader Screening section](#) and the FAQ's for more information. Subscribe to the monthly newsletter, **SCOOP**, for the latest news, views, updates and opportunities.

For assistance, call 1.877.682.2244 or 780.682.2648; email leaderscreening@4hab.com or bernadette.sereda@4hab.com.

THANK YOU, General Leaders and Club Registrars, for helping 4-H Alberta provide a safe place for youth to Learn To Do By Doing!