

<b>Policy # 3.02</b>	<b>Refer to Policy #</b>
<b>4-H Alberta Leader Policy</b> 4-H leaders have the primary responsibility to work with youth through the club year and to support the mission of 4-H Alberta.  A general club leader supports and leads the club through its annual work. A project leader teaches 4-H members technical knowledge and skills related to specific project areas.	<b>1.01, 3.01, 8.02, 9.02</b>
	<b>Approved</b>
	September 2015
	<b>Review Date:</b>
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- 4-H leaders must be at least eighteen (18) years of age.
- Adult leaders must be elected by the members each year. Members have the right to decide who their club leader is. Clubs should have by-laws in place to add and remove leaders for the benefit of the club.
- Elected leaders must be registered for 4-H insurance purposes.
- Individuals cannot be registered as both a 4-H member and an adult leader in the same club year.
- Leaders will be recognized for years of leader involvement at 3 years, 5 years, and at increments of 5 years thereafter.
- Leaders guide the club through operations and mentor 4-H members in group or possible one on one settings.
- Leaders will not be paid by the specific club or council or committee with which they volunteer. (Refer to: #8.02 4-H Alberta Fee for Service Policy).
- To be recognized as a 4-H Leader (general, assistant or project), an individual must submit their name, address, etc. with the clubs' annual registration form and complete screening and training

## 4-H Alberta Leader Screening Policy

4-H Alberta welcomes 4-H leaders and endeavors to protect its members and 4-H leaders by providing a safe environment in which young people can learn and grow.

### *Background*

- 4-H Alberta Screening Coordinator (herein referred to as “the Coordinator”) as selected by the 4-H Council of Alberta, will review and initially screen all applications with any leader applications containing concerns being directed to the 4-H Alberta Screening Committee (herein referred to as “the Committee”) for a decision.
- Every new 4-H leader must be screened before they may work alone or in a position of trust with club members.
- Existing 4-H leaders must be re-screened as a continuing leader at the end of every five (5) consecutive years. Re-screening of existing 4-H leaders will be conducted at the beginning of the club year immediately following the end of the five (5) year period and club elections.

- Existing 4-H leaders who take a two (2) or more year break in service must be re-screened before returning to a 4-H leader position.
- Leaders must be screened as a new 4-H leader if the period since his/her last approved screening exceeds five (5) years.

## Screening

- Upon registration approval each new 4-H leader, existing leaders that have not been screened and leaders that are required to be re-screened will receive an email with instructions, a username and password to assist them in completing the screening process.
- A new 4-H leader must submit:
  - ❖ An online leader application;
  - ❖ A current criminal record check with a vulnerable sector check;
  - ❖ Three (3) online leader references.
- An existing 4-H leader is only required to submit:
  - ❖ An online leader application form;
  - ❖ A current criminal record check including a vulnerable sector check
  - ❖ One online leader reference

**Applications and reference forms are to be completed online. A criminal record check is to be mailed to the screening committee prior to December 15 of the club year.**

- Existing 4-H leaders who have not yet completed screening **must** undergo the complete screening process as if he/she were a new 4-H leader.
- It is the responsibility of the 4-H Leader to submit the appropriate documents.
- General club leaders and committee executives (for example: regional councils/ project committees) are responsible to ensure that all applicable 4-H leaders under their supervision complete the screening process. Year of screening can be found in the club or council online registration information by the club registrar.
- For all aspects of the screening process, the determination of whether a new 4-H leader or an existing 4-H leader is suitable or has completed all parts of the screening process is at the discretion of the Coordinator and the Committee.
- 4-H Alberta shall maintain all forms collected in a secure location. The *Freedom of Information and Protection of Privacy Act* shall govern these documents while they are in custody of the 4-H Council of Alberta.
- The 4-H Council of Alberta designates a coordinator and committee responsible for the screening of 4-H leaders. All individuals involved in the process must sign an oath of confidentiality. The Committee must consist of screened 4-H leaders.

## Process

- 4-H leaders shall be selected through an election or approval by the club, council or committee.
- New 4-H leaders may begin work as soon as they are elected or approved by their club, but shall remain on probation until the screening is approved by the Coordinator **and** they have completed Leader Training level one. Existing 4-H leaders who are being re-screened after five (5) years of service are not placed on probation during this re-screening process.
- Screening information is emailed upon club registration and approval.
- 4-H Leaders must complete the screening process by December 15 of the club year
- The Coordinator shall review screening documents. If all documents are received and there are no concerns, the Coordinator will approve the 4-H leader.
- Applicants missing any information shall be contacted via email or by phone if necessary.
- In the case of a minor question or concern arising from an application form or reference, the Coordinator may contact the applicant or their reference(s) for clarification. All other questions or concerns regarding the application form, reference(s) or criminal record check must be forwarded to the Committee for review.
- If the 4-H leader is not approved, a note must be placed on file with the application stating the reason(s) for the individual not being approved.
- The applicants shall be informed, in a timely manner, of the results of the screening process by email. General leaders are able to reference the club registrations system for screening updates (Key Leaders will only be informed in the case of a general club leader not being approved).
- If a fingerprint comparison is required, by a police service, to complete the Criminal Record Check, the applicant must contact the screening coordinator immediately. The applicant must remain on probation, until the Criminal Record Check is received and the Committee approves leader status.
- Unscreened volunteers **must not** be left alone with members. An approved screened 4-H Leader must always be present when unscreened volunteers are working with 4-H members.
- If the 4-H leader fails to complete the entire screening process successfully in two (2) consecutive years **or** is unsuccessful in appealing the decision of the Committee, that 4-H leader will be ineligible to reapply for leader status for a period of five (5) years.
- 4-H leaders who have submitted a complete application but are not approved by the Committee may send a letter of appeal to the President of the 4-H Council of Alberta by March 1<sup>st</sup> of the relevant screening year. The grievance procedure will then be followed at the provincial level as per # 9.02 4-H Alberta Grievance Policy.
- If the Committee has not approved a 4-H leader and they continue to work with 4-H members unsupervised by a screened 4-H Leader, the club will not be considered in good standing.

### **Orientation and Training**

- 4-H leaders who are approved by the Coordinator or Committee must complete the new leaders training within twelve (12) months of being approved. The 4-H leader must also have access to the 4-H Alberta Leaders' Manual.
  
- Information regarding whether new leaders have or have not completed the standardized Leader Training programs must be documented and entered in a database to keep the 4-H program informed of the leader's status. Any new leaders who have not completed the training requirement within the twelve (12) months allotted shall not be recognized as a leader the following year. If the twelve (12) month period expires, the 4-H leader must reapply.