

Policy # 4.03	Refer to Policy #
4-H Alberta Late Registration Fee Policy Any 4-H club that registers after December 1 st of the current 4-H year, will be assessed a \$100 late registration fee, payable by January 15 th .	8.03, 4.01
	Approved
	July 2015
	Review Date:
	July 2018

- 4-H Alberta requires that existing club online registration be completed on or before December 1st of the current club year.
- Online registration that is completed after December 1st, will be assessed the late registration fee.
 - ❖ Clubs must send the regular club registration fee, plus an additional \$100 late fee via cheque, credit card or money order made payable to the 4-H Foundation of Alberta to:

4-H Foundation of Alberta
RR 1
Westerose, AB TOC 2VO
- Once full payment is received the 4-H club is registered; club supplies will be sent out; members and leaders will be fully entitled to the benefits of the 4-H Alberta.
- Liability and accident insurance protection is in effect for all registered 4-H clubs from January 1st of the current club year to and including December 31st of the following club year. (Refer to: #8.03 4-H Alberta Insurance Policy).
- If payment is not received by January 15th, the 4-H club will not be registered with the 4-H Alberta for the current club year. Members and leaders are not entitled to participation beyond club level until payment is received.
- New clubs may register at any time with the approval of the region's 4-H specialist and will not be charged a late fee. They must complete club registration requirements within 45 days of the club's organizational meeting. (Refer to: #4.01 4-H Alberta Clubs Policy).
- Any exceptions to a late fee (other than new clubs) must be pre-authorized, in writing, by the region's 4-H Specialist in consultation with the 4-H Foundation of Alberta.
- Clubs may accept late member registrations provided the member would be able to meet all of the member expectations. Registration fees for late members may be accepted at any time provided provincial fees, regional fees and district fees are paid.
 - ❖ If a member is not registered, they are not covered by the 4-H insurance policies and are unable to attend district, regional or provincial programs.