

<b>Policy # 6.03</b>	<b>Refer to Policy #</b>
<b>4-H Alberta Project Administration Policy</b> The specific project(s) in each 4-H club is one of the many means to help 4-H members become productive, contributing members of society. It is only one component that makes up the entire 4-H experience.  Each approved 4-H project will have operating rules and guidelines in place.	<b>6.02</b>
	<b>Approved</b>
	September 2015
	<b>Review Date</b>
	July 2017

### **Project Operating Rules**

- Each 4-H club is responsible for abiding by the Provincial, regional and district 4-H rules and guidelines. Clubs, districts and regions may decide to add to the rules and guidelines of any project.
- Provincial policies are minimum standard for 4-H Alberta.
- Once initial rules are established and approved by the 4-H Council of Alberta, the specific 4-H project committee is responsible for forwarding suggestions and recommendations for rule changes to the 4-H Council of Alberta.
- The 4-H Council of Alberta must approve new 4-H project rules that change the intent and delivery of the project. 4-H Clubs and committees are responsible for ensuring that updated rules are followed.
- The 4-H Council of Alberta has the authority to shorten the time period if a major rule change is warranted. Notice of a rule review will be announced in year two (2) by the specific 4-H committee; then rules changes/adjustments will be considered and announced in year three (3), to be in effect for the following three (3) year period.

### **Project Resource Materials**

- Once a 4-H approved project has fifty (50) members 4-H Alberta will actively pursue resources for that project.
- Resources will first be available on line on the 4-H web site – [www.4h.ab.ca](http://www.4h.ab.ca).
- Once project membership has reached fifty (50) members for two (2) consecutive years – 4-H project manuals will be developed or purchased.
- If the approved 4-H project does not reach fifty (50) members, only a record book will be maintained for that 4-H project.
- If an existing 4-H project drops below twenty five (25) participants, new 4-H resources will not be purchased or developed for distribution, but existing resources will remain available online at the 4-H Alberta web site.