

Policy # 7.01	Refer to Policy #
4-H Alberta Program Agreement Policy A 4-H member is required to complete the Government of Alberta 4-H Program Agreement form for each Provincial program that they attend. Regional and district events may use the agreement form, and if used, the form must be completed by each participant.	8.04
	Approved
	September 2015
	Review Date
	July 2018

Terms of Reference:

- The 4-H member is expected to actively participate in the program in a responsible manner.
- The 4-H member is required to follow the expectations set out in the 4-H Alberta Program Agreement Policy. (Refer to: 4-H Alberta Program Agreement Form in appendix.)
- Additional directions and expectations may be given by the program director at the start of the program.
- The 4-H member must sign the form for each event. If the 4-H member is under the age of 18 years a parent or legal guardian must also sign the form.
- All forms are confidential and managed under FOIP legislation. (Refer to: # 8.04 4-H Alberta Protection of Privacy Policy)
- Forms are retained by the program director for a minimum of 5 years.

Expulsion from an Event:

- A 4-H member found in contravention of a condition specified in the Government of Alberta 4-H Program Agreement Form will be sent home at his/her expense at the earliest possible opportunity.
- The program coordinator must first contact the member's parent or legal guardian to inform them of the reason for the expulsion and confirm the details of the member's return travel to his/her home.
- The staff member responsible for the program/event must verbally advise the 4-H Branch Head and follow-up with a written Incident Report sent to Government of Alberta at the earliest opportunity. (Refer to the Incident Report Form)
- The 4-H Branch Head is responsible for briefing senior officials of the department and the 4-H Council of Alberta President; and retaining documentation in a confidential file.