

# Thank you for volunteering!

Adult volunteers are vitally important to the success of 4-H Alberta, and there is great benefit to having them registered for communication and opportunity purposes. This form is to be completed by any adult who wishes to provide support to club, district, region or provincial 4-H activities.

As adult volunteers, your time and commitment to 4-H Alberta is a cornerstone to making this organization a success for another 100 years. You are vitally important! 4-H Alberta is working to improve how we track the involvement of our vital adult volunteers. The purpose of this is for safety and risk management, to clearly communicate your roles and responsibilities, and to offer parents insight into the types of people that will help their child succeed in 4-H Alberta. As such, 4-H Alberta has initiated **3 categories** for adults to be registered in the online registration system for every 4-H Alberta Club, District and/or Region:

## Trained Leader:

- Adults (18+) who hold a position of trust while mentoring youth, having responsibility/ authority for any financial matters or business activities, making any decisions on behalf of members, volunteers, or families and/or are perceived to be in a position of power.
- *Must be elected* by the club
- *Must complete 4-H Screening by Dec. 15.*
- *Must complete Commit to Kids (Abuse Prevention and Duty to Report) training* by Jan. 1
- *Must complete Youth Safety at 4-H in Canada training* by May 1.
- Whenever working with youth, they must also have a second trained leader or a screened volunteer present.
- For specific information about the description and duties of the position you are interested in, or have been asked to assume, please speak with the other volunteers with your 4-H club.

## Screened Volunteer:

- Adults (18+), not elected as leaders, but who wish to provide support to the club, district, region or provincial activities, and may also be perceived as holding a position of trust.
- *Must complete 4-H Screening by Dec. 15*
- *Must always have a Trained Leader present* when working with youth
- Is welcome to complete Commit to Kids and Youth Safety training as well to provide more support to the club

## Supporter:

- Adults (18+), who do not wish to complete 4-H Screening
- May not hold positions of trust.
- *May only volunteer under the supervision of a trained leader, and a second trained leader or a screened volunteer.*
- Support is provided at a club, district, regional, or provincial level through volunteer activities such as setting up venues, ongoing financial contributions, etc.

**Trained Leaders and Screened Volunteers** are invited to attend provincial and national educational opportunities (*leader training and conferences, project specific activities, etc.*). These events are stepping-stones for volunteers to build skills and develop into future leaders. Travel opportunities are also open to both Trained Leaders and Screened Volunteers, though additional training may be required for Screened Volunteers before travelling.

**Once your club has completed their registration with 4-H Alberta, you will receive an email with your username and password for your profile in the online registration system. Please log in and:**

- Confirm that your personal information is correct
- Check your Canada Anti-Spam Legislation (CASL) agreement/disagreement.
  - 4-H Alberta, RR1 Site 7 Box 1, Westeros AB T0C 2V0, collects your email address to be used to send you regional and provincial newsletters, event notifications, sponsorship and promotional information and other information about 4-H. It is collected under the authority of and is subject to the Personal Information Protection Act (PIPA). We respect your privacy and do not rent, sell, trade or share our mailing lists.

*You must “agree” in order to receive these emails.*

\*If you have multiple family members with the same email address it is best to agree on all individuals so that email information targeted to a specific age group is still received. Families will only receive one copy of an email sent to everyone, as duplicates are removed.

- Sign the Code of Conduct
- Complete the Release of Information form.



# 4-H ADULT REGISTRATION FORM

2020/2021 club year

Please complete this form and return it to your club leader. Once your leader has registered you, you will receive an email with your personal username and password. You will need to log in to complete the final steps of your registration, as outlined on the previous page..

### Volunteer Information new returning

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Birthdate (mon/dd/yyyy): \_\_\_\_\_ Gender:  male  female  other \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

My primary residence is best described as:  Rural Farm (as defined by Canadian census)  Rural (Town/Acreage)  
 Urban (live within city of 10,000+)  Suburban (live near, but outside centre of 10,000+)

Email Address(es): \_\_\_\_\_

4-H Alberta uses email to communicate important information to our clubs, members, leaders, volunteers, and parents. If you do not have a valid email address, please enter [4hfyi@4hab.com](mailto:4hfyi@4hab.com). We encourage all members to provide an email address that is checked regularly.

Primary Ph. #: \_\_\_\_\_ Secondary Ph. #: \_\_\_\_\_ Alternate Ph. #: \_\_\_\_\_

### Position Details - check all that apply

- Trained Leader  Screened Volunteer  Supporter
- General Leader  Club Registrar  Club Contact  Assistant Leader  Project Leader  Cleaver Kid Leader
- Public Relations Committee Advisor  Social Committee Advisor  Fundraising Committee Advisor  Key Leader
- Event Coordinator  District Council Representative  Regional Council Representative  Other

### Project(s)

Project: \_\_\_\_\_ Specifics/Level: \_\_\_\_\_

Project: \_\_\_\_\_ Specifics/Level: \_\_\_\_\_

Project: \_\_\_\_\_ Specifics/Level: \_\_\_\_\_

Project: \_\_\_\_\_ Specifics/Level: \_\_\_\_\_

### Volunteer Skills Checklist:

#### Non-Project specific:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Recreation            | <input type="checkbox"/> Camping            | <input type="checkbox"/> Leadership         |
| <input type="checkbox"/> Games                 | <input type="checkbox"/> Time management    | <input type="checkbox"/> Meeting Management |
| <input type="checkbox"/> Campfire songs/active | <input type="checkbox"/> Program planning   | <input type="checkbox"/> Other _____        |
| <input type="checkbox"/> Public speaking       | <input type="checkbox"/> Problem Management | _____                                       |

*Project specific:*

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Small animals (i.e. pets) | <input type="checkbox"/> Sewing                                    | <input type="checkbox"/> Crafts      |
| <input type="checkbox"/> Vet Science/Animal Health | <input type="checkbox"/> Outdoors                                  | <input type="checkbox"/> Cooking     |
| <input type="checkbox"/> Livestock _____           | <input type="checkbox"/> Small Engines                             | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Crops                     | <input type="checkbox"/> Arts (visual, performing,<br>photography) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Mechanic                  |  |                                      |

**In Case of Emergency**

Please list any allergies or illnesses: \_\_\_\_\_

*Optional Emergency Contact Information:* In case of an injury or illness, it is helpful for your club’s leader to have this information. This information is provided on a voluntary basis to be used only in an emergency. This information is strictly confidential.

Emergency Contact Name: \_\_\_\_\_ Ph.#: \_\_\_\_\_ Alt.Ph.#: \_\_\_\_\_

**Participation Agreement**

I have been made aware of the requirements of being a 4-H volunteer. I understand that participation in a 4-H Alberta club is voluntary, and involves a certain degree of risk when participating in certain activities. After carefully considering the risks involved, I chose to enroll as a 4-H volunteer in the named club, and participate fully in its activities. I fully understand the risks involved, and take responsibility for the risk, my safety and well-being. I release the 4-H club, 4-H Alberta, and the Canadian 4-H Council and their staff, directors, members, leaders, and volunteers from any liability for any injury or loss that may result from my being a volunteer with the club or participating in 4-H activities. I understand that creating a safe, inclusive and fun environment is the responsibility of **everyone** involved in any 4-H activity and that all participants agree to abide by the 4-H Canada Code of Conduct, follow all relevant rules and policies, and to positively represent 4-H.

If you have any questions about requirements, policies, events, or opportunities please contact the 4-H office at 780-422-4444 or [admin@4hab.com](mailto:admin@4hab.com). You can also refer to the website at [www.4hab.com](http://www.4hab.com).

**I have read and agree to the above terms and wish to enroll in the 4-H program, and assume the responsibility for the risks involved. I agree that I will follow applicable 4-H policy and abide by the 4-H Code of Conduct.**

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notice of Collection:** The personal information you provide on this form will be used for the administration and promotion of the 4-H program. It is collected under the authority of and is subject to the Personal Information Protection Act (PIPA). If you have any questions about how the information is used, please contact 4-H Alberta at 780-422-4H4H (4444) or [admin@4hab.com](mailto:admin@4hab.com) or visit [www.pipa.alberta.ca](http://www.pipa.alberta.ca).