

4-H Alberta Club Registration Checklist

If you are re-registering a club, the club and participant (youth and adult) information, will automatically move forward from the most recent previous registration.

Use this checklist to ensure you have all the information you need **before** you begin the on-line registration process at www.4habregistration.ca. The online registration system is optimized for Google Chrome.

Details

Club Information

- Name of Club (if new, you may need a couple of options as we try to ensure that club names are distinct)
- Previous Names of Club (if applicable)
- District (Select from online list)
- 4-H Courier Location (Select from the online list. This information is available on the 4-H website under the 'Local 4-H' tab.)
- Club year is 2020-2021
- Club Type (Select from online list)

Geographic Information

- Mailing address for club to receive information from 4-H Alberta
- Location (The street address or legal land description of the location for club meetings to be used to create a 'club map' for families interested in joining 4-H. If you meet in a private home, please use a nearby hall or intersection for the location.)

Club Contact Information (this is the person who will receive information to share with the club, and that new member/leader inquiries will be directed to)

- Contact Name
- Phone number(s)
- Email Address (must be a valid, regularly checked email address)
- Club website or social media page(s)

Club Projects

- Create a list of all projects being offered in your club this year as this affects the choices you will have in the next steps of the online registration process.
 - A comprehensive list of choices is on the next page. If a project you are offering is not on this list, please select 'Creative Options' as the project, and enter the details in the "Spec" box for each leader and member involved in the project.
 - Cleaver Kids may only be registered in the Cleaver Kid project.
- Please remove Cleaver Kids from the list if not offering the project.

List of Official 4-H Projects Available

Active Living

Archery
Bicycling
Health & Fitness
Mountain Biking
Outdoor Living
Shooting Sports
Snowmobiling

Agriculture and Environment

Beekeeping
Beekeeping Green Certificate
Beef - Heifer
Beef - 2 YO cow/calf
Beef - 3 YO cow/calf
Beef - Market Beef Carcass
Beef - Market Beef Live
Beef - Novice Beef
Beef - Pen Project
Beef – Green Certificate
Dairy - Calf
Dairy - Yearling
Dairy – Green Certificate
Field Crops
Field Crop Green Certificate
Goat - Carcass Goat
Goat - Market Goat
Goat - Doeling
Goat – Progression Doe
Goat - Yearling Doe
Goat - Mature Doe
Goat - Goat Creative Option
Horsemanship (L 1-3)
Horsemanship (L 4-7)
Horse - Draft
Horse - Drill Team
Horse - Driving
Horse – Endurance Riding
Horse – English Dressage
Horse – English Jumping
Horse – English Vaulting
Horse - Green Horse

Horse – Judging Project
Horse - Junior Horse
Horse - Minis
Horse - Packing
Horse - Polo
Horse - Polocrosse
Horse - Showing
Horse - Standardbred
Horse – Western Cattle Events
Horse – Western Ranch
Horse – Western Reining
Horse – Western Rodeo
Horse - Young Horse
Horse - Equine Green Certificate
Horticulture - Compost
Horticulture - Gardening
Horticulture - Perennials
Horticulture - Soils
Horticulture - Vegetable Gardening
Hort. Greenhouse Green Certificate
Judging – Multi Species
Nestboxes
Pheasants
Poultry
Poultry Green Certificate
Sheep – Carcass Project
Sheep - Market Lamb
Sheep - Ewe Lamb
Sheep - Yearling Ewe
Sheep - Mature Ewe (2 YO)
Sheep - Pen Project
Sheep – Green Certificate
Sustainable Living Project
Swine - Breeding Hog
Swine - Mature Sow
Swine - Market Hog
Swine - Pen Project
Swine – Green Certificate

Clever Kids

For the Arts

Digital Photography
Performing Arts
Visual Arts
Written Communications

In and Around the Home

Crafts
Entertaining in the Home
Foods
Interior Decorating
Quilting
Scrapbooking
Sewing

Science, Technology and Trade

Engineering
Entomology
Small Engine
Veterinary Science
Welding
Woodworking

Small Animals

Canine - Agility
Canine - General
Canine - Obedience
Canine - Stock Dog
Cat
Pet
Rabbit

Take the Lead

Creative Options (must provide a description of the project when registering)
Entrepreneur
Exchange
Exploring 4-H
Leadership (must provide a description of the project when registering)

Leaders (having adult registration forms filled out completely makes this section much easier)

- Ensure all leaders have been elected by the club
- Confirm that the information is still correct and/or update incorrect information for returning leaders
- If a leader is new to your club
 - Confirm that they do not already have a profile with “search for leader details”
 - If no profile is found, “create leader”

Reminder: To be registered as a leader, adults **must** (before being in a position of trust) complete/renew their leader screening by Dec. 15; Complete the Commit to Kids (Abuse Prevention and Duty to Report) training by Jan. 1; Complete the Youth Safety at 4-H in Canada training by May 1

- When you submit your registration for processing, new and/or unscreened ‘leaders’ will be moved to the ‘volunteer’ category. When the entire screening and training has been completed, they will be moved back into the ‘leader’ category.

Members, including Cleaver Kids (having youth registration forms filled out completely makes this section much easier)

- If a member is new to your club
 - Confirm that they do not already have a profile with “search for member details”
 - If no profile is found, “create member”

Volunteers (having adult registration forms filled out completely makes this section much easier)

- If a volunteer is new to your club
 - Confirm that they do not already have a profile with “search for volunteer details”
 - If no profile is found, “create volunteer”

Note: To be registered as a volunteer, adults **must** (before being in a position of trust) complete/renew their leader screening by Dec. 15. They are also encouraged, but are not required, to complete the Commit to Kids (Abuse Prevention and Duty to Report) training and complete the Youth Safety at 4-H in Canada training

*Any person wishing to be registered with 4-H Alberta for information purposes, that is not directly associated with your club, can be registered as ‘supporters’ by forwarding their information to your Area Coordinator, or the 4-H Alberta Registrar.

Projects

- Add all projects required to each leader, member, volunteer
- Please fill in the “spec” box with project details if registered in Creative Options, Leadership, or a variation on a traditional project
- Cleaver Kids may only be registered in the Cleaver Kids project

Positions

- Who was elected to any of the following positions, as applicable:
 - Leaders: General Leader*, Club Registrar*, Assistant Leader, Project Leader*, Cleaver Kids Leader**, Social/ Fundraising/ Public Relations Committee Advisor, Event Coordinator, District Council representative, Key Leader (district council position), Regional Council representative (district position)
 - Members: President*, Vice President*, Secretary*, Treasurer*, Reporter, Parliamentarian, Historian, District Council representative, Key Member (District Council position), Regional Council representative (District Council position), Ambassador (provincial position)
*required positions
**required if offering the Cleaver Kids project

Families

- Assign each family a number, and select that family number for each person in the family
- Enter whether the family is new, or returning, to 4-H
 - If one person in the family has a previous profile, for their current role, they are considered to be a 'returning' family

Extra Information (This tab provides an opportunity to confirm birthdates are entered correctly.)

- Please ensure that all CASL statements are set to 'agree', unless specifically asked otherwise. This will ensure that all registrants receive an email with their username and password, that will also direct them to update this statement on their own.

Club Sponsorship and Payments

- Enter club achievement event date(s)
 - If you are a multi-project club with multiple achievement events, please enter all dates
- Enter banking information for e-transfer of sponsor dollars, fundraising payments, refunds, etc.
 - This information must be entered each year
- Answer sponsor checklist questions
 - 4-H Alberta sponsorship team may ask for proof of thank you being sent, media involvement, and/or pictures showing banners on display
 - Area Coordinators will request your program plan and budget as a part of 4-H Canada accreditation reporting

Submit Registration

- You will be asked for payment. There are three options:
 - Pay securely online with a credit card
 - Phone the 4-H Alberta office with a credit card number
 - Mail a club cheque to 4-H Alberta RR 1 Site 7 Box 1 Westeros AB T0C 2V0

Once your registration is submitted:

- It will be reviewed for accuracy by your Area Coordinator
- The club supply tab becomes visible and you can order supplies (add to cart after each item)
 - Supplies will not be sent until your club is approved and your payment is received