

NORTHEAST REGION



CANADA
4-H Alberta

Northeast Regional 4-H Council

Policies and Procedures

Approved January 16, 2021

Northeast Regional 4-H Council Policies and Procedures

The following policies were passed at the regional meeting on October/2016 and reviewed and approved on January 16, 2021 at the Northeast Region 4-H Council Annual General Meeting.

Unless otherwise stated, policies will be reviewed every other year.

All Clubs and Projects:

4-H Alberta Policies are available on-line and reflect the minimum standards within 4-H Alberta. It is important that individuals, clubs, and councils always refer to specified rules, regulations and or procedures for various projects/events that they take part in. Clubs, districts, and the NE Region may have additions to policies above the 4-H Alberta policies.

If your club has suggestions for any other items that you feel a policy should be written, please contact the Area Coordinator or Northeast (NE) Region President in writing.

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| Policy # 1.01 | |
| Northeast Regional 4-H Council Meeting Policy | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

The Northeast Regional 4-H Council will host three meetings a year:

November – General Meeting

January – Annual General Meeting (elections and annual financials)

April – General Meeting (Budget and Program Plan Approval)

Reports

Reports are to be submitted electronically to the regional secretary at least ten (10) business days prior to the meeting.

The following entities will provide reports at the regional meetings:

President

Treasurer

4-H Alberta (Area Coordinator)

Regional Committees, such as Beef, Equine, Sheep, SALTT

Provincial Committees - Beef Advisory Committee / Sheep Advisory Committee / Provincial

Equine Advisory Committee / SALTT Advisory Committee

Provincial Camp Committee

Provincial Communications

Districts Organizing Regional Events

Award/Trips

District Reports (at AGM only)

Executive Meetings

Executive meetings are held prior to all regional meetings. Their purpose is to set agendas, review financial reports, and deal with any outstanding business.

Special Meetings

Special meetings are called at the request of the Regional President. Their purpose is to discuss information or when immediate action is required by the council.

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| Policy # 2.01 | |
| Expense Reimbursement Policy <i>Given that 4-H is a non-profit organization, it is expected that those requesting reimbursement for out-of-pocket expenses use discretion. For example, car-pooling and shared accommodations are expected.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Prior to receiving any payment for fuel, reimbursement of fees, or any other **approved** expenses, receipts/reports must be submitted to the regional treasurer using Expense Claim Form #2.

The region will only reimburse for expenses that are not covered by other levels of 4-H (or organizations). The Region will not pay mileage (ie: a cost per KM) unless it is required under a contract basis for regional programs.

1. Reimbursement of Fees

- a) Counsellors In Training (CIT) Fee will be reimbursed to the member at the completion of Moose Lake camp in August of the same year as the training took place. The member must request this reimbursement by way of letter and expense form. This will be a one-time reimbursement. The exception is for those member that are 15 years of age attending CIT, but unable to counsel due to age restriction.
- b) National trips will be considered on an individual basis. The member must request this reimbursement by way of letter one month prior to a regional meeting.

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| Policy # 2.02 | |
| 4-H Volunteer, Leader, Executive Development Policy | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Each district in the Northeast Region is expected to provide training to Volunteers, Leaders, and club executive members each year to ensure that information is current. Up to \$100 per district is available to host a District training event for leaders, volunteers and an additional \$100 is available to host a district training event for executive members.

1. Leadership/Volunteer Training Funds

- a) Each district is entitled to submit an application for Leadership Training. The NE Regional 4-H Council will provide up to \$100 to the district upon the completion of the Application for Leadership/Volunteer Training Funds form, including attendance and skills and knowledge taught.

2. 4-H Club Executive Training Funds

- a) Each district is entitled to submit an application for 4-H Club Executive Training. The Northeast Regional 4-H Council will provide up to \$100 to the district upon the completion of training and submission of the Application for 4-H Club Executive Training Funds form, including attendance and skills and knowledge taught.

Northeast Regional 4-H Council
Application for Leadership/Volunteer Training Funds

Up to \$100.00 per District is available for Leadership Training for Volunteer 4-H Leaders.

1. **District:** _____

President: _____

Address: _____

Postal code: _____ **Telephone:** _____

2. **Name of Training:** _____

Length of Training: _____

Location: _____

Date: _____ **Time:** _____

3. **Description of training and the skills/knowledge to be learned by participants:**

4. **Details of how funding will be spent:**

5. **Date of application:** _____

Approval for funding: (completed by Northeast Regional 4-H Council Executive)

Name

Date

Comments: _____

** All receipts for Registration Fees, expenses, etc. must be attached.

Please submit to:
NE Region 4-H Council
Box 7732
Bonnyville, AB
T9N 2J1

Northeast Regional 4-H Council

Application for 4-H Club Executive Training Funds

Up to \$100.00 per District is available for Training of 4-H Club Executives.

1. **District:** _____
President: _____
Address: _____
Postal code: _____ **Telephone:** _____

2. **Name of Activity:** _____
Length of Training: _____
Location: _____
Date: _____ **Time:** _____

3. **Description of training and the skills/knowledge to be learned by participants:**

4. **Details of how funding will be spent:**

5. **Date of application:** _____

Approval for funding: (completed by Northeast Regional 4-H Council Executive)

Name **Date**

Comments: _____

** All receipts for Registration Fees, expenses, etc. must be attached.

Please submit to:
NE Region 4-H Council
Box 7732
Bonnyville, AB
T9N 2J1

| | |
|---|--------------------|
| Policy # 2.03 | |
| Casino Policy <i>The Northeast 4-H Region participates in the Fort McMurray Boomtown Casino on a regular basis.</i> <i>The Alberta Gaming and Liquor Commission regulate all aspects related to casino funds, which includes allowable expenses and distribution of funds.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Districts named in the rotation schedule will be responsible for providing a total of 15 volunteers and at least 3 additional alternates that could be available on short notice. Submission of names must be done 3 months prior to the casino date. Volunteers will be paid fuel to the event only from within the NE region.

Should a volunteer not be able to fulfill their promise to work the casino, it is the responsibility of the respective district to find suitable replacements.

Districts that choose not to participate in their scheduled rotation will be invoiced by the Northeast Regional 4-H Council the sum of \$750.00 to cover costs incurred by other participating districts.

Casino funds will be distributed:
 As per the Casino funding application

Volunteers are to use the NE Region Casino Expense Claim #1 to claim all allowable expenses while volunteering at the casino.



CANADA
4-H Alberta

NE Region Casino Expense Claim Form #1

Please print in ink.

Make cheque payable to:

| | | | |
|-----------------|--------------|--------------|--|
| First name | | Last name | |
| Mailing address | | Town or city | |
| Postal code | Phone number | | |

Program information

| | |
|--------------------------|----------|
| BOOM TOWN CASINO | |
| FORT MCMURRAY, AB | |
| Start date | End date |

Expenses

Hotels Booked and Paid by the NE 4-H Regional Council

Fuel (please attach receipts) _____

Meals (please attach receipts) _____ (Max of \$20/meal to a maximum of \$40/day; tips not a reimbursable expense)

Other expenses (please list on back & attach) _____

| | |
|-----------------------|------|
| Signature of claimant | Date |
|-----------------------|------|

Return within 30 days to:

**NE Regional 4-H Council
Box 7732
Bonnyville, AB T9N 2J1**

| For Treasurer/Specialist Use Only | |
|--|----|
| Fuel (receipts required – Carpools Encouraged) | \$ |
| Meals (receipts) | \$ |
| Other | \$ |
| Total | \$ |
| Paid on: | |

| | |
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| Policy # 2.04 | |
| Regional Program Funding Policy <i>The Northeast 4-H Region is responsible for budget allocation and payment of expenses associated to approved Northeast Regional programs.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

The Northeast Regional 4-H Council will be responsible for the following financial aspects of regional programming:

- Reimburse the host districts'/leaders' expenses associated to the operation of an approved regional program
- Budget allocation is set by the council and approved at the AGM
- Approve and reimburse APPROVED over budget costs
- Set fees for regional programs; these fees are to cover costs for the program and not to make a profit, and are approved with the budget

Late Fees/Refunds:

For all NE Regional programs, the council will follow the 4-H Alberta policy:

An administrative fee of \$50.00 will be retained on all cancellations. Cancellations received less than 14 days before the start of the event start date will forfeit the entire registration fee unless a delegate replacement is available or extenuating circumstances.

NSF Cheques:

For all NE Regional programs, the council will charge a fee of \$25.00 for any cheque that comes back NSF to cover charge back fees.

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| Policy # 2.05 | |
| Regional Council Fee Policy <i>The Northeast Regional 4-H Council is responsible for determining and allocation of a Northeast Regional Fee.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

The Northeast Regional 4-H Council may set a regional fee to offset expenses. The fee is assessed at \$5.00 per member per club based on the previous year's club enrollment, and will be invoiced on a per district basis in September, payable January 31st of the following year. The regional fee excludes Cleaver members.

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| Policy # 2.06 | |
| 4-H Exchange Funds Policy <i>The Northeast Regional 4-H Council promotes the interaction of members within the region to take part in regional and national exchanges.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Each individual, club, district or region is eligible to apply for funding for an approved exchange provided that the application form is completed and supporting documentation is presented to the Northeast Regional 4-H Council.



Northeast Regional 4-H Council Application for 4-H Exchange Funds

(Remember to also submit supporting documentation that an exchange has been formally initiated)
Send to: NE Regional 4-H Office, Attention: Area Coordinator, Box 7732, Bonnyville, AB T9N 2J1

Recommended funding amounts ** will be based on the following:

Regional or District level exchange eligible for \$ 1000.00

Club level exchange eligible for \$ 500.00

**Individual participating in a 4-H exchange eligible for \$ 100.00
(excluding award trips)**

1. **Name of individual or group applying:** _____
Contact Name: _____
Address: _____
Postal Code: _____ **Telephone:** _____
Email: _____ **Supporting documentation enclosed** **Yes** **No**

2. **Name of Exchange program:** _____
Number of members participating in exchange: _____
Location: _____
Dates: _____

3. **Description of activities involved during the exchange and how other members will benefit even if they are not directly participating with the exchange:**

4. **Details of how other funding will be earned:**

5. **The NE Region will supply one pin per member participating in an exchange at no cost, additional pins are available for \$2.00 per pin. Order Now!** **Yes** **No**

6. **Date of Application:** _____

****The contribution of this money has been made possible to Northeast District 4-H Councils through Casino funding. The Northeast Regional 4-H Council will review availability of funds each year, so ensure that you are using a current year application when applying for funding.**

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| Policy # 3.01 | |
| Northeast Region – 4-H Award of Distinction <i>This award is to recognize 4-H Leaders in the Northeast 4-H Region who have shown leadership within 4-H.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Purpose

This award is to recognize 4-H Leaders in the Northeast 4-H Region who have shown leadership within 4-H. These people exemplify 4-H spirit dedication, commitment involvement and a true belief in the 4-H program. They are seen as forward thinkers in moving 4-H towards the goals and vision of 4-H in the Northeast Region.

Award

Recipients of this award will have their picture hung on the 4-H Wall of Distinction. The recipients will also receive a framed certificate, and photo. Regional funds are available to the nominating district for a celebration to honour the recipient.

Who Is Eligible

Any 4-H Leader (i.e.General Leaders, Assistant Leaders, Project Leaders), whether active or previously involved in 4-H within the Northeast Region is eligible. This involvement should be for at least 10 years. Posthumous nominations will not be accepted. Individuals already recognized in the Provincial 4-H Hall of Fame are not eligible for this regional award. Individuals not recognized may be re-nominated in the following year(s).

Selection Criteria

Awards are based on leadership activity within 4-H that goes above and beyond what is required, especially at the club level, with consideration for involvement at the district, regional and provincial levels. Decisions are based solely on the information provided in the submitted nomination package.

Nominations

Each 4-H District Council in the Northeast Region may nominate one individual for the Northeast Region 4-H Award of Distinction in a year.

Deadline

COMPLETE nominations are due to the Area Coordinator by September 1st.

Award of Distinction Application Form

Purpose

This award is to recognize 4-H Leaders in the Northeast 4-H Region who have shown leadership within 4-H. These people exemplify 4-H spirit dedication, commitment involvement and a true belief in the 4-H program. They are seen as forward thinkers in moving 4-H towards the goals and vision of 4-H in the Northeast Region.

Award

Recipients of this award will have their picture hung on the 4-H Wall of Distinction. The recipients will also receive a framed certificate, and photo. Regional funds are available to the nominating district for a celebration to honour the recipient.

Who Is Eligible

Any 4-H Leader (i.e. General Leaders, Assistant Leaders, Project Leaders), whether active or previously involved in 4-H within the Northeast Region is eligible. This involvement should be for at least 10 years. Posthumous nominations will not be accepted. Individuals already recognized in the Provincial 4-H Hall of Fame are not eligible for this regional award. Individuals not recognized may be re-nominated in the following year(s).

Selection Criteria

Awards are based on leadership activity within 4-H that goes above and beyond what is required, especially at the club level, with consideration for involvement at the district, regional and provincial levels. Decisions are based solely on the information provided in the submitted nomination package.

Nominations

Each 4-H District Council in the Northeast Region may nominate one individual for the Northeast Region 4-H Award of Distinction in a year.

Attach **the page with the completed nomination information** to the front of the supporting documents. Please be concise when including the information outlined in Sections B, C and D (with a minimum of two and maximum of four typed pages). Point form is acceptable. Limit the testimonial letters to two.

Deadline

COMPLETE nominations are **due in the Area Coordinator by September 1st**.

Mail the completed nomination to: NE Regional Council
Box 7732
Bonnyville, AB T9N 2J1

Nomination Information

Nominee: _____

Address: _____

Telephone _____ **E-Mail** _____

Nominators (3 required):

| Name and Signature | Address | Telephone and E-mail |
|-----------------------|---------|-------------------------|
| | | |
| | | |
| | | |

Nominating District 4-H Council _____

Signature of an executive member of this council _____

A. Basis of Nomination

Clearly explain why you believe this 4-H volunteer exemplifies the **purpose** of this 4-H award. Please give specific examples.

B. 4-H History

Provide details on club, district, and regional activities, including any committee involvement. Be specific about the individual's involvement, giving dates, awards and achievements.

C. Community Involvement

Identify community group membership and contributions made to the community.

D. Testimonials

Please include two 4-H references and one community reference. Only testimonials reflecting the purpose of this award will be considered.

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| Policy # 3.02 | |
| Northeast Region – 4-H Scholarship Policy <i>This award is based on leadership skills, 4-H and community involvement.</i> <i>All applications must be made through the on-line 4-H Alberta Scholarship application process as administered by 4-H Foundation of Alberta.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Must be enrolled in: Any officially recognized post-secondary institution

Program of Study: Any Certificate, Diploma, or Degree Program

Value: \$750.00

Number Available: 8 maximum awards/year

Eligibility Criteria:

Must be a resident of Alberta (must have been a member of a Northeast Region 4-H Club for at least three years). Cannot have received a 4-H Alberta Scholarship in the current year. It will not be awarded if a suitable candidate(s) are not found. A person may only receive the scholarship maximum two times.

Contact Person: Area Coordinator – Northeast Region

Duration: On-going

Scholarship Committee:

Northeast Regional 4-H Scholarship Selection Committee consists of a minimum of three (3) NE Regional executives. Selection of the scholarship winners will be made at the first executive meeting of the following 4-H year (October).

Selection Criteria:

The Northeast 4-H Scholarship committee uses the following criteria to determine the scholarships, the information used in the calculations is provided from the 4-H Alberta Online Scholarship application. Successful recipients must achieve a 70% score based on the following 3 categories:

- 4-H Officers (40%) – scored based on the # of times they have held an Office. Eligible offices include President, Secretary, Treasurer, District Representative, Key Member and Ambassador
- 4-H Activities beyond the Club (40%) – based on the number of times they have participated in District, Regional, Provincial or National activities
- Communications beyond the Club (20%) – based on the number of times they have participated in District, Regional or Provincial Communications

Each category is made up of a group of items. These items are added together to get the applicant's total for a category. The other important number is to determine the highest number in the category for all applicants. This is the maximum amount for the category that anyone can get (there can be more than one applicant with the maximum).

The applicant's weighted percentage for a category is calculated by the Applicant's total for the category multiplied by the percentage for that category divided by the maximum amount for the category.

The applicant's total score is then determined by adding their weighted percentages together. (If an applicant were to have the maximum amount for all categories, their overall weighted score would be 100.)

For example:

- Applicant A was Club President twice and the District Treasurer once. Therefore, their total for 4-H Officers would be 3.
- Applicant B was Club Secretary four times, District Treasurer twice, and an Ambassador once. Therefore, their total for 4-H Officers would be 7. (If they had the highest number in the 4-H Officers' category that would also be maximum for the category.)
- Applicant A's weighted amount for 4-H Officers would be $3 \times 0.4 \div 7 = 17.1\%$.
- Applicant B's weighted amount for 4-H Officers would be $7 \times 0.4 \div 7 = 40\%$.
- If Applicant A had 36.2% for 4-H Activities and 15% for Communications, their final score would be 68.3% and they would not be eligible to be awarded a Northeast Region 4-H Scholarship.
- If Applicant B had 33% for 4-H Activities and 10% for Communications, their final score would be 83% and they would be eligible to be awarded a Northeast Region 4-H Scholarship.

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| Policy # 3.03 | |
| Membership Recruitment Award Policy <i>This award is to recognize clubs that have actively recruited new members and is based on the total number of new first year members to a club in the region, excluding cleavers.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

The Area Coordinator will calculate the number of new members in each NE Region club at the close of registration on December 1st of the current club year. These members must be new to 4-H Alberta.

The award will be announced at the January meeting and will be awarded as follows:

- First - \$100.00
- Second - \$75.00
- Third - \$50.00

Clubs that tie for the above placings will both receive the designated prize.

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| Policy # 3.04 | |
| Leaders' Training Initiative Policy <i>This initiative is provided to leaders to promote the continuation of attendance to the 4-H Alberta Leaders' Training Event</i> | Approved |
| | November, 2018 |
| | Review Date |
| | Fall Yearly |

Each year following the Annual 4-H Alberta Leaders' Conference, all NE Region Leaders in attendance will be eligible for the Leaders' Conference Initiative.

The results will be announced at the April meeting and the region will award three leaders the following:

1. Early Bird Registration Fee to the Leaders' Conference for the next conference. Does not include hotel, food or travel expenses.
2. The leader(s) must submit proof of registration and attendance to the conference to the Northeast 4-H Regional Council prior to the April Regional Meeting to receive reimbursement.

This policy needs to be updated, as there is no longer a Leader's conference, but will be done after we know more about what Leader Training might be offered by 4-H Alberta.

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| Policy # 4.01 | |
| Regional Representation on 4-H Alberta Provincial Committees <i>These committees allow Northeast leaders the opportunity to meet with other leaders across Alberta and to promote the continuation of projects within the region.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Every three (3) years the region appoints adult representatives to sit on provincial advisory committees as requested by 4-H Alberta to provide input on behalf of the region. These representatives are named at the AGM and may include, but are not limited to:

1. Beef Advisory Committee - NE Council representative is selected for a three-year committee term for a maximum of 2 consecutive terms (1)
2. Equine Advisory Committee - NE Council representative is selected for a three-year committee term for a maximum of 2 consecutive terms (1)
3. Science, Arts, Life Skills, Technology and Trade Advisory Committee - NE Council representative is selected for a three-year committee term for a maximum of 2 consecutive terms (1)
4. Communications Committee (1 as requested)
5. Sheep Advisory Committee -NE Council representative is selected for a three-year committee term for a maximum of 2 consecutive terms (1)
6. Dairy Review Committee (1 as requested)
7. Exchange Committee (1 as requested)
8. Cleaver Kid Project (1)
9. Camp Committee (2 members as requested)
10. Or other Provincial committees as required

Note: Terms of the provincial committees run from May 1st to April 30th of the following year.

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| Policy # 4.02 | |
| Regional Committees <i>Each year the region requires districts to select adult or senior member representatives to sit on regional committees as needed.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

District Representatives to Regional Committees

1 Adult representatives:

- a. These representatives may include, but are not limited to:
 - i. Regional Beef Committee (2 adults per district)
 - ii. Regional Equine Committee (1 adult per club with an equine registered project)
 - iii. Regional Sheep Committee (1 adult per club with sheep project)
 - iv. Regional SALTT Committee (2 adults per district)
 - v. Regional Programs Committee (Host District for each program)

2. Member Representatives:

- a. These representatives may include, but are not limited to:
 - i. Regional Beef Committee (1 member per district)
 - ii. Regional Equine Committee (1 member per club with an equine project)
 - iii. Regional Sheep Committee (1 member per club with sheep project)
 - iv. Regional SALTT Committee (1 member per district)
 - v. Regional Programs Committee (Host District for each program)

Ad Hoc Committee:

An Ad Hoc committee will be struck to review new ideas for regional programming, the committee will consult districts. The committee will make recommendations to the regional council and may hold a vote to hold the event on a pilot basis. If the program is successful, a recommendation is made to the NE Council to include the new program in the next year’s program plan and budget and establish a district hosting rotation.

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| Policy #4.03 | |
| Regional Beef Committee Policy <i>The following committees are responsible for the organization and the monitoring of the regulations governing the Beef Projects in the Northeast Region</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Northeast Region 4-H Beef Regulation:

Beef projects in the Northeast 4-H region follow the NE regulations approved as of December 15, 2020.

The Northeast Regional Beef Committee:

This committee consists of two representatives from each of the eleven districts (or from each district that has a beef project within the Northeast Region). The representatives will elect a chairperson, vice chairperson and a recording secretary at the December general meeting.

The Northeast Regional Beef Committee meets at least twice a year, following the general Northeast Regional meeting in December and again in March prior to the April Northeast Regional meeting.

The Northeast Regional Beef Committee must be accountable to the Northeast 4-H Regional Council.

Executive Roles and Responsibilities: (Each position is a 2-year term)

Chairperson

- Present and help prepare agenda for the two beef committee meetings
- Submit budget proposal to regional executive meeting in March
- Provides/submits the NE Regional Beef report at Northeast Regional Meetings
- Sit on the NE Regional Beef Show Committee

Vice Chairperson

- Take over the responsibilities of the Chairperson in their absence

Secretary

- Record minutes at the beef committee meetings
- Submit minutes to regional office and all committee members within a month of meeting
- Keep records of all attendees at meetings
- Help prepare the agenda

The Northeast Regional Beef Show Sub-Committee:

This is a sub-committee of the Northeast Regional Beef Committee. Responsibilities are to organize and coordinate the Northeast Regional 4-H Beef Show. The committee consists of the following individuals:

Minimum of 7 representatives from the Northeast Regional Beef Committee; of which at least one must be a current 4-H member and include the chairman of the Northeast Regional Beef Committee.

The committee is to be appointed at the first NE Regional Beef Committee meeting in December and will be responsible for organizing and facilitating the NE Regional Beef show, to be held at the Ag Corral in St. Paul on either the 1st or 2nd Saturday of June each year.

In addition: instead of a ‘host district’ this committee will involve what is called a ‘participatory district’ which provides 2 Adult volunteers and 1 member volunteer to assist the committee in planning. Rotation will occur in alphabetical order starting with the Beaver District in 2021.

Participatory District Rotation:

*2021: Beaver 2022: Bonnyville 2023: Lac La Biche
2024: Lamont 2025: Minburn 2026: Smoky Lake 2027: St Paul:
2028: Two Hills 2029: Vermilion River 2030: Wainwright
2031: Wood Buffalo*

Sub-Committee Executive Roles:

Chair

Vice Chair

Secretary

Treasurer

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| Policy #4.04 | |
| Northeast Region – Equine Committee Policy <i>The Northeast Regional Equine committee is responsible for the organization of the annual NE Horse Camp and equine programming in the region.</i> | Approved |
| | April, 2021 |
| | Review Date |
| | November, 2022 |

Purpose:

- a. To review rules and regulations to ensure that the needs of the Northeast Region 4-H horse clubs are met.
- b. To assist the horse camp district committee and horse project clubs with the hosting of the Northeast 4-H Regional Horse Camp.
- c. To provide support to the provincial horse programs
- d. To organize workshops and clinics for 4-H members and leaders.
- e. To attend the Northeast Regional 4-H Council meetings.

Membership

- a. Membership is open to all clubs with a horse project in the region.
- b. Each club with a horse project is entitled to two (2) votes at regional committee meetings consisting of one adult and one 4-H member.

Executive

- a. The Executive is elected at the first annual Northeast Regional Horse Committee Meeting held by December each year.
- b. Adults on the executive should be from different clubs in the region whenever possible
- c. Members of this council must be actively involved in a 4-H club with a horse project.

Executive will consist of:

- Chairman – 2 Year Term: The chairman shall chair the meetings of the regional horse committee, oversee the activities of their committees and ensure the annual committee reports are prepared.
 - Vice Chairman – 2 Year Term: Is to take over the responsibilities for the chairman in their absence
 - Secretary – 2 Year Term: Keep up-to-date minutes for the council and take care of any correspondence.
 - Senior 4-H Members (2) – 1 Year Term: The 4-H members should be from different clubs in the region.
 - Horse Camp Chair: Chair of the District Camp Committee, manages the regional horse camp.
 - PEAC Provincial Reps (1) – Ideally a 3 year term: to attend the provincial equine meetings and report back to the Region. This rep can be the chair of the NE Region Horse Committee.
- d. With the elections of the chairman to occur on an alternation year than the Secretary and vice chairman to encourage continuity of the council.
 - e. Executive is responsible for applying for grants that are available for horse projects in the region.
 - f. After serving a two-year term, executive may be considered for additional term. The PEAC representative may serve up to a 3-year term and may be considered for additional term.
 - g. There needs to be a minimum of 2 Regional Horse Committee meetings per year.

Quorum

- a. Quorum for the meetings is 51% of active clubs with horse projects registered in the region.
- b. Quorum for changing bylaws and camp rules is 2/3 of voting clubs.

Committees

REGIONAL HORSE CAMP COMMITTEE consists of members of the hosting district(s):

Camp Chair - will be familiar with the rules and regulations, is able to answer any questions that may arise during camp. Manages the regional horse camp and will be responsible to complete the 4-H Alberta activity plan and any incident reports:

Site Manager – will be familiar with what is needed for safety maintenance and rules for riders, horses, instructors, and spectators. Works with the Facility on the upkeep of the grounds for the duration of the camp. Will assign stalls to clubs and maintain order in the barn when required.

Instructor Coordinator – will ensure that all workshops have qualified instructors and works closely with the Camp Organizer and scheduling. Will also ensure instructors needs are met including meals.

Camp Organizer – will make schedules, organize volunteers and or workers required for events.

Camp Secretary – responsible for registration, collection of outstanding fees and works closely with the regional Area Coordinator and Regional Treasurer.

Meal Coordinator – responsible for ensuring food options are provided and collecting appropriate fees for adults and non-4-H members.

AD HOC Committee

Grievance Committee - will consist of 5 adults with the preference given to adults with no children currently in the program

Council Programs

Regional Camp: To put on a regional horse camp to provide an opportunity for 4-H horse project members, with common interests, to meet other members on an annual basis.

Educational Clinics: To host regional workshops or clinics that are in an educational format for members and leaders of the region and may be open to other regions at the discretion of the committee.

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| Policy #4.05 | |
| Northeast Region – Sheep Committee Policy <i>The Northeast Regional Sheep committee is responsible for the organization and monitoring of the regulations governing the Sheep Projects in the Northeast Region.</i> | Approved |
| | April, 2021 |
| | Review Date |
| | November, 2022 |

The Northeast Regional Sheep Committee:

This committee consists of two representatives from each club with a sheep project within the Northeast Region: 1 adult representative and 1 member representative. The representatives will elect a chairperson, and a recording secretary at the NE Sheep Committee annual meeting.

The Northeast Regional Sheep Committee meets at least twice a year, following the general Northeast Regional meeting in November/December and again in March prior to the April Northeast Regional 4-H Council meeting.

The Northeast Regional Sheep Committee must be accountable to the Northeast 4-H Regional Council.

Executive Roles and Responsibilities for Northeast Regional Sheep Committee:

(Each position is a two year term)

Chairperson

- Present and help prepare agenda for the two sheep committee meetings
- Submit budget proposal to regional executive meeting in March
- Provide/submit the NE Regional Sheep report at the Northeast Regional Meetings
- Sit on the Provincial Sheep Advisory Committee (SHAC)

Secretary

- Record minutes at the sheep committee meetings
- Submit minutes to regional office and all committee members within a month of meeting
- Keep records of all attendees at meetings
- Help prepare the agenda

The Northeast Regional Sheep Show & Workshop Committee:

This committee answers to the Northeast Regional Sheep Committee. Its duties are to organize and coordinate the Northeast Regional Sheep Show and the Northeast Regional Sheep Workshop. The committee consists of the following individuals:

Minimum of 5 representatives from the Northeast Regional Sheep Committee; of which at least one must be a current 4-H member, and may include the chairman of the Northeast Regional Sheep Committee.

This committee is to be appointed at the November/December Northeast Regional Sheep Committee meeting and would be responsible for the organizing and facilitating the Northeast Regional Sheep Workshop in the spring and a Regional Sheep show in summer, provided there is member interest.

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| Policy #4.06 | |
| Regional Science, Arts, Life Skills, Technology and Trades Committee Policy <i>The Northeast Science, Arts, Life Skills, Technology and Trades committee is responsible for the organization of the annual SALTT programming in the region</i> | Approved |
| | November 2018 |
| | Review Date |
| | Fall Yearly |

“to be determined”

| | |
|--|--------------------|
| Policy #4.07 | |
| Regional Nominating Committee Policy <i>The Northeast Nominating committee is responsible for securing suitable candidates to fill executive and committee positions as required prior to the AGM or as special circumstances warrant.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

The nominating committee is responsible to approach and secure people to serve on both executive and committee positions and present a slate of officers at the Annual General Meeting.

This committee consists of the past president plus 2 -3 other members, to be appointed at the November 4-H Council meeting.

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| Policy #4.08 | |
| Northeast Region – Award of Distinction Committee Policy <i>The Northeast Award of Distinction committee is responsible for selecting the award recipient and preparing the official written article for the Wall of Distinction.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

The committee consists of 3 adults from the Northeast region, each with a term of three (3) years. Each year at the Annual Meeting a new member will replace the longest standing committee member.

The committee is responsible for the following:

- Selection of the award recipient from submitted applications
- Prepare and read the award presentation at the Organizational and Annual General Meeting
- Make recommended changes to nomination form and other details related to the award

Northeast 4-H Regional Council will reimburse the nominating district the costs of preparing awards, the award celebration, and the upkeep of the Wall of Distinction as per the budget allocation.

As all framed awardees were relocated to the 4-H Centre, we are waiting to confirm if ‘new awardees’ frames will be accepted.

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| Policy #4.09 | |
| Northeast Region – Social Media/Historian Committee Policy <i>The Social Media/Historian committee is responsible for the promotion of events in the Northeast Region.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

The Northeast Ambassadors will administer and maintain the NE Region Facebook page.

The facebook account will serve as a regional history as it contains information and history on regional events and programs. Any historical binders or scrapbooks are to be kept in a secure area.

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| Policy # 5.01 | |
| Regional Programs Policy <i>Regional programs are organized, hosted and facilitated by district(s) on a rotational basis and operate within an approved budget.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

The Northeast 4-H Regional Council will be responsible for setting fees and approval of budgets for regionally approved programs as listed:

- Explore 4-H (Formerly referred to as 4-H Learning Day)
- Fall Fling
- Communication Competition
- You Be the Judge / Consumer Decision Making
- Spring Fling
- Regional Beef Show
- Regional Beef Learning Event
- Regional Horse Camp
- Regional Horse Learning Event
- Regional Sheep Learning Event
- Regional Judging Competition (Western Canadian Judging)
- Moose Lake Camps
- Exchange Trips

Host district(s) are to work with a “break even” budget and submit the proposed budget to the regional council; if necessary committees to recommend changes to the regional council with regards to registration fees.

Council will pay over-budget expenses up to \$200.00. Any remaining overage is the responsibility of the host district(s). Committees requiring more funds must appeal to the Northeast 4-H Regional Council executive, in a written report, prior to the event.

Advances for funding from the regional council can be obtained when the host district(s) submits their budget and a written request for funds to the Northeast 4-H Regional Council.

All invoices are to be submitted on Expense Claim Form #2 to the regional treasurer for payment within 30 days of the conclusion of the program. Claims received outside the 30 day time period may not be paid.

Host districts are not expected to pay for regional programming. Solicitation of sponsorship is not encouraged.

The Area Coordinator will ensure that the committee binder is organized, updated and available to the hosting district(s) in a timely manner.

The binder is to be used to develop, plan and share ideas from year to year, and is required to be returned back to the Area Coordinator in a timely manner.

NORTHEAST REGIONAL PROGRAM BUDGET WORKSHEET

EVENT: _____ DATE: _____ PLACE: _____

| REVENUE | Projected 20__ | Actual 20__ | Previous Year Actual |
|-----------------------|-------------------|----------------|-------------------------|
| Registration Fees | | | |
| Donation/Sponsors | | | |
| Other | | | |
| Other | | | |
| Other | | | |
| Other | | | |
| Total Revenue | 0.00 | | 0.00 |
| EXPENSES | | | |
| Facility | | | |
| Food/Refreshments | | | |
| Advertising | | | |
| Awards | | | |
| Equipment Rental | | | |
| Supplies | | | |
| Appreciation Gifts | | | |
| Judges Workshop | | | |
| Other | | | |
| Other | | | |
| Total Expenses | 0.00 | | 0.00 |
| | | | |
| Profit/Loss | 0.00 | | 0.00 |

| | | | | |
|----------------------|---|-----------------------|---|--------------------|
| Total Revenue | - | Total Expenses | = | Profit/Loss |
| _____ | - | _____ | = | |

Committee Signature: _____ Date: _____

Programs are expected to operate on a break-even-basis, however additional funding to cover program costs can be made at the time of budget presentation to the NE Council

Northeast Regional 4-H Council Expense Claim Form #2

Revised: November 3, 2018

RECEIPTS **MUST** BE ATTACHED TO THIS FORM & SUBMITTED WITHIN 30 DAYS

Program/Event _____ Date _____

NORTHEAST REGION



CANADA
4-H Alberta

Make cheque payable to:

Name _____

Address _____ Postal Code _____

Telephone _____

Part A: Judges, Speakers, Etc.

Fee Schedule: \$30/half day (3 hours) \$60/full day

Service Rendered _____

Number of Hours _____ **OR** Number of Days _____

Honoraria/Fee

Part B: Expenses

Clearly list each item. Attach **ALL** receipts to this form to ensure payment.

| Expenses | Amount (\$) |
|--------------|-------------|
| | |
| | |
| | |
| | |
| | |
| Total | |

Signature _____ Date _____

Send to: Northeast Regional 4-H Treasurer
Box 7732
Bonnyville, A B T9N 2J1

| |
|-------------------------------|
| For Treasurer Use Only |
| Date Paid _____ |
| Cheque # _____ |

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| Policy # 5.02 | |
| Northeast Region – Fall Fling Program Policy <i>Fall Fling is a junior focused program designed to promote interaction of members from clubs across the region in a safe and fun environment.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Purpose:

- Fall Fling is a one and one half day event held in late November / early December for junior members (ages 9, 10 and 11).
- Fall Fling is designed to introduce junior members about to 4-H, give them a chance to meet with new and past 4-H friends in the region, expose members to a variety of projects and activities, and most importantly, have fun.
- This camp also gives senior members a chance to learn responsibility and leadership, as they act as junior staff throughout the weekend.

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| Policy # 5.03 | |
| Northeast Region – Communications Competition Policy <i>The NE Communications Competition provides the opportunity for members at all levels to continue to improve their skills and for senior members to be selected for the 4-H Alberta competition in April.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Purpose:

- to encourage communication skill development in 4-H members
- to select 2 senior members to represent the Northeast Region at the Provincial 4-H Public Speaking Competition and 2 senior members to represent the NE Region at the Provincial Presentation Competition.

At the Regional Communications level, the impromptu time is raised to 2-3 minutes for Seniors as this is the standard at Provincial Level. Districts and Clubs MAY choose to do this also.

Each District is allowed 1 representative for each level (junior, intermediate and senior) and category (public speaking and presentation).

The Northeast 4-H Regional Council pays for the cost of large travelling trophies – purchase and maintenance, yearly photograph mementos to the top speakers and pictures for all speakers.

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| Policy # 5.04 | |
| Northeast Region – You Be the Judge/Consumer Decision Making Policy <i>You Be the Judge/Consumer Decision Making is designed to promote interaction of members from clubs across the region and teach decision making and judging skills.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Purpose:

- To teach 4-H members leveled judging, consumer decision making skills and to show leaders, members, their families other projects that are available in 4-H and some of the unique opportunities they might not have heard about yet.
- The workshops will be a combination of project ideas with interesting twists, and fun recreation games that will inspire thought, and an interesting look at the programs and opportunities we have in the NE.

Location: Lakeland College, Vermilion

Rules governing program:

In lieu of promotional gifts to the Lakeland College judging team, a dollar “wage” will be paid to the Lakeland College Judging Team.

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| Policy # 5.05 | |
| Northeast Region – Spring Fling Program Policy <i>Spring Fling is an intermediate focused program designed to promote interaction of members from clubs across the region in a safe and fun environment and encourage their continuation in the 4-H program as seniors.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Purpose:

- Spring Fling is a very important camp, as it is generally between the ages of 12 and 14 that members drop out of 4-H. Therefore, it is crucial that all members have a positive experience to encourage them to continue with their 4-H career.
- Spring Fling is designed to enthuse intermediate members about 4-H, give them a chance to meet with past 4-H friends in the region, expose members to a variety of projects and activities, and most importantly, have fun.
- This camp also gives senior members a chance to learn responsibility and leadership, as they act as junior staff throughout the weekend.

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|---|--------------------|
| Policy # 5.06 | |
| Northeast Region – Regional Beef Program Policy <i>The NE Regional 4-H Beef Committee provides the opportunity for members at all levels to continue to improve their skills and gain more knowledge in the beef project.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

All Beef Programming (Show and Learning Day Event):

- To provide the opportunity for all 4-H beef members in the NE region to meet other members from various parts of the region;
- To provide the opportunity to share ideas;
- To provide the opportunity to learn or improve skills and take part in marketing, judging, showmanship, and grooming.

Dates: Determined by the NE Regional Beef committee.

Location: Committee will determine the appropriate facility.

Invitational Beef Heifer Show (In Lieu of NE Beef Heifer Show)

Purpose:

- The Northeast Regional 4-H Council, *on the recommendation of the beef committee*, voted to support the Invitational Beef Show in lieu of having a Regional Beef Heifer Show.
- The hosting district invites all interested members to the show.
- Financial support is given to the hosting district as per the Regional budget.
- The hosting district does all the organizing for this event.

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| Policy # 5.07 | |
| Northeast Region – Regional Horse Programs Policy <i>The NE Regional 4-H Horse Committee provides the opportunity for members at all levels to continue to improve their skills and gain more knowledge in the equine project.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

All Equine Programming (Camp and Learning Day Event):

Purpose:

- To provide the opportunity for 4-H light horse members to meet other members from various parts of the region;
- To provide the opportunity to share ideas;
- To provide the opportunity to learn or improve horsemanship skills and
- To provide the opportunity to observe and take part in alternate disciplines of riding.

Dates: Determined by the host district committee.

Location: Committee will determine the appropriate Ag Society facility.

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| Policy # 5.08 | |
| Northeast Region – Regional Sheep Programs Policy <i>The NE Regional 4-H Sheep Committee provides the opportunity for members at all levels to continue to improve their skills and gain more knowledge in the sheep/goat projects.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

All Sheep Programming (Learning Day Event):

Purpose:

- To provide the opportunity for all 4-H sheep/goat members to meet other members from various parts of the region;
- To provide the opportunity to share ideas;
- To provide the opportunity to learn or improve husbandry, trimming and showmanship skills

Dates: Determined by the host district committee.

Location: Committee will determine the appropriate Ag Society facility.

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| Policy # 5.09 | |
| Northeast Region – Regional Judging Policy <i>The NE Regional 4-H Judging competition in collaboration with Western Canadian Judging Competition provides the opportunity for members at all levels to continue to improve their judging skills and for seniors to secure a position on the NE regional judging team.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Purpose: To allow members to qualify for provincial judging competition

Date: Held in conjunction with Lakeland College “Little Royal” events in March

Format: Clubs must enter teams and individuals through Lakeland College.

Location: Lakeland College Riding Arena

Hosting committee responsibilities:

This is a Lakeland College Judging Club event. They do all the organizing for the competition, prepare and receive the application forms, etc.

Awards:

- 1 Trophy presented by Lakeland College for trophy cabinet
- 2 Ribbons from Lakeland College
- 3 Awards for top 4-H members participating in the Judging
- 4 Invite letter to attend 4-H Alberta Multi Judging

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| Policy # 5.10 | |
| Northeast Region – Moose Lake Camp Policy <i>The NE Moose Lake 4-H Camp held at the Pentecostal Church camp provides the opportunity for junior and intermediate members to experience summer camping in a venue within the Northeast Region.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

Purpose:

- to provide a regional summer camping experience for Junior members (9 to 11 years of age) and Intermediate members (12 to 14 years of age).
- to promote cooperation, personal and group development

Date: August

Location: Moose Lake Pentecostal Church Camp at Moose Lake (near Glendon).

Regional Council Responsibilities

1. negotiate with the Camp regarding rental of facility
2. select a camp cook and a fee payment
3. pay facility, food, and other appropriate expenses

Rules governing program:

- 4-H Alberta Provincial 4-H Program Policies

Other details:

- Cook hired on a fee for service basis.
- Pentecostal Church sets rental fees in advance: They have a set fee increase every second year. The facility fee is set for 50 campers. For every person above 50 there is an additional per person / per day fee.
- 4-H Alberta provides staff for the camp

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| Policy # 5.11 – Removed January, 2021 | |
| Northeast Region – Something to Say/Venture Out Program Policy <i>This program was discontinued in the 2020/21 year.</i> | Approved |
| | November 2018 |
| | Review Date |
| | REMOVED |

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|---|--------------------|
| Policy # 6.01 | |
| Northeast 4-H Logo Use Policy <i>Northeast Regional 4-H Council adheres to the 4-H Canada Logo Use Policy and includes the 4-H Canada Brand Standards Manual Version 2.0 within the Northeast Regional 4-H Council's policies. That Manual is available as a download at www.4hab.com/4-h-logo/</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

NORTHEAST REGION



CANADA
4-H Alberta

| | |
|---|--------------------|
| Policy # 6.02 | |
| Northeast 4-H Hosting Rotation <i>This rotation is designed to ensure that all districts are involved in the planning of regional events and to encourage interaction of members throughout the region.</i> | Approved |
| | January 2021 |
| | Review Date |
| | November 2022 |

Northeast programs are on a district rotation basis for hosting annual events. All districts are expected to participate in the hosting of the events, and the regional council will, on an annual basis, try to ensure that equitable participation is managed.

November 2021

Approved January 16, 2021

Northeast 4-H Region Program Hosting Rotation

| Year | Casino | Explore 4-H Day | Fall Fling | You Be the Judge/CDM | Communications | Spring Fling | Horse Camp | Beef Show |
|--------------|------------------------------------|-----------------------------|-----------------------|----------------------|--|--|----------------------------------|------------------------------|
| | Each Year | September | November | February | March | April | Summer | June |
| 2017 2018 | Lamont / Smoky Lake / Wood Buffalo | Previously 4-H Learning Day | Two Hills | Vermilion River | Lamont / Smoky Lake | St Paul | Wainwright | |
| 2018 2019 | | | Vermilion River | Wainwright | Minburn | Lamont / Smoky Lake | St. Paul | |
| 2019 2020 | Vermilion / Bonnyville | Wainwright | Bonnyville | Beaver | Vermilion River (hosted virtually) | Wood Buffalo (Canceled) | Vermilion River (Canceled) | |
| 2020 2021 | | Vermilion River (Deferred) | Wainwright (Canceled) | Lamont / Smoky Lake | Two Hills (hosted virtually) | Lac La Biche / Wood Buffalo (Canceled) | Vermilion River | Beef Committee/ Beaver |
| 2021 2022 | St. Paul / Lac La Biche | Vermilion River | Lamont / Smoky Lake | Bonnyville | St. Paul (switched with VR from 2019-20) | Minburn | Beaver Minburn Two Hills | Beef Committee/ Bonnyville |
| 2022 2023 | | Beaver | Beaver | Lac La Biche | Wainwright | Two Hills | Wainwright | Beef Committee/ Lac La Biche |
| 2023 2024 | Minburn/Two Hills | Bonnyville | St. Paul | Minburn | Wood Buffalo | Wainwright | St. Paul Bonnyville Wood Buffalo | Beef Committee / Lamont |
| 2024 2025 | | Lac La Biche | Lac La Biche | St Paul | Beaver | Vermilion River | Vermilion River | Beef Committee/ Smoky Lake |
| 2025 2026 | Lamont / Smoky Lake / Wood Buffalo | Lamont / Smoky Lake | Minburn | Two Hills | Bonnyville | Beaver | Bonnyville | Beef Committee/ St Paul |
| 2026 2027 | | St. Paul | Two Hills | Vermilion River | Lac La Biche | Bonnyville | Wainwright | Beef Committee/ Two Hills |

*The year runs from October 1 – September 30

****Please note – CASINO – the year may not coincide, depending on frequency of casino dates available therefore the rotation will follow not the date, but the Casino column order. ****

In 2020-21 and into 2021-22, some programs were cancelled due to COVID-19 restrictions or moved to a virtual format, with changes in the hosting rotation dependent on the District that was able to host.

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| Policy # 6.03 | |
| Northeast 4-H Promotional Items Policy <i>The Northeast 4-H Region has promotional items (e.g. t-shirts, ball caps, mugs) available.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

A member/family within the northeast region volunteers to be the coordinator(s). The coordinator is responsible for buying, storing, and shipping of the items. Items that are carried are to be approved at regional meetings. Pricing of items is to be based on a Cost Recovery model rather than for profit. For budgeting purposes, Northeast Regional 4-H Council, has approved the use of promotional items for NE programming as follows:

- Beef Heifer Show (\$200)
- Fall Fling (\$200)
- You Be The Judge a dollar amount is paid to the judging team (\$350)
- You Be The Judge (\$200)
- Communications Competition (\$300)
- Spring Fling (\$200)
- Northeast Horse Camp (\$200)
- Regional Sheep Workshop (\$200)
- Regional Life Skills Event (\$200)

January 2021, it was decided that remaining stock would be available however no new stock would be purchased.

| | |
|--|--------------------|
| Policy # 6.04 – Removed January, 2021 | |
| Northeast 4-H Family Calendar Policy <i>This calendar is provided to each family in the Northeast region as part of a communication and promotional incentive.</i> <i>This policy was removed as the decision was made in 2018-19 to no longer print the regional calendar.</i> | Approved |
| | November 2018 |
| | Review Date |
| | REMOVED |

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|---|--------------------|
| Policy # 6.05 – Removed January, 2021 | |
| Northeast 4-H Cleaver, Parade/Float Kit <i>These are available to all 4-H clubs in the region to promote 4-H in the Northeast.</i> <i>Removed as replaced with the NE Asset Policy</i> | Approved |
| | November 2018 |
| | Review Date |
| | REMOVED |

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|--|--------------------|
| Policy # 6.06 | |
| Northeast 4-H Regional Asset Management <i>The NE 4-H Region will maintain inventory and asset controls to ensure asset maintenance, location and replacements are well known.</i> | Approved |
| | January, 2021 |
| | Review Date |
| | November, 2022 |

The following procedures and protocols apply to asset management activities:

1. All assets are to be recorded on the Northeast Regional Asset Inventory listing. A copy will be retained in the 4-H Alberta Drive in the NE Region folder as well as a copy retained with the Executive Council Secretary and updated each year.
2. All assets are to be stored in the NE Regional storage site of the Bonnyville Ag Society in the Bonnyville 4-H District Office.
3. There are two asset classes that are determined by the NE Regional Council:
 - a. 1) Rentable by Districts and or Clubs to assist in delivery of programming
 - b. 2) Retained for use by Executive Council to assist in delivery of programming
4. An updated asset listing deemed for 'rent' will be provided to the Districts and Clubs within the NE Region. This will be shared at the start of each year at the first NE Regional Council meeting and will be managed and tracked for use in the region by the Area Coordinator.
5. Districts and/or Clubs requesting access to assets will be required to provide **a deposit cheque** for use. The District and or Club representative will sign the *NE Region Asset Use Form* at pick up and return of the asset noting the asset condition.
6. The Area Coordinator will inspect the asset upon return. The parties will discuss the 'asset condition' and note any issues with the asset that may require repair, maintenance, or replacement. If the asset is returned meeting acceptable standards the deposit cheque will be returned to the District or Club. Any damages to the asset deemed in excess of 'normal wear and tear', the deposit cheque will be retained and used to repair or replace the asset.
7. Assets will be assessed by the Area Coordinator at the end of each 4-H year to identify any necessary disposal or repurposing of the assets. Asset disposal or repurposing may be due to age, life span or excessive overuse of the asset. Any assets deemed for disposal or repurpose will be identified at the first Executive meeting of the new club year. The Executive will provide a recommendation at the next Northeast Regional Council meeting to replace the asset or not.