

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.

Club Details Tab

General 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 - default to unknown
- Club Type (Select from online list)

Community Service

- General Leader or Registrar will be responsible for completing this section at year end

Club Achievement

- General Leader or Registrar will be responsible for completing this section once date is identified

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)

Leaders Tab

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" and add all their contact information
 - Email provided will be used for communication from 4-H Alberta
- To be registered as a Trained Leader(a position of trust) adults **must** submit/complete/renew their leader screening by December 15 of the club year: pending approval by the registrar.
They must also complete:

*Commit to Kids(Abuse Prevention and Duty to Report training) <https://www.4hab.com/commit-to-kids/>

*Youth Safety at 4-H Canada Training. <https://www.4hab.com/youth-safety-at-4-h-in-canada/>

- A club will be approved with a Trained Leader and a Screened Volunteer but 4-H Alberta recommends all registered leaders be trained and screened to share the duties of what a trained leader is responsible for: Rule of Two Supervision Policy, First Aid and Emergency Management, Incident Reporting, Program Planning and direct instruction to youth. There must always be at least one Trained Leader present and at least one other Screened Volunteer, who is not a spouse, at any 4-H gathering.

Members Tab

- 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” and add all their contact information
 - Email provided will be used for communication from 4-H Alberta

Volunteers Tab

- 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” and add all their contact information
 - Email provided will be used for communication from 4-H Alberta
 - To be registered as a screened volunteer (a position of trust), adults **must** submit complete/renew their leader screening by December 15; pending approval by the registrar.
They are also encouraged, but are not required, to complete the Commit to Kids (Abuse Prevention and Duty to Report) training and the Youth Safety at 4-H in Canada training

Leaders/Members/Volunteers - 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.

Project Tab

- 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.

☐ Examples of 4-H projects offered across Canada

☐ For further project information see: <https://www.4hab.com/projects/>

Community Engagement & Communications

- Junior Leadership
- Adopt-a-Grandparent
- Judging
- Public Speaking
- Events and Entertaining
- Paintballing
- Street Buskers!
- Babysitting
- Creative Writing

Science & Technology

- Welding
- Small Engines
- Engineering
- Veterinary Science
- Farm Tractor/Machinery
- Rocketry
- Bicycle
- Geocaching
- Astronomy

The Environment & Healthy Living

- Outdoor Living
- Creative Arts
- Leathercraft
- Sewing
- Photography
- Woodworking and Carving
- Cake Decorating
- Bird Watching
- Archery

Sustainable Agriculture & Food Security

- Animal and livestock projects
 - *Horse
 - *Beef
 - *Sheep
 - *Goat
 - *Swine
 - *Rabbit
 - *Canine
 - *And more!
- Field Crops
- Aquaculture
- Gardening
- Beekeeping
- Fishing

Clever Kids

- 6-8 year olds Introducing our little ones to 4-H through Clever Kids is a great way to get them ready to take on bigger projects through 4-H in a few years' time. Clever Kids learn teamwork and responsibility, and have a lot of fun exploring the world of 4-H and the planet they live on.

Creative Option

- The sky is the limit! If your 4-H members have a great idea or want to learn more about a topic they are really passionate about, this is their chance to choose their own adventure. If they are independent and like to take initiative, 4-H'ers can consider a self determined project, where they set the pace and make their project come to life!



Assigning Projects & Positions

Assigning Projects

- Please ensure there is a project leader listed for each project offered; project leaders may be listed for more than one project.
- Project leaders may be screened volunteers
- All members must be assigned to a minimum of one project
- Cleaver Kids requires a Cleaver Kids Leader

Assigning Positions

- Please ensure that the following elected positions are assigned:
 - 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 Tab

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
 - Even if one person in the family has a previous profile, for their current role, they are considered to be a 'returning' family

Club Sponsorship and Payments Tab

- Enter club achievement event date(s)
 - If you are a multi-project club with multiple achievement events, please enter all dates
- 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
 - Your club must prepare and approve a yearly 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
- Registration Payments are due December 1; Late Fee is \$200;**
Cheques postmarked December 1 will be considered on time
- 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