

Peace Region



CANADA
4-H Alberta

Peace Regional 4-H Council

Standards and Procedures

Last Revised November 6, 2021

Peace Regional 4-H Council Standards and Procedures

The following policies were passed on November 6, 2021 in Fairview, Alberta and via zoom, at the Peace Region 4-H Council Fall Meeting.

Unless otherwise stated, policies will be reviewed every other year at the Spring Annual Meeting.

For Peace Region Clubs with Equine Projects

Provincial 4-H Alberta Equine Project Standards have been adopted as the Regional Horse Standard. Should there be a desire to have a Regional Horse Standard that is different than that of Provincial 4-H Alberta standard, then a Regional Horse Committee will need to be formed to create the standard.

Standard Revision or Additions

If your club has suggestions for any other items that you feel a standard should be written for, please contact the Peace Area Coordinator at 780-897-5255 or marisa.mellon@4hab.com

You may also contact the Peace Regional Chair, Cathy Botten at bottenpsyc@telus.net in writing to have your suggestion added to the meeting agenda.

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Standard # 1	
Mileage and Reimbursement	Approved
	November 2021
	Review Date
	Annually each Spring

Before providing any payment for mileage, reimbursement of fees, or any other expenses, receipts/reports must be provided to the regional treasurer via the Regional 4-H office.

1. Mileage

- a) Mileage will be reimbursed at a rate of \$0.50 per kilometer for Provincial communications competitions.
- b) Mileage will be reimbursed at a rate of \$0.50 per kilometer for
 - i. Provincial programs that have no regionally or provincially arranged transportation already in place and reimbursement will be based on carpooling with a minimum of 3 members contingent upon the number of Regional members attending. An adult, non GDL, (non-member) driver is required.
 - ii. Provincial committees' costs are not covered by 4-H Alberta.
- c) Mileage will be reimbursed at a rate of \$0.50 per kilometer for one car from each district for attendance at each annual Fall, Winter, Spring and Program Planning Meeting.
- d) Mileage will be reimbursed at the rate of \$.50 per kilometer for Youth Leaders working at the Peace Region winter and summer camps.

2. Reimbursement of Fees

- a) Fees will be paid for provincially awarded trips (i.e. Selections trips, judging team trips, hippology team trips, and leader's trips) to a maximum of \$150.00. The member/leader must request this reimbursement by way of letter or expense form.
- b) National trips will be considered on an individual basis (i.e. Garfield Weston Exchange). The member must request this reimbursement by way of letter.
- c) Region will pay Youth Leader fees if the member works as a Youth Leader at a Peace region camp and applies for the fee to be reimbursed.

3. Other costs covered by the regional council

- a) 4-H Council of Alberta Honorarium - \$75.00 per day
- b) Provincial Committees (elected representatives from Region) – Mileage + \$75.00 per day
 - i. If the amount provided by 4-H Alberta is less than \$0.50 per kilometer, the amount will be 'topped up' to \$0.50/km.

Standard # 2	
Communication Events	Approved
	November 2020
	Review Date
	Spring 2022

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

2. Hosting
 - a) Rotates between Districts
 - b) The Regional presentations competition and the Regional speaking competition will occur on the same day
 - c) Each District will be responsible for finding one speech and one presentation judge, as directed by the hosting committee. The hosting District will find all alternates.
 - d) The hosting District will handle the paper work, coffee, and lunch as needed.

3. Judges
 - a) The Regional judges MUST have judged a 4-H communications competition previously.
 - b) The judges should receive a judge’s package at least 2 weeks prior to competition and should be contacted at least once for any questions.
 - c) It should be explained that this is a formal competition and that one of the judges for each age level will be expected to make verbal comments to the competitors.
 - d) Provincial Communication Standard applies

4. Awards
 - a) All participants should receive a certificate.
 - b) 1st and 2nd place (both speaking and presentations) should receive awards worth a maximum value of \$30 for 1st and \$25 for 2nd, for each age level.

5. Thank-You
 - a) A thank you should be presented to judges (including the alternates in attendance).
 - b) The timers, tellers, Master of Ceremonies, and impromptu coordinator should be given thank you as well, unless they are a 4-H volunteer from the hosting District, in which case it is to be left to the discretion of the committee.

Standard # 3	
Diary Points In order to ensure consistency in 4-H diary entries <i>Revision in November 2020</i>	Approved
	November 2020
	Review Date
	Spring 2023

1. In order to claim points as a regional or district representative, members must be in attendance at each of the meetings held in the course of a year (2 or 3).
 - a) If the member is unable to attend a meeting, they must provide an alternate or they will not receive their points. The district/regional secretary/chair may be contacted to confirm attendance before diaries are signed by the leader.
 - b) If an alternate attends a meeting on behalf of the regular representative, both will receive diary points.
 - c) If a member, or their alternate, is unavoidably absent, a phone call to the chair, secretary, or regional specialist (as appropriate) is required.

2. In order to claim points as a regional activity (ie Beef Congress, Peace Country Classic), the regional event must be sanctioned as a 4-H event. In order for an event to be deemed a Peace Regional 4-H sanctioned event, a minimum of one appointed representative from the Peace Regional council must be a part of the event’s organizing committee or board.

Standard # 4	
Regional Beef Rules	Approved
	November 2020
	Review Date
	Spring 2022

1) Replacement of animals because of death:

- a) If the animal dies and is replaced by January 1st, the replacement animal will be eligible to compete in all classes.
- b) If the animal dies and is replaced between January 1st and March 31st, the replacement animal will be eligible to compete in showmanship and grooming classes only, NOT conformation classes or rate of gain.
- c) If the animal dies after March 31st, no replacement animal is allowed.

2) Replacement of animals because of unruliness:

- a) At the leader group's discretion, an unruly animal may be replaced by January 1st and still be eligible to compete in all classes.

3) When members require assistance with their animals:

- a) Humbugs and severe halters are not allowed at any 4-H events, with the exclusion of bull calves as part of cow/calf projects.
- b) In the show ring on Achievement Day, members may receive help from another 4-H member only at the discretion of the show committee and will not be eligible for Showmanship class placings.
- c) On Achievement Day, members will be disqualified from Showmanship and Grooming classes, at the discretion of the show committee, if nonmembers have assisted them in grooming and preparing their animal(s). This is not to be made a big deal of, the judge is to be informed quietly, not to consider that member and the member will be informed at the end of the show.

4) Neck ropes must be used in all stall areas at all 4-H events.

5) All 4-H projects must be dehorned and castrated by, and attend, the Club and/or District's weigh in day.

6) Stubs must be blunt and less than 2" in length from the hair line.

- 7) All 4-H projects must be a calendar year calf and less than one year of age.
- 8) If a heifer project should calve before Achievement Day, she will be shown in the 2-year-old cow/calf class. The following year, she would show as a 3-year-old cow.
- 9) In cow/calf projects, cows that have no calf or a replacement calf at Achievement Day, will be eligible to compete in showmanship and grooming classes only, not conformation classes.
- 10) All 4-H market beef projects shown at 4-H show and sale events must be sold at that event.
- 11) All 4-H beef animals are tagged with the CCIA (RFID) number plus a regional 4-H tag at weigh-in; females may also be tattooed with a 4-H tattoo or purebred tattoo number.
- 12) Please see the appendix for the Provincial Beef Standard.

Standard # 5	
Regional Horse Standard	Approved
	November 2020
	Review Date
	Spring 2022

The Peace Region has adopted the Provincial Horse Standard as their 4-H Alberta Equine Standards; please see the appendix for a complete copy of this standard.

Standard # 6	
Regional Fees	Approved
	November 2021
	Review Date
	Annually each Spring

All Regional fees are payable to the 'Peace Regional 4-H Council'.

1. Regional dues are to be received by the Regional 4-H Office for forwarding to the Regional Treasurer by Dec. 15th of each year.
 - a) Districts that have not submitted their fees by Dec. 15th will be considered as not in good standing with the Region. As such, they will be ineligible to participate in the Regional communications competitions, Regional winter camp, and Peace Regional 4-H Days, Frosty Fest, and any other Regional 4-H activities that may occur throughout the year.

2. Fee amounts will be set at the Spring general meeting of the Regional 4-H Council for the following 4-H year.

Standard # 7.01	
Regional Representation on Provincial Committees	Approved
	November 2021
	Review Date
	Annually each Spring

1. Every three years the Region elects adult representatives to sit on Provincial committees as requested. All representatives will be selected for a three year term for a maximum of 2 consecutive terms. These representatives may include, but are not limited to:
 - a) Provincial Equine Advisory Committee (1)
 - b) Provincial Beef Advisory Committee (1)
 - c) Provincial Sheep Advisory Committee (1)
 - d) Provincial Science, Arts, Life Skills, Technology, and Trade Advisory Committee (1)
 - e) Provincial Communications Committee (1 as requested)
 - f) Provincial Dairy Review Committee (1 as requested)
 - g) 4-H Board Area Director - (1)
 - h) Provincial Exchange Committee (1)
 - i) Provincial Camp Representative (1 as requested)
 - j) Or other committees as required

2. These representatives will be voted in at the Spring Regional Meeting.

Standard # 7.02	
Regional Committees	Approved
	November 2021
	Review Date
	Annually each Spring

District Representatives to Regional Committees

1. Adult representatives:

- a) Each year the Region asks Districts to select adult representatives to sit on Regional committees as needed. These representatives may include, but are not limited to:
 - i. Regional Beef Advisory Committee (1 per district)
 - ii. Regional Equine Advisory Committee (1 per district)
 - iii. Regional Sheep Advisory Committee (1 per district)
 - iv. Regional Science, Arts, Life Skills, Technology, and Trade Committee (1 per district)
 - v. Regional Judging Committee (1 per district)
 - vi. Regional Communication Competition Committee (hosting district)
 - vii. Regional Scholarship & Bursary Selection Committee (1 per district for each, Scholarship and Bursary elected in spring meeting)

2. Member Representatives:

- a) Each year the Region asks Districts to select member representatives to sit on Regional committees as needed. These representatives may include, but are not limited to:
 - i. Regional Beef Advisory Committee (1 per district)
 - ii. Regional Equine Advisory Committee (1 per district)
 - iii. Regional Sheep Advisory Committee (1 per district)
 - iv. Regional Science, Arts, Life Skills, Technology, and Trade Committee (1 per district)
 - v. Regional Judging Committee (1 per district)

Standard # 7.03	
Other Regional Positions	Approved
	November 2021
	Review Date
	Annually each Spring

1. One adult each year will be asked to sit as the 4-H representative on the Camp Artaban board.
2. The members who have been selected as Regional Ambassadors at Provincial 4-H Selections will:
 - a) Act as advisory members to the regional council executive committee.
 - b) Take on the promotion of each of the regional programs.
3. Each of the Clubs in the region will be asked to submit a minimum of one name in the year of a Regional casino. These names will be drawn from a hat until the casino positions have been filled.

Standard # 8	
Rotation for Hosting Regional Events	Approved
	November 2021
	Review Date
	Annually each Spring

All Regional events follow a rotation schedule. This includes meetings, communication competitions, and Regional programs.

1. Meetings

a) Fall Annual General Meeting (November) will be held each year. Hosting duties are arranged by Districts and paid for by the Region using budget set by Regional Council. Responsibility for hosting will rotate between the Districts. Hosting duties are coffee & supplies, refreshments, set-up, and clean-up. Room arrangements will be made by the Area Coordinator.

b) The winter and spring meetings will be held in Fairview or designate location each year (as above).

Fall, 2021	North Peace		Spring, 2024	Grande Prairie
Winter, 2022	Central Peace		Fall, 2024	Valleyview
Spring, 2022	Grande Prairie		Winter, 2025	Mackenzie
Fall, 2022	Valleyview		Spring, 2025	East Peace
Winter, 2023	Mackenzie		Fall, 2025	North Peace
Spring 2023	East Peace		Winter, 2026	Central Peace
Fall, 2023	North Peace		Spring, 2026	Grande Prairie
Winter, 2024	Central Peace		Fall, 2026	Valleyview

2. Regional Yearly Program Events

a) Will rotate according to the rotation schedule:

Event		2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
Frosty Fest	Lead	Grande Prairie	Mackenzie	East Peace	Central	North Peace	Valleyview
	Helper	Mackenzie	East Peace	Central	North Peace	Valleyview	Grande Prairie
Winter Camp	Lead	East Peace	Central Peace	North Peace	Valleyview	Grande Prairie	Mackenzie
	Helper	Central Peace	North Peace	Valleyview	Grande Prairie	Mackenzie	East Peace
Spring Rally	Lead	North Peace	Valleyview	Grande Prairie	Mackenzie	East Peace	Central Peace
	Helper	Valleyview	Grande Prairie	Mackenzie	East Peace	Central	North Peace
Public Speaking	Lead	Mackenzie	East Peace	Central	North Peace	Valleyview	Grande Prairie
* Vice President is the Liaison for Committee Rotation							

b) On occasion the Region has the opportunity to host various workshops (i.e. Farm Safety, Livestock Handling, and Judging). These workshops will be planned by an ad-hoc committee which includes representation from each District.

Standard # 9	
Regional Scholarships & Bursaries	Approved
	November 2021
	Review Date
	Spring 2023

1. The Region will award 10 (ten) bursaries of \$150 each to be awarded yearly. Bursary winners will be selected by the Regional committee. (See standard #7.02) Monies will come out of general account.
2. The Region will provide funds, as needed, to the 4-H Council of Alberta Fund Development to maintain the scholarship fund. The 5 (five) scholarships of \$1000 each are to be awarded yearly. Scholarship winners will be selected by the Regional scholarship committee according to the established selection criteria (see Appendix)
3. Occasionally, on an individual basis, the region will consider ‘topping up’ the amount needed to maintain the other scholarships, available through 4-H Alberta, that are available to the Peace Region exclusively.
5. The Region will continue to put at least 1/3 of monies raised from casinos into scholarship funds with the 4-H Council of Alberta Fund Development.
6. The scholarship and bursary committee may award a scholarship (see #2) to a previous recipient if there are less than 5 (five) eligible applicants, provided they meet the requirements.

Standard # 10	
By-law Review	Approved
	October 2019
	Review Date
	Spring 2022

The Peace Regional 4-H Council By-laws will be reviewed every three years. The committee will be struck at the Spring Regional Council Meeting. Their recommendations will be emailed with the annual meeting agenda in the Spring. The by-laws were last reviewed November 2019.

Standard # 11	
New Club Grant	Approved
	November 2020
	Review Date
	Spring 2022

1. New clubs in the region can apply for start-up funding by way of a letter to the Peace Regional Council.
2. A start up donation in the amount of \$250.00 will be provided by the Regional Treasurer.

Standard # 12	
Peace Regional Council Assets	Approved
	November 2021
	Review Date
	Annually each Spring

- 1) An inventory of the Regional assets will be compiled each year and presented at the Fall meeting.
 - a) The Peace Regional Council will approve, via a majority vote, the inventory list and physical location of the Regional assets every Fall meeting.
 - b) The storage of Regional assets will follow any provincial standards set by 4-H Alberta.
 - c) Rental or use of Peace Regional assets by Clubs or Districts within the Peace Region will require the following:
 - i) a \$100 deposit cheque sent to the Region
 - ii) a request in writing of the assets being borrowed
 - iii) a signed confirmation that the assets were returned in the same quality that they were lent out
 - iv) If any damages occurred the Club or District who rented the assets will be responsible for the repair or replacement of the asset items (less their \$100 deposit)

- 2) All Peace Regional Council email addresses, social media accounts, and logo are the assets and property of the Peace Regional 4-H Council.

Standard # 13	
Peace Regional Council Google Drive Access	Approved
	November 2021
	Review Date
	Annually each Spring

1. The Peace Regional Council Google Drive will be managed by the current President and Secretary. They will be responsible for the adding and deleting of information into the files.
2. All Peace Regional Council Members will have access to view the files on the Peace Regional Council Google Drive.
3. Access is obtained when council members provide their email addresses to the President and/or Secretary.
4. Access to the Peace Regional Council Google Drive will be updated after every Council meeting; this includes adding new council members as well as deleting any past council members.
5. Peace Regional Council Event Committees will have individual files where information pertaining to the planning, budgeting, delivering and review of the event will be stored (this information was previously kept in a binder). Access to the event committee files will be granted to all council members to view.
6. Google Meets can be booked by any regional council member, district, or club. The request to book a Google Meet will be managed by the President or Secretary of the Peace Regional Council.

Standard # 14	
Peace Regional Council Email	Approved
	November 2021
	Review Date
	Annually each Spring

1. The Peace Regional Council Email is: peaceregion@4hab.com
2. The President and Secretary of the Peace Regional 4-H Council will monitor the email.
3. The email for all payments to the Peace Regional 4-H Council is: peaceregional4h@gmail.com
4. The Treasurer of the Peace Regional 4-H Council will monitor this email.
5. These email addresses are considered to be the assets and property of the Peace Regional 4-H Council.

Appendix:

Peace Regional Expense Claim Form

Provincial Beef Standard

Provincial Horse Standard

Peace Regional 4-H Council

Scholarship Criteria



Peace Region 4-H Expense Claim Form

Please print in ink

Make cheque payable to:

First name

Last name

Mailing address

Town or city

Postal code

Phone number **Program**

Information:

Event	
Location	
Start date	End date

Expenses:

Vehicle Kilometers/Trip Total:

Meals (please attach original receipts) Total: \$

Hotels (Please attach original receipts) Total: \$

Other expenses (please list on back& attach) (e.g. program fees, etc.)

Signature of Claimant

Date

Return within 30 days to: **Peace Regional 4-H Council**

marisa.mellon@4hab.com

(Mailed-in preferred)

Grande Prairie, Alberta

For Treasurer / Specialist Use Only	
Mileage @ \$ (up to \$0.50/km)	\$
Meals	\$
Hotels	\$
Other	\$
Total:	\$
Paid on:	

Peace Regional 4-H Council Scholarship Criteria

The Peace Regional Council scholarship of \$1000 each will be awarded to five recipients. The scholarship will be awarded to a past or present 4-H Alberta member of the Peace Region. Recipients must have been involved in 4-H in the Peace Region for a minimum of 3 years.

Applicants will be evaluated for their 4-H achievements, district, peace region, and provincial involvement (i.e. camps, programs, judging, communications and leadership), as well as community involvement. Scores for these areas will be based on information from 4-H diaries. Past recipients may be eligible.

The four areas will be weighted as follows:

4-H Achievement/Involvement (30)

Peace Region and District Events (30)

Essay Criteria (30)

Community Involvement (10)

Essay Criteria: Please explain how you believe your experience in 4-H will assist you in pursuing your future academic/career/life goals. The essay needs to be a minimum of 500 words and a maximum of 750 words.

The rubric to score the essay is as follows:

6 = Essay demonstrates excellent composition skills including a clear and thought-provoking thesis, appropriate and effective organization, lively and convincing supporting materials, effective diction (choice and use of words and phrases) and sentence structure skills, and perfect or near perfect mechanics including spelling and punctuation. The writing perfectly accomplishes the objectives of the assignment.

5 = Essay contains strong composition skills including a clear and thought-provoking thesis, although development, diction, and sentence style may suffer minor flaws. Shows careful and acceptable use of mechanics. The writing effectively accomplishes the goals of the assignment.

4 = Essay contains above average composition skills, including a clear, insightful thesis, although development may be insufficient in one area and diction and sentence style may not be consistently clear and effective. Shows competence in the use of mechanics. Accomplishes the goals of the assignment with an overall effective approach.

3 = Essay demonstrates competent composition skills including adequate development and organization, although the development of ideas may be lacking, ideas may be unsupported/not elaborated upon in more than one area, the thesis may not be original, and the diction and sentence structure may not be clear and effective. Minimally accomplishes the goals of the assignment.

2 = Composition skills may be flawed in either the clarity of the thesis, the development, or organization. Diction, sentence structure, and mechanics may seriously affect clarity. Minimally accomplishes the majority of the goals of the assignment.

1 = Composition skills may be flawed in two or more areas. Diction, sentence structure, and mechanics are excessively flawed. Fails to accomplish the goals of the assignment.

Scholarship will be dispersed in September