

Welcome to 4-H Alberta

Welcome to 4-H Alberta,
a great place for you and
your family to grow and
learn together!

What is 4-H?

4-H Alberta is a youth leadership development organization. With unique projects, club activities and beyond the club opportunities, 4-H is a proven leader in:

- Building Effective Youth Leaders
- Training Successful Speakers & Communicators
- Teaching Technical, Project & Life Skills
- Bringing Families & Communities Together
- Creating Future Opportunities For Youth

Youth are in the driver's seat with the ability to create their own path to discovery, fun and friendship in 4-H. Through the unique 4-H Alberta experience and opportunities – members will build the confidence and skills to take on their role as the leaders of today, and tomorrow.

The 4-H Family

Being part of 4-H means that your family will have plenty of opportunities to play, work and learn together.

When youth and adults work together, shared learning and the joint achievement of a common goal helps to create strong, healthy bonds. By learning alongside adults, 4-Hers become connected within their families and communities and gain a perspective that they otherwise wouldn't have.

Adults can help make the 4-H year a success simply by supporting their own member(s)' project work and preparation for club activities at home. Adults can also support other members in the club setting or leaders with club activities such as the Communications Activity, the Achievement Activity, the Community Service Activity or committee work. Lending a helping hand can range from baking cookies for snack time to taking on the role of a leader. It's up to you!

Thank-you for supporting and encouraging your 4-H member(s), leaders and club.

We hope you have a great year!

Quick 4-H Facts

4-H Alberta Logo

This is 4-H Canada's official logo that 4-H Alberta uses with pride.



4-H Alberta Mascot: *Cleaver the Beaver*

Cleaver the Beaver is 4-H Alberta's official mascot!



4-H Motto

"Learn To Do By Doing"

4-H Pledge

The 4-H Pledge is recited at the beginning of most 4-H functions and has accompanying gestures. The pledge goes as follows:

I pledge,
My head to clearer thinking,
My heart to greater loyalty,
My hands to larger service,
And my health to better living,
For my club, my community, my country and my world.

Being a 4-H Member & Completing a 4-H Year Means...

- 1. 70% Participation**
- 2. Communications Activity**
- 3. Community Service Activity**
- 4. Record Book Completion**
- 5. Achievement Activity**

Cleaver Kids Focus on:

- 1. Developing new friendships**
- 2. Developing a sense of belonging to club and community**
- 3. Developing listening skills and abilities to express themselves**
- 4. Learning to set goals, track, progress and celebrate achievement**

Welcome To The Club

CLUB OPERATIONS

Club Types & Finding the Right Fit

While some clubs focus on one project, multi-clubs have all sorts of project opportunities. Some clubs are very project-oriented, others put more emphasis on club activities. There are lots of different club-types with varying time-commitments, so make sure you choose the right fit and club for you!

What Makes Effective Clubs?

Communication between the club and family is essential and can be enhanced through building and distributing a Program Plan, Constitution/By-Laws and a Budget.

Program Plan

This outlines the goals, activities and meetings of the club and project groups. Names, places, dates, responsibilities and what to bring should also be included. Program plans help clubs to ensure a balanced program, shared responsibilities, time to prepare and effective communication. Social events should also be included. The idea is to get input from members, so go ahead and tell your club what you think. This is a great time to find out what constitutes the 70% of club activities members must attend to complete their club year.

Budget

This is a plan for how the club will get and spend money. Income will come from club fees, fundraising or sponsorship. 4-H clubs should be self-sustaining and base their budget on their not-for-profit status.

Constitution

The constitution defines your club and how it operates, with by-laws acting as operating rules. Each document should be reviewed at the beginning of every year and distributed to each family, so that families have a clear understanding of the club's expectations. The constitution and by-laws must comply with the 4-H Alberta Reference Guide. <https://www.4hab.com/4-h-reference-guide/>

Club Meetings

Starting with the organizational meeting, 4-H members make the decisions and set the direction for the year under the guidance of the club leaders. Every club must hold at least six club meetings per year. These business meetings may be held separately or in conjunction with another club activity.



For everything you need to know about Club Meetings, visit www.4hab.com/downloads and check out the interactive eLearning tool “4-H Meeting Pack” available in the Club Operational Tools section.

Meeting Etiquette

Everyone has a role to play when it comes to effective meetings:

- Arrive on time, put away distractions like your cell phone, be ready to pay attention and stay for the entire meeting.
- Club members are there to run and participate in the meeting, work through the agenda items and to vote independently of each other when making club decisions. They should get involved and keep their parents informed.
- Parents are there to listen, support members' decisions, provide insight on calendar dates and provide support to committees if they volunteer to do so.
- Leaders are there to assist the executive and act as advisors if there are questions from the members.
- Effective club meetings strike a balance between getting through club business, learning and having fun. Meetings that balance aspects of business, learning, social and recreational activities keep everyone alert and attentive.

Club Activities: 70% Participation

All members must achieve 70 participation through attendance and involvement in your 4-H Club approved programming (The Club Program Plan). Clubs at the beginning of the year must outline what programming is a requirement and what is optional.

Club Fees

Club fees support club operations, a portion of or all project expenses, 4-H Alberta insurance costs, training and programming at the club, district and regional levels. The '4-H Alberta member fee' is used towards the continued enhancement and development of provincial programming and project materials and resources, Alberta 4-H Centre operations, risk management (e.g. insurance), and administration, promotion and communication.

Communications Activity

Communicating with confidence is one of the most valuable and marketable skills gained through 4-H involvement. The ability to speak with and in front of others with ease is something that past and present 4-H members attribute to their 4-H communication experience.

Basics

Each 4-H member must do one Communications Activity per club. It should be prepared by the member, presented to a 4-H group and at least three minutes in length.

Types of Communication Activities

Many people think that a communication activity is participating in public speaking or presentations competitions. Well, it might, but these are only a couple options. There are lots of others to choose from, including:

1. Emceeding a 4-H function or activity.
2. Giving formal introductions and thank yous to guest speakers.
3. Presenting a report on club activities.
4. Facilitating a project workshop.

For more information, guidelines and some fun activities to help with your Communications Activity, 4hab.com/downloads Communication Tools

Community Service Activity

Community service creates a greater appreciation of the people and organizations that make a community work. 4-H Alberta counts on the support of others and in turn, clubs and families are asked to give back. Ideas for community service activities where members can volunteer their time and energy for the benefit of the community are welcome. To qualify as community service, the activity can't be of financial benefit to the club, unless all funds raised are donated to a charitable cause.



Your club will participate in at least one Community Service Activity that may require a few hours to a day of your time.

Fundraising

Fundraising is conducted for the specific purpose of raising money for the club's use. There should be a purpose and plan for the money raised before everyone pitches in to do their part.



The amount of time your club's fundraiser will take depends on the target set and how the club is planning on reaching that target.

4-H Diary

The 4-H Diary is a short fillable document for a member to record their participation and involvement within 4-H and their community each club year. A club leader will check club members' completed diaries each club year. It has the following benefits:

- Based on points accumulated by filling out your 4-H Diary, the Awards of Excellence recognize members with Bronze, Silver, Gold and Platinum medallions.
- The 4-H Diary acts as a written reflection of a member's growth and development. It is useful for filling out 4-H Alberta's Scholarship Application or building a resume and cover letter.
- 4-H Diary points assist in determining which members will represent 4-H Alberta on various travel opportunities and receive awards given at 4-H Alberta's Spring Senior Symposium.

Club Uniform

4-H Alberta asks members, families and leaders to refrain from wearing clothes that may be inappropriate for the activity or event. Please ask your club what the dress expectations are for club activities listed on the Program Plan or if there is a club uniform to be worn for certain activities.

Welcome To The Club

IMPORTANT CLUB INFORMATION

Club Information

Club Name: _____

Club Website/Facebook Page/Google Calendar Address:

General Leader Name: _____

Phone #(s): _____

Email: _____

Mentor Family: _____

Phone #(s): _____

Email: _____

Club Uniform: _____

General Fee

\$ _____ (Club Fee) +

\$ _____ (Project Fee) +

\$ _____ (4-H Alberta Member Fee) =

\$ _____ (Total)

Other Anticipated Costs (club uniform, social events, trips, etc.): _____

Member Requirements:

My Clubs 70% includes:

Communication Activity:

Record Book Completion Means:

Community Service Activity:

Achievement Day

Welcome To The Club

CLUB EXECUTIVE

An election of officers is held after a call for nominations occurs. Members' names should be put forward and voted on for their understanding and suitability to the position. Once the club executive is in place, each officer must fulfill their position's responsibilities and work with their fellow members to carry out meetings. Below is a list of the major responsibilities of each executive position, other responsibilities may be unique to the club.

Club Executive Roles & Responsibilities

President

- Prepare the agenda with the other officers and chair the club meetings
- Have an understanding of Parliamentary Procedure, club by-laws and constitution and other officers' roles
- Provide leadership to other officers and members and be a spokesperson for the club
- Help with the Program Plan and Budget

Vice President

- In the President's absence, chair the club meetings
- Have an understanding of Parliamentary Procedure, club by-laws, constitution and other officer's roles

Secretary

- Give notice of meetings
- Keep record of attendance and meeting minutes, and read minutes of previous meeting
- Handle club correspondence

Treasurer

- Propose club budget, developed in conjunction with leaders and fellow officers
- Keep accurate and up-to-date record of club finances
- Co-sign cheques, deposit income plus pay bills, issue and keep receipts
- Provide financial reports for each meeting and review at the end of the year

Parliamentarian

- Understand and provide direction to the President, and the rest of the club on proper Parliamentary Procedure
- Review the club's constitution yearly, and provide recommendations for amendments

Historian

- Keep a written/pictorial record of club activities and make available to all members

Reporter

- Write articles for the local paper or the 4-H Alberta Magazine
- Maintain club's website or social media page
- Assist with advertisements or thank-you notices in local papers or on local radio stations

District Council Representative

- Represent the views of the club, and help make decisions about activities at the District Council
- Report at club meetings on council meetings and activities

The Club Executive is:

President: _____

Email: _____ Phone #: _____

Vice-President: _____

Email: _____ Phone #: _____

Secretary: _____

Email: _____ Phone #: _____

Treasurer: _____

Email: _____ Phone #: _____

Parliamentarian: _____

Email: _____ Phone #: _____

Historian: _____

Email: _____ Phone #: _____

Reporter: _____

Email: _____ Phone #: _____

District Council Rep(s): _____

Email: _____ Phone #: _____

Email: _____ Phone #: _____

Other: _____

Email: _____ Phone #: _____

Other: _____

Email: _____ Phone #: _____

Welcome To The Club

CLUB COMMITTEES

Committees are appointed to deal with a specific task or problem that is better dealt with by a small group, rather than a large group or individual. Committees are made up of members, parents and leaders, and are usually elected or appointed at the start of each year. Most clubs have the expectation that all members participate in at least one committee.

There are typically two types of committees in 4-H clubs:

- 1. Standing Committees are quite permanent in nature and have the same task each year, such as the social committee.
- 2. Ad Hoc Committees are formed on a temporary basis to perform a specific task such as choosing a club uniform.

Committees In The Club Are:

Committee: _____

Committee Members: _____

Committee: _____

Committee Members: _____

Committee: _____

Committee Members: _____

Committee: _____

Committee Members: _____

Committee: _____

Committee Members: _____

Committee: _____

Committee Members: _____

Committee: _____

Committee Members: _____

*Be sure to indicate who is Chair of each committee.

Welcome To The Club

PROJECT BASICS

Choosing A Project



To see a complete listing of 4-H projects in Alberta, www.4hab.com/projects.

4-H projects give members the opportunity to explore an area of interest through goal setting, hands-on activities, learning opportunities, evaluation and record keeping. With more than 30 projects to choose from. To help choose, ponder the following:

- What are the members' interests, abilities, resources and how much of their spare time are they willing to invest in the project?
- Is there something the member wants to become more skilled in?
- Do any of the projects fit with a school or career aspiration, or complement an activity the member is currently involved in?
- Does the project seem like something the family would be interested in, and willing to help out with?
- Is there a leader or adult volunteer available to lead the project?

If none of the projects seem like a perfect fit, members can make their own Creative Option Project with the support of a new or existing Project Leader and the club.

4-H Projects are all about learning, challenging yourself, and having fun! All projects are themed about one or more of the 4-H Pillars:

1. Community Engagement & Communication
2. Science & Technology
3. The Environment & Healthy Living
4. Sustainable Agriculture & Food Security

For more information check out www.4hab.com or the 4-H Alberta Reference guide

Project Fees

There may be fees associated with specific projects that may be included or are in addition to project-related costs covered in the general club fee. For the Foods or Crafts projects for example, members may pay a fee that covers the cost of supplies. For certain project, fees may be collected for the rental of facilities for project lessons.

For 4-H projects that involve animals, it may be worth considering purchasing project insurance if:

- Money has been borrowed to purchase the project animal or material
- The project animal is being leased by the member;
- Damage or death of a project animal is a possibility.

Project Meetings

Project meetings may be part of a club meeting or held separately to tackle project work, receive project-specific updates or plan/participate in project learning opportunities. Project meetings are typically led by the Project Leader(s).

Talk to your Project Leader to find out the typical duration of project meetings.

Safety First!

Safety should always be a consideration for club activities, but some projects have equipment that is required for safety reasons. For example, helmets are required for all 4-H equine project members. Another example would be that for welding projects, protective eye wear and gloves should be worn. Check with the Project Leader to find out what is needed to stay safe while working on the chosen 4-H project

Project Work



Time spent working on your project depends on the nature of it. While animal or livestock projects require attention every day, other projects still require time and effort to varying degrees.

Members must do at least one project per year, working individually and with a Project Leader with safety being top priority. Members “Learn To Do By Doing” with their project and are strongly encouraged to individually complete the work. Parents and leaders should help by explaining first, demonstrating if appropriate and then letting the members complete the task themselves.

Project Learning Opportunities

Project learning opportunities are designed to support the work members do with their project, so members should take full advantage of them!

Club Level

Within the club, there may be project-related lessons, tours, clinics or training opportunities with invited speakers offered to increase project-related knowledge.

Beyond The Club

Project learning opportunities may also be offered at the district, regional and provincial levels of 4-H Alberta. There are a variety of unique opportunities to participate in learning days, workshops, sessions, clinics, record book competitions, programs and shows to further project-related knowledge. Check out your club’s Program Plan plus the Online regional and provincial calendars at www.4hab.com to see what opportunities await!



Reach out to programs@4hab.com for opportunities that await with 4-H!

Project Guides & Record Book

Project Guides

Once a member has been registered with 4-H, club leaders may order Project Resources that will help members complete their project with information and activities that promote learning and progression throughout the project.

Project Record Book

Along with the Project resources, members will receive a Project Record Book. Completing a record book for each project is a member requirement. Record Books vary with the project, but have three basic parts:

- Space for information about members and their club
- Space for information about the member’s project
- Space for reflecting on the member’s year in 4-H

Record keeping is a great skill to develop, so it is important that members fill out their record books themselves. One of the essentials of good record keeping is recording things on a regular basis. Be sure to ask how often your club checks Project Record Books.

Achievement Day

For each project, members must participate in an Achievement Activity. It is a chance for members to share what they have learned and display their projects. It should be a celebratory event that may involve individuals, organizations and the community that supports the members and club throughout the year. Each club has a unique way of showcasing their projects – so find out what your club does and savour the success of a project well done!

Welcome To The Club

P R O J E C T B A S I C S

Print additional Pages if more than 1 Project

Project

Project Name: _____ Project Leader: _____

Email: _____ Phone #: _____

Project Meetings

Location: _____ Time: _____ Date(s): _____

Location: _____ Time: _____ Date(s): _____

Location: _____ Time: _____ Date(s): _____

Location: _____ Time: _____ Date(s): _____

Location: _____ Time: _____ Date(s): _____

Location: _____ Time: _____ Date(s): _____

Location: _____ Time: _____ Date(s): _____

Project Fees & Insurance

Project Fees: \$ _____ (if not included in the club fee) Project Insurance Cost: \$ _____ (Optional)

Project Totals

Project Fees: \$ _____ +

Project Insurance: \$ _____ =

Total: \$ _____

*use this total on page 5 "General Fees"

Welcome To The Club

4 - H A L B E R T A

4-H Members

4-H Alberta members must be between the ages of 6-20 as of January 1st of the current club year. The 4-H Club Year runs October 1st – September 30th. The age categories for 4-H in Alberta are: Cleaver Kids (6-8, Junior (9-11, Intermediate (12-14 and Senior (15-20. 4-H members need to pay their registration fee and meet five requirements and be in Good Standing to complete a 4-H club year.

4-H Leaders

Each year, the club membership elects the General, Assistant, Project and other leaders who will work together to guide the members, families and club. Leaders must be 18 years of age and complete Leader Screening, Youth Safety in Canada and Commit to Kids Training

4-H Clubs, Districts & Regions

Clubs

Are unique entities which govern themselves within 4-H Alberta Reference Guide. Clubs must have at least eight members and 2 leaders registered with 4-H Alberta. Registered clubs receive supplies and are covered by 4-H Alberta's insurance.

Clubs must:

- Have an executive comprised of members
- Conduct a minimum of six business meetings
- Offer projects as well as Club Achievement, Communications and Community Service opportunities.

Districts

A geographic area to which clubs belong. Ask your leader if you are unsure to what district your club belongs.

Our Club is in the _____ District.

District Councils

The council may plan events and activities for the benefit and enjoyment of 4-H members and leaders. Each club sends representation to the District Council. The District Council may collect fees from clubs to assist with council operations and to cover the cost of insurance coverage.

Additionally, the council selects Key Leaders who assist and provide support for clubs and leaders. Key Members are also selected by District Council and act as a resource to clubs and members in the district.

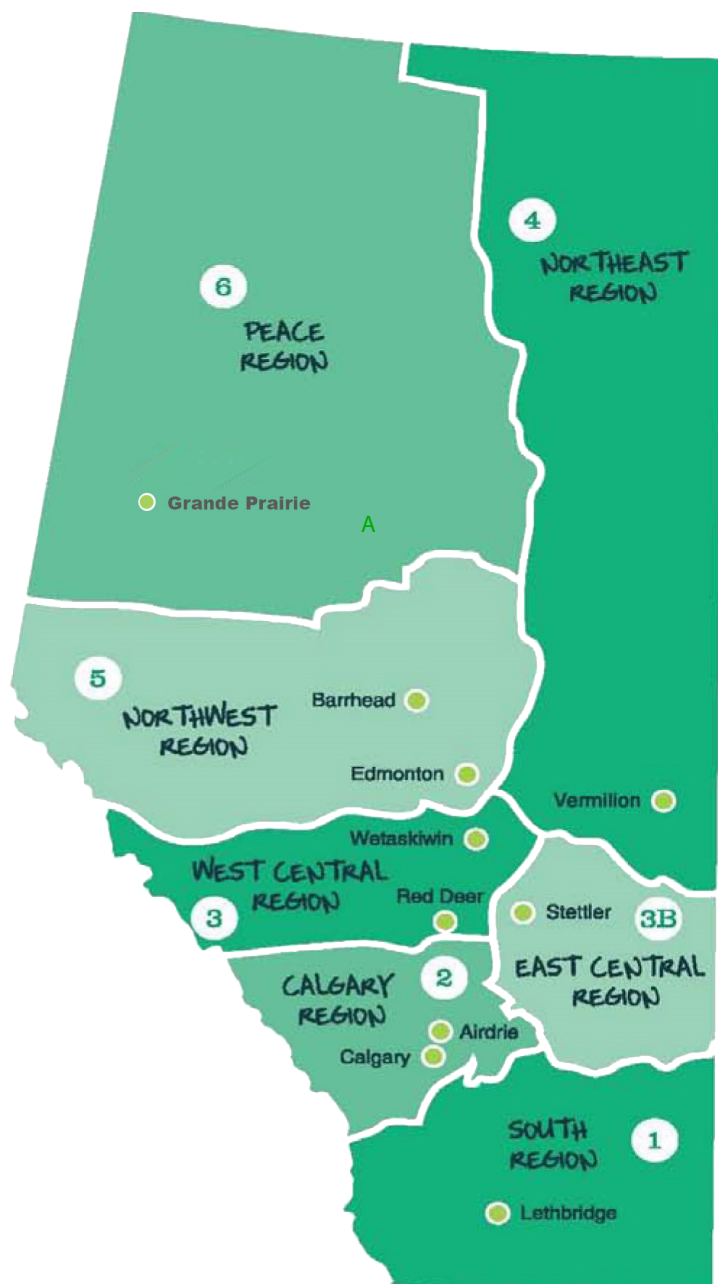
Regions

There are seven geographic regions within 4-H Alberta to which all clubs and districts belong: South, Calgary, East Central, West Central, Northwest, Northeast and Peace.

Our Club is in the: _____ Region

Regional Councils

The council plans events and activities for the benefit and enjoyment of 4-H members and leaders. Each of the seven Regional Councils is an individual entity, with some being registered societies. Each District Council elects or appoints representation to their Regional Council, who then select/elect representatives to various provincial advisory committees and the 4- H Alberta Board of Directors.



4-H Alberta

4-H Alberta is a not for profit organization and registered charity that operates under the direction of a volunteer Board of Directors, with a CEO and staff to seek, receive and administer funds for the ongoing viability of 4-H Alberta. 4-H Alberta is also responsible for the maintenance, operation and enhancement of the Alberta 4-H Centre and the administration and strengthening of 4-H Alberta scholarships and bursaries.

4-H Alberta is client-driven. The 4-H Alberta staff deliver the 4-H Alberta program to meet the evolving needs of members, leaders, clubs, councils and committees. 4-H Alberta researches, develops and delivers: print, online and multimedia resources, provincial programming, internal and external marketing and communications directives, plus travel, exchange and award opportunities.

Sponsors

The Sponsorship and Corporate Partnerships managed by the 4-H Alberta have a tremendous impact on 4-H Alberta and its ability to serve the youth and communities of our province. The partnerships made with sponsors allow 4-H Alberta to continue to deliver 4-H with a high degree of excellence and to amplify 4-H Alberta's positive benefits and overall effectiveness from the club to the provincial level of 4-H.

To learn more about 4-H Alberta's Sponsorship and Corporate Partnerships and how you and your club can recognize them, visit www.4hab.com About 4-H tab under Sponsors and Funders or email development@4hab.com

4- H Alberta Board of Directors

The 4- H Alberta Board of Directors was formed in 2020 when 4-H Alberta amalgamated. Governance board made of 12 members with the past Chair and CEO who are ex-officio. The Annual General Meeting occurs in the spring and nominations and elections happen before that. If there are volunteer opportunities on the board they will be posted.

Welcome To The Club

B E Y O N D T H E C L U B

Activities

There is plenty of activity at the club level to keep members and families busy with 4-H. Every 4-H family should be aware of all that 4-H has to offer beyond the club and take advantage of those opportunities whenever they can. Activities beyond the club can occur at an interclub, district, regional or provincial level.

District

District Councils provide opportunities for members to develop project and personal skills. They may organize tours, learning days, workshops, shows, clinics or other fun events. These district opportunities vary by district.

Regions

Regional Councils provide opportunities for members to develop project and personal skills. They may organize summer or winter programs and camps, learning days, workshops, shows, competitions as well as other fun events. These regional opportunities vary by region.

Provincial

A variety of provincial programs await all 4-H members looking to have fun, make friends and venture down a path of discovery. Check out the Program's on www.4hab.com to see what program to register for next!

National

4-H Canada Offers a variety of national programs for members and leaders. For more details on 4-h opportunities at a national level contact programs@4hab.com

Awards

4-H Alberta recognizes our members' hard work and achievements through our own award programs. From the Awards of Excellence to the Premier's Award to Ambassadorships to travel and development opportunities – 4-H Alberta's awards are worth the effort!

Scholarships

4-H members and alumni pursuing post-secondary may be awarded scholarship or bursary dollars to help ease the financial burden associated with working towards furthering their education. By simply completing an online application, members and alumni will be considered for the district, region and provincial scholarships they are eligible for. Members and alumni have the potential to realize up to \$3,000 per year!

To find out more about scholarship, bursaries and grants offered through 4-H Alberta visit <https://www.4hab.com/scholarships/>

Check out your club's Program Plan plus the online regional and provincial calendars at www.4hab.com to see what activities beyond the club await!

Looking for More Info

Fellow 4-H Families

The simplest way to find out the answer to a 4-H club-related question may be just to ask a fellow 4-H family! Families that have belonged to a club for a year or two most likely had the same questions that you're having when they were new to 4-H. They are more than willing to help your family out.

Club Leaders

These individuals can be a wealth of knowledge when it comes to questions on club operations or project basics.

Key Leaders

These experienced volunteer leaders are a resource selected by your District Council to be a resource for the clubs, leaders and families in their district. Key Leaders may be available to present workshops, answer questions or help to organize a district event.

Key Members

These senior members have been selected by their District Council to act as a resource for members in the district. Like Key Leaders, they may be able to present workshops, answer questions or help to organize a district event.

4-H Alberta Ambassadors

4-H Alberta Ambassadors are enthusiastic Senior Members that are driven to grow 4-H in Alberta through sharing their 4-H experiences and representing youth! 4-H Ambassadors support 4-H in their region and across the province. Ambassadors receive training and gain experience in areas they are interested in.

There are two Ambassadors per region.

4-H Area Coordinators

These 4-H Alberta staff are positioned throughout the province, working with each of the seven regions. Their job is to provide support to and consult with the 4-H members, leaders, families and clubs in their region. Area Coordinators also provide training, coaching and counselling to these parties and are extremely knowledgeable in all things 4-H! Watch for their eBlasts in the email inbox that you provided to 4-H Alberta at the time of Club Registration.

4-H Alberta Staff

Check out www.4hab.com for a full staff listing in areas of: Senior Leadership, 4-H Center, Finance, Programs & Delivery & Business Development

Phone: 780-682-2153

Website: www.4hab.com

ORS: www.4habregistration.com

4-H Canada

4-H Canada provides some great conferences and exchanges that bring 4-H members from across the entire nation together, in addition to providing scholarships and grants.

Check out www.4-h-canada.ca to see more details on 4-H opportunities at the national level of 4-H in Canada.

Welcome To The Club

**BEYOND THE CLUB
INFORMATION**

District Information

District Name: _____

District Chair : _____

Email: _____ Phone #: _____

Key Leader : _____

Email: _____ Phone #: _____

District Comittees: _____

Region Information

Region Name: _____

Area Coordinator: _____

Email: _____ Phone #: _____

Region Name: _____

Region Chair : _____

Email: _____ Phone #: _____