

THE
4-H ALBERTA
REFERENCE
GUIDE

Operational Processes



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THE 4-H ALBERTA REFERENCE GUIDE

Each 4-H Club in Alberta is an individual entity and is responsible for governing itself within the policies and procedures established by 4-H Alberta. The 4-H Alberta Reference Guide has replaced all non governance related policies and procedures as of October 1, 2022. This is reflected on the website.

This Reference Guide is to provide operational processes, procedures, and definitions for province-wide consistency when required. Each section of this document has contact information associated with it for feedback or if questions arise about that section.

This document will be updated in February and July for the 2023-2024 year and just in July moving forward. All feedback, suggestions, questions, etc. can be submitted here: [4-H Alberta Reference Guide Feedback Form](#). Please use the online version or check the “last edited” date in the footnotes to see when changes were last made. If changes are made, a summary will be in the Scoop that month.

This document is best used online by finding what you are looking for in the table of contents. Click on the section you want in the table of contents and it will take you there. Or press the Control button and the “F” button at the same time to “Find” what you are looking for.

WHAT’S NEW IN THE REFERENCE GUIDE

September 2023 Update

- [Good Standing](#) Requirements for members, clubs, districts, and regions. Note the date changes for those requirements.
- The [Constitution](#) section was updated to include that the Default District Constitution is ready and on the website.
- Projects has two new resources that can be found on the [Projects - 4-H Alberta](#) Webpage
 - [Project List- Alphabetized](#)
 - [Projects List- Sorted by Pillar](#)
- The Insurance section has been updated.

WHO IS THE 4-H ALBERTA COMMUNITY?

The 4-H Alberta Community includes everyone involved in 4-H Alberta. From the youngest Cleaver at 6 years old to the oldest volunteer lending a hand, this community is from all over Alberta, both in rural and urban areas. Some are new to 4-H and some have been a part of 4-H for 4 generations. Our amazing volunteers are farmers, auto mechanics, teachers, psychologists, police officers, ranchers, and so much more, and all are ready to help children experience new things and learn. This community is inspired and motivated by young people ready to dive in head first and live up to the 4-H motto, Learn To Do By Doing. [Join 4-H](#) today.

Members

Members are youth aged 6-20 and are divided into four different age groups, determined by their age on December 31 of the current club year. At the beginning of each new club year, members will be registered in the group according to the age they will be on or before December 31 of that same year. For example, a member will be 11 at the beginning of the club year in October, but will turn 12 on December 31 so will be placed in the age group that includes 12 year old members.

Members can become leaders or volunteers when they are 18 but they cannot be both a member and a leader/volunteer in the same year. An exception to this is our [Youth Leaders](#).

Cleaver Kids: 6-8 years old

Junior Member: 9-11 years old

Intermediate Member: 12-14 years old

Senior Member: 15-20 years old

Cleaver Kids

Cleaver Kids introduce 4-H to six to eight year olds. Cleaver Kids are a great way to engage the whole family. Cleaver Kids are an active group that focus on four areas of skill development through hands-on learning at their own age appropriate level, while being part of a 4-H Club. Cleaver Kids programming may differ from club to club based on volunteer resources and skills of Cleaver Kids. A great place to learn more is the Cleaver Kids Quick Reference Guide found here:

<https://www.4hab.com/cleaver-kids/>

Cleaver Kids Skills Development:

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

What makes Cleaver Kids special:

- [Cleaver Kids Quick Reference Guide](#)
- [4-H Alberta Cleaver Kids Leader Guide](#)
- Cleaver Kids follows this [Ratio](#)

If you have comments about this section or questions about Cleaver Kids specifically, please contact Susann Stone at susann.stone@4hab.com. Questions can also be directed to your [Area Coordinator](#).

Member Requirements

There are five provincial requirements for 4-H Members aged 9-20. These requirements should be achieved within your club and while completing your project(s) during the duration of your club

1. Communication Activity

Communicating effectively and with confidence is one of the most valuable skills gained through 4-H. 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 communications experience.

- Each 4-H member must do one Communication Activity per club:
 - Must be prepared by the member
 - Must be presented to a 4-H group
 - Must be at least three minutes in length
- Types of Communication Activities:
 - **Competitive Route** - club competition, with the potential to move on to district, regional, and/or provincial competitions
 - Prepared Speech
 - Presentation
 - **Non-Competitive Route** - some examples below. There are many ways of fulfilling this requirement. Speak with your leader for more options.
 - Emceeding a 4-H function or activity.
 - Giving formal introductions and thank yous to guest speakers.
 - Presenting a report on club activities.
 - Facilitating a project workshop

[Communication Resources](#)

[Communication Tools](#)

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Pam Gitzel at pam.gitzel@4hab.com

2. 70% Participation

All members must achieve 70% participation through attendance and involvement in your 4-H Club approved programming (The Club Program Plan).

- Club approved programming can include:
 - Club Meetings
 - Club Activities/Club Events
 - Club Workshops
 - Project Meetings
 - Project Activities/Project Events
 - Project Workshops
 - District and or regional activities designated as 'Club' activities
- Discussed & determined by your club membership
 - Contain 'mandatory' & 'optional' programming
 - Voted on after collaboration, discussion, review and agreement
 - Clubs should have mid-year check in to ensure members are on track to meet the 70% Participation

- Provide options for members who are struggling to meet the 70%
 - Options can be discussed and included at the start of the year or part way through the year but membership should be in agreement with decisions

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Crystal Dechaine at crystal.dechaine@4hab.com

3. Record Books

As a member requirement, members must complete a record book per project.

What are Record Books?

Record Books are available for every project in 4-H Alberta. They are a living document in which you record your project expenses, project activities, club activities and thoughts about your year. Record Books are available in a hard copy, downloadable off the website, or fillable on the website.

[Online Record Books](#)

Go to the [Project Resources](#) section for more information.

Why do we need to complete Record Books?

Accurate and complete financial records can help you make an informed decision - whether it's to keep your project as a hobby, or try to make money doing it! Reviewing your record books from last year may help you determine a way to reduce expenses and/or increase revenues. These record books also document all of your activities with 4-H throughout the year and will help you keep track of your requirements as well as reflect on what you have learned and how you have grown.

How are Record Books marked?

There are recommended project marking guidelines in record books. Club leaders should review record books and how they are marked at the beginning of the year at the club and project levels with all members. Some clubs will follow these guidelines, others may assign a complete/incomplete status. If your district or region has a competition, please read those guidelines for their specific rules.

Do I have to complete every page in the Record Book?

Work with your club leader to determine which pages are required for your project. You may be directed to "remove" some pages.

BEWARE! Removing some pages may make you ineligible to compete in district or regional record book or portfolio competitions. If you plan on competing in these events, please review rules and guidelines related to those competitions before removing pages in your record book.

What are the parts of a Record Book?

A record book contains information about you, your club and project.

Record book formatting may vary among projects. Some may be all in one book or consist of two parts:

- Base Book - this is all about YOU! Filling this in gives you a historical document that you can look back on when you are older. You only need to fill this out once per year.

- Project Inserts - these pages identify project specific information.

[Record Book feedback form](#)

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Connie-Lyne Harder at connie-lyne.harder@4hab.com

4. Community Service

As a member requirement, a member must complete a club-approved community service activity.

As a 4-H member, you pledge to use your head, heart, hands and health to serve your club, community, country and world. Community service creates a greater appreciation of the people and organizations that make a community work.

To qualify as community service, the activity cannot be of financial benefit to the club, unless all funds raised are donated to a charitable cause.

4-H Alberta strongly encourages clubs to choose a Community Service Activity (or activities) that involves members giving their personal time and energy in the service of their community. Determine a suitable activity as a club - one that requires ACTION by the members as a group rather than just a cash or food item donation.

As a 4-H club, you will discuss and decide on the volunteer roles you would like to play, some examples include, but are not limited to:

- Volunteering at a food bank
- Helping host a community dinner
- Tree planting at a local school
- Spending time with seniors in a retirement home
- Bringing your well trained canines to a retirement home or youth program

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Brenda Murdock at brenda.murdock@4hab.com

5. Achievement Day

This is your chance to shine! At the end of your 4-H year, 4-H members get a chance to showcase their projects and share them with their family, friends and even members of the public. It is a great way to show your pride in all of your hard work and wrap up your project.

Members must participate in an Achievement Day for each club in which they belong. Each project should identify their own specific Achievement Day expectations. Think about how you can get the best mileage for recognizing and rewarding each member and each project.

Achievement Days look different in every 4-H Region, District and Club. Members are to plan and organize Achievement Day with the support and guidance of their 4-H leaders as needed. Discuss as a club how you would like this day to be, and together you can make it happen!

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Marisa Mellon at marisa.mellon@4hab.com

Youth Leaders

For information on the Youth Leader Program check out this [document](#).

For questions and more information about this section contact Susann Stone, Tracy Dietrich, and Sydney Walsh at programs@4hab.com

4-H Alberta Ambassador

4-H Alberta Ambassadors are enthusiastic 4-H Senior Members that are driven to grow 4-H in Alberta through sharing their 4-H experiences and representing 4-H youth. 4-H Ambassadors will support 4-H in their region and across the province. Ambassadors will receive training and gain experience in an area that they are interested in. As an Ambassador you will learn valuable skills that will help you in your future endeavors. The deadline is early October each year. The application will be attached to this description shortly. [Ambassadors - 4-H Alberta](#)

Two Ambassadors per region (14 in total) will be selected, through an application process, for a two-year term. More information in the Appendices

For questions and more information contact Susann, Tracy, and Sydney at programs@4hab.com

Key Members

Content in progress.

CLUBS

This is where the 4-H magic starts! Members will get to know each other, meet families, start projects, and get to explore their communities together! Members will complete their requirements within their clubs and dive into their projects. Below are key components of the club.

The Running of a Club

Meetings are operated by a member executive and chaired by the President. The adult leadership of a club supports the member executive through the operation of the club. Examples: supporting the parliamentary processes and the creation of the agendas (which are primarily prepared in advance by the President in consultation with the Secretary and General Leader).

Clubs must have a minimum of 6 business meetings throughout the club year. A club meeting can be a part of a project day or other designated club activity. An official business meeting can occur when quorum is met.

Meetings are orderly and efficient. Business should be kept moving and discussions on topic at meetings. As all aspects of 4-H, all involved follow the 4-H Canada's Code of Conduct. If there are breaches or potential breaches, follow the [Code of Conduct Enforcement Process](#).

Clubs must endeavor to conduct business meetings using parliamentary procedures, which requires that only 4-H members move, second, and vote on motions during the club year. Votes are only made to break ties.

An outline for what to cover on the first few meeting of the year is in the [appendices](#)

Clubs must vote which activities/events/meetings are mandatory requirements for members to attend– this will be a part of the [70% Participation](#). Clubs prepare a [program plan](#) each year to ensure members and families understand the expectations and plan for the year. Projects will/may have their own mandatory activities that need to be included in the program plan. These need to be voted on by the members as well.

More information on this and the deadline for it is in the [program plan](#) section below.

A meeting should consist of five components: member requirements, recreation, business, social, and education.

Other resources:

[4-H MEETING](#)


[Parliamentary Procedure Made Easier](#)


[Actionable Items- Sample](#)

[Agenda- Sample](#)

[Meeting Minutes- Sample](#)

[Best Practices for Virtual Youth Programming | 4-H Alberta](#)

 [Appendix IVRobertsRulesOfOrder.pdf](#)

 [BoardEffect-Roberts-Rules-of-Order-Cheat-Sheet.pdf](#)

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Sherry Howey at sherry.howey@4hab.com

The 4-H Season

4-H Clubs set their own program plan to suit the needs of their members and project work. They should keep in mind the 4-H Season as well.

The 4-H season occurs beyond the 4-H Club through programs and events run by district, regions, and province. These programs and events provide opportunities for growth and advancement for members that enrich the 4-H experience.

Some examples of programs and events include: Communication events (Regional and Provincial), which is where members can practice public speaking in front of larger groups and receive feedback on it by judges. Regional shows, where members can show their projects, receive feedback, and see what other people, outside of their club, have been doing.

Details on how to write a [Program Plan](#) are in a different part of this document.

Details on the [Club Registration](#) process are in a separate section.

For a list of what is happening around the province, check out the [4-H Alberta Events and Programs Calendar](#) and the [Scoop](#).

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Sherry Howey at sherry.howey@4hab.com

Types of club

Each 4-H club offers and operates in different ways that is what makes 4-H unique. Finding projects, schedules, competitions, commitment levels, meeting location, cost, that best meet member and family needs is important. Contact your [Area Coordinator](#) to find the right club for you and your family.

Use this [4-H Club Analysis Tool](#) to determine what type of club programming is offered. Members can also use this tool to find a club that best suits their needs and interests

[Area Coordinator](#) can help support club selection.

Ratios

	Daytime and Low-Risk Activities		Overnight and High-Risk Activities	
	Starting ratio with the Rule of Two (adult : youth)	Ratio for additional participants (adult : youth)	Starting ratio with the Rule of Two (adult : youth)	Ratio for additional participants (adult : youth)
4-H Members / Cloverbuds 6-8 years	2:10	1:5	2:10	1:5
4-H Members 9+	2:30	1:15	2:20	1:10
Senior 4-H members 15+	2:40	1:20	2:20	1:10

*Cloverbuds is the same age group as Cleaver Kids

Image taken from the [4-H Canada's Youth Safety Policy Manual](#)

The Starting Ratio for Daytime and Low-Risk Activities (the first green column above) has to be a minimum combination of 2 Screened and Trained Leaders or 1 Screened and Trained Leader and 1

Screened Volunteer. Adults in the Ratio for additional participants do not have to be screened or trained, however it is recommended.

When Organizing Supervision Ratios, the ratios are based on the youngest members involved. E.g. There are 40 Members in group activity, including several Cleaver Kids (the amount of Cleaver Kids does not impact the ratio) the activity must use the Cleaver Kids (6-8 years) Ratio: 40 members : 2 trained and screened leaders and 6 adult supervisors.

The Starting Ratio for Overnight and High-Risk Activities (the second green column above) has to be a minimum combination of 2 Screened and Trained Leaders or 1 Screened and Trained Leader and 1 Screened Volunteer. Adults in the Ratio for additional participants also need to be made up of Screened and Trained Leaders or Screened Volunteers.

The Rule of Two

The rule of two is defined in the [4-H Canada's Youth Safety Policy Manual](#).

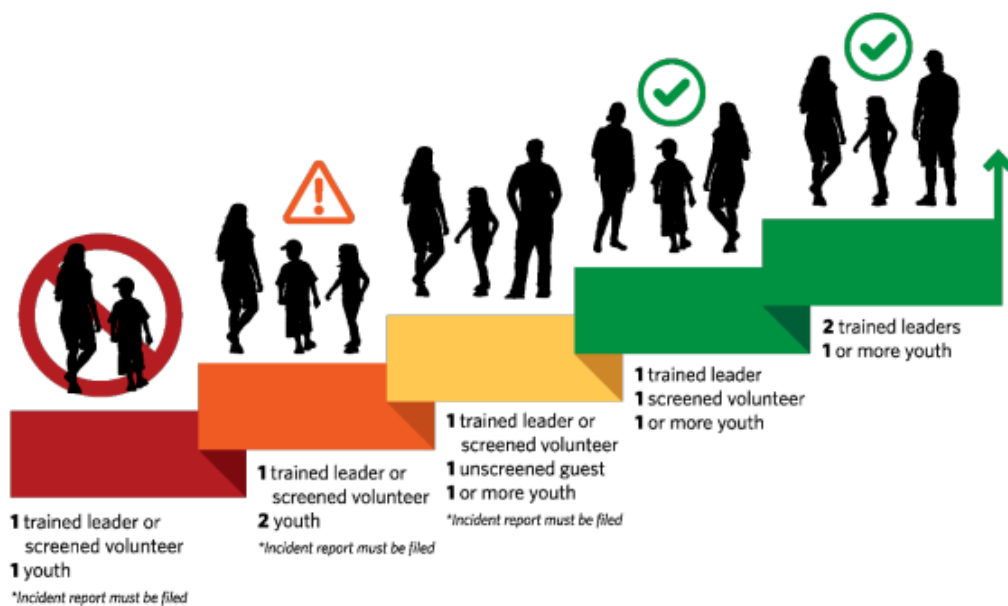


Image taken from the [4-H Canada's Youth Safety Policy Manual](#)

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Marisa Mellon at marisa.mellon@4hab.com

Club Participation

Club membership minimum is 8 members. Exceptions to this can be made. Contact your Area Coordinator. There is no set maximum for clubs and projects; however members need to be in ratio based on the chart below in order to provide quality mentorship and ensure youth safety.

4-H Canada's Youth Safety Policy Manual: [Youth Safety at 4-H in Canada](#)

Club Executive- Youth

The 4-H club executive must be elected by and from the 4-H membership (youth members).

The executive must include, but is not limited to: president; vice-president; secretary and treasurer. These roles are listed with descriptions in the [Appendices](#) and in the default constitution. [Club Finances](#) are explained in Appendices for treasurers.

For more information about this section contact Susann Stone at susann.stone@4hab.com

Leadership- Adults

All Club Leaders must be elected by the 4-H membership (youth members). Club members can support a designated succession plan if voted upon, however, it must be re-voted each year to ensure fairness.

There also must be a transfer of knowledge and understanding between past and present leaders. This communication and information sharing makes for a successful club.

Details on adult roles, screening and training, and more are in the [Leader](#) section of this Manual.

Election process is in the [Appendices](#)

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Susann Stone at susann.stone@4hab.com

Taking Attendance

Attendance must be taken at all 4-H events, activities, and functions to ensure the safety of the 4-H Alberta community and to maintain 4-H Member Requirements (e.g. [70% Participation](#)). For safety and insurance reasons, leaders need to track who is at these events, activities, and functions. This includes people beyond the members. The attendance list can track this information if needed or it can be tracked in other ways. That is up to the leaders running the event.

The guardian must sign in and out their child/ member on the attendance sheet (if under 18) OR the member can self sign-in/ out if written consent is given by the guardians on the attendance sheet (see appendices for an example) or just a note from home that is signed and dated.

The attendance process will vary depending on the type of activity and event. Clubs may need to modify their attendance sheet to suit the needs of the activity or events. Having a designated person (or people) taking attendance at a time is expected to ensure everyone is checked in and out and information is relayed properly.

To view and download templates click here: [Attendance Sheet Templates - Download to edit](#)
Feel free to modify to suit the needs of the event you are running or your club– not all columns/ information will be needed depending on the program. E.g. If you already have the emergency contacts for your club you will not need to collect that information on the attendance sheet.

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Bridget Mahaffey at bridget.mahaffey@4hab.com

Good Standing

Members in Good Standing

To be in Good Standing, a Member must:

- Abide by the Code of Conduct and processes outlined in the 4-H Alberta Reference Guide
- Abide by the [Program Agreement](#) on the Online Registration System
- Be registered in at least one club that is in Good Standing and be aligned with their constitution
- Ensure all monies are paid to any entity that the member is a part of (clubs, districts, etc.)
- Meet the [Member Requirements](#)
- Complete all required forms and information on the Online Registration System by **January 30 of the club year**
- Be in Good Standing in all clubs registered

Good standing status is upheld by the list and process below. Payment of project sales cannot be withheld for any reason. Please see [Member Payments](#) for more information.

If members are not in good standing

- Members will not be able to participate in programs, club events, project sales, etc. at any level (club, interclub, and beyond). Members need to be in good standing at time of registration and for the duration of the program. If they become not in good standing, their registration will be revoked and they may not receive a refund.
- Members will not be able to sell projects (as per the project standards).
- Members who are not in good standing by the end of their club year will not complete that year or receive Diary points.
- The Club retains the right to remove the member from the club if they are not being compliant and effort is not being made to meet requirements. Discretion is required when making this decision. See below for details on how to support this process below

This is enforced at the level the requirement occurs. E.g. Members need to be in Good Standing provincially to attend Provincial Programs.

For a member to return to Good Standing status they must work with their Club to resolve the outstanding issues.

Withdrawing from a club

Withdrawals will be declined if specific requirements are not met:

- Financial requirements
- Code of Conduct adherence

A note will be placed on members files to track withdrawals

Please note: withdrawals only occur at club level. Members are not eligible to withdraw from Districts or Regions.

Member in Good Standing Deadlines

Requirements are met on an ongoing basis. Deadlines are based on the Club Program Plan and Constitution. See below for more details.

*Good Standing Members: Support Process		
Who	Step 1: Communicate to Member and to Area Coordinator	Step 2: If the Member does not comply
Leader With support from: Area Coordinator	<p>If a member requirement is missed, the member must propose an alternative to the General Leader within 14 days. If no proposal is made the member will risk not being in Good Standing. The 14 day time requirement can be modified by the leader if deemed appropriate.</p> <p>If the member is unaware or does not initiate an alternative, the leader will contact the member (using the rule of two) and communicate the requirement to be in Good Standing and the repercussions if they are not (all above). The member will then have 14 days to propose a path based on the outstanding requirement(s). It is the responsibility of the leader to support the member as best they can to comply.</p> <p>Template emails are available for leaders. Contact your Area Coordinator.</p> <p>4-H Staff will be communicating a timeline on compliance to the member if they are not abiding by the 4-H Canada's Code of Conduct, the 4-H Alberta Reference Guide, and/or the Program Agreement.</p>	<p>After the deadline has passed, the club leader must communicate with the Area Coordinator.</p> <p>The Club leadership may withdraw the member based on the 14 day timeline. A note will be placed on their online profile. Discretion is required when making this decision and must include the Area Coordinator.</p> <p>4-H Alberta staff will add the member's name to a list that is reviewed in regards to registering for provincial programs.</p> <p>If the member is actively working towards meeting the requirements of a member in Good Standing, they will be removed from that list when Good Standing is achieved.</p>

Payment of project sales cannot be withheld for any reason. Please see [Member Payments](#) for more information.

Leaders and members should reach out to their [Area Coordinator](#) for support on this. For comments about this section specifically (e.g. changes) please contact Bridget Mahaffey at bridget.mahaffey@4hab.com

Approved Clubs

All clubs need to be registered and approved in the Online Registration System to operate each year.

Standards for an Approved Club:

- Everyone acting in the Leader role is:
 - Screened (police check for the vulnerable sector every 3 years)
 - Trained (Commit to Kids, Youth Safety Training)
- Everyone acting in the Volunteer role is
 - Screened (police check for the vulnerable sector every 3 years)(Volunteers and Leaders will complete an application and submit reference(s) upon initial application and renewal of screening.)
- There are enough Trained Leaders, Screened Volunteers, and Non-screened Guests (supporters, parents, judges, presenters, etc.) for the club to meet [the rule of two](#) and supervision ratios
- Online Registration System (ORS) steps are complete:
 - 8 members minimum (not including Cleavers)
 - All projects have an assigned Trained Leader
 - Cleaver Kids have a designated Trained Leader

If your Club is struggling to complete this list please contact your [Area Coordinator](#) for support as soon as possible. See Non Complying Clubs for more information.

Clubs in Good Standing

Standards for a Club in Good Standing:

- The Club is Approved in the Online Registration System (ORS)
- Fulfilling the requirements of the District and Region laid out in their constitutions.
- Information submitted to [Area Coordinator](#) by **January 15, effective the 2023/ 2024 club year:**
 - Program Plan
 - Budget
 - Constitution
- Clubs must uphold the 4-H Canada Code of Conduct and the 4-H Alberta Reference Guide.
- All Fees have been paid and received (provincial, regional, and district)

Clubs need to be in Good standing to:

- Receive provincial funding (funding is provided to clubs who have their banking information in the ORS). Please note: clubs should apply for funding regardless of status as deadlines vary
- Run programs, events, or other at club, interclub, and beyond*
- Participate at events and programs at club, interclub, and beyond (requirements must be met at District and Regional levels at all times)*
- If a club is not in Good Standing, the members of that club are not in Good Standing. If Good Standing is not met by the club, the members in the club will not get credit for the year.

*If a club is not in Good Standing it may preclude members from participating at any level.

This is enforced at the level the requirement occurs. E.g. Clubs cannot receive funding if they are not in Good Standing provincially.

For a club to return to Good Standing status they must work with their District, Region, and Area Coordinator to resolve the outstanding issues.

Non Complying Clubs - Clubs Not in Good Standing

4-H Alberta is here to support clubs and help make the registration and administrative processes as straightforward as possible. There are many reasons why a club may not be able to meet the criteria for an Approved Club and Club in Good Standing. The [Area Coordinators](#), Regions, and Districts will be supporting clubs and following up with them throughout the process.

We have a process for communicating and enforcing club approval and good standing status. **Please see the chart below for the process of how 4-H Alberta, Regions, and Districts are following up with each section of the approval and Good Standing process.**

Approved Clubs: Non Complying Expectations		
Expectation	Step 1	Step 2: If not completed
All Leaders screened & trained, All Volunteers screened	<p>If a club is approved, meeting the ratio/ Rule of Two requirements, but has additional unscreened or untrained leaders: These additional untrained/unscreened leaders will not be able to act in their role (volunteer/leader) until requirements are met. They have 30 days from club approval to complete training/screening requirements. This will be communicated to them via email.</p>	<p>After 30 days, if requirements are still not met by these individuals, an email will be sent <u>to the leadership and membership of the club</u> to inform them that this person/people are not able to act in their roles until requirements are complete.</p>
	<p>If a Club is not approved because it does not meet the ratio/Rule of Two (not enough trained leaders and screened volunteers): If the club must meet while not in ratio/ Rule of Two, the club leadership must complete an <u>incident report</u> each time until those individuals have completed their requirements. This will be communicated to the leadership and membership via email.</p> <ul style="list-style-type: none"> ● Incident reports can only be filled out for the 30 day screening period. ● After 30 days, <u>the membership will be notified that they need to vote in new leaders/ volunteers</u> ● <u>These new leaders/ volunteers have 30 days to complete the requirements</u> ● This cycle will not be repeated. 	<p>After 30 days, if requirements are still not met by these individuals, an email will be sent <u>to the individual(s) and the leadership of the club</u> to inform them that this person/people are not able to act in their roles until requirements are complete.</p> <p>Next, an email will be sent to the membership to notify them that a vote must occur to replace this/these individual(s) for all vital roles. New leaders/ volunteers will have 30 days to complete the screening and training. This cycle will not be repeated.</p> <p>The club will be approved once the ratio/ Rule of Two has been met.</p> <p>These individuals can continue to work on their requirements while acting as a Supporter (not a part of ratio/ rule of two).</p>

Good Standing Clubs: Non Complying Expectations					
Expectation	Contact	Step 1: If not completed	Step 2: If not completed	Step 3: If not completed	Step 4: if not completed

Submit: Program Plan, Budget, Constitution, Banking Info	Area Coordinator	Clubs are reminded of the <u>January 15</u> deadline in the clubs approval email sent by the ORS when the club is approved.	An email will be sent after January 15 to club leadership and membership to notify them that their club is not in Good Standing. The District and Region will be notified as well.	The club will remain not in Good Standing until this is resolved.	
Fulfilling the requirements of the District & Region laid out in their constitutions/ bylaws	Regions and Districts	Club leaders and all membership are notified of expectations, outcomes, consequences, and timeline by email (date depends on Region).	Email is sent to the club's leadership when the club is not complying. A timeline will be established and communicated by the Region or District for the club's leadership to comply. See step 3. <i>Emails are supported by the Area Coordinator.</i>	If the club's leadership does not comply with the timeline, a reminder email is sent notifying that the members will be contacted if the timeline and requirements are not met. <i>Emails are supported by the Area Coordinator.</i>	Next, the club's membership will be notified detailing the outstanding requirements. The club will remain not in Good Standing until this is resolved. <i>Emails are supported by the Area Coordinator.</i>
Uphold the 4-H Canada Code of Conduct and the 4-H Alberta Reference Guide	4-H Alberta Staff	Breaches of the Code of Conduct are reported through the Code of Conduct Enforcement Process or if required, the Online Incident Report (i-sight) The 4-H Alberta Reference Guide is a tool for the community to use to help guide them. If proper processes and guidelines are not being followed, report at the level it is discovered and a person of authority can use the Guide and associated resources to educate and train. If the Reference Guide is intentionally not being followed, please use the Code of Conduct Enforcement Process and escalate if required.			
All Fees are paid & received by Nov 15	Area Coordinators	An email is sent to the <u>Club Leadership</u> to charge them a late fee of \$100.00*.	If the fees and late fees are not paid, the club (leadership and membership) will notified by email that the club will not be in Good Standing until fees and late fee are paid	Club will not be in Good Standing until the late fee is paid.	<i>*Extensions or exceptions can be provided for extenuating circumstances if communicated in advance. Contact your Area Coordinator.</i>

[Non-Complying Clubs and Clubs Not in Good Standing](#)

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Bridget Mahaffey at bridget.mahaffey@4hab.com

Districts in Good Standing

To be in Good Standing a District must:

- Uphold the 4-H Alberta Reference Guide, the Code of Conduct, and support positive communication between clubs, Districts, Regions, and the Province.
- Support Clubs in obtaining their approved and Good Standing status each club year and help hold Clubs accountable if they are not approved or in Good Standing, this includes supporting their participation at a District and Regional level.
- Participate at a Regional level and fulfill the expectations laid out by the Region.
- Everyone of the executives of the Districts that are 18 or older must be screened and trained. Members 18 or older do not need to be screened and trained.
- Fees have been paid and received by the required regional deadline
- Good Standing requirements submitted to the [Area Coordinator](#) by December 1, 2023 and November 1, effective 2024-25 (this deadline supports the clubs with their documents):
 - Program Plan
 - Budget
 - Constitution
 - District Executives & Committee chairs
- Meeting minutes and Agenda (agenda if requested) for district meetings must be distributed to keep the community and Area Coordinator informed. Format and timeline will be outlined by the District.

Districts need to be in Good Standing to:

- Receive additional funding
- Districts cannot run District events and programs, no activity plans will be approved*

*This may preclude members from participating at any level

This is enforced at the level the requirement occurs. E.g. Districts cannot receive funding if they are not in Good Standing provincially.

Please see the chart below for the process of how 4-H Alberta and Regions are following up with each section of the good standing process

Districts in Good Standing - Enforced by the Regions With support from the Area Coordinator		
Uphold the 4-H Canada Code of Conduct and the 4-H Alberta Reference Guide	Breaches of the Code of Conduct are reported through the Code of Conduct Enforcement Process or if required, the Online Incident Report (i-sight) The 4-H Alberta Reference Guide is a tool for the community to use to help guide them. If proper processes and guidelines are not being followed, report at the level it is discovered and a person of authority can use the Guide and associated resources to educate and train. If the Reference Guide is intentionally not being followed, please use the Code of Conduct Enforcement Process and escalate if required.	
Supporting Club approval and in Good Standing	Step 1: If there is a lack of support for the approval or good standing process, a district could become not in good standing. This will be communicated in an email to the District Representatives with a timeline to comply.	Step 2: After the timeline has passed, the District will not be in Good Standing and an email will be sent to the District executives confirming this and after an established timeline, an email will be sent to the Club Leaders in the District that notifies them that their District is not in Good Standing.
Participate at the level laid out by the Regions	Standard annual communication: Districts and all members are notified of expectations, outcomes, consequences, and timeline by email (dates and information depends on Region). Step 1: An email is sent to the District Representatives outlining the above information with a timeline to comply.	Step 2: After the timeline has passed, the District will not be in Good Standing and an email will be sent to the District executives confirming this and after an established timeline, an email will be sent to the Club Leaders in the District that notifies them that their District is not in Good Standing.
Executives are Screened and Trained	Standard: All returning executives need to rescreen before their screening expires. All newly recruited executives have 30 days to complete their screening and training once elected. Step 1: Area coordinators or another 4-H Alberta staff will email the individuals when screening and training is outstanding. Re-screeners have 30 days.	Step 2: If the individual(s) do(es) not meet the 30 day deadline, an email will be sent to them communicating that they will be removed and an email will go out to the rest of the executives that they need to find someone new. Step 3: An email will be sent to them communicating that they will be removed and an email will go out to the rest of the executives that they need to find someone new. This email gives the executives a timeline to respond and for voting in an alternative and the position will be vacant until then. That new person will have 30 days to complete their screening. This process will not be repeated.
Fees are Paid and Received (if applicable)	Standard: The deadline for fees is set by the Region. If the deadline is not met, the District will not be in Good Standing until fees are paid and received. Step 1: An email will be sent to the District Representative reminding them of the outcome.	Step 2: After the timeline has passed, the District will not be in Good Standing and an email will be sent to the District executives confirming this and after an established timeline, an email will be sent to the Club Leaders in the District that notifies them that their District is not in Good Standing by the Area Coordinator.

Program Plan, Budget, Const.	<p>Standard: All documents submitted by the deadline, Club year 2023-2024: December 1, 2023 Club year 2024-2025 and beyond: November 1, 2024</p> <p>Step 1: District Representatives will be reminded through email of the deadline.</p>	<p>Step 2: After the deadline has passed, the District will not be in Good Standing and an email will be sent to the District executives confirming this.</p> <p>Step 3: if required, after an established timeline, an email will be sent to the Club Leaders in the District that notifies them that their District is not in Good Standing.</p>
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Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Marisa Mellon at marisa.mellon@4hab.com

Regions in Good Standing

To be in Good Standing a Region must:

- Uphold the 4-H Alberta Reference Guide, the Code of Conduct, and support positive communication between clubs, Districts, Regions, and the Province.
- Support Clubs and Districts in obtaining their approved and Good Standing status each club year and working alongside Area Coordinators in holding Clubs and Districts accountable if they are not approved or in Good Standing.
- Everyone of the executive of the Region that are 18 or older must be screened and trained. Members 18 or older do not need to be screened and trained.
- Submit Good Standing requirement to [Area Coordinator](#) by December 1, 2023 and September 1, effective 2024-25 (this deadline supports the districts and the clubs with their documents):
 - Program Plan
 - Budget
 - Constitution, Policies and or By Laws
- Meeting minutes and Agenda (agenda if requested) for region meetings must be distributed to keep the community and Area Coordinator informed. Format and timeline will be outlined by the Region.

Regions need to be in Good Standing to:

- Receive additional funding
- Run events and programs, no activity plans will be approved

This is enforced at the level the requirement occurs. E.g. Regions cannot receive funding if they are not in Good Standing provincially.

A club, district, and region and their membership who are not in good standing may risk their participation at any level.

Please see the chart below for the process of how 4-H Alberta is following up with each section of the good standing process.

Regions in Good Standing - Enforced by the Area Coordinator		
Reference Guide, Code of Conduct, Communi- cation	Breaches of the Code of Conduct are reported through the Code of Conduct Enforcement Process or if required, the Online Incident Report (i-sight) The 4-H Alberta Reference Guide is a tool for the community to use to help guide them. If proper processes and guidelines are not being followed, report at the level it is discovered and a person of authority can use the Guide and associated resources to educate and train. If the Reference Guide is intentionally not being followed, please use the Code of Conduct Enforcement Process and escalate if required.	
Club approval and in Good Standing	If a Region is not supporting this process, it will not be in Good Standing. This will be communicated in an email to the Region Chair. They will have 14 days to comply.	Step 2: After the timeline has passed, the Region will not be in Good Standing, an email will be sent to the Region executives confirming this, and after an established timeline, an email will be sent to the District executives that notifies them that their Region is not in Good Standing.
Executives are Screened and Trained	Standard: All returning executives need to rescreen before their screening expires. All newly recruited executives have 30 days to complete their screening and training once elected. Step 1: Area coordinators or another 4-H Alberta staff will email the individuals when screening and training is outstanding. Re-screeners have 30 days.	Step 2: If the individual(s) do(es) not meet the 30 day deadline, an email will be sent to them communicating that they will be removed and an email will go out to the rest of the executives that they need to find someone new. Step 3: An email will be sent to them communicating that they will be removed and an email will go out to the rest of the executives that they need to find someone new. This email gives the executives a timeline to respond and for voting in an alternative and the position will be vacant until then. That new person will have 30 days to complete their screening. This process will not be repeated.
Program Plan, Budget, Constitution, Bank Info	Standard: All documents submitted by the deadline, Club year 2023-2024: December 1, 2023 Club year 2024-2025 and beyond: September 1, 2024 Step 1: Region Chairs will be reminded through email of the deadline.	Step 2: After the timeline has passed, the Region will not be in Good Standing and an email will be sent to the Region executives confirming this and after an established timeline, an email will be sent to the District executives that notifies them that their Region is not in Good Standing.

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Marisa Mellon at marisa.mellon@4hab.com

Recruiting more members

4-H Clubs need to have a minimum of 8 members. If you require some marketing ideas and support, 4-H Alberta can provide those resources.

Contact your [Area Coordinator](#) for support on this.

Club Communication

- Communication within the club will be done over email, group chats, in-person meetings, online meetings, etc. Tips below.
- The rule of two applies when communicating with members in all methods
- Communication is always best done in person and in groups with someone taking minutes. If in person is not possible a video chat is the next best option.
- Written communication (texts and emails) are great ways to communicate information to a group of people, however, conversations are best had in person.
 - Texts and emails can often be misinterpreted by the absence of tone and facial expressions.
- Successful communication can be challenging at times and it is important to remain professional and patient.
[Best Practices for Virtual Youth Programming](#)
- There are some [Conflict Resolution Resources](#) in the Appendices.

Reach out for support from your [Area Coordinator](#). For comments about this section specifically (e.g. changes) please contact Sherry Howey at sherry.howey@4hab.com

Incident Reporting

Incident reports help 4-H Alberta document injuries, near misses, and accidents. They help manage behaviours and help keep everyone safe and having a good time. The incident report submission process is a vital way of processing a situation, debriefing it, and moving forward.

If you are unsure if you should submit an incident report and are asking yourself, “is this incident bad enough?” Know that it is important for all incidents, big and small, to be reported so 4-H Alberta knows what is happening around the province. This helps 4-H Alberta provide support to help prevent the incidents from happening again. All incident reports are read, taken seriously, and stored through 4-H Canada.

Incident reports must be fact based and contain as much information as possible including witnesses, if applicable. If they are deemed intentionally untruthful they will be considered a breach in the Code of Conduct.

[Online Incident Report Submitting \(i-Sight\)](#)

[Incident Report Submitting Online Process Explained](#)

A paper copy of the Incident Report is in [appendices](#). Please note that all incident reports need to be submitted online and the paper copy is only meant as a way for people to take notes while away from a computer if needed.

If the incident involves conflict with others, follow **the Cooling Down Period**: the incident report should be submitted 24 hours after the incident takes place. This will allow time for the people involved to process and debrief the situation before they fill out the incident report. ****There will be no cooling down period if the incident is a safety issue or accident.** In those cases, an incident report and investigation need to be done immediately.

Reach out for support from your [Area Coordinator](#). For more information about this section and additional support contact Susann Stone at susann.stone@4hab.com

Code of Conduct Enforcement Process

The Code of Conduct

The 4-H Canada's Code of Conduct is the foundation to an enjoyable 4-H experience that must be upheld by everyone in the 4-H Alberta program or those that use the 4-H Alberta name. This includes all members, their families, leaders, volunteers of any kind, guests, and the rest of the 4-H Alberta community who are a part of an event, activity, and/or function. The Code of Conduct must be upheld whether it has been signed or not. However, it is the expectation that the Code of Conduct is signed by everyone involved in 4-H Alberta. Please click here to review: [The Code of Conduct](#)

[The Code of Conduct](#) is made available to the community on the 4-H Alberta website, in manuals, record books, posters, at meetings, and more. The 4-H Alberta community must uphold the Code of Conduct.

The following process outlines how 4-H Alberta and the community upholds the Code of Conduct and enforces potential breaches.

Responsibilities

Every 4-H club is autonomous and therefore must manage its own affairs and resolve all of its own internal conflicts. Problems should be handled at the level at which they arise (club, district, and so on). 4-H clubs and beyond are responsible for upholding the image and philosophy of 4-H. They promote the merits of 4-H and provide leadership to the organization. 4-H Clubs, Districts, and Regions can use the 4-H Alberta Code of Conduct Enforcement Process in the event of a conflict that cannot be resolved through basic conflict resolution. [Conflict Resolution Resources](#). If a conflict is not able to be resolved at the level it is at, it needs to be escalated. Resolutions must be respected and abided by clubs, districts, and regions, as well as everyone involved in the conflict. See the [Appeal Process](#) if required.

Club Incident Resolution Process

Every effort should be made to solve the incident and prevent further escalation at the level of the incident, however, if unable to resolve at the club level, escalate to the District. All major incidents require an incident report to be submitted (see below).

4-H Alberta guides the process when issuing strikes if there are any breaches in the Code of Conduct. Clubs cannot issue strikes independently.

Step 1: A conflict is identified and reported to a leader. The General Leader is the primary choice unless they are involved in the conflict. If they are involved, the conflict must be reported to a different leader. This leader must be neutral and not personally involved in the conflict. If there are no neutral leaders, then the conflict must be escalated to the district.

Step 2: The leader will assess if it is a minor or major conflict. See below.

Minor incident: a minor incident is a disagreement, miscommunication, behaviour, etc. This can result in submitting an incident report, however, if deemed minor it will be sent to the club to resolve.

Minor conflicts will be resolved through conversation, mediation, and education, **not strikes**. If the resolution appears to need to include strikes, submit an incident report to get support from a 4-H Alberta Staff prior to issuing strikes.

The leader will resolve the conflict to the best of their ability. Resources are available [here](#). Any parties involved in the conflict can request a mediator to facilitate a resolution. The conflict can be escalated to a Major Conflict (see below) at any time, if deemed appropriate.

- Let all parties have time to prepare (preferably in advance) what they wish to say
- Give each party a chance to rebut once
- Assess the situation and causes of the conflict:
 - A misunderstanding/miscommunication?
 - Lack of understanding of the guidelines or rules?
 - Do you need an outsider's perspective? E.g. Witnesses.
- How can these parties move forward and put this conflict behind them?
 - Moving forward past a misunderstanding/miscommunication that caused a disagreement.
 - Education on what the proper guidelines are and moving past the conflict this created.

Major Conflict: a major conflict is more complex, the content can be more serious, etc. Often breaches of the Code of Conduct take place in major conflicts and strikes will be given as a result.

An [incident report](#) must be completed through [i-sight](#) for all Major Conflicts. Incident Reports are sent to 4-H Alberta, where staff will provide the club with support.

If strikes are being considered, a vote and assistance from a 4-H Alberta staff can be required. A vote shall be prepared and presented to the adults of the club by the leader. It will include a summary of the conflict, which must include the position of all parties involved. The adults will be given clear instructions on what they are voting on, which will include disciplinary measures according to the [Three Strike Rule](#). A 4-H Alberta Staff will support this process to help ensure confidentiality is maintained.

Step 4: After a conflict is resolved, the leader will communicate the results to the people involved. If strikes were issued, the leader must communicate this to the Area Coordinator so it can be noted on the member's file. 4-H Alberta can send a letter confirming the strike to the person receiving the strike.

Appeals: If the party that is disciplined wants to appeal they can to the level higher. See [Appeals](#) for more information.

Confidentiality: a Confidentiality Agreement will be signed by everyone involved in the incident. Information shared with the people in the club about the conflict must be kept to only what is required for the adults to make the final decision. Any unnecessary sharing of personal or confidential information will be considered a breach of the Code of Conduct. If the situation is deemed confidential in nature it must be moved to a higher level to ensure anonymity.

Districts and Regions Incidents Resolution Process

Every effort should be made to solve the situation and prevent further escalation at the level of the conflict, however, if unable to resolve at the level it is at, escalate to the next level. All major conflicts require an incident report to be submitted (see above under Clubs Resolving Conflict).

4-H Alberta guides the process when issuing strikes if there are any breaches in the Code of Conduct. Districts/ Regions cannot issue strikes independently.

Step 1: Situation A. The incident escalated from a club to the District or Region. The escalation will be assessed by a 4-H Alberta staff. E.g. The incident involves all the leaders in a club, an appeal occurs at the club level.

Step 1: Situation B. The incident occurs at the District level.

Step 2: If a breach of the Code of Conduct is suspected, an investigation will be initiated by a 4-H Alberta staff. If no breach is apparent, there will not be an investigation and the submitter will be notified.

Step 3: The investigation will occur:

- See criteria under Step 3 of the Provincial Incident Resolution Process

Step 4: Appeals: If a party that is being disciplined wants to appeal a decision they can appeal to the level higher. See [Appeals](#).

Provincial Incident Resolution Process

Conflicts should be handled at the level at which they arise, every effort should be made to solve the situation and prevent further escalation at the level of the conflict. Below is the process if escalated to the Province.

Step 1: A conflict is received by the Province through the appeal process or incident occurring at a provincial event. Incident reports submitted through [i-sight](#).

Step 2: If a breach of the Code of Conduct is suspected, an investigation will be initiated by a 4-H Alberta staff. If no breach is apparent, there will not be an investigation and the submitter will be notified.

Step 3: Investigation

- Province-wide consistency: a 4-H Alberta staff supports the investigation to provide consistency.
- Neutral Parties will be delegated by 4-H Alberta to investigate.
- All proceedings will be documented.
- Confidentiality:
 - Confidentiality Agreements will be signed by everyone involved.
 - Everyone involved will remain confidential, if requested, except for the 4-H Alberta Staff.
 - Only affected parties will be advised based on their role in the situation.
- All sides of the case will be considered and additional witnesses could be included.
- It is the responsibility of all parties involved to gather all necessary information in support of their position and to present it to the people investigating within the allotted time frame.
- The people investigating will consider all information provided to them. All parties will have an opportunity to submit their version of events and respond to allegations. Response times need to be in the time frame provided.
- The investigation comes to a conclusion based on a majority vote. This conclusion can be singular or multiple options.

Step 4: Outcomes

If there was a breach of the Code of Conduct: see the Three Strike Rule and then Debriefing Incidents.

If there was no breach of the Code of Conduct: see Debriefing Incidents

Three Strike Rule

The Three Strike Rule is used to uphold the Code of Conduct by all levels of 4-H Alberta.

Strikes are based on breaches of the Code of Conduct, not how many incident reports an investigation received on an individual.

Strike 1 is a warning.

Strike 2 is a suspension and the length of time will be at the discretion of the decision makers. The suspension will be from participation/ attendance from all activities (club, projects, events, programs at all levels, etc.). This includes the guardian/parent dropping off at those activities, if suspended.

Strike 3 is removal from a club, district, region, or from 4-H Alberta as an organization. If a guardian/parent is being removed the children will also be removed. A club, district or region can only remove members at the level of the decision making or lower. 4-H Alberta may remove members at any level.

If more than one breach of the Code of Conduct occurs, someone could receive more than one strike. If the breach is deemed serious by the investigation, more than one strike can be issued for one breach.

Strikes will also be issued if minor, yet repetitive, harmful behaviours are identified.

If an incident report is deemed intentionally untruthful that action will be considered for a strike.

Timeline: Strikes will remain on one's record for a period of one year per strike. If a person receives three strikes their membership will be removed for a period of three years. This can be at the club, district, or regional levels or from 4-H Alberta.

4-H Alberta reserves the right to remove an individual or family from 4-H Alberta indefinitely for egregious or repetitive acts.

Some examples of reasons for a strike:

- Any form of violence
- Bullying or mistreatment of others (leaders, youth, families, staff, etc.) in any form including cyberbullying.
- Breaches of confidentiality (ex: sharing private information)
- Failure to follow the directions of leaders and staff
- Misrepresentation of 4-H in words, actions, or behaviours
- Retaliatory acts
- Any other actions deemed inappropriate by 4-H Alberta and/or contrary to The Code of Conduct. Please read [The Code of Conduct](#) and reach out if you have questions.

4-H Alberta abides by [Youth Safety at 4-H in Canada](#)

Debriefing Incidents

Regardless of what is decided, it is important to move forward and work towards positive outcomes. The Code of Conduct is here to make us all enjoy our time with 4-H Alberta and feel safe. All parties involved will be debriefed so we can move forward as a community. This means, anyone who submitted an incident report and those being investigated. Debriefing needs to happen as soon as possible regardless of when the incident happened or when the members involved will return to programming.

If someone has been suspended or been issued three strikes, a debrief or returning interview should take place upon return. This is to follow up with them to ensure they are feeling supported, ready to return, and follow the Code of Conduct again

Appeal Process

Once the investigation has concluded, if a strike or multiple strikes are issued, the person receiving the strike(s) has the right to appeal the decision within 14 days, only if there is strong evidence that:

1. The processes set forth above were not followed by 4-H Alberta; and/or
2. There were facts presented that were not considered.
3. There was proven bias or conflict of interest by the investigation.

An appeal will not be based on public pressure.

Each investigation/conflict has one appeal. The appeal process fee is \$300.

This fee will be refunded in full only if both the appeal is granted and the original decision is overturned or revised.

1. 4-H Alberta Staff Member will investigate to determine if there should be an appeal or not. If not, the appeal will be denied.
2. If the appeal is granted, it will follow the same process as the initial investigation with a different Investigation Team.

Before the appeal moves forward, all parties must agree in writing that they will abide by the decision of the Investigation Team and that the decision is final.

Confidentiality

Confidentiality is necessary at every stage of this process. Everyone involved in the process will sign a Confidentiality Agreement. This form will aid in upholding the Code of Conduct and specifically, the following:

- Members of the investigation other than the 4-H Alberta Staff Member will remain confidential.
- The Incident Reporting process and the parties involved is a confidential process and only affected parties will be advised based on their role in the situation.
- Investigations will be done and strikes will be issued, if confidentiality is breached.

Court Actions

All 4-H members, clubs, leaders, volunteers, parents, and committees, by virtue and because of their status as such, agree that any recourse to the law courts of any jurisdiction prior to all rights and remedies as provided in these procedures have been availed and utilized, shall be prohibited.

Further, any such recourse to the law courts as aforesaid shall be deemed by 4-H Alberta to be inappropriate behaviour, enabling 4-H Alberta to suspend and/or remove the said persons from 4-H Alberta.

Code of Conduct Enforcement Conclusion

4-H Alberta is committed to helping its clubs, districts, and regions undertake effective Code of Conduct enforcement. 4-H Alberta is dedicated to ensuring the process detailed above is upheld and will follow through with an appeal if and when required.

i-Sight link: <https://4h-canada.i-sight.com/portal>

Print off version of the i-Sight Incident Form is in the [Appendices](#).

As noted throughout this section, you can always escalate your concerns to your District, Region, or to the Provincial level. For support with this, please contact your [Area Coordinator](#). For comments about this section specifically (e.g. changes) please contact Sherry Howey at sherry.howey@4hab.com

Branding Expectations and Enforcement

Aligning the 4-H brand across the country builds a clear and cohesive brand for the 4-H movement in Canada that visually incorporates provinces and clubs.

The 4-H clover is so much more than just a logo. It represents the unique and distinct experience you have when interacting with 4-H. Strengthening and aligning the 4-H brand across Canada will help us

more clearly define and articulate our role as Canadian leaders in positive youth development. But more importantly, it will support us in maintaining relevance with today's youth.

Resources to support and educate all on up to date standards:

[4-H Canada's Brand Guidelines Short](#)

[Brand Standards Manual – 4-H Canada](#)

[4-H Canada Club Logo Generator](#)

Links and information taken from [4-H Canada's Website](#)

If a club chooses to not follow Branding Standards, 4-H Alberta will notify club leadership and members via email that they are in breach and refer them to Branding Expectations. Should they continue to not follow approved branding, club funding will be withheld until a resolution is found.

Brand questions can be directed to your [Area Coordinators](#). Should a club have a request, question, or need for alternative 4-H branding, please contact 4-H Alberta at info@4hab.com.

Program Agreement: Behaviour at all 4-H Alberta functions

Members are expected to comply with the 4-H Canada [Code of Conduct](#) and actively participate in all endeavours in a responsible manner while upholding the 4-H Alberta Values: Integrity, Accountability, Respect, and Excellence.

During any 4-H Alberta event, activity, and/ or function, the 4-H Alberta community **must not:**

- Be under the influence, or in possession, of: alcohol, cannabis, or illegal drugs (see the Alcohol, Drugs & Tobacco Procedure for more information)
- Share medications, whether prescription or over-the-counter (Tylenol, Advil, Benadryl, etc.).
- Use any tobacco or vaping products (cigarettes, cigars, chewing tobacco, e-cigarettes, e-pens, etc.).
- Be in possession of a weapon, or replica of a weapon.
- Leave the program site without the permission of a staff member.
- Visit with delegates at times or in locations other than those specified as appropriate by program staff.
- Breach [The Code of Conduct](#) in any way.

Reach out to your [Area Coordinator](#) if you have questions about this topic. For more information about this section contact Susann Stone at susann.stone@4hab.com

Finances

For Clubs, Districts, and Regions (referred to as entities)

You will be raising and spending money on everything from learning days, social events, to Achievement Day. All existing entities have bank accounts which specific people will have access to and signing authority for. There are specific procedures and processes to follow around these and it is important to educate your entity and all adults who will be making purchases and payments on how the process works.

Details on these are in the Appendices: [Club Finances](#)

Reach out to your [Area Coordinator](#) if you have questions about this topic. If you cannot find what you are looking for or would like to request changes please contact Bridget Mahaffey at bridget.mahaffey@4hab.com

Funding Opportunities

Funding opportunities supported by 4-H Alberta are an excellent way to help your club, districts, and regions raise money to cover the costs of administration and social activities. The funding opportunities listed at the link below have been approved by 4-H Alberta and are available to entities across the province.

More information on fundraising is on the 4-H Alberta website here: [Club Funding Opportunities](#)

Reach out to your [Area Coordinator](#) if you have questions about this topic. For more information about this section contact Bianca von Nagy at bianca.von.nagy@4hab.com

Constitution

Each year entities will review, update and adopt their own constitution based on the default constitution. The constitution establishes the principles on which the entity will operate. The default constitution has sections that are not editable that uphold this reference guide and the Code of Conduct. The default constitution does however, leave room for clubs to add their own guidelines to suit the needs of their members. The default constitution will be in place until a club formally adopts their own. The Club Constitution Guidelines are in the appendices. This is an overview of how to modify, amend, and more a [club's](#) constitution. These guidelines apply to other entities as well. [Downloads - 4-H Alberta](#) > Club Operations > 4-H Alberta Default Club Constitution doc or PDF [Downloads - 4-H Alberta](#) > District and Regional Operational Tools > 4-H Alberta Default District Constitution doc and PDF.

- Constitutions are to be sent to [Area Coordinators](#) each year along with Program Plan and Budget. Information on those below.
 - Clubs: January 15, 2023 and beyond
 - Districts: December 1, 2023 and November 1, 2024 and beyond
 - Regions: December, 2023 and September 1, 2024 and beyond
- Entities (clubs and districts) will need to update their constitutions to use the current default constitutions by December 1st 2024.
- [Constitution Guidelines](#) is in the Appendices

4-H Alberta requires a Constitution (or Bylaws) from Clubs, Districts and Regions in order for them to be in Good Standing each year.

- 4-H Alberta wants to ensure that the leadership is sharing the constitution and reviewing it annually with the membership

- 4-H Alberta wants to ensure that the default constitution is being used and the additions support the best interest of the Members. If there is conflict, it can be resolved by referring to a fair, reviewed and adopted constitution.

All specific questions regarding the Default Club Constitution should be directed to your [Area Coordinators](#). For comments about this section specifically (e.g. changes) please contact Bridget Mahaffey at bridget.mahaffey@4hab.com

Budget

On a Club, District, and Regional level, a budget is an estimate of income and expenses for a planned set of time which should align with the operating year. The executive and the leadership prepare the budget at the beginning of the year. Please see the sample budget sheet below. A great starting point for a new year is the income and expenses from the previous year.

- A budget is determined by looking at how much money is needed for all activities that the club/ district/ region would like to undertake for the year. Refer to the program plan for estimated expenditures for activities planned during the year. It should also take into account the potential or planned revenues that includes the beginning balance of the bank account.
- Check last year's financial records for estimating what was spent on regular expenses.
- A motion must be made to approve the budget.
- A motion is also needed if an expense is not in the budget or is over the budgeted amount.
- Prepare year-end financial summary, and current inventory of assets (including location). Submit to a neutral club/ district/ region-appointed adult reviewers. E.g. A parent without a leadership role who has experience in this area, a key leader, etc. Section from [Treasurer](#) and Treasurer in [Election Process](#).

4-H Alberta requires a Budget from Clubs, Districts and Regions in order for them to be in Good Standing and therefore receive sponsorship funding in any given year.

1. 4-H Alberta wants to ensure that the leaders and/ or executives are sharing budget information with the membership and showing them how to develop, manage, and approve a budget.
2. Within 4-H Alberta if there is conflict, often that conflict involves money and if the club, district and region have submitted a budget, 4-H Alberta has the information to support the resolution of such conflict.
3. 4-H Alberta is responsible for best practices in the event of misuse of funds or fraud. These would result in 4-H Alberta investigating to resolve.
4. Best practice within non profit organizations is to have this information submitted at the beginning of the year so that any possible concerns can be addressed immediately.

Estimated Income		Estimated Expenditures	
Cash in bank at beginning of the year	\$75.00	Rental of Meeting Room	\$30.00
Club Dues	\$100.00	Purchase of New Equipment for Club Use	\$35.00
Prize Money (eg. Best Float in the parade.)	\$50.00	Postage and Club Stationary	\$15.00
Donations	\$40.00	Donations to Service Organizations (eg: Unicef, Heart Fund).	\$50.00
Profit from Club Events	\$400.00	Regional and District Council Fees	\$75.00
Miscellaneous	\$50.00	Expenses for Achievement Day	\$55.00
		Tour	\$105.00
		Miscellaneous	\$100.00
Total Estimated Income	\$715.00	Total Estimated Expenditures	\$465.00

Editable version available here: <https://www.4hab.com/downloads/>

See the Table of Contents for other information on Club Finances

Regions, Districts, and Clubs do not share their Budget or financial information with each other. The exception to this is if one of these entities is applying for funding from another. This can be a requirement to receive funding if that entity is applying for it.

Budgets must be shared with [Area Coordinators](#) by December 1st

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Crystal Dechaine at crystal.dechaine@4hab.com

Program Plan

A Program Plan is a written plan or calendar of all programs, events, and activities to participate in during the year. The purpose of the Program Plan is to keep everyone in your Club, District, or Region informed of what is happening and when.

- The Provincial program schedule will be shared on the [calendar](#) on the website.
- Regional Program Plans will be shared to the membership via email and on their area of the [website](#). Regions share with the Area Coordinator, Key Leaders, and District Councils.
- Districts share with the Area Coordinator, District Key Leader, and District Clubs.

Early release of program plans by the Province and Regions will support Districts and Clubs plan their own program which is in the best interest of members. Provincial and Regional program plans will move towards a spring release with the goal of adhering that deadline by Spring 2025. Clubs and Districts will be able to build upon these Program Plans with their own activities. When all groups have finished their Program Plan they will give it to their [Area Coordinators](#) for review.

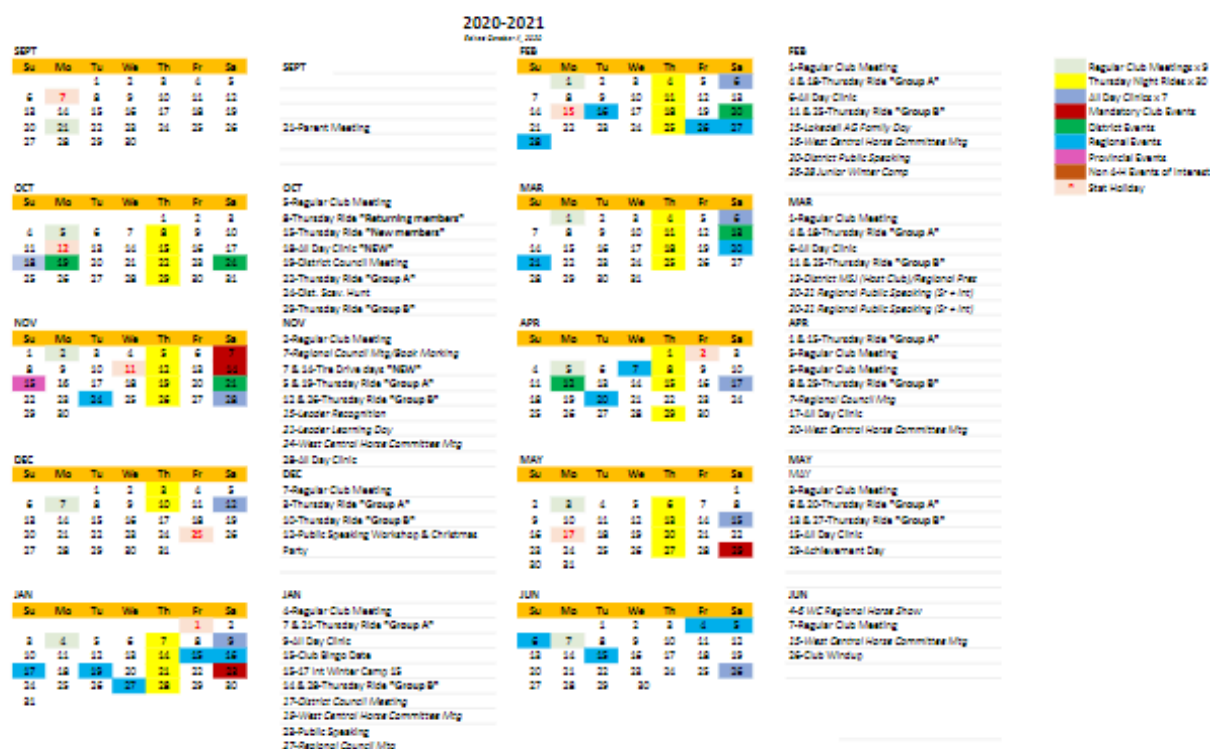
- Clubs share with the [Area Coordinator](#), District Key Leader, District Council, and their membership/families by December 1st.

Program Plans must be voted on by the membership. Club members must discuss and vote which activities, events, and meetings are mandatory requirements for members to attend. Please see [Members in Good Standing](#) for exceptions to this. When 4-H clubs are developing their Club Program Plan they should keep in mind project requirements and guidelines. E.g. Livestock have certain requirements for days on feed, funding deadlines, and program registration (District, Region, Provincial).

All members must achieve 70% participation through attendance and involvement in Club approved programming which can include, but not limited to:

- Club Meetings
- Club Activities/Club Events
- Club Workshops
- Project Meetings
- Project Activities/Project Events
- Project Workshops
- District and or regional activities designated as 'Club' activities

SAMPLE PROGRAM PLAN



4-H Alberta requires a program plan from Clubs, Districts and Regions in order for them to be in Good Standing each year.

- To prevent conflicting schedules and encourage participation at all levels
- To ensure that the delegation of programs is equitable
- To support the process of program planning and provide training and oversight where needed

Program Plans must be shared with [Area Coordinators](#) by December 1st

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Pam Gitzel at pam.gitzel@4hab.com

4-H Member Changing Clubs

Content in progress.

Contact your [Area Coordinator](#) if you are changing clubs or are involved in the change.

4-H Member Living Away

If a 4-H member lives away from home they be allowed to remain active in this club if the member:

1. Has the approval of the general leader and applicable project leader(s)
2. Has the approval of the club and project membership through majority vote
3. Meets all of the basic member requirements including all payments.
4. If any club expectation cannot be met due to extenuating circumstances, acceptable alternatives may be determined and approved by the club.
5. Members must work with their club to choose an appropriate project based on their availability throughout the year so they can fulfill all requirements.

Examples of living away: members at post secondary, shared guardians, health reasons, personal reasons out of the members' control.

Contact your [Area Coordinator](#) for support on this. Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Bridget Mahaffey at bridget.mahaffey@4hab.com

Beyond the Club

The 4-H Alberta Community can sign up for opportunities such as, programs, events, competitions, and more that are interclub, run by the district, regional, provincial, and countrywide.

Club: project work, social activities, meetings, learning workshops

Interclub: workshops, show and sales, social activities

District: workshops, district shows, learning days, fun days, council meetings

Regional: summer camps, workshops, regional shows, learning days, council meeting

Provincial: summer camps, provincial shows, competition, learning days and workshops

National: member development programs, leadership development pillars, and more.

[Member Programs - 4-H Alberta](#)

[Leader Programs - 4-H Alberta](#)

[Calendar](#)

Reach out to your [Area Coordinator](#) if you have questions about this. For more information about Provincial Programming contact Susann Stone, Tracy Dietrich, and Sydney Walsh at programs@4hab.com

Splitting of a club

Contact your [Area Coordinator](#) if your club is splitting.

1. If this 4-H club decides, by majority secret ballot vote, to split into two or more separate clubs, the club which retains the former meeting location will also keep the original club name and accumulated years of club operation. If both clubs remain at the same location, the club with the largest membership during the first year of operation will keep the former name.
2. If the decision of the club is to split, all financial assets of the club shall be split according to the percentage of current members remaining with the club and the percentage of current members moving to the new club.
 - a. Physical assets (inventory) shall be split in a way determined fair by all parties.
 - b. If there is a disagreement over the distribution of physical assets they will be sold and all proceeds added to the account before being distributed according to the percentage of members in each of the “new” clubs. The sale must be overseen by an agreed upon, neutral, party.
3. If one or more members or families decide to leave the club of their own accord, without a formal vote to split the club, they are not entitled to any portion of the club resources.

Contact your [Area Coordinator](#) if your club is splitting. For more information about this section contact Connie-Lyne Harder at connie-lyne.harder@4hab.com

Dissolution of a club

Contact your [Area Coordinator](#) if your club is dissolving.

1. Upon a decision, by majority secret ballot vote, to dissolve a 4-H club:
 - a. All physical assets of the club shall be distributed as most appropriate:
 - i. Sold, with the funds being added to the club's accounts and/or
 - ii. Donated to another 4-H group, museum, or non-profit group and/or
 - iii. Held by a designated level of 4-H. The District or if not available, the Region is recommended.
 - b. All club accounts will be closed with funds being sent to the local District 4-H Council [or Region, if the District not able to or does not exist] to be held in trust for a maximum of 3 years, with instructions that:
 - i. Funds will be transferred back to the club for their use, if the club reforms within the 3 years.
 - ii. After 3 years, if the club has not re-formed, the funds are to be disbursed, as instructed by the club at the time of their dissolution. (Note – Funds must either remain within the 4-H program at some level or be donated to another non-profit group or groups. If the designated entity no longer exists after 3 years, the funds will be given to the next 4-H level that exists (District, Region, etc.)).
 - c. The club's records (historical, financial – including inventory of assets) will be treated in the same manner as the club's account but retained for 7 years.
2. If the club is dissolved through a lack of membership or leadership, the most recent active membership's club executive and adult advisory committee shall have the power to dispose of club assets and accounts as if there had been a decision to dissolve by vote. Quorum is required.

Contact your [Area Coordinator](#) if your club is splitting or if you have questions about the process. For more information about this section contact Connie-Lyne Harder at connie-lyne.harder@4hab.com

Hiatus of a club

Contact your [Area Coordinator](#) if your club is going on hiatus.

1. If the club determines that they wish to take a hiatus of one year:
 - a. The club account and assets shall be dealt with in the same manner as if there had been a vote to dissolve. Please see the section above.
 - b. The club will contact their [Area Coordinator](#) to notify them of the Hiatus
 - c. The club will make a plan in case of dissolution (what will happen to assets, finances, etc.)

Contact your [Area Coordinator](#) if your club is splitting or if you have questions about the process. For comments about this section specifically (e.g. changes) please contact Connie-Lyne Harder at connie-lyne.harder@4hab.com

Personal Information Protection Act (PIPA) and Canadian Anti-Spam Legislation(CASL)

4-H Alberta must follow the Canadian Anti-Spam Legislation (CASL), which states that we must receive permission to gather personal information, tell you why we are collecting it, and how we will use the information. We will not share with any third party. Clubs, Districts, and Regions who collect personal information must adhere to CASL, ensuring that the 4-H Alberta community's information is not stored on a personal server or on a server outside of Canada.

The Personal Information Protection Act prohibits the release of the 4-H Alberta community's personal information for anything outside of 4-H Alberta's stated purpose. Certain personal information will be released only when permission is given and to the extent that it is reasonably necessary to carry out a specific 4-H program, club or event. Members who are under 18 years old need a legal guardian to release personal information for them. The 4-H Alberta community has the option of opting-out of sharing their personal information at any time.

4-H Staff, relevant leaders (trained and screened) and relevant volunteers (screened) may have access to member information provided, and permission to share information is given by guardians/members in order to run 4-H relevant programs, clubs, and events. 4-H Staff, leaders and volunteers may have necessary information so they have the ability to provide informed and safe programming. The Code of Conduct addresses confidentiality.

Reach out to your [Area Coordinator](#) if you have questions about this. For comments about this section specifically (e.g. additional information, changes, etc.) please contact Shane Guiltner at shane.guiltner@4hab.com

PROJECTS

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:

- Community Engagement & Communication
- Science & Technology
- The Environment & Healthy Living
- Sustainable Agriculture & Food Security
- For more information about the Pillars, check out [the website](#)

[Projects - 4-H Alberta](#)

[Project List- Alphabetized](#)

[Projects List- Sorted by Pillar](#)

There are clubs that are project specific, for example, a horse club where its members participate in the horse project solely. Other clubs do a variety of projects, these clubs are referred to as multi clubs. They can have multiple projects as long as they have the leaders to support those projects and the members interested in them. It's important for clubs to be flexible. Horse clubs can become multi clubs too if members are becoming interested in other projects. This is a way to keep members engaged. If clubs need support with this, reach out to your Area Coordinator.

If you have a specific project in mind and are in an area of Alberta with several clubs, reach out [here](#) and 4-H Alberta will help connect you with the club best suited for you.

4-H projects are led by leaders that have an interest in mentoring youth through hands-on projects. Projects are available to members providing there is a leader to provide a learning experience for growth. Clubs may pick multiple projects to work on at a time depending on what their members are interested in. Please check out the 4-H Project Planning Handbook for more information.

Projects Resources

[Record Books](#) are a vital part to all projects. Read their full description in the Member Requirement sections: [Record Books](#). Record books are available in a hard copy, or are downloadable or fillable on the website, www.4hab.com/projects/.

Members are required to complete a record book/insert for every project.

Reach out to your [Area Coordinator](#) if you have questions about your project. For more information about the resources contact Susann Stone, Tracy Dietrich, and Sydney Walsh at programs@4hab.com

4-H Project Resource Manuals

4-H Alberta offers over 100 resources that have been developed over the years by volunteer committees, writers, industry specialists, and staff.

There is not an official way to work through the material provided in these project resources. They serve only as guides for what you can build, create, or teach your 4-H members. 4-H Project Leaders do not have to be an expert in the project subject matter. 4-H Project Leaders organize (arrange resources if needed), plan, and ensure members are participating in the activities in the safest way possible.

Where to Find Resources

- Download Resources: Visit www.4hab.com or on your Club Supplies on the Online Registration System (ORS). Check back often for updates to free resources you can download from the 4-H website.
- Print Resources: General Leaders and Club Registrars can order printed resources for projects. At the time of registration, order resources at no cost through the Club Supply tab on the ORS.
- Other 4-H Resources:
 - Fellow 4-H Leaders, Members, and Alumni. Networking is a great tool to find new ideas. Watch for 4-H Alberta leader training events happening in your area.

- www.4-h-learns.org. On this site maintained by 4-H Canada, you can view and download resources from across Canada and the world at no cost.
- Community Resources. There may be resourceful people in your community who are willing to share their expertise and knowledge with local 4-H members.
- Community Organizations. Partner with community groups (youth or service groups), camps, or libraries for learning sessions to add to your project learning and exploration.
- Online Resources. Find fun and interesting ideas online for how to get creative with your projects. Be sure to use safe and reputable online resources that are of interest to 4-H members.

For more information about the resources contact Susann Stone, Tracy Dietrich, and Sydney Walsh at programs@4hab.com

Project Operating Standards

As a Project Leader, become familiar with 4-H Project Standards, which can be found on www.4hab.com. Project standards help guide 4-H members and leaders as they advance their projects for completion or competition.

Projects such as Beef, Equine, Sheep, and SALT have 4-H Alberta Project Standards. If the project you are leading does not have written standards provided by 4-H Alberta, this is an opportunity for you and your members to be creative and adapt as you go. If your project does not have an official standard, keep in mind that you are still required to follow 4-H Alberta guidelines and procedures when representing 4-H as a Project Leader. (See 4-H Alberta Reference Guide.)

Project standards guide the operation of 4-H Projects for consistency among clubs across the province.

4-H Alberta Provincial Volunteer Advisory Committees review and guide the updates to 4-H Project Standards.

4-H members and leaders must be aware that clubs, districts, and regions may have additional rules or standards above the 4-H Alberta Project Standards. For more information, contact your 4-H district or region's council or committees, or see your 4-H club's constitution.

Sponsored Project

Some projects 4-H Alberta offers are sponsored. Projects that are sponsored will provide resource workshops, materials, and project operating costs. These details will be agreed upon through an MOU annually.

Examples of sponsored projects are Alberta Standardbred Horse Association and pheasants, but not limited to.

Reach out to your [Area Coordinator](#) if you have questions about your project. For more information about the resources contact Susann Stone, Tracy Dietrich, and Sydney Walsh at programs@4hab.com

Member Changing or Adding Projects

4-H members may change or add projects within the club year if approved appropriately.

Initial approval is done by the project leader:

- Why does the member want to change projects? (lack of interest, stress, too much to do, etc.) Is there something the leader, club, other members can do to support them?
- Can the rest of the project be completed in a short period of time/ are they almost done? Can the member be given alternate assignments instead of finishing the project normally?
- If the project leader cannot find a way for the member to change projects then the change will not be approved. The project leader will then do their best to support the member with their project moving forward.
- If the project is already supported by the club and has a project leader assigned to it then it will be an easier addition.

Contact your [Area Coordinator](#) for support on this. For comments about this section specifically (e.g. changes) please contact Susann Stone, Tracy Dietrich, and Sydney Walsh at programs@4hab.com

Diaries and Diary Points

The [4-H Diary](#) and Awards of Excellence Program is inclusive to all members in all areas of 4-H Alberta. This program is not based on project or competition results, it is based on participation and involvement at all levels of 4-H Alberta. With the 4-H Diary Program, members earn points for active participation in 4-H Alberta activities at all levels. This is outlined in [the Diary](#).

The 4-H Diary is a record of your entire 4-H year! The 4-H Diary is a place for you to record and celebrate your involvement and participation in 4-H and the community.

Registered 4-H members ages 9-20 as of December 31st of the current Club Year are eligible to complete a Diary for each year that they are a registered member in good standing at all levels of 4-H Alberta.

Keep Your Diaries Safe! Looking back on your completed 4-H diaries will remind you of your experiences and how much you've grown as a person – Your diaries will come in handy for:

- Completing a resume or cover letter.
- Applying for scholarships, bursaries and awards, including those available exclusively to 4-H members and alumni.
- Illustrating your diverse experiences for someone in an interview.
- Help you reach milestone awards with 4-H Alberta, based on points and the submission (by your Club Leader) of the Awards of Excellence order form

4-H Alberta Awards of Excellence Program

Award	Points Required	Approximate Years to Attain
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Bronze Medallion	90 points	3 years
Silver Medallion	150 points	4 – 5 years
Gold Medallion	220 points	6 – 7 years
Platinum Award*	320 points	8+ years

**Club leaders must review and approve diary points up to the Gold Medallion level. To apply for the Platinum Award, Leaders must submit diaries to the Area Coordinator for marking.*

***Club leaders must submit Awards of Achievement annually. Awards may only be ordered within the year earned, or up to but not exceeding one year after the date earned.*

****If you are applying for scholarships, awards, or need verified points (school applications etc), contact your Area Coordinator to request your most recent diaries to be marked and recorded in the 4-H Alberta system.*

If you have lost your diaries and wish to re-record, use the most current diary (listed on www.4hab.com) and re-enter all information. You must find the appropriate leader (not a parent) to sign the corresponding diary. Regardless of the year you are entering, you must follow the rules and guidelines as published in the diary you are filling in.

The rules and guidelines for filling in a diary are posted in each diary. Additional rules or guidelines will be posted on the 4-H Alberta website. Leaders! If you are unsure about how to complete a diary, review the Area Coordinator Diary Training Webinar (https://docs.google.com/presentation/d/1fd7Es2SHg93AM1Xv52cggnWhrgKghdI76PARKVG2nCY/edit#slide=id.gb43c3fb0e9_5_61). If you still have questions, don't forget to review the diary instructions located in the diary, consult a Key Leader, or contact your local Area Coordinator.

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Bridget Mahaffey at bridget.mahaffey@4hab.com

Family involvement

When everyone is busy, it just makes sense to belong to an organization that brings the whole family together. 4-H clubs rely on volunteer leadership from each adult and 4-H member – that's how we make things happen. Youth and adults are all part of the 4-H family. Active family participation makes 4-H more fun and meaningful for everyone.

Here are some guidelines to keep in mind:

- Review the [The Code of Conduct](#) as every 4-H follows, including family members
- Be on time for meetings, activities or events
- Support of the members and leaders (offer to help organize an event, be on a committee, etc.).

- As per the Code of Conduct in regards to being respectful:
 - Remain professional and respectful during all forms of communication
 - Accept the decision of the majority.

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Sherry Howey at sherry.howey@4hab.com

4-H Alberta's Strategic Plan

[Strategic Plan 2021-2023](#)

For more information about this section contact Sherry Howey at sherry.howey@4hab.com

LEADERS AND VOLUNTEERS

What is a 4-H Alberta Leader:

Leaders are volunteers with training and screening. 4-H leaders must be at least 18 years of age. Leaders are elected by the members each year.

- Elected leaders must be registered in 4-H, screened, trained, and have signed the required forms on the Online Registration System within the required timeframe. Leaders should not accept the role if they are not able to fulfill these requirements.
- The Code of Conduct, Demographic form, and other forms must be signed and completed by leaders and volunteers on the Online Registration System. Forms must be completed to register for programs. Compliance of the Code of Conduct is implied by being involved in 4-H Alberta. See [the Code of Conduct](#) for more information.
- General Leaders, Assistant Leaders, and Project Leaders all need to be screened and trained.
- Required training: see below under [Leader Training](#)
- Individuals cannot be registered as both a 4-H member and a leader in the same club year.
- Leaders guide the club through operations and mentor 4-H members (following rule of two-defined in this guide, please see table of contents).
- 4-H Leaders and Volunteers familiarize themselves with 4-H Alberta Reference Guide for smooth club operations
- More information: [Leader/ Volunteer Manual](#)

Roles and Responsibilities of a General Leader and Assistant Leaders:

The General Leader is the lead in the club. The assistant leader(s) are there for support. These roles need to be clarified and discussed at the beginning of the club year to ensure clear roles.

- General Leadership:
 - Be a role model for best practices on meeting processes and other 4-H models.

- Check the agenda or program before the meeting so you can organize your thoughts or prepare for any part of the meeting you are responsible for.
- Be on time for meetings
- Pay close attention and cooperate with the requests of the executive.
- Get involved in committees and projects as an advisor or project leader.
- Administration and organization of the club
 - Support the executive members in their duties and ensure the safekeeping of club files, supplies, and assets.
 - Support of the members in the organization and operation of the club.
 - Support other leaders in their roles and help ensure that project meetings are held regularly.
 - Ensure that the club provides opportunities for members to develop effective project and personal skills.
 - Ensure that the club is represented on the District 4-H council and assisting with District 4-H events
- Communication:
 - Remain professional and respectful during all forms of communication
 - Put up your hand to address the chairperson and wait for recognition from the chairperson before speaking.
 - Keep your discussion on topic and to the point.
 - Accept the decision of the majority.
 - Do not talk while the meeting is in progress.
 - Ensure that information is communicated to the members, other leaders, volunteers and guardians in a timely manner.
- End of the year:
 - It is the member's responsibility to retain important information from year to year for the club, however, there will always be information that Leaders take care of with stakeholders that needs to be retained year to year.
 - All information needs to be stored clearly and concisely so it is ready for the next General Leader. This is integral to the running of a successful club.
 - Past General Leaders can stay on as Assistant Leaders if the club members wish to help with the change of leadership/ loss of knowledge.

Clubs will need to maintain a ratio and recruit based on size. One or more assistant leaders are encouraged based on club size. It is recommended to have two or more project leaders for each project offered depending on how many members are participating.

A Project Leader's duties include:

- Assist the general leader in ordering the correct project materials.
- Host project meetings to help develop member project skills. This may include designing and teaching lessons or supervising and arranging for experts/clinicians to lead lessons.
- Support and encourage members in completing project work and record books.
- Work with the general leader and designated committee to plan the achievement event.
- Being aware of interclub, district, or regional show/achievement event requirements and helping members prepare for their achievement event.

The general, assistant and project leaders make up the adult advisory committee. The adult advisory committee will work collaboratively with the executive members.

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Crystal Dechaine at crystal.dechaine@4hab.com

Leader/ Volunteer Screening

Instructions on Leader Screening can be found [here](#).

Some more information and frequently asked questions can be found [here](#).

Rescreening is required every 3 years. Leaders and volunteers can check their online profile to see when it is time for them to rescreen. After an interruption in volunteering/ leading of 2 years or more, the volunteer must rescreen with 3 references.

Who needs to get screened? [Screening and Training Role Chart](#)

For more information about this section contact Bernadette Sereda at leaderscreening@4hab.com

Leader Training

The mandatory training that all screened leaders and staff must complete as part of their onboarding process. It is optional for additional club and event volunteers.

Youth Safety at 4-H in Canada

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

- Youth Safety is updated weekly in leader profiles

“The safety and well-being of youth members is our shared priority across 4-H in Canada, and it sits at the core of our 4-H Positive Youth Development Formula.

4-H Canada is working in partnership with provincial 4-H organizations to ensure that 4-H has consistent policies and procedures in place across the country to provide successful and safe programs for all youth, to safeguard the trust and loyalty of families, and to ensure leaders have the resources and training to feel supported and prepared.” From: <https://4-h-canada.ca/youth-safety>

Access the Youth Safety Policy Manual, the Inclusion Policy, the Duty to Report Policy, the Code of Conduct and more here: <https://4-h-canada.ca/youth-safety>

Commit to Kids Child Sexual Abuse Prevention

Commit to Kids Child Sexual Abuse Prevention Training: <https://www.4hab.com/commit-to-kids/>

- Commit to Kids is updated monthly in Leaders’ profiles

The Commit to Kids training outlines:

- What is Child Sexual Abuse and Grooming
- How to Support a Child During a Disclosure and The Impact of Child Sexual Abuse*
- Reporting Concerns of Sexual Abuse or Misconduct

The Commit to Kids training is there to provide you with supportive techniques and youth safety guidelines. However, it contains material that may be disturbing to some viewers. It is necessary for it to stress why it is important for leaders to remain vigilant about youth safety, and be prepared if a youth were to disclose abuse. We encourage you to take this training at your own pace, and to take breaks when needed. If the training triggers upsetting feelings, please reach out to a trusted friend or health care professional to debrief.

For more Information contact Marisa Mellon at leadertraining@4hab.com

What is a 4-H Alberta Volunteer

Clubs will also have volunteers to support them in various aspects and capacities. These volunteers must be screened. Volunteers always work in the presence of a 4-H Leader who is **trained** and screened.

The Code of Conduct, Demographic form, and other forms must be signed and completed by leaders, volunteers, and supporters on the Online Registration System. Forms must be completed to register for programs. Compliance of the Code of Conduct is implied by being involved in 4-H Alberta. See [the Code of Conduct](#) for more information.

Volunteers are 18 and older and they cannot be active 4-H Alberta members at the same time. When working with members, finances, business activities or in other perceived decision-making roles they must be with a screened and trained leader.

Screened volunteers are able to attend training, sessions, and programs run by 4-H that are available to screened volunteers and Leaders.

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Crystal Dechaine at crystal.dechaine@4hab.com

What is a 4-H Alberta Supporter

4-H Alberta refers to unscreened volunteers as Supporters. Supporters or unscreened volunteers always work in the presence of two screened, trained Leaders or both a 4-H Leader who is trained and screened and a screened volunteer as per our Rule of Two. Find more information about our youth safety requirements [here](#).

The Code of Conduct, Demographic form, and other forms must be signed and completed by leaders, volunteers, and supporters on the Online Registration System. Forms must be completed to register

for programs. Compliance of the Code of Conduct is implied by being involved in 4-H Alberta. See [the Code of Conduct](#) for more information.

Tasks that can be done by Supporters/ unscreened volunteers to support 4-H Alberta at the club, district, regional or provincial level include activities such as setting up venues, coordinating communication judges, assisting with events, acting as a committee member, etc.

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Crystal Dechaine at crystal.dechaine@4hab.com

Club Registration

Club Registration Process

Starting a 4-H Club

Information on starting a club is currently on our [website](#). If you are not a part of 4-H yet, [click here](#), for more information and to get in touch.

If you are already a part of 4-H and want to start a club, contact your [Area Coordinator](#).

Re-register an existing 4-H Club

General Leaders and Club Registrars from the previous year will be sent an email with all the information for the upcoming year. If you did not receive this email please contact your Area Coordinator. Information is updated each year, so please receive the updated information prior to proceeding with registration.

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Bridget Mahaffey at bridget.mahaffey@4hab.com

A member in multiple clubs

Some members participate in more than one club. Members are required to pay only one provincial membership/registration fee. They must pay any additional club fees to their respectful clubs.

Members who are registered in multiple clubs must meet all of the member requirements in EACH club:

- Attend at last 70% of club activities
- Participate in a Communication Activity
- Participate with a Community Service
- Participate in the Achievement Activity
- Complete Project Record Books

Currently, the Online Registration System will charge the membership fee for a member with multiple club memberships to the first club that completes its registration for the year. Contact your [Area Coordinator](#) or the [4-H Registrar](#) if you have a member who is registered in more than one

club and you think that your club may be eligible to receive a fee adjustment. This may also need to be communicated to the Region the clubs fall into to ensure the appropriate fees are paid, it will vary depending on area.

For more information about this section contact Bernadette Sereda at registrar@4hab.com.

Club Registration and Membership Refunds

The 4-H Alberta Program/Event Registration Fee Procedure

Eligibility for Membership fee refund for the current club year:

- Full Refunds are provided until December 15 of that club year
- No refunds are offered after that date
- Contact your [Area Coordinators](#) for support or questions

Membership fees are:

\$120 per member ages 9-20 and

\$30 for Cleaver Kids ages 6-8.

Members of all ages may register to participate in multiple clubs and only pay the provincial membership fee once. If the fee is paid twice, one fee will be refunded to one club and the member is refunded by the club if applicable.

Contact your [Area Coordinator](#) if you have members withdraw from your club and a refund is required. The Area Coordinator will initiate the process that will require the following information:

- Who needs to be contacted for the refund: name, contact information, email, and full address
- The full name of the member and guardian associated with the refund
- Who is making the request (e.g. General Leader)
- The reason for the refund
- Name of the club
- The amount the refund is for
- Timeline of when the member communicated that they were unable to stay in the club and participation level and timeline of the member— see “Eligibility”, below for details.
- Everyone involved knows that the club is issuing the refund to the member

Refunds may take up to 30 days and will be issued via Plooto or may be refunded to the credit card used for the payment.

Refunds are not issued if they are not requested. Members in multiple clubs are reconciled in a different manner.

Joining a 4-H club as a Volunteer or Leader

4-H Alberta is always on the lookout for passionate, youth focused volunteers. If you are interested in giving your time to a club near you, please reach out to us, by clicking [Join 4-H](#), to find out where the nearest club is that needs an extra hand and to start the screening process.

For more information about this section contact your [Area Coordinator](#)

Fee for Service

4-H relies on an active volunteer system. 4-H volunteers are highly valued and are recognized for their essential contribution to the Program. Leaders and volunteers are not paid for their role in clubs. This also applies to all other volunteer roles at 4-H (councils, committees, etc.).


A club, council, or committee may offer a resource person payment, an expense payment, an honorarium or nominal gift. This can be accepted or declined by the resource person.

Clubs, councils, and committees must ensure there are clearly defined written guidelines in the regulations and/ or constitution regarding payment and reimbursement of resource people. This should include a process: a motion, approved budget in the minutes, etc.

When planning for a resource person, expectations should be clearly outlined in writing prior to the event or activity and a written agreement should be created and signed (expenses, dates, services, etc.).

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Pam Gitzel at pam.gitzel@4hab.com

The 4-H Alberta Program/Event Registration Fee Procedure

 4-H Alberta Program_Event Registration Fee Procedure.docx.pdf

This procedure is subject to change at the discretion of the Program Lead.

Please note: Regional and District programs will have different information and it will be on the specific program's information on the Online Registration System.

For more information about Provincial Programming contact Susann Stone, Tracy Dietrich, and Sydney Walsh at programs@4hab.com

4-H Risk Management

Emergency Response Plans

The [Emergency Response Plan](#) walks you through what to do if there is an injury, accident, emergency of a variety of kinds and severities. This plan can be customized to suit the club or event's location and should be reviewed at the start or each season so the process is familiar. The [Emergency Response Plan](#) is in the Appendices

For more information about this section contact Bridget Mahaffey at bridget.mahaffey@4hab.com

Crisis Management Plan for the 4-H Alberta Community

The [Crisis Management Plan](#) for the 4-H Alberta community is the process to follow if there is a situation where you need additional support beyond the Emergency Response Plan. An example of this would be if the media wanted more information about the situation. The Crisis Management Plan for the 4-H Alberta Community is in the Appendices. The 4-H Alberta [Crisis Management Plan](#) is a process the staff follow in these situations and it is not in the Appendices.

For more information about this section contact Bridget Mahaffey at bridget.mahaffey@4hab.com

Risk Management in Leader Screening

Content in progress.

Weather

As we know, the weather changes quickly in this province. It is important to check the weather forecast prior to leaving for meetings, events, and programs so the 4-H Alberta community knows it is safe to travel in the current weather. Follow all weather and travel advisories. If it is deemed unsafe to travel, meetings should be moved online and any events/ project activities that cannot be made virtual will need to be canceled.

The 4-H Alberta Community needs to be prepared for the elements when attending outdoor events. When leading outdoor events, leaders and volunteers should be checking the weather frequently leading up to and during the event so the group can be prepared for the weather and the event can be modified or canceled if the weather is looking unfavourable.

If there is an extreme weather event such as hail, high winds, a tornado warning, flooding, etc. seek appropriate shelter as soon as you suspect an extreme weather event is on its way. There are some signs it is coming:

- Have your weather apps with notifications on so you receive alerts, look at the news, etc. Depending on the phone, alerts do come through even when out of service.
- There are signs in the sky and water you can learn about so you can be prepared:
Examples

- Keep your eyes on the sky for unusually dark clouds. Hail and tornado warnings often come from those clouds.
- Is the water around you changing? Becoming faster, changing colour, debris in it, etc. This could be a sign of flash flood.

For more information about this section contact Bridget Mahaffey at bridget.mahaffey@4hab.com

Alcohol, Drugs & Tobacco Procedure

As per the Code of Conduct, the 4-H Alberta community must refrain from using drugs or alcohol during any 4-H youth event. See [Alcohol at 4-H](#) for more information.

If alcohol is found or if there is suspected drinking:

- Participants should be given the opportunity to anonymously or voluntarily turn in alcohol, and/or tobacco/tobacco products at the start of the activity for disposal by organizers. Honesty and trust is encouraged. Searches are discouraged. If leaders feel they must do a search, ensure witnesses are present and gain permission from a guardian if possible.
- The offender(s) will be asked to dispose of it. It will be confiscated.
- If a member is found to be intoxicated or exhibiting signs of being impaired, leaders or volunteers (2) will stay with the member until they feel better.
- Disciplinary action will be taken.

If drugs are found or if there is suspected illegal drug usage:

- Participants should be given the opportunity to anonymously or voluntarily turn in alcohol, and/or tobacco/tobacco products at the start of the activity for disposal by organizers. Honesty and trust is encouraged. Searches are discouraged. If leaders feel they must do a search, ensure witnesses are present and gain permission from a guardian if possible.
- If a member is found to be intoxicated or exhibiting signs of being impaired, leaders or volunteers (2) will stay with the member until they feel better.
- Drugs found will be confiscated, the police may be notified, and disciplinary action will be taken.
- Cannabis (akin to alcohol use) is prohibited by members.

Disciplinary action for members

Due to this being a potential breach of the Code of Conduct, an incident report should be submitted when alcohol or drugs are found or there is suspected consumption. This is also the way 4-H Alberta documents all incidents.

When alcohol and/ or drugs are found or there is evidence of them being used at a 4-H event, program, or function, use the three strike approach for members:

1. The first time, members will have the substance confiscated and the member will be removed and sent home as soon as possible. This will involve the leader calling the guardian. The members will not drive themselves home if there is a chance of intoxication:

- a. If any participant is unable to leave due to being intoxicated and/or exhibiting signs of being impaired they can remain at the event until someone arrives to take them home.
 - b. 4-H members will not receive credit for the event and no refund will be given for the missed programming.
 - c. If the person cannot be sent home until a later time/ day, this person will remain at the event but separated from other members until they are picked up. The rule of 2 must be maintained. Due to this being an unplanned situation, an incident report will need to be filled out if the rule of 2 is not able to be maintained.
 - d. An incident report must be filled out to document this incident and guardians must be informed.
2. If a second violation of the Code of Conduct occurs by the same 4-H Alberta Community member, they will be put on probation by their club (if the incidents have happened at club level) or 4-H Alberta (if the incidents have happened at other programming and incident reports have been submitted through several sources). Counselling may be advised. An incident report must be filled out and guardians must be informed.
 3. If a third violation of the Code of Conduct occurs by the same 4-H member they will lose credit for the current 4-H year. If a non-member participant commits a third violation, they will not be allowed to participate at any further 4-H events during the 4-H club year. An incident report must be filled out and guardians must be informed.

Adults are not allowed to consume alcoholic beverages at 4-H youth events, functions, and programs of any kind. This needs to be communicated to all guardians who will be involved in these activities so they do not breach the Code of Conduct. The use of drugs is strictly prohibited. The use of tobacco should be used based on the facilities rules and with discretion as these are events focused on youth.

[Incident reports](#) need to be filled out when appropriate. Follow the process for notifications of family or [Area Coordinator](#) as well. For more information about this section contact Bridget Mahaffey at bridget.mahaffey@4hab.com

Alcohol at 4-H

As a youth focused organization, alcohol can only be served at special events that are focused on leaders, volunteers, or staff. Example: leader conferences, leader appreciation events, etc. If alcohol is being served it must be controlled: the location must follow the rules of the [AGLC](#). The presence of minors is based on the type of liquor license ([Liquor Licensee Handbook](#)). 4-H Alberta recommends that any registered member not handle alcohol at any time.

Submit an [incident report](#) if alcohol and/ or drugs are being consumed at a 4-H event, activity, or function.

Casinos, Bingos, and Raffles

Visit the [AGLC website](#) for information on applying, the processes, and rules for: [casinos](#), [bingos](#), and [raffles](#). The rules laid out by the AGLC related to casinos, bingos, and raffles must be followed. E.g. Only adults can buy and handle tickets. Please note: Clubs, Districts, or Regions need to apply for their own AGLC license and cannot use 4-H Alberta's license.

Prizes for events must be youth focused and family friendly. If you receive non youth focused or family friendly items donated, e.g. a wine basket, use your discretion.

Fundraising should be youth focused, family friendly, and should involve the members of the club. If opportunities arise that are not, use your discretion. E.g. bartending, cleaning up after a wedding, etc. The club needs to follow the rules of the event and their liquor license, E.g. if minors are allowed or not.

See [Alcohol at 4-H](#) for alcohol use at events.

Insurance

4-H Alberta carries an insurance policy under 4-H Canada for registered Cleaver Kids, Members, Leaders, Volunteers, Clubs, Councils for standard 4-H activities and events. It is important that individuals, clubs and councils always refer to specified rules, regulations and or procedures for various projects or events in which they take part. Clubs, districts and or regions may have additional rules for shows or activities.

The 4-H program in Alberta is guided by the 4-H Alberta's Reference Guide. 4-H Members, Leader, volunteers, families and clubs must follow all standards and guidelines in the 4-H Alberta Reference Guide.

4-H Alberta arranges for the annual purchase, on behalf of the 4-H members, Cleaver Kids leaders, and volunteers assisting the 4-H program, the specified type(s) of insurance.

4-H Alberta insurance holds three policies under the 4-H Canada coverage: General Liability Insurance, Accident Insurance including Loss of Income and Accidental Death and Dismemberment, Directors' and Officers' Liability.

4-H Alberta has a valid certificate of insurance that is from the period of April 1 to March 31 each year. If a club requires an updated **certificate**, after this time period please contact Susann Stone at 780.898.4223 or susann.stone@4hab.com.

From time to time facilities may require an added insure on a certificate. This is not a problem however allow a min of two weeks from the time you request it prior to your activity or event.

Complete the request for certificate of insurance form found here:

https://docs.google.com/forms/d/e/1FAIpQLScbYPPGPEmi2WGWRIpZ5IPKwY9TCrPgPwOog2_zYqSwUpINnA/viewform?usp=sf_link

NOTE:

Project animal or item insurance coverage is the responsibility of the individual, club or council and optional.

The following projects are not covered under the 4-H insurance policies:

Snowmobiling - Motocross - shooting sports exclusion on gun/rifle, - motorized vehicle races of any kind, whitewater rafting, Winter fun days would require additional detail on these activities for approval,

If your club has or wants to participate in the above projects or activities please reach out to discuss further.

Safety Best Practices

When working with youth, volunteers or livestock from time to time incidents and accidents may occur. As 4-H Club Leaders, committee members or volunteers it is important that all groups work together to minimize the risks at any 4-H activities or events. Prior to the event ensure all facilities and equipment are looked at to make sure anything that potentially could happen is prevented. If an accident or incident does occur, it needs to be reported through <https://4h-canada.i-sight.com/portal>. Even if those involved appear to be fine or no major injury occurred.

In the event of an accident (minor or major injury) or incident (behaviour, a situation that needs to be recorded) complete the appropriate form and submit immediately. Documentation is important for both accidents and incidents.

Sanctioned 4-H Event or activity

A sanctioned 4-H activity or event is one that a 4-H club, district, region or official committee has a program plan for and has been approved by a motion prior to the scheduled date of the activity or event by the host registered 4-H group. Those who participate in a non approved event or activity are not covered under the 4-H insurance policy.

When planning an activity or event remember:

- ✓ Sanction the activity or event at a scheduled meeting – recorded motion that has details and or expectations. Remember to outline expectations and rules at the beginning of the event or activity.
- ✓ **An activity plan must be submitted for any interclub, high risk or overnight activity**
- ✓ Provide event and or activity rules and or expectations are provided to all participants.
- ✓ Record event youth participants, leaders and any volunteers through registration and day of the event attendance.
- ✓ **Minimize all risks to participants: activities, check equipment and facilities, make sure the activity and or event has adequate supervision, screened and trained leader(s).**
- ✓ Report any accident or incidents that occur at the event. **(Big or Small)**
- ✓ **Be familiar of policy and activity or event rules prior to participating.**

For more an overview of 4-H insurance in Canada view this link:

https://national-canada.files.svdcnd.com/production/images/4-h_in_canada_-_insurance_overview.pdf

For more information about this section contact Susann Stone at susann.stone@4hab.com

Activity Plan

You need to complete an Activity Plan for:

- Beyond the Club (when more than one club is involved).
- Overnight
- Anything high risk (if you have to sign an additional waiver to participate)

Activity Plans need to be submitted **two weeks** prior to the event for it to be approved on time.

Completing an Activity Plan gets you thinking about the planning required around the event you are running: supervision, first aid, locations, participants, etc. This is a great way for you to prepare for the event!

To fill out an Activity Plan click here: <https://4h-canada.i-sight.com/portal>

This is the same link to fill out an incident form.

If you have any questions about the process, check out: [4-H Canada's Activity Planning Quick Reference Guide](#)

Questions about Activity Plans can be directed to your [Area Coordinator](#). For more information about this section contact Sherry Howey at sherry.howey@4hab.com

MOUs

See website for information on this: Link to be inserted shortly.

Districts

In Alberta, there are between 50-57 4-H Districts. 4-H Alberta Districts often follow the municipal county geographical areas. District 4-H Councils have representatives from their area. Districts provide workshops, fun days, and competitions for members.

District Councils are individual entities that require a representative from each club in the district to sit on the council. Each District Council must elect or appoint representation to the Regional Council that they geographically belong to.

They may also:

- Initiate and coordinate events and activities for the benefit and enjoyment of 4-H members and leaders in their district such as: communication competitions, workshops, fun days and clinics.
- They also set expectations, rules or policy for these events and activities

- Collect fees from clubs on behalf of the Regional Council for insurance and offsetting costs for district activities and regional events.
- District Councils select Key Leaders who assist and provide support for clubs and leaders in the district. They select Key Members who act as a resource to clubs and members in the district.
- District Councils ensure communication between clubs, the district and regional councils is maintained. This includes information sharing and forwarding concerns and recommendations to the regional councils

Key Leader Job Description

4-H Key Leaders are experienced 4-H Leaders who support the leaders in their district. They use their expertise to guide and enrich the 4-H community in their area with the support from 4-H Alberta. As a 4-H leader, the Key Leader in your district can be your go to person for questions and support. As all leaders, Key Leaders must be screened and trained.

Full Key Leader Job Description is in the Appendices

District Council

Each club must elect or appoint the number of representatives determined in the district council constitution. This is chosen every year at the start of the club year when the executive and leaders are chosen for the club. It is recommended that at least 1 member and 1 leader represents each club.

District Councils have a minimum of 2 clubs to be considered a district council.

Within the District, Clubs must:

- Elect representatives, as indicated in the local District Council constitution, to attend all district council meetings.
- An alternate will be elected to represent the club if one of the representatives is unavailable.
- Pay appropriate District 4-H Council fees.
- Abide by the district constitution to be a complying club
- Attend all district council meetings
- Strive to participate in district events (hosting and organizing). This one is not mandatory.
- Clubs that do not comply with these requirements will be reprimanded based on the section called Non Complying Clubs in the district constitution.

District Executive

This executive is normally made up of a president, vice president, treasurer, secretary, and often a past president. As of fall 2022, it is recommended that Districts and Regions have a Member representative on the executive. This will be considered a part of the normal executive board in the fall of 2023.

District Representatives

As your club representative for the District Council, you are responsible for ensuring that your club knows about district events and competitions. This is your opportunity to bring the concerns of your

club to the District Council and have your voice heard. As a voting member, you represent the voting interest of your entire club— ensure you know how your club would vote on certain interests by ensuring your club is aware of the issues you will be voting on. A few simple ways to do this is to read your District Report and upcoming District Council meeting agenda at club meetings, discuss events and ask members what they'd like.

District, Regional Funding

In partnership with donors and corporate partners, 4-H Alberta is able to offer funding for various 4-H member experiences and opportunities at club, district, and regional levels. Each funding opportunity has different requirements and may vary from year to year. Clubs are encouraged to watch for deadlines for applications on the 4-H website and in the monthly newsletter.

Reach out to your [Area Coordinator](#) if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact Marisa Mellon at marisa.mellon@4hab.com

Regions

There are seven regions in the province, South, Calgary, East Central, West Central, Northwest, Northeast and Peace that are supported by 6 Area Coordinators.

Each region has a Regional Council. They are considered individual entities, with some being registered societies. They follow a default constitution for province wide consistency and make their own additions to ensure it suits their Region appropriately. There are 6-11 districts in each, depending on region.

Regions play a vital role in the province, below are some of the services they offer to the community:

- They may collect fees from District Councils to support Regional programming.
- They support Districts in holding Clubs in Good Standing (see Club in Good Standing and Non Complying Clubs)
- They ensure Districts remain in Good Standing (see Districts in Good Standing)
- They plan events, activities, and competitions for their districts
 - Initiate and coordinate events and activities for the benefit and enjoyment of 4-H members and leaders in their regions such as: communication competitions, camps, fun days, clinics and workshops.
 - They set expectations, rules or policy for these events and activities.
- They select/elect representatives to various Provincial Advisory Committees (detailed below).
- This includes information sharing and forwarding concerns and recommendations to 4-H Alberta and the Board of Directors.
- They assist in the flow of communication between the District Councils and 4-H Alberta.

Area Coordinators often circulate the Agenda in advance of Regional meetings and minutes after to the regional membership on behalf of the regional council executive.

Regional Executive

This executive is normally made up of a president, vice president, treasurer, secretary, and often a past president. As of fall 2022, it is recommended that Districts and Regions have a Member representative on the executive. This will be considered a part of the normal executive board in the fall of 2023.

4-H Alberta Provincial Advisory Committees

These committees consist of appointed representatives from each region and help plan, promote, implement and evaluate specific projects, programs and activities.

Current 4-H Provincial Committees include, but are not limited to:

- Beef Advisory Committee (BAC)
- Provincial Equine Advisory Committee (PEAC)
- Sheep Advisory Committee (SHAC)
- Communication/ Advisory Committee (C/PAC)
- Science, Art, Life Skills, Technology, and Trade (SALTT)
- Ad hoc committees established from time to time (e.g. Review of Diaries and Record Books).
- Small Animals Committee/Standards coming soon.

[Current Standards are on the website](#) (scroll down)

[Terms of Reference](#)

For more information about Provincial Programming contact Susann Stone, Tracy Dietrich, and Sydney Walsh at programs@4hab.com

4-H Alberta

4-H has been in Alberta since 1917. For our history and values, information on the 4-H Pillars, and on Positive Youth Development, please visit the website: <https://www.4hab.com/>

4-H Alberta provides the following:

- Staff liaison with Regions
- Area Coordinator Task List in the [Appendices](#)
- Provincial level programming
- Marketing, brand standards
- Scholarships
- Sponsorships
- Advisory Committee support
- Leader training and support
- Leader screening
- The Online Registration System
- And more

To see the list of full time staff and their roles click on the [Contact List](#). There are also several other support staff and summer seasonal staff that are not on that list but are integral parts of the team.

The contact for feedback on this section is Bridget Mahaffey at bridget.mahaffey@4hab.com

4-H Alberta Board

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 [here](#).

For more information go to the [Board of Directors page](#).

Contact the Board

The contact for feedback on this section is Bridget Mahaffey at bridget.mahaffey@4hab.com

4-H Canada

4-H Canada (previously known as the Canadian 4-H Council) was created in 1933 to act on behalf of the 4-H movement in Canada. Operationally, 4-H Canada staff handles the planning, implementation and management of national programs, scholarships and more (text taken from [4-H Canada](#)). 4-H Alberta follows 4-H Canada's guidelines, policies, and procedures, such as, the [Youth Safety in 4-H in Canada](#), the Code of Conduct, as well as, Leader Training and Screening standards.

The contact for feedback on this section is Bridget Mahaffey at bridget.mahaffey@4hab.com

SCHOLARSHIPS

General Information & Structure of 4-H Alberta's Scholarship Program

Because of the generous support of our donors, every year 4-H Alberta offers nearly \$300,000 across nearly 250 scholarships that our youth receive in support of post secondary endeavors. 4-H Alberta is the only organization offering scholarships exclusively to 4-H Alberta students, which is why donors establish scholarship funds with the organization.

Scholarship funds are established for a variety of reasons, but most often:

- To commemorate the passing of an individual and honour their memory
- From an estate bequest, from a donor who believes in 4-H Alberta's impact
- As a result of a team fundraising effort (ex: Clubs, Districts, Regions)
- From sponsors who wish to support students directly with community Investment

4-H Alberta holds nearly \$1M in scholarship funds, in charitable donations from individuals, sponsorships from corporations and contributions from Foundations or external groups. Each type of

contribution has its own set of guidelines as to how it must be managed by 4-H Alberta, to align with Federal and Provincial regulations for charitable organizations.

As a new non-profit organization, for the 2021 scholarship cycle, 4-H Alberta has introduced a tiered scholarship program that is typical of most post secondaries and aligns with best practice to include 3 types of scholarships, providing accessibility to donors of all levels.

Types of named scholarships:

- **Endowment** - Established with a minimum contribution of \$25,000, the principal remains intact, to offer scholarships from the fund in perpetuity
- **Limited Term** - Established with a minimum contribution of \$5,000, the fund depletes over time with annual expenditures, as per the direction of the donor
- **Annually Funded** - Established with a minimum contribution of \$500 to \$10,000, with a 5-year pledge requested and the donor provides contributions annually
- **General 4-H Alberta Scholarship Fund** - Any contribution under the minimum thresholds can be directed here in support of 4-H youth province-wide

*Note that the minimum disbursement for all types of scholarships is \$500/year

Scholarship Type	Gift Level or Fund Balance	Annual Expense Recovery Fee	Initial Set Up Fee
Endowment	\$25,000+	Up to 2% on fund balance*	\$500
Limited Term	\$25,000+	Up to 2% on fund balance*	\$500
Limited Term	\$20,000 to \$24,999	\$400	\$500
Limited Term	\$15,000 to \$19,999	\$300	\$500
Limited Term	\$10,000 to \$14,999	\$250	\$500
Limited Term	\$5,001 to \$9,999	\$250	\$250
Limited Term	\$0 to \$5,000 ((\$5,000 to establish)	\$100	\$250
Annually Funded	\$5,500 to \$10,000 (5-Year Pledge)	\$500	\$500
Annually Funded	\$2,000 to \$5,000 (5-Year Pledge)	\$250	\$250
Annually Funded	\$500 to \$1500 (5-Year Pledge)	\$100	\$250
General 4-H Alberta Scholarship Fund	Below \$500 (No multi-year pledge)	N/A	N/A

(Effective January 1st, 2021, subject to change)

*Balance calculated January 1 to December 31. Expense Recovery Fee is 2% on balance, not to exceed 50% of the annual return and subject to Board approval

Annual Scholarship Cycle (subject to change):

Timeline	Scholarship Program	Action
Late January/Early February	All Scholarships	Reporting of year previous activity T4A's issued to previous year recipients
February	All Scholarships	Confirmation of Fund Terms of Reference and Confirmation of Criteria
March 1	All Provincial & Additional Scholarships	Online Application Portal is open
March 31	Annually Funded Scholarships	Annual payments due
May 1	Elmer & Ona Hansen Memorial Scholarship	Applications Accepted
May 1	Provincial & Additional Scholarships	Application Deadline
Early June	All Scholarships	4-H Alberta begins organizing submitted applications
June 30	Elmer & Ona Hansen Memorial Scholarship	Application Deadline
Late August	All Region & District Scholarships	4-H Alberta provides Regions/Districts/Clubs with anonymous, and qualified applicant data
Mid September	All Provincial Scholarships	4-H Alberta organizes adjudication committee and reviews qualified applicants
October 31	All Scholarships	Regions/Districts/Clubs to provide 4-H Alberta with scholarship recipient details
October - November	All Scholarships	4-H Alberta notifies and sends payment to recipients
December 15	All Scholarships	All scholarship recipients have received payments

Scholarship Payments: Plooto Payments

When you receive an email from Plooto notifying you of the payment from 4-H Alberta you will need to open the email to accept the funds. This can be done by logging in to your Online Banking or at the very bottom of the payment page that says:

 **Manually enter void cheque/EFT information instead**

click here to enter the bank information from a void check, including the five digit transit number and three digit bank number.

(Important ATB note: If you have a bank account with ATB, two zeros are required before the bank account number for 11 digits total).

For more information about scholarships contact Bianca Von Nagy and Karina Altvater at scholarships@4hab.com

APPENDICES

Club Meeting Outline: the first few meetings:

The leaders and executives that remain in the club are still in their roles until the new people are voted in. They will walk the club through the meetings until the new leadership and executives are in place, if there is full turn over.

- Play an icebreaker or “get to know each other game”
- Give an overview of the 4-H program, its benefits, how a 4-H club operates
- Read the [Code of Conduct](#) to the group and let everyone know that if it is breached, there is a process in place to uphold it. Strikes will be issued in the case of a breach. See [the Code of Conduct Enforcement Process](#).
- Talk about [family](#) and adult volunteer involvement and the expectations for them.
- Introduce the projects you are able to offer this year
- (Consider inviting your 4-H Key Leader to the meeting to help you present this information, bring resources to display, answer questions and /or to coach you in details about the program.)
- Discuss with the group the expectations for a [4-H club](#), of [members through their club and project](#)
- Share information on the costs and time involved for club and project participation. Decide on the projects to be offered.
- Discuss how many leaders and volunteers are needed for the ratio and to support all the members. Introduce the [4-H leader job descriptions](#) and [leader screening](#).
- The membership will vote in leaders and volunteers in the first meeting. This will ensure the club can move forward with registration.
- The membership will vote in their executives in the first one or two meetings depending on the club.
- Communicate up to date fee information: this will vary on Club, District, and Region. There are 4-H district council fees (ask your Key Leader) and project related costs (varies). Some clubs have a club registration fee and other clubs rely on fundraising activities to operate their club. You may be able to set your club fee at the meeting.
- Clubs prepare a [program plan](#) each year during the first few meetings to ensure members and families understand the expectations and plan for the year. Projects will/may have their own mandatory activities that need to be included in the program plan. These need to be voted on by the members as well.
- Clubs must have a minimum of 6 business meetings throughout the club year. A club meeting can be a part of a project day or other designated club activity.
- Clubs must vote which activities/events/meetings are mandatory requirements for members to attend– this will be a part of the [70% Participation](#).
- A meeting should consist of five components: member requirements, recreation, business, social, and education.
- If enough interest is shown, start the club registration process (for 2022 registration year). See [Club Registration](#) for more information.

Clubs must endeavor to conduct business meetings using [parliamentary procedures](#), which requires that only 4-H members move, second, and vote on motions during the club year.

Constitution Guidelines

General:

- Clubs need to use the Default Constitution as their template. The Default Constitution was modified slightly in 2022 and Clubs will need to adopt this new Constitution by 2024.
- A Club's Constitution must be shared with the Area Coordinator by December 1st each year for Clubs to remain in Good Standing.

Process for amendments:

- This constitution will be reviewed by the club each year.
- It is recommended that amendments are made once per year at a selected regular club meeting.
- Notice of amendments must be given at the previous regular club meeting. The suggested amendments need to be provided to the members in writing (email or print).
- A three-quarters majority is required to approve any amendment to the constitution.
- The date of amendment will be recorded at the beginning of the constitution.
- Multiple amendments are allowed at a time.
- Club Constitutions are submitted to Area Coordinators before December 1st. However, amendments can be made after that date and re-shared with the Area Coordinator.

Election process

Executive

1. All executive positions will be elected from the youth membership of the club.
 - a. An Executive Assistant may be elected/appointed to act as a guide for any executive members requiring assistance.
 - i. The Executive Assistant does not have signing authority, and should endeavor to teach member(s) about their position, and encourage Learn to Do By Doing.
 - ii. The Executive Assistant may be a trained leader, screened volunteer or senior member.
2. The club will elect a president, vice president, secretary and treasurer. The club may also elect a reporter, parliamentarian and a historian. These officers from the executive committee. It is their duty to carry out the wishes of the total club membership and to represent the total club membership without allowing personal or minority group opinions to influence their action.
3. Executive position term length based on club constitution
4. Elected officers will work collaboratively with the adult advisory committee.
5. Duties of the executive
 - a. President
 - i. Conduct orderly and efficient meetings according to parliamentary procedure.
 - ii. Maintains order, keeps business moving and discussions on topic at meetings

- iii. Prepare an agenda before each meeting in consultation with the secretary and general leader.
 - iv. Chairs the 4-H club meetings.
 - v. Votes only to make or break ties.
 - vi. Signs the minutes after adoption.
 - vii. May be a co-signer of club cheques.
 - viii. Helps develop the club's program plan for the year.
 - ix. Serves as ex-officio member of club
 - x. Can act as spokesperson for the 4- H club.
- b. Vice President
- i. In the absence of the president, perform the duties and exercise the powers of the president.
 - ii. Assist the president as required, assists the president and performs any duties assigned by the president.
 - iii. Should the president have to leave the club, the vice president will automatically become the new president.
- c. Secretary
- i. Help the president prepare the agenda.
 - ii. Handle all the club correspondence, and read pertinent items at meetings.
 - iii. Record the minutes of each meeting and share them with the club membership in a timely manner.
 - iv. Calls the roll and records attendance.
 - v. Reads the minutes of the previous meeting.
 - vi. Handles all club correspondence and reads important items at meetings.
 - vii. Prepares year-end summary.
- d. Treasurer
- i. [Club Finances](#) are explained in Appendices
 - ii. Keep accurate, up-to-date records of club finances and report to the club at each meeting (electronically or hard copy).
 - iii. Administer the club finances, issue co-signed cheques, and receive and pay bills.
 - iv. Prepare year-end financial summary, and current inventory of assets (including location). Submit to a neutral club/ district/ region-appointed adult reviewers. E.g. A parent without a leadership role who has experience in this area, a key leader, etc.
 - v. The treasurer's records will be given to the historian, or general leader if a historian has not been elected, at the end of the club year.
 - vi. Receives all monies; makes deposits and pays bills promptly; records all transactions.
 - vii. Signs cheques with one other officer.
 - viii. Keeps an accurate record of receipts and expenditures.
- e. Club Reporter
- i. Inform radio, newspaper and other media outlets of club activities.
 - ii. Assist in maintaining the club's electronic and social media information (i.e. website, Facebook page, etc.).

- iii. Collaborate with the club leadership team, or identified adult, to protect member privacy as appropriate.
- iv. Keeps a scrapbook of clippings, reports and photographs of club activities.
- f. Parliamentarian
 - i. Know parliamentary procedure and assist members in running effective meetings.
 - ii. Know the club constitution and ensure it is followed.
 - iii. Encourage the club to review the constitution annually.
 - iv. Knows parliamentary procedure and helps members follow it correctly.
 - v. Assists members to effectively run a meeting following an agenda.
- g. Historian
 - i. Collect, organize, and keep record of current club activities for historical reference.
 - ii. Receive secretary's and treasurer's records at the end of the club year for retention in the club's library.
 - iii. Make the club's historical records available as required.

[Additional Resources](#)

Nominations:

Nominations can be done in informal and formal ways. Formally, clubs can have nominating committees who approach people to run for executive positions prior to elections.

- The committee looks at the responsibilities of the executive positions to be filled and decides who would be strong candidates for each position.
- The committee approaches the individuals about letting their name stand for the executive position. The committee members should fully understand the roles, responsibilities and time commitment of the executive positions so they can answer any questions from the potential candidate.

Informally, members can approach others who they feel would be a good fit for certain positions and see if they are interested. They can then discuss the role using information found above or speak with someone who held the position previously for more information.

Election Night:

- If the Club uses a nominating committee, the Chairperson of the Nominating Committee reads and moves the adoption of their report at election time.
- Whether a nominating committee is used or not, the Chairperson of the 4-H meeting calls for nominations from the floor by saying, "Nominations are now open for the office of _____." If a nominating committee is used, the Chairperson should say, "For (office), _____ has been nominated by the Nominating Committee. Are there any further nominations for (office)?"
- A member can nominate by saying, "I nominate (name)." No seconder is required.
- The Chairperson of the 4-H meeting says, "Are there any further nominations?", and pauses.
- If no further nominations are put forward, the Chairperson repeats, "Are there any further nominations?", and pauses.
- For the third time, the Chairperson asks, "Are there any further nominations?" and pause.

- The Chairperson asks, “Will someone move nominations close?” or states, “As there are no further nominations, I declare nominations are closed.”
- The above steps are repeated for each executive position that needs to be filled.
- If nominations are moved, closed and seconded before other members have had the chance to make their nominations, the premature motion is ignored. More nominations are accepted.
- Once all nominations are completed, the earlier motion to close nominations can be voted upon without making and seconding the motion.

Voting

Elections and Motions:

- In an election, if only one nomination is put forth for a position, a vote is not required. The individual is elected by acclamation.
- If more than one name is put forward for an office, a vote must be taken.
- If the Chairperson of the 4-H meeting is nominated for a position, they must ask another member to take over the Chairperson’s role during that portion of the election process.

Voting Methods:

- **Show of hands** - the most commonly used method of voting in 4-H Clubs. For voting during an election, the candidates are asked to leave the room and the Chairperson asks for a show of hands for votes on each individual. The Chairperson makes the count and announces the result.
- **Ballot** - secret votes on paper which are used for controversial motions and for elections. Someone must prepare, distribute, collect, and count the votes. The Chairperson would be a good person for this role.
- **Voice** - used at large meetings on routine matters that are unlikely to cause an argument. The Chairperson says, “All those in favour say “Aye.” “All those opposed, say “Nay.” The Chairperson judges the vote by the volume of sound. This method is not commonly used for 4-H elections.

Determining the Outcome of a Vote:

- In elections, the candidate who gets the most votes wins the office.
- Tied election votes may be broken by the Chairperson if they have not already voted, by taking the vote again to determine if the tie can be broken, by flipping a coin or another method determined by the Club.
- Generally, a simple majority (1/2 of the voting members present plus one) in favour of a motion passes the motion. Therefore, a tied vote defeats a motion.

Voting Rights of President:

The Club should decide on the voting rights of the President and put the decision in their bylaws.

Two methods are recommended:

- The President votes on all issues.
- The President does not vote except to make a tie (which defeats the motion, if the President deems it necessary) or to break a tie.

4-H Alberta Membership Fee Breakdown

Content in progress.

Ambassador Job Descriptions

4-H Alberta Ambassadors are enthusiastic 4-H Senior Members that are driven to grow 4-H in Alberta through sharing their 4-H experiences and representing 4-H Youth! 4-H Ambassadors will support 4-H in their region and across the province. Ambassadors will receive training and gain experience in an area that they are interested in. As an Ambassador you will learn valuable skills that will help you in your future endeavors. Apply today for an opportunity to be an advocate for 4-H Youth and help make 4-H the best it can be!

Two Ambassadors per region (14 in total) will be selected, through this application process, for a two-year term.

4-H Alberta Ambassadors will be divided into special interest groups where they will work with mentors in their areas of interest to learn and gain experience. These special interest groups include:

- 4-H Programs
- Projects and Member Resources
- Marketing and Social Media
- Community Outreach and Communications
- 4-H Structure and Governance
- Sponsor Engagement and Fund Development

Ambassadors Requirements:

- Has completed at least 3 years as a 4-H Alberta Member
- Is a current Senior Member in good standing
- Possesses strong leadership, communication, and teamwork skills
- Passionate about growing and promoting 4-H in Alberta
- Commits to attending at least 4 events/programs/opportunities per year with 4-H, in their region or across the province, as an Ambassador
- Attend and complete the Ambassador Training following the Senior Symposium each fall.
- Attend virtual monthly check-in meetings for all Ambassadors

ALL Applicants: If you are submitting your application to be a 4-H Alberta Ambassador, plan on attending the Senior Symposium October 22nd-24th at the Camrose Resort Casino Hotel.

Registration is now open in the Online Registration System. Successful applicants will be required to attend the Ambassador training on Sunday Oct. 24th immediately following the Symposium.

The Application form includes a spot for you to create and submit a video that shows who you are and answers questions about becoming an Ambassador! You will also submit three references: a 4-H Leader, a Non-4-H, and a Peer reference.

Applicants may be scheduled for a short interview with a small panel to help with

the selection process. Any interview times will be flexible with your busy schedules.

The 14 selected Ambassadors will be announced during an event in October each year.

Ambassadors will be selected based on how they demonstrate the following personal qualities and attributes in their application:

- Involvement in 4-H
- Leadership both inside and outside of 4-H
- Contributions to their club, community, country, and world
- Individuality (confidence in who YOU are)
- Responsibility
- Creativity
- Strong communication skills
- Passion for helping 4-H grow

Emergency Response Plan

Club/ Event name:

Nearest Hospital:

Drive time to get there:

Attach evacuation plan for the building or area

Type 1 Response

Situation can be managed with resources at hand

Minor Injury that does not require more than basic first aid (cuts and scrapes, sprains), simple altercation that can be resolved with communication and/or behaviour modification.

1. Ensure the safety of the group. 1 leader or volunteer assumes responsibility for the group, 1 leader or volunteer stays with the patient/situation while remaining in the same area to maintain the rule of two.
2. Attend to the situation at hand: provide first aid or talk to the parties involved in the altercation
3. Fill out an incident report depending on the severity of the situation. At this type, the submission of an incident report is the necessary communication to the Crisis Management team.
4. Communicate the nature of the incident to guardians when they arrive if they are not present.
5. If patient or situation deteriorates, upgrade to a Type 2 Response

Type 2 Response

Additional resources and support are needed such as additional leaders or volunteers, guardians, or possibly calling emergency services.

Moderate injury that will require a hospital or doctor's visit (stitches, sore wrists or ankles needing X-rays, etc.), property damage, incidents involving an animal, altercations with people that are hard to manage, etc.

1. Ensure the safety of the group. 1 leader or volunteer assumes responsibility for the group, 1 leader or volunteer stays with the patient/situation while remaining in the same area to maintain the rule of two.

Reach out for additional support to help maintain proper ratio from other leaders and volunteers if required.

2. Attend to the situation at hand: assess situation, provide necessary and immediate first aid
3. Call for help and monitor the patient while other leader or volunteer stays with group

When calling for help communicate the following information: exact location and the nature of the injury/incident

4. Leader or volunteer should stay with the patient until relieved by the guardian. Communicate with other leaders and volunteers if additional support is required.
5. Complete an incident report as soon as possible.
6. Contact the guardians as soon as possible if they are not present.
7. Contact the [Area Coordinator](#) to let them know that a serious injury has occurred. This will initiate the Crisis Management Plan. If your Area Coordinator does not pick up the call, see the contact list below for the next person to call.

Type 3 Response

When emergency services are being called.

Emergency medical care required (concussion, severe laceration, fractures, dislocations, etc.), Leader or volunteer needs to contact Child and Family Services if abuse/neglect is suspected, motor vehicle accidents, serious incidents involving an animal, etc.

1. Ensure the safety of the group. If the situation or location is deemed unsafe, remove the rest of the group. Remove the patient from the scene if it is safe to do so. Maintain the rule of two. If unable to do so, submit an incident report.
2. Attend to the situation at hand: assess the situation, provide necessary and immediate first aid.
3. Call 911 or appropriate emergency dispatch. Provide them with exact location and the nature of the injury/incident
4. Wait for EMS and have a leader or volunteer go with the patient in the ambulance if the guardian is not present.
5. Complete an incident report as soon as possible.
6. Contact the [Area Coordinator](#) to let them know that a serious injury has occurred. This will initiate the Crisis Management Plan. If your Area Coordinator does not pick up the call, see the contact list below for the next person to call.

Type 4 Response

When there is a fatality

A type 4 response may occur in conjunction with a type 3 response

1. Ensure the safety of the group. If the situation or location is deemed unsafe, remove the rest of the group. Remove the patient from the scene if it is safe to do so. Maintain the rule of two. If unable to do so, submit an incident report.
2. A leader or volunteer stays and calls emergency services immediately and then the Area Coordinator. The Area Coordinator will notify the CEO. This will initiate the Crisis

Management Plan. If your Area Coordinator does not pick up the call, see the contact list below for the next person to call.

3. Do not move a body unless instructed to do so by police or coroner

Type 5 Response

Facility/ location evacuation in the event of fire, chemical leak, emergency rehearsal or false alarm.

In all situations leaders and volunteers must have their attendance lists.

Most facilities have procedures in place. These should be communicated in advance.

1. Ensure the leader has the attendance list with them.
2. Follow the procedures of the facility and location you are at.
3. Fill out an incident report for all emergency responses. At this type, the submission of an incident report is the necessary communication to the Crisis Management team.

Type 6 Response

Weather events

When a weather event is identified:

1. Ensure the leader has the attendance list with them.
2. Seek appropriate shelter based on the weather event.
3. Once safe, leave shelter to finish the event/ go home.
 - a. If thunder and lightning use the 30-30 rule:
If you can count 30 seconds or less between flashes of lightning and booms of thunder, head for appropriate shelter. Remain sheltered for 30 minutes after the last boom of thunder.

Source: [Centre for Disease Control and Prevention](#)

When leading outdoor events, leaders and volunteers should be checking the weather frequently leading up to and during the event so the group can be prepared for the weather or the event can be modified or canceled.

Contact Information

As stated, in most cases, contact your Area Coordinator as well as submit an incident report. This will ensure the Crisis Management Plan is initiated appropriately.

If you call your Area Coordinator and they do not pick up, please see the list below

Crisis Management Plan for the 4-H Alberta Community

The Crisis Management Plan is the process to follow if there is a situation where you need additional support beyond the Emergency Response Plan. The Emergency Response Plan will prompt you when to contact the Crisis Management Team. An example of this would be if the media wanted more information about the situation.

Based on the Emergency Response Plan, this is what will happen at each Type of Response:

Type 1 Response - Crisis Level 1 (Low Risk)

Situation can be managed with resources at hand

- Submit an incident report

Type 2 Response - Crisis Level 2 (Moderate Risk)

Additional resources and support are needed

- Submit an incident report
- Contact the [Area Coordinator](#) to notify them of the incident. If unavailable, see contact list below. This will initiate the Crisis Management Plan

Type 3 Response - Crisis Level 3 (Serious Risk)

Emergency services are being called

- Submit an incident report
- Contact the [Area Coordinator](#) to notify them of the incident. If unavailable, see contact list below. This will initiate the Crisis Management Plan

Type 4 Response - Crisis Level 4 (Critical Risk)

When there is a fatality

- Submit an incident report
- Contact the [Area Coordinator](#). If unavailable, see contact list below. The Area Coordinator will notify the CEO. This will initiate the Crisis Management Plan

Type 5 Response - Crisis Level 3 (Serious Risk)

Facility/ location evacuation

- Submit an incident report
- Contact the [Area Coordinator](#) to notify them of the incident. If unavailable, see contact list below. This will initiate the Crisis Management Plan

Type 6 Response - Crisis Level 3 (Serious Risk)

Weather events

- Submit an incident report
- Contact the [Area Coordinator](#) to notify them of the incident. If unavailable, see contact list below. This will initiate the Crisis Management Plan

Contact List:

	Team Member	Title	Role	Phone Number
1.	Varies on your area	Area Coordinators	Support for minor incidents/ Liaison to Crisis Team	Contact List
2.	Sherry Howey	Director of the Alberta 4-H Centre and Programming	Crisis Manager / Investigation Lead	780-524-7423
3.	Susann Stone	Chief Programs Delivery Officer	Protocol Activator / Provincial Liaison Incident & Accident contact for 4-H Alberta	780-898-4223
4.	Kurt Kinnear	CEO	Spokesperson / Protocol Activator / National Liaison	587-429-8811

5.	Shane Gultner	Interim Director Marketing & Communications	Media Lead	403-862-7105
6.	Bianca von Nagy	Sponsorship	Private and/or Public Stakeholder Liaison	587-583-3152

The Media

In a crisis, it is important to provide a consistent and clear message. The 4-H Alberta Crisis Manager or Designate will be the ONLY person to be in contact with the media, share information with partners and staff, and inform others as required. In all cases, staff, board members, and all others involved in the incident should not talk to the media, but direct them to the 4-H Alberta designate for a response. Depending on the situation and the strategy developed, the appropriate individuals and media will be contacted as soon as necessary and as often as required.

More Information on Finances

Finance Terms for Clubs, Districts, and Regions

Bank Reconciliation: The process of comparing and matching figures from the entity's accounting records against those shown on a bank statement (mail or online).

Bank Statement/ Financial Statement: A written or online document issued by a financial institution outlining an account's transactions including deposits, withdrawals, interest earned or service charges.

Budget: A plan for spending money. More details [here](#).

Cheque/ Checks: A written order directing a bank to pay money to the person that the cheque is made out to. Cheques need to be signed by two people with signing authority.

Dues: A charge or fee for membership. These are collected during Registration.

Deposit Slips: An itemized slip showing the exact amount of paper money, coin, and checks being deposited to a particular account.

Expenses: Money spent to carry out the activities of the organization. Expenses are approved through the budget, and are paid for out of the bank account. An expense can be reimbursed by a motion during a meeting if not in the budget.

Financial Report: A formal record of financial activities. This should track where money is going (in and out of the account). We recommend using a shared spreadsheet (more information and support coming soon). Financial Reports should be audited at the end of each year by an external auditor. Audits are not a pass or fail process, they are just to help educate treasurers on how to improve moving forward.

Interest: A fixed charge for lending or borrowing money. For example, when you open a savings account, the bank will pay you to keep your money on deposit at their bank, and interest is the payment you receive. If you need to borrow money from the bank, you will pay interest to the bank for the use of the money.

Receipt Book: A receipt book provides a Treasurer with the forms necessary to supply written confirmation of a payment made. A receipt book typically has two copies of each receipt, one copy to be kept by the person paid, one to be given to the payer. A receipt generally includes the payer's name, amount, date, and reason for payment. We recommend purchasing a receipt book so they are able to issue receipts (carbon less duplicates). These can be purchased online or often at local office supply stores.

Signature Card: A client signs a signature card when they open an account at a financial institution. It is what identifies the depositor, which is why it is important for these cards to be filled in and resigned every year.

Signing Authority: Members or screened leaders/ volunteers who are authorized by the bank to sign checks. See Signature Card for more information. Signing authority must be set up within two weeks of the member/ leader/ volunteer being voted in for that role. Once set up, the member/ leader/ volunteer must communicate that back to the executive.

Treasurer's Monthly Report: A written report, outlining the monthly financial activities, including the balance, income, and expenses.

The role of the treasurer

- Must be a [Member in Good Standing](#)
- Must have a guardian who is [screened](#)
- Contact the bank that holds the accounts and fill in new signature cards. Each entity (club, district, region) must have at least two authorized signatures.
 - Any 2 of the president, vice president, secretary or treasurer will sign all cheques.
 - No two members from the same family will sign the same cheque.
 - Bring meeting minutes to the bank to show who the executives/ signing authority is.
- Obtain the receipt book and cheque books from the previous treasurer.
- New cheque books can be ordered from the bank and receipt books can be purchased online or at a general store.
- Process expenses (see below for details)
- Write out receipts to members for their yearly dues and any other money you receive from them.
- Fill in deposit slips (from the bank) for all income, and deposit these.
- Prepare a [budget](#) with your leader and executive. Present the budget to the entire group for approval. After approval has been received, ensure that all committee chairs are aware of their budget for their committees' planned activity.
- Send dues to the District or Region Council.
- Keep records up-to-date.

- Prepare a Treasurer’s Monthly Report for each meeting.
- Treasurer’s Monthly Reports are to be shared at every meeting (verbal and printed)
- Complete a bank reconciliation (see [Important Terms](#)) when the bank statement and cancelled cheques arrive in the mail (can be viewed online). Keep the bank statements and cancelled cheques together for future reference. These should be stored for seven years (passed on to future treasurers).
- Know when to transfer funds to an account that earns interest.
- Stop payment of lost cheques or stale dated cheques.
- Know what to do with funds if the club/ district/ region becomes inactive. See [Hiatus](#).
- Prepare a Financial Report for the end of the year. Complete Treasurer’s portion of the Year End Summary in the Secretary’s Record Book.
- Prepare year-end financial summary, and current inventory of assets (including location). Submit to a neutral club/ district/ region-appointed adult reviewers. E.g. A parent without a leadership role who has experience in this area, a key leader, etc.
- Ensure that your club/ district/ region appoints someone to review your books, such as leaders, bankers, accountants. (eg: two adults not related to the Treasurer.) See the constitution to determine if it names who the reviewer(s) must be.
- Have records reviewed before the Annual Meeting.
- Maintain the inventory (list of items the club/district/ region owns).

Bank accounts

All transactions must be done through the bank account and not done through personal bank accounts. If there is not already a bank account operating in the entity’s name, it is the responsibility of the Treasurer to open one.

Reconciliation

Bank reconciliation is the process of comparing and matching figures from the accounting records against those of the bank’s. The bank’s records will be sent to you in the form of a monthly account statement, which should match your Treasurer’s Monthly Report. Here’s how to go about reconciling:

1. The bank sends a statement once a month, along with a copy of the cancelled cheques. The first item on the statement is the closing balance of the month prior, followed by a list of income (deposit slip) or withdrawals (cheque issued).
2. If you find that a cheque has been issued but is not on the bank statement, you know that there is an outstanding cheque, which will likely appear on the next statement.
3. Bank statements and cancelled cheques should be filed away for seven years.

Reimbursement/ expenses

- Must be in the budget OR by a motion in the minutes
 - If the expense is under the amount approved then it can just be reimbursed.
 - If the expense is over what was in the budget or approved in the minutes then a new motion needs to be made for that additional expense.

- If it is a last minute expense (it is not in the budget or the minutes) and you do not have a quorum at that time you will have to wait until the next meeting to get the expense approved and get reimbursed.
 - Approvals can happen over email or group chats. As long as motions are member led and quorum is met.
- Reimbursements are processed when the receipt is given to the Treasurer. The Treasurer then writes a cheque to the person.
 - The paper trail is the budget or the motion in the minutes. No additional paperwork is needed.
 - Reimbursements must be made as soon as possible
 - Paid by cheque
 - If the person seeking a reimbursement does not have the receipt they can fill out a Lost Receipt Form. This replaces the receipt as documentation and the Treasurer can then write a check.
- It is the recipient of the reimbursement's responsibility to deposit the check. It is best practice to resolve reimbursements in 6 months. [Check out guidelines here](#). If a cheque becomes stale dated, the club/ district/ region will vote on if it will be reissued.

Member payments

- It is recommended that Club, District, and Regional achievement show and sale committees use an intermediary such as a dealer or agent if available. Sales can also be made directly to the member or through the Club or District if required.
- Payments to members are to be made in the timeliest manner possible.
- Terms of all 4-H sales are cash on the day of the sale unless prior arrangements have been made with the Club, District, and Regional achievement show and sale committee.
- Club, District, and Regional achievement show and sale committees cannot withhold funds for failure to complete member requirements. See [Member in Good Standing](#) for more information on this.
- See your [project standards](#) for more information on sales.

Project finances

- If the Club Budget has allocated money to Projects or the Projects have their own money through fundraising, etc. then project members can make motions and can approve expenses independently. If this is not the case then the Club will approve expenses for the project members as a whole.
- When allocating money to projects, Clubs need to divide money based on member participation. Clubs need to divide money based on member enrollment per project.
- When fundraising, consider your community and work as a whole club, not separate projects.

Other tips

- Keep good records
- Keep relevant email correspondence with banks and funders so you can pass it on to the next Treasurer, General Leaders, etc.

Older version: [Treasurer Resource Book](#)

Direct Deposits: Club, District, and Region payments

Payments for all clubs, districts, and regions are done through direct deposits as of October 2022. This process needs to be set up through the Online Registration System and is required for Clubs to be in Good Standing.



4-H Alberta Field Incident/ Accident Report

For field notes only– to be submitted on i-Sight

This document is to be used when i-Sight is not available to you. This document outlines the important information you will need to collect in order to fill out the incident report completely on i-Sight.

Your Name: _____ Date: _____

A. Who is this incident related to? (Circle all that apply)

Adult Leader/ Volunteer	Family/ Spectator	Guest	Other	Property	Staff	Youth Member
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Name the people directly involved in the incident

Name #1	Guardian #1	Contact #1	Backup contact #1
Name #2	Guardian #2	Contact #2	Backup contact #2

Were there any witnesses? If yes, list them below

Witness #1	Contact #1	Backup contact #1

B. When and Where did it happen?

Date(s) incident took place _____ Time(s) incident took place _____

Location _____

C. What Happened:

Describe Incident in Detail:

Name of event/ program _____ Type of event _____

County/ Region related to incident _____ Club(s) related to incident _____

Type of Activity _____

D. Incident type (circle one)

Allergic reaction	Brand	COVID-19	Security	Fatality	Illness	Inclusion
Injury	Misconduct	Other	Environment Health & Safety			

E. Incident sub-type (circle one)

Environmental/ Latex	Food	Insect/ Animal	Medicine	Other
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F. Location of Property Damage

Where did the incident or property damage occur:

4-H property	4-H Leader owned property	Private property	Rented property	Other
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Name of property _____ Property owner _____

Owner contact details _____

Full Property Address _____

G. Actions taken

Any actions taken depending on the incident (injury, property damage, etc.)

Emergency services contacted? Yes No Non emerg hospital/ walk in clinic? Yes No

H. Follow-up

Family Contacted? Yes No

Did the person miss work? Yes No

Was the involved person sent home Yes No

Was a police report needed, child services called, animal welfare called, or a vehicle accident occurred?

Yes No If yes, which one? _____

Additional Information

Your Contact Information: _____

As a reminder, this document is only for note taking, input all information into i-Sight as soon as possible.

Conflict Resolution Resources

Avoiding Conflict

1. Review the Code of Conduct as a group (General Leaders/ Club Registrars can check who has signed it online through the Club Report), become familiar with it, and uphold it.
2. Review your constitution as a club (or District and Region) each year with your new membership.. The Constitution must include the Default Constitution and additions beyond this should be simple and inclusive. Clubs should refer to the provincial project standards and any regional. district and or interclub standards. Clubs are not required to add additional standards.
3. Become familiar with the 4-H mission and vision, review it with the club and uphold them.
4. Program information and expectations should be outlined to the member's family at the start of the 4-H year.
5. Separate your role as a volunteer from any personal business. This avoids the perception that you are in a conflict of interest. Be a positive role model.
6. Practice a code of conduct based upon the purpose and philosophy of the 4-H program.
7. Keep confidential and sensitive information confidential. Protect the integrity of the people concerned.
8. Always keep the needs and safety of the members first.

Dealing With Someone Who Is Angry

Source: Leader Guide 2015

Acknowledge their feelings.

"I can see this is a problem for you." Don't say "I understand how you feel". You get angry sometimes too. You need to recognize that this is truly how the person feels at that point. This will give them the message that you are receptive to their situation.

Keep paraphrasing the facts.

Angry people spout a lot of phrases. Continue to just focus on the facts (for example who is involved, when this took place and what happened).

Don't get caught up in their behaviour.

Sometimes angry people display aggressive behaviour. If you feel that you are not in danger and that the person will not become abusive, then ignore the physical behaviour (for example talking with their hands, facial expressions). If you are fearful that the person will harm you, then exit the situation as soon as possible. Let the person cool off before you continue to discuss the problem.

Handle the verbal "stuff".

Personal attacks, profanity, sarcasm, exaggeration - we tend to let our emotions run our thoughts. Try to ignore all the "stuff" and focus on the facts. This will also help you to stay on track and not be distracted by the "stuff". However, if you do not tolerate attacks or profanity, again, exit the situation and approach the person again after they have had time to control their anger.

Focus on the solution rather than the problem.

Let's face it, the problem is in the past. Let's try to keep moving forward. This may mean making amends or putting something in place so that the next time you encounter the situation you have a method of dealing with it.

Tips on addressing conflict in a club

Source: Leader Guide 2015

Conflict is a normal part of life. Healthy conflict can lead to positive changes in personal relationships and organizations. Negative conflict can, however, be very destructive and can sap energy from a group.

The most important idea for you to remember in resolving conflict in your club is to remain neutral and try to uncover the cause of the conflict. When you understand the cause of conflict, you can begin to address how to resolve it.

Small conflicts in your club can indicate larger problems. Always seek the cause. Conflict is usually caused by misunderstandings, personality clashes, differences in values or goals, unclear responsibilities, lack of resources or change.

Some conflicts can be avoided by being proactive, that is, by discussing potential areas of conflict in an open and honest manner, before the conflict arises. Conflict resolution is not about making people happy. Conflict resolution is about effectively putting an issue to rest, so that it does not keep arising. When we resolve conflict there is no clear "winner" or "loser". It takes common sense, patience and practice to effectively help people in conflict.

Remember that conflict is normal and cannot be avoided. If constructively managed, it can create growth and development in people and groups. Use open communications in conflict resolution to help define problems and discover solutions.

Both parties need to state their problems. Hear them out. As the neutral person, look for areas of agreement. If you are not neutral, find someone who is. It will make the conflict worse if you are not seen as a neutral mediator. When you are trying to develop a plan of action, remember that you can only request behaviour changes. You can't change another person's attitudes, perceptions or personality.

To begin to resolve conflicts you will need to:

- Stay calm and try to keep the group calm.
- Clearly define the problem.
- Try to draw out feelings and meanings.
- Stay neutral.
- Be creative in seeking solutions.
- Propose a joint problem solving approach.
- Help the group look for an active solution where everyone wins.

Don't try to "save" the group. Allow them to work out their conflicts themselves as much as possible.

To manage conflict effectively, you need to:

- Describe issues clearly.
- Clarify what is being said.
- Paraphrase to confirm understanding.
- Analyze situations.

- Support others.
- Ask others what they are hearing.
- Listen responsively and attentively.
- Offer relevant information.
- Suggest alternatives.
- Accept other points of view.
- Avoid explaining the other's behaviour.

Be easy on giving "advice".