

Peace Region



CANADA
4-H Alberta

Peace Regional 4-H Council

Standards and Procedures

Last Revised April 6, 2024

Peace Regional 4-H Council Standards and Procedures

The following policies were passed on April 6, 2024 in Fairview, Alberta at the Peace Region 4-H Council Annual General Meeting.

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

For Peace Region Clubs with Equine Projects

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

Standard Revision or Additions

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

You may also contact the Peace Regional Chair, Paul Franz at pf Franz4h@gmail.com in writing to have your suggestion added to the meeting agenda.

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Peace Regional Expense Claim Form

Provincial Beef Standard Refer to 4hab.com for latest version

Provincial Horse Standard Refer to 4hab.com for latest version

Peace Regional 4-H Council Scholarship Criteria

Peace Regional 4-H Council Bursary Criteria

Standard # 1	
Mileage and Reimbursement	Approved
	April 2024
	Review Date
	Annually each Spring

Before providing any payment for mileage, reimbursement of fees, or any other expenses, receipts/reports must be provided to the regional treasurer via the Regional 4-H office. **All eligible mileage will be reimbursed based on the current CRA standard mileage rate.**

1. Mileage

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

2. Reimbursement of Fees

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

3. Other costs covered by the regional council

- a) 4-H Council of Alberta Honorarium - \$75.00 per day
- b) Provincial Committees (elected representatives from Region) – Mileage + \$75.00 per day

4. This will be reviewed Annually along with CRA Standards for mileage,

Standard # 2	
Communication Events	Approved
	April 2024
	Review Date
	Spring 2026

1. Each Club is allowed 2 representative in each level (junior, intermediate and senior) and category (public speaking and presentation).
2. Hosting
 - a) Rotates between North and South Peace Area's. North Peace or South Peace Directors will chair the Regional Communications Committee. Areas are defined in the Bylaws.
 - b) The Regional presentations competition and the Regional speaking competition will occur on the same day
 - c) Hosting Area will be responsible for finding speech and presentation judges, as directed by the hosting Area Director and/or committee.
 - d) The hosting Area will handle the paperwork, coffee, and lunch as needed.
3. Judges
 - a) The Regional judges MUST have judged a 4-H communications competition previously.
 - b) The judges should receive a judge's package at least 2 weeks prior to competition and should be contacted at least once for any questions.
 - c) It should be explained that this is a formal competition and that one of the judges for each age level will be expected to make verbal comments to the competitors.
 - d) Provincial Communication Standard applies
 - e) Judges maybe reimbursed for milage if traveling further than 100km, reimbursement at current CRA standard
4. Awards
 - a) All participants should receive a certificate.
 - b) 1st and 2nd place (both speaking and presentations) should receive awards worth a maximum value of \$100 for 1st and \$75 for 2nd, for each age level to be disbursed by cash awards or cheque.
 - c) If a sponsor wishes to have funds directed to Communications, a best speech and/ or presentation awards maybe presented as additional awards at the discretion of the Hosting Area Committee

5. Thank-You

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

Standard # 3	
Diary Points In order to ensure consistency in 4-H diary entries	Approved
	November 2023
	Review Date
	Spring 2025

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

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

Standard # 4	
Regional Beef Rules	Approved
	April 2024
	Review Date
	Spring 2026

1) Replacement of animals because of death:

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

2) Replacement of animals because of unruliness:

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

3) When members require assistance with their animals:

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

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

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

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

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

Standard # 5	
Regional Horse Standard	Approved
	April 2024
	Review Date
	Spring 2026

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

Standard # 6	
Regional Fees	Approved
	April 2024
	Review Date
	Annually each Spring

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

1. Regional dues are to be received by the Regional 4-H Office for forwarding to the Regional Treasurer by Dec. 15th of each year.
 - a) Clubs that have not submitted their fees by Dec. 15th will be considered as not in good standing with the Region as per 4-H Reference Manual. As such, they will be ineligible to participate in the Regional communications competitions, Regional winter camp, and Regional Rally, Frosty Fest, and any other Regional 4-H activities that may occur throughout the year.
2. Fee amounts will be set at the Spring general meeting of the Regional 4-H Council for the following 4-H year.

Standard # 7.01	
Regional Representation on Provincial Committees	Approved
	April 2024
	Review Date
	Annually each Spring

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

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

Standard # 7.02	
Regional Committees	Approved
	April 2024
	Review Date
	Annually each Spring

District Representatives to Regional Committees

1. Adult representatives:

- a) Each year the Region asks Districts and/ or Club to select adult representatives to sit on Regional committees as requested. These representatives may include, but are not limited to:
 - i. Regional Beef Advisory Committee (1 person)
 - ii. Regional Equine Advisory Committee (1 person)
 - iii. Regional Sheep Advisory Committee (1 person)
 - iv. Regional Science, Arts, Life Skills, Technology, and Trade Committee (1 person)
 - v. Regional Judging Committee (1 person)
 - vi. Regional Communication Competition Committee (hosting Area)
 - vii. Regional Scholarship & Bursary Selection Committee (6 Representatives , Scholarship and Bursary elected in spring meeting)

2. Member Representatives:

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

Standard # 7.03	
Other Regional Positions	Approved
	April 2024
	Review Date
	Annually each Spring

1. One adult each year will be asked to sit as the 4-H representative on the Camp Artaban board.

2. The members who have been selected as Regional Ambassadors at Senior Symposium will:
 - a) Act as advisory members to the regional council executive committee.
 - b) Take on the promotion of each of the regional programs.

3. Each of the Clubs in the region will be asked to submit a minimum of one name in the year of a Regional casino. These names will be drawn from a hat until the casino positions have been filled.

Standard # 8	
Rotation for Hosting Regional Events	Approved
	April 2024
	Review Date
	Annually each Spring

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

1. Meetings

a) Spring Annual General Meeting (April) will be held each year. Hosting duties are arranged by Area Director and paid for by the Region using a budget set by Regional Council. Responsibility for hosting will rotate between the South Peace and North Peace Areas. Hosting duties are coffee & supplies, refreshments, set-up, and clean-up. Room arrangements will be made by the Area Coordinator or the Regional Chair.

b) All meetings will be held in Fairview or a designated location each year (as above).

Hosting Rotation

Spring, 2024	South Peace		Spring, 2027	South Peace
Fall, 2024	North Peace		Fall, 2027	North Peace
Winter, 2025	South Peace		Winter, 2028	South Peace
Spring, 2025	North Peace		Spring, 2028	North Peace
Fall, 2025	South Peace		Fall, 2028	South Peace
Winter, 2026	North Peace		Winter, 2029	North Peace
Spring, 2026	South Peace		Spring, 2029	South Peace
Fall, 2026	North Peace		Fall, 2029	North Peace

2. Regional Yearly Program Events

a) Will rotate according to the rotation schedule:

Event		2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030
Frosty Fest	Chair	Central	North Peace	Valleyview	East Peace	Central	North Peace
	Helper	North Peace	Valleyview	Grande Prairie	Central	North Peace	Valleyview
Winter Camp	Chair	Valleyview	Grande Prairie	Mackenzie	North Peace	Valleyview	Grande Prairie
	Helper	Grande Prairie	Mackenzie	East Peace	Valleyview	Grande Prairie	Mackenzie
Regional Rally	Chair	Mackenzie	East Peace	Central Peace	Grande Prairie	Mackenzie	East Peace
	Helper	East Peace	Central	North Peace	Mackenzie	East Peace	Central
Public Speaking	Chair	North Peace Area	South Peace Area	North Peace Area	South Peace Area	North Peace Area	South Peace Area

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

b) These schedules will be updated as required

c) When the district is not available the host event is coordinated by the clubs with in the pre-existing Original Districts (Grande Prairie, Valleyview, East Peace, Central Peace, North Peace, Mackenzie & Ft Vermillion)

Standard # 9	
Regional Scholarships & Bursaries	Approved
	April 2023
	Review Date
	Spring 2025

1. The Region will award 10 (ten) bursaries of \$150 each to be awarded yearly. Bursary winners will be selected by the Regional committee. (See standard #7.02) Money will come out of the general account.
2. The Region will provide funds, if needed, to the 4-H Alberta Fund Development to maintain the scholarship fund. The 5 (five) scholarships of \$1000 each are to be awarded yearly. Scholarship winners will be selected by the Regional scholarship committee according to the established selection criteria (see Appendix)
3. Occasionally, on an individual basis, the region will consider ‘topping up’ the amount needed to maintain the other scholarships, available through 4-H Alberta, that are available to the Peace Region exclusively.
4. The Region will contribute \$10,000 raised from casinos into the 4-H Alberta Fund Development scholarship fund, if needed it will be stated as a donation to not interfere with AGLC rules
5. The scholarship and bursary committee may award a scholarship (see #2) to a previous recipient if there are less than 5 (five) eligible applicants, provided they meet the requirements.
6. A member must be in good standing at all levels as per the 4-H Alberta Reference Guide to be eligible to receive Peace Regional Scholarships and or Bursaries.
7. The deadline to apply for a Peace Regional Scholarship and or Bursaries is May 1st of the current Club year.
 - a) All applications will be reviewed by the Scholarship and Bursary committee and monies will be dispersed by Sept.30 of the current club year.
8. Please see attached Scholarship and Bursary criteria in the appendix and the back of the Standards and Procedures.

Standard # 10	
By-law Review	Approved
	April 2023
	Review Date
	Spring 2025

The Peace Regional 4-H Council By-laws will be reviewed every three years. The committee will be struck at the Winter Regional Council Meeting. Their recommendations will be emailed with the annual meeting agenda in the Spring. The by-laws were last reviewed April 2022

Standard #11	
New Club Grant	Approved
	April 2024
	Review Date
	Spring 2026

1. New clubs in the region can apply for start-up funding by way of a letter to the Peace Regional Council.
2. A start up donation in the amount of \$250.00 maybe approved by the Regional Council and provided by the Regional Treasurer. Traditional Clubs are the only ones eligible to apply.

Standard # 12	
Peace Regional Council Assets	Approved
	April 2024
	Review Date
	Annually each Spring

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

- 2) All Peace Regional Council email addresses, social media accounts, logos and info on the Google Drive are the assets and property of the Peace Regional 4-H Council.

Standard # 13	
Peace Regional Council Google Drive Access	Approved
	April 2024
	Review Date
	Annually each Spring

1. The Peace Regional Council Google Drive will be managed by the current President and Secretary. They will be responsible for the adding and deleting of information into the files.

2. All Peace Regional Council Members will have access to view the files on the Peace Regional Council Google Drive.

3. Access is obtained when council members provide their email addresses to the President and/or Secretary.

4. Access to the Peace Regional Council Google Drive will be updated after every Council meeting; this includes adding new council members as well as deleting any past council members.

5. Peace Regional Council Event Committees will have individual files where information pertaining to the planning, budgeting, delivering and review of the event will be stored (this information was previously kept in a binder). Access to the event committee files will be granted to all council members to view.

6. Google Meets can be booked by any regional council member, district, or club. The request to book a Google Meet will be managed by the President or Secretary of the Peace Regional Council.

Standard # 14	
Peace Regional Council Email	Approved
	April 2024
	Review Date
	Annually each Spring

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

Standard # 15	
Peace Regional Programs	Approved
	April 2024
	Review Date
	Annually each Spring

1. All members wanting to attend Regional Programs will need to register through the ORS (Online Registration System)
 - a) Program Fees will be paid prior to the Regional program as per ORS (Online Registration System payment date.
 - b) No members will be approved for the event until payment has been received; they will remain as (pending).
2. All notifications prior to 72 hours before the event will be eligible for a full refund.
 - a) Cancelation 72 hours prior to the event may not be eligible for a refund except for extenuating circumstances on a case by case basis.(ie. Family death, hospitalization)
3. Host District, Area or Club for Regional Programs will need to fill out an activity plan and have it approved prior to the event. As per 4-H Reference Manual