

**THE**  
**4-H ALBERTA**  
**REFERENCE**  
**GUIDE**

**Operational Processes**

**Updated January 30, 2025**



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# THE 4-H ALBERTA REFERENCE GUIDE

Each 4-H Club in Alberta is responsible for governing itself within the policies and procedures established by 4-H Alberta. This reference guide was developed with valuable input from many dedicated volunteers and staff, incorporating best practices to ensure 4-H operates smoothly and delivers a high-quality youth experience across the province. Clubs are encouraged to use this guide as a resource when addressing concerns or questions and to reach out to staff if further clarity is needed.

As of October 1, 2022, the 4-H Alberta Reference Guide replaced all non-governance related policies and procedures, as reflected on the 4-H Alberta website.

It is essential to prioritize the health, safety, and overall development of youth in all decisions. While guidelines related to areas such as risk management, safety, and conflict resolution must be strictly followed, other guidelines allow for flexibility to better meet the evolving needs of today's youth. By maintaining flexibility in these areas, clubs can prevent unnecessary barriers to youth development and accommodate the pressures youth face, ultimately supporting the long-term success of the program.

The guide is updated annually in the fall with input from the community. Suggestions or questions can be submitted through the [4-H Alberta Reference Guide Feedback Form](#). Please refer to the latest online version and check the "last edited" date in the footnotes for updates. Changes will also be communicated via the Scoop newsletter and listed in the "What's New" section.

Volunteers are not expected to memorize the entire guide but should refer to it as needed. The guide is best accessed online, where the table of contents and search function ("Control + F") enable quick navigation to relevant sections.

## WHAT'S NEW IN THE REFERENCE GUIDE

### January 2025 Updates

1. [Budget Recommendations from 4-H Alberta](#)
2. [Leader Training](#): 4-H Canada accepts Respect in Sport-Activity Leader and Respect in Schools as equivalent training for Commit to Kids. Certifications will be accepted for up to three years or until their expiration date, whichever comes first. Certificates can be sent to [leadertraining@4hab.com](mailto:leadertraining@4hab.com)
3. [Conflict Resolution Skills](#): revised with additional scenarios and examples. This can be used as a training tool at any level.
4. [Creating a Vibrant Club](#)
5. [Inspiring Members and Adults](#)
6. [Program and Lesson Planning](#)
7. [Family Involvement](#)
8. [Shared Leadership](#)

## October 2024 Updates

1. **Good Standing Requirements:**
  - a. All references to specific years (e.g., 2023/2024) have been removed to make the requirements more flexible and applicable to future years without needing revision.
  - b. Clubs, Districts, and Regions in Good Standing and not in Good Standing information remains the same but the formatting is simpler.
2. **Club Registration Standards:**
  - a. This section has been modified and communicated to clubs prior to October 1, 2024
3. **Code of Conduct Enforcement Process:**
  - a. Updated to reflect the current procedures for reporting and managing breaches.
  - b. Expanded explanation of the Three-Strike rule, including clear consequences for breaches of the Code of Conduct.
  - c. New details on suspension and removal policies for egregious violations.
4. **Insurance Section:**
  - a. Revised with the latest information on coverage, including a link to uninsured activities.
5. **Program Plans:**
  - a. Provincial and Regional program plans are now required to be shared earlier, with a target of a spring release by 2025.
6. **Addition of Commit to Kids Training Equivalencies:**
  - a. New equivalencies have been introduced for volunteer training, allowing alternative certifications or experiences to fulfill certain training requirements saving you time.
7. **Club Membership Requirements:**
  - a. Clarification on the minimum membership requirement (8 members) and the process for managing exceptions.
  - b. Expanded information on **Clever Kids** and the developmental skills emphasized within their program. The program may vary depending on volunteer resources.
8. **Member Participation:**
  - a. Further clarity to the 70% participation requirement in club-approved activities, which include club meetings, events, project meetings, and regional activities.
9. **Achievement Day Requirements:**
  - a. More detailed expectations have been provided for **Achievement Day** participation, ensuring proper recognition and rewarding of members' efforts.
10. **Leadership/Volunteer Screening:**
  - a. Updated leader and volunteer screening processes, including the need for a police check every 3 years.
  - b. Strengthened guidelines for maintaining good standing for leaders and volunteers, with emphasis on **Youth Safety** and the **Rule of Two**.
11. **Incident Reporting and Conflict Resolution:**
  - a. Updates to submitting incident reports and handling both major and minor conflicts, with steps for de-escalation and conflict resolution.
  - b. Introduction of mandatory online incident reporting for all conflicts.
12. **Financial Procedures:**

- a. Revised financial management policies at club, district, and regional levels, including updated guidelines for reimbursement and budget submission deadlines.
- 13. **Scholarship Payments (Plooto Payments):**
  - a. Detailed guidance on accepting scholarship payments through Plooto, including instructions for ATB accounts.
- 14. **Risk Management:**
  - a. Updates to the **Crisis Management Plan** and **Emergency Response Plans**, focusing on modernized risk management practices for all clubs.
- 15. **Constitution Guidelines:**
  - a. Entities must update their constitutions by the new deadline (December 1st) and review annually to maintain good standing.
- 16. **Personal Information Protection (PIPA) & Canadian Anti-Spam Legislation (CASL):**
  - a. Updated procedures for managing personal information, adhering to PIPA and CASL standards.



# 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 [programs@4hab.com](mailto:programs@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](mailto:pam.gitzel@4hab.com)

### 2. 70% Participation

All members must achieve 70% overall 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
    - See [Members in Good Standing](#) for process if requirements are not met.

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](mailto: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](mailto: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.

## 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](mailto:marisa.mellon@4hab.com)

## Youth Leaders

Links to the updated 4-H Alberta Youth Leader Terms of Reference, flow chart, and website will be added soon.

For questions and more information about this section contact [programs@4hab.com](mailto: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 support 4-H in their region and across the province.

[The 4-H Alberta Ambassador Terms of Reference](#) outlines Ambassador roles, responsibilities, and process.

To request an Ambassador, use the following form: [Ambassador Request Form](#)

For more information and to see who the current Ambassadors are please check out the website: [Ambassadors - 4-H Alberta](#)

For questions and more information contact the programs team at [programs@4hab.com](mailto: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 Meeting

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). See [Leaders and Volunteers](#) for more information on how adults support their clubs.

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 made to finalize key decisions and can also help resolve decisions where there is a divide.

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

#### **Meeting Content:**

- Each meeting should consist of five components:  
Member requirements, recreation, business, social, and education.
- Member Requirements:
  - This must be defined at the start of the club year through the Program Plan and 70% Participation Requirement
  - 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.
- Club Budget and Constitution  
Check out the [Budget](#) and [Constitution](#) sections for more information

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 IV Roberts Rules Of Order.pdf](#)

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

[Creating a Vibrant Club](#)

[Inspiring Members and Adults](#)

[Program and Lesson Planning](#)

[Family Involvement](#)

[Shared Leadership](#)

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](#).



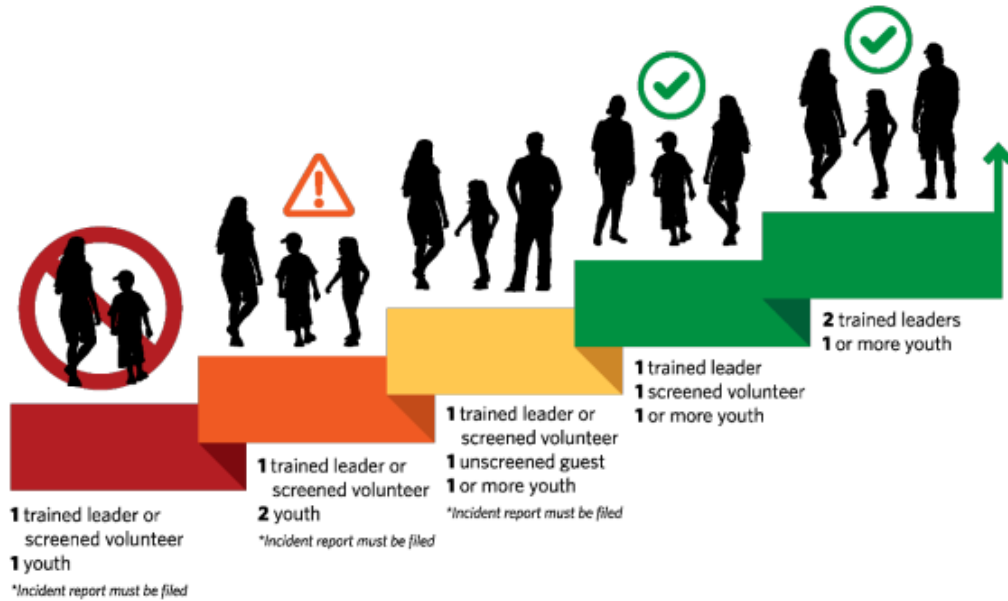


Image taken from the [4-H Canada's Youth Safety Policy Manual](#)

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](mailto:marisa.mellon@4hab.com)

### Club Participation

Club membership minimum is 8 members (including cleavers). 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.

### 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](#)

## 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.

## 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 an active club 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 from the previous or in the current year and for the duration of the program. If they become not in good standing, their registration may be revoked.

- 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, nor receive Diary points for that club year.
- 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

If the actions of a member/ members hinder the club achieving or maintaining Good Standing status, it may affect the member's Good Standing status. This outcome will vary depending on the situation.

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.

<b>*Good Standing Members: Support Process</b>		
<b>Who</b>	<b>Step 1: Communicate to Member and to Area Coordinator</b>	<b>Step 2: If the Member does not comply</b>
Leader  With support from: <a href="#">Area Coordinator</a>	If a member requirement is not met or missed, the General Leader should contact the member in writing within 48 hours of the missed requirement (and copy the Area Coordinator on this). Then the member has 14 days to communicate in writing a proposal and a date to complete the outstanding requirement. The timeline must work for the individual clubs schedule and be approved by the General Leader.	After the deadline has passed, the club leader must communicate with the Area Coordinator.  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.  4-H Alberta staff will add the member's name to a list that is reviewed in regards to registering for

	<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>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>
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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](mailto:bridget.mahaffey@4hab.com)

## Club Registration Standards

REGISTERED CLUB	CLUB IN GOOD STANDING
<ul style="list-style-type: none"> <li>● The General Leader or Club Registrar must be screened &amp; trained</li> <li>● The Club must meet <a href="#">the rule of two</a> (ctrl f to locate in 4-H Alberta Reference Guide) and supervision ratios               <ul style="list-style-type: none"> <li>● Minimum of 1 trained leader &amp; 1 screened volunteer OR 2 trained leaders</li> </ul> </li> <li>● There are 8 members minimum (not including Cleaver Kids, unless approved by the Area Coordinator.</li> </ul> <p>Club and project meetings may occur as long as 4-H Canada Youth Safety requirements are followed</p> <p style="text-align: center;">*The Area Coordinator will send an email to the leadership team stating the club has met Registered Club Standards'</p> <p style="text-align: center;">**Leaders and Volunteers have 30 days to complete their mandatory requirements from the date the club is registered</p>	<ul style="list-style-type: none"> <li>● The Club is Registered in the Online Registration System (ORS)</li> <li>● Provincial Membership fees have been paid and received by <b>December 1</b></li> <li>● Everyone acting in the Leader role (including Club Registrar) is screened (police check for the vulnerable sector every 3 years) and trained (Commit to Kids, Youth Safety Training; retraining due every 3 years) and have their forms signed</li> <li>● Everyone acting in the Volunteer role (including the guardian of the Treasurer) is screened (police check for the vulnerable sector every 3 years) and has their forms signed</li> <li>● There are enough Trained Leaders, Screened Volunteers, and Non-screened Guests (supporters, parents) for the club to meet the rule of two and supervision ratios</li> <li>● There are 8 members minimum (not including Cleavers; unless approved by the Area Coordinator)</li> <li>● All projects have an assigned Trained Leader</li> <li>● Cleaver Kids have a designated Trained Leader</li> <li>● Documentation (program plan, budget &amp; constitution) submitted to your <u>Area Coordinator</u> by <b>January 15</b></li> <li>● Clubs must uphold the 4-H Canada Code of Conduct and the 4-H Alberta Reference Guide.</li> <li>● Leaders, Volunteers, Supporters, Members, and Cleavers have signed their online forms by <b>January 30</b></li> </ul> <p style="text-align: center;">**All Regional and District Fees have been paid; deadlines vary for regions and districts.</p> <p style="text-align: center;">**Fulfilling the requirements of the District and Region laid out in their constitutions.</p> <p style="text-align: center;">**Districts and Region requirements are ongoing. Districts and Regions may remove good standing if their requirements are not met in alignment with the <a href="#">4-H Reference Guide</a>.</p>

## Registering Your Club

### 1. Prepare

- a. Open or print the [Club Registration Checklist](#)
- b. Have your registration forms on hand:
  - i. [Adult Registration Form](#)
  - ii. [Youth Registration Form](#)

### 2. Start Club Registration

- a. Log in to the [4-H Alberta Online Registration System](#)
- b. Update your profile
- c. Click on Club Registration
- d. Follow the [Club Registration Checklist](#)
- e. Register your Club by **November 15 (11:59 pm)**

### 3. Supplies

- a. Club Supplies can be ordered once your club registration is submitted (see the [Club Registration Checklist](#))
- b. There is no cost when placing your initial club supply orders. Plan ahead and limit your club order to one time annually. Additional orders may have a fee associated with it.

## Becoming a Club in Good Standing

### 1. Trained Leader & Screened Volunteer

*Leaders and Volunteers requirements not met by the time of registration - These individuals will have 30 days to complete their mandatory requirements. If 30 days pass and they are not able to complete the requirements, you and the membership will be notified that you need to find a replacement until these individuals complete them.*

**Screening:** online application, references, and a vulnerable sector check, to be renewed every three years

- Information here: [Leader / Volunteer Screening - 4-H Alberta](#)
- Questions? Email [leaderscreening@4hab.com](mailto:leaderscreening@4hab.com)

**Training:** two online courses initially and a refresher every three year

- [Commit to Kids - Child Sexual Abuse Prevention Training - 4-H Alberta](#)
- [Youth Safety at 4-H in Canada - 4-H Alberta](#)
- [Refresher course](#)
- Questions? Email [leadertraining@4hab.com](mailto:leadertraining@4hab.com)

### 2. Provincial Fees must be paid and received by **December 1**. After that date, a late fee of \$100 will be applied by 4-H Alberta.

- a. Pay **4-H Alberta Provincial fees: Membership fees are \$30 for Cleaver Kids and \$120 for members (as of October 2024)**. Please note that to be considered a member, the youth must be at least 9 years of age on or before December 31 of the club year.

- b. There may be other fees associated with your District or Region and they will communicate details to you directly.
3. **Club Required Documents submitted to the [Area Coordinator](#) by **January 15**:**
- a. Program Plan
  - b. Budget
  - c. Constitution
    - i. [4-H AB Default Constitution](#) must be adopted with any additions for the club year; on our website under **Resources> Downloads> Club Operational Tools** \*Additions can be made by a club; see [4-H Alberta Reference Guide](#) for details.
4. **Update Online Profiles & Digital Forms**
  - a. All members /Cleavers/supporters MUST login and update all required aspects of their online profile including digital forms by **January 30** (*this is a Good Standing requirement for Members*)
  - b. All leaders and volunteers must complete their forms to be in these roles.
5. **4-H Alberta Reference Guide:** uphold the 4-H Alberta Reference Guide, the Code of Conduct, and support positive communication between clubs, Districts, Regions, and the Province.  
**Ongoing.**

## Non Complying Clubs and Clubs Not in Good Standing

The [Area Coordinators](#), Regions, and Districts will be supporting clubs and following up with them throughout the process.

If Clubs do not meet the registration standards then they will not be accepted. If Clubs do not meet the Club in Good Standing standards by the dates listed above then they will not be in Good Standing. Exceptions can be made in extenuating circumstances. Contact your Area Coordinator if required.

If the actions of one entity (club, district, region, etc.) hinder another from achieving or maintaining Good Standing, it may affect the first entity's Good Standing status. This outcome will vary depending on the situation.

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.

**New for Club Year 2025/26:** If an individual is not screened and trained by January 30, this club year will not count towards the leader's years of service. If your club falls outside of the traditional club year or there are unforeseen circumstances, contact your [Area Coordinators](#).

[Registered Clubs - Non Compliant Expectations Chart](#)

[Good Standing Clubs Chart: Non Complying Expectations](#)

## 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. **Ongoing.**
- Support Clubs in obtaining their Good Standing status each club year and help hold Clubs accountable if they are not registered or in Good Standing, this includes supporting their participation at a District and Regional level. **Ongoing.**
- Participate at a Regional level and fulfill the expectations laid out by the Region. **Regional deadline.**
- **All executives have 30 days to complete their screening and training once elected.** 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 **November 1** (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. **Ongoing.**

## Districts Not in Good Standing

After the dates listed above have passed, the District will not be in Good Standing. An email will be sent to the District executives outlining the outstanding requirements with a deadline for compliance by the province or the region (depending on requirement).

If that extended deadline has passed an email will be sent to the Club Leaders in the District that notifies them that their District is not in Good Standing.

Districts need to be in Good Standing to:

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

If the actions of one entity (club, district, region, etc.) hinder another from achieving or maintaining Good Standing, it may affect the first entity's Good Standing status. This outcome will vary depending on the situation.

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

[Districts in Good Standing Chart](#)



## 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. **Ongoing.**
- Support Clubs and Districts in obtaining their registration and Good Standing status each club year and working alongside Area Coordinators in holding Clubs and Districts accountable if they are not registered or in Good Standing. **Ongoing.**
- **All executives have 30 days to complete their screening and training once elected.**
- Submit Good Standing requirement to [Area Coordinator](#) by **September 1**, (this deadline supports the districts and the clubs with their documents):
  - Program Plan
  - Budget
  - Constitution, Standards, 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 Area Coordinator. **Ongoing.**

## Regions Not in Good Standing

After the dates listed above have passed, the Region will not be in Good Standing. An email will be sent to the Region executives outlining the outstanding requirements with a deadline for compliance by the province.

If that extended deadline has passed an email will be sent to the Club Leaders and District Executives in the Region that notifies them that their Region is not in Good Standing.

Regions need to be in Good Standing to:

- Receive additional funding
- Regions cannot run Region events and programs, no activity plans will be approved\*

If the actions of one entity hinder another from achieving or maintaining Good Standing, it may affect the first entity's Good Standing status. This outcome will vary depending on the situation.

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

[Regions in Good Standing Chart](#)

## 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 Skills](#) 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 \(Case IQ\)](#)

#### 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](#).

## 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 Skills](#). 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 in order to be addressed (see below). The decision to discipline is discretionary.*

**4-H Alberta has implemented the 3 Strike Policy if there are breaches to the [Code of Conduct](#). Clubs cannot issue strikes without an incident report submitted and a 4-H Alberta staff member or designated representative assigned to assist in the resolution process.**

**Step 1:** Speak to your leader to assess if it is a minor or major conflict:

**Minor Conflict:** Minor conflicts are disagreements, miscommunications, behaviours, etc., involving individuals that can be resolved by the club. Minor incidents do not breach the Code of Conduct. They can result in an incident report, but one is not required. They are isolated and do not involve community wide conflicts which fall under Major Conflicts.

Minor conflicts will be resolved through conversation, mediation, and education. The leader will resolve the conflict to the best of their ability. Any parties involved in the conflict can request a mediator to facilitate a resolution. The conflict can be escalated to a Major Conflict at any time, if required. If the resolution appears to require strikes, an incident report must be submitted and support from 4-H staff will be provided.

**Process for Minor Conflict Resolution:**

- Let all parties have time to prepare (preferably in advance) what they wish to say
- Information provided regarding the conflict must be kept to only what is relevant. Any unnecessary sharing of personal or confidential information will be considered a breach of the Code of Conduct.
- If it is determined that the conflict is confidential in nature an incident report must be submitted and the conflict escalated to the next level to ensure confidentiality
- 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.

**Step 2:** A confidential report may be made by a youth member, leader, staff, parent, participant, or member of the public using the online incident reporting system at [Case IQ](#). Reports will be delivered directly to 4-H Alberta.

**Major Conflict:** Major conflicts are more complex, the content can be more serious, and involve community wide conflicts. Breaches of the Code of Conduct usually take place in major conflicts and strikes will be given as a result.

An incident report must be completed through [Case IQ](#) for all major conflicts. This includes community wide, long term conflicts and conflicts between individuals that cannot be resolved within the community. Incident Reports are sent to 4-H Alberta, where staff will provide support.

**Process for Major Conflict Resolution:**

- Upon receiving an incident report 4-H Alberta will decide the appropriate actions to resolve the conflict that may include but is not limited to the following: assigning a panel of key leaders outside of the club to investigate, a survey, or involving an assigned representative of 4-H Alberta.
- The investigation will involve hearing from every individual involved. Confidentiality Agreements will be required to ensure all communications will be kept confidential.
- All proceedings will be documented for record keeping purposes and will remain confidential unless required by law.
- Information provided regarding the conflict must be kept to only what is relevant to the issue. Any unnecessary sharing of personal or confidential information will be considered a breach of the Code of Conduct.

- The investigation will consider all information related to the specific area of concern. 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 by investigators.
- Once the investigation is complete a decision and recommendation will be provided to the club including any disciplinary measures.
- If there are optional recommendations 4-H Alberta will allow club families to vote on implementing the recommendation:
  - A vote will be prepared and presented to each family in the affected community.
  - The community affected will be provided a high level overview of the conflict and what was discovered, any opposing positions, and the recommended resolution(s) and any other measures if necessary. Clear instructions will be provided.
  - Each family will have one vote.

The outcome of the votes will be shared with the community and upheld.

If the conflict has still not been resolved after these measures are taken, 4-H Alberta will determine a resolution at their discretion.

If the investigation finds there to be a breach in the Code of Conduct a strike or strikes will automatically be given by 4-H Alberta and if the breach is deemed egregious a suspension may also be imposed. These measures are not subject to a vote.

The results of an investigation and/or recommendation, including any consequences to an individual, will not be shared with the community. However, they will be shared with the appropriate leadership to ensure the resolution is upheld.

**Step 3:** Only parties receiving disciplinary measures will be notified. This will be by registered letter to the last known address of the recipient. The letter will advise the outcome and any disciplinary measures taken and include a copy of the 3 Strike Rule Policy. If strikes were issued the Area Coordinator or appropriate leader is copied on the letter and will be recorded on the individual's file.

All disciplinary measures must be adhered to by the individual. If the measures are not followed by an individual they will be subject to removal from 4-H Alberta including any participation and/or attendance at events and meetings.

**Appeals:** If the party that is disciplined wants to appeal the decision see [Appeals](#).

## **District and Region Incident 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 and conflicts that need to be taken to a higher level for resolution require an incident report to be submitted. The decision to discipline is discretionary.*

**4-H Alberta has implemented the 3 Strike Policy if there are breaches to the [Code of Conduct](#). Clubs cannot issue strikes . If a strike is warranted an incident report must be submitted and a 4-H Alberta staff member will be assigned to assist in the resolution process.**

An incident report must be submitted at [Case IQ](#) for all conflicts that have escalated to the district /region or originate at the region/district.

See **Major Conflict**.

## **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. The decision to discipline is discretionary.*

**Step 1:** A conflict is submitted in an incident report occurring at a provincial event on [Case IQ](#).

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

**Step 3:** An investigation is conducted by 4-H Alberta following the same process as **Major Conflict** with the exception that the vote will be held by the investigation team.

## **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 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.

## No Retaliation

4-H Alberta is committed to fostering a safe, inclusive, and supportive environment for all participants, staff, and volunteers. This is designed to ensure that individuals can express concerns, report misconduct, or participate in investigations without fear of retribution.

4-H Alberta strictly prohibits retaliation against any individual who, in good faith, reports or participates in an investigation of suspected misconduct, discrimination, harassment, or any violation of organizational policies. This includes, but is not limited to, reports made to leaders, staff, board members, or external authorities.

This applies to all employees, volunteers, participants, and board members associated with 4-H Alberta

### Definitions:

- **Retaliation:** Any adverse action taken against an individual for reporting a concern or participating in an investigation. This includes, but is not limited to, harassment, intimidation, demotion, dismissal, bullying or any form of discrimination.
- **Good Faith Reporting:** A report made with honest intentions and based on a reasonable belief that a violation has occurred.

## 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.

Any court actions that may be made against a club or 4-H Alberta is not a basis to deny membership to a club, however a club does reserve the right to deny membership on other criteria. 4-H Alberta believes it is important that each club has the ability to regulate its own membership independent from 4-H Alberta and in accordance with what each club values in its membership. While existing or past claims should not be a factor in a club's decision, club leadership can certainly consider other factors, information, or interactions that exist with potential members and their family regarding what may occur if this family is allowed in. 4-H Alberta will stand with you behind any decision related to memberships that a club makes.

## 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.

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

The print off version of the Case IQ 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](mailto: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](mailto: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.

## 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.

## 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](mailto: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.
  - Club Deadline: **January 15**
  - District Deadline: **November 1**
  - Region Deadline: **September 1**
- Entities (clubs and districts) will need to update their constitutions to use the current default constitutions by December 1st.
- [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](mailto: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 an audit: 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.

## **Budget Recommendations from 4-H Alberta**

*4-H Alberta is not liable for conflicts or other issues that are the result of entities not abiding by the following recommendations:*

- It is recommended that surpluses are kept to a minimum. Surpluses are at the discretion of the club's membership. Examples: large required purchase, trip plans, etc.
  - If a large surplus is accumulated the club could be at risk of the following:
    - Fundraising may be more difficult if the community is aware of the surplus.
    - Provincial funders may not be as willing to support clubs who appear to not need the money.
    - There is a higher chance of internal fraud.
    - Surpluses can create complications and conflict in general and if a club were to go on hiatus, dissolve, or split.
- It is recommended that surpluses year to year are kept at a minimum to ensure member funds benefit the members in that club year.
- It is recommended that a treasurer's report is presented verbally and be provided (paper or by email) at each business meeting to ensure up to date consistency and transparency.
- It is recommended that the budget and general financial information is audited each year (detailed above).

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
<b>Total Estimated Income</b>	<b>\$715.00</b>	<b>Total Estimated Expenditures</b>	<b>\$465.00</b>

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

See the Table of Contents for other information on Club Finances

Regions and Districts share their budgets and financials with their regional and district membership. Clubs may share their budgets or financial information with Districts and Regions if situations warrant this such as applying for funding to their district and or region. Budget's for specific programs can be a requirement to receive funding if that entity is applying for it.

Budgets must be shared with [Area Coordinators](#) on or before the following dates:

- Club Deadline: **January 15**
- District Deadline: **November 1**
- Region Deadline: **September 1**

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](mailto: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](#) annually for review by the following dates:

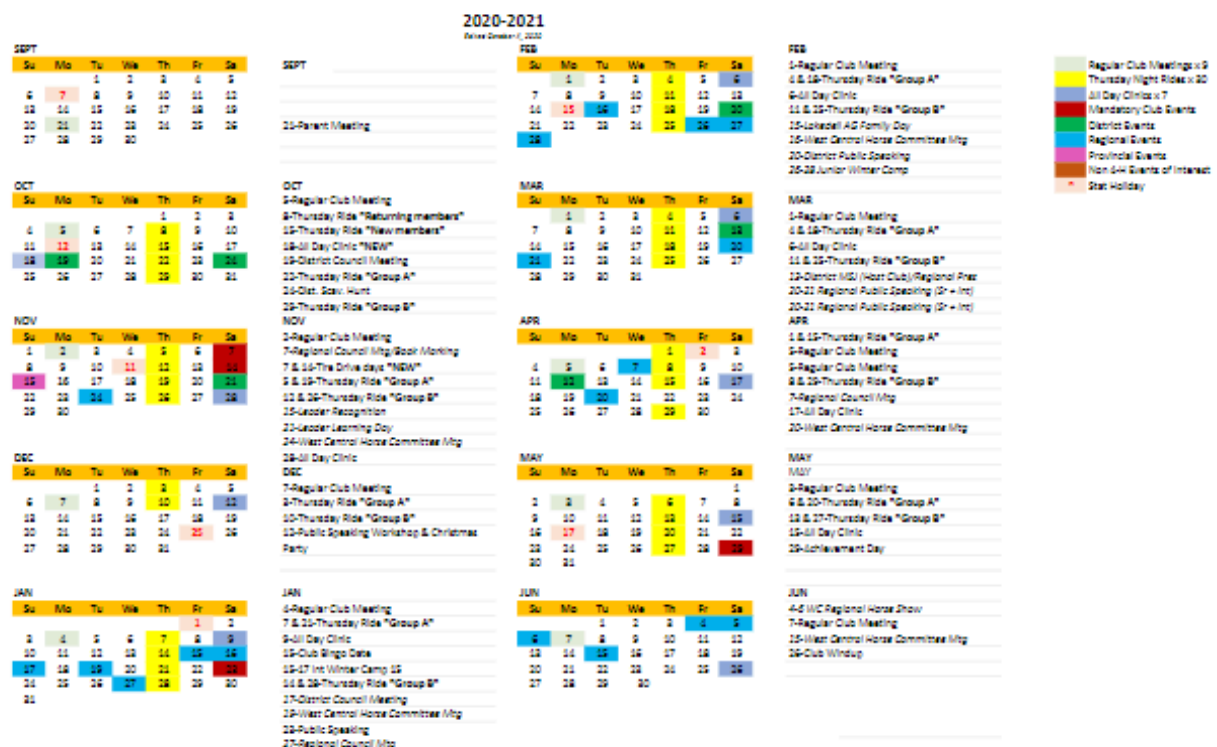
- Club Deadline: **January 15**
- District Deadline: **November 1**
- Region Deadline: **September 1**

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 and Lesson Planning](#)

## Recruiting more members

4-H Clubs need to have a minimum of 8 members. Exceptions can be made to this so please reach out to your designated Area Coordinator.

If you require some marketing ideas and support, 4-H Alberta can provide those resources.

Here are some ideas on how to grow your club:

- Have a bring a friend evening or event
- Advertise your club in your area
- Hold events or fun days in your area that showcase the great things your club does and invite the community

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

## Member and Adult Retention

Some members really enjoy the project part of 4-H and take great pride in completing record books and showing well at achievement day. For some members, the highlights of 4-H are the social activities and opportunities to attend district, regional, and provincial programs, etc. Members may

lose interest in 4-H if it's too big of a time commitment, they have other interests, if they find it too competitive, if they do not have any friends involved, if none of the projects or club activities interest them, etc.

Adult interest often fluctuates based on their members' involvement, how supported they feel, and how much connection they have. Families often move on from 4-H together, however, there are many adults who continue to volunteer long after their children have aged out of the program. It's important that people feel valued and supported in the roles they fill within 4-H. These roles can vary from family members setting up chairs before a meeting all the way to someone volunteering to be the General Leader for the second year. Regardless of the time commitment required for the position, everyone should feel appreciated and celebrated for their contribution

Discovering what motivates your group:

- This is a great topic of conversation with members and others in the club to see what motivates them. This can be done in a fun and interactive group conversation.
- Involve the members and their families in the program plan. Plan a variety of activities in the club programming to attract and hold different members. When an activity does not work out if the members were not engaged, don't run it again next year.
- Consider feedback forms, evaluations, anonymous comment box, etc.

Member activities and volunteer tasks must be meaningful, purposeful, and fun. The key is to allow for flexibility to accommodate member and volunteer needs without compromising the basic philosophy and objectives of the 4-H program.

[Inspiring Members and Adults](#)

## 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](mailto: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 Tracy Dietrich and Sydney Walsh at [programs@4hab.com](mailto: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](mailto: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](mailto: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](mailto:connie-lyne.harder@4hab.com)

## Club, District, or Regional Assets

**Does the club, district, or region (entity) need a physical asset?**

**If so, how will it be paid for?**

- Will the members have to raise money to purchase the item?
- Does the entity have enough money to purchase it already?
- If there is enough money in the entity's bank account to purchase the item now, before they make the final decision to purchase you should ask these questions:
  - Why does the entity have this money?
  - What was the money initially raised for and have those obligations been met?
  - Did a sponsor supply funding for a specific reason? It is imperative that the funds are used for that reason only if that is the case.
  - If fees are charged for a specific reason then expenditures should match the fees charged.

**The entity decides to go ahead with the purchase**

- Then a motion should be made that the item be purchased.
  - This motion should include the maximum amount of money to be paid,
  - and process for purchase: if there was a committee to investigate availability and costs, location where the item will be purchased.
- Other considerations:
  - Where will the items be stored?
  - Should the club pay an annual fee for that storage if it is stored at a private residence?
  - Do you have adequate insurance coverage for the items? Who is responsible for that insurance?
  - If the entity goes on hiatus, what should happen with the assets? If the entity dissolves, assets go to the entity above (district, region, province) unless stated otherwise in the constitution.
  - Who will set the annual worth of the property? A list of assets should be recorded in the club's financial records every year so the club knows the value of the property. Will you depreciate the items each year?
  - How will you dispose of items if the club no longer needs them? Do you sell them at auction, donate them somewhere, or dispose of them in some other way?
  - Who can use the equipment? If the club is not using it can an individual use the item? If so, do they need to be associated with the club and how? Are the conditions around using the equipment (eg. pickup and delivery)
  - What happens if the item is damaged, or needs repair?

Entities should make these decisions together and included in writing in a document that can be stored with the constitution and reviewed each year.

## 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. As part of Canada's Anti-Spam Legislation (CASL), 4-H Alberta requires members and member families to provide certain personal information to register for 4-H programs. While this information is necessary for participation, you have the option to grant or withhold your consent for receiving emails from 4-H Alberta. These emails may include club notifications, membership and leadership updates, and promotional information about 4-H programs and events. Consent can be provided by selecting 'Yes' or 'No' during registration and can be updated at any time through your account preferences.

Authorized 4-H Staff, leaders (trained and screened) and 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.

The personal information 4-H Alberta collects is required to participate in every role. Personal information must be accurate and complete. We require this information for the following reasons:

1. Member and Leader/ Volunteer support: other information is stored on an individual's account such as, the programs they participate in, the training they have completed, and the years they have been involved. All of this is used for awards, recognition, and scholarship opportunities. 4-H Alberta accounts also enable registrants to access 4-H Canada resources and opportunities.
2. Account creation and authentication: personal information is used to create a unique account for the individual as well as, verify their identity when required.
3. Risk management: providing high quality and safe programming. Personal information is accessible by authorized personnel in the case of an emergency or in the event of an insurance related incident.

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](mailto: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 sorted by Pillar](#)

[Projects List sorted alphabetically](#)

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/](http://www.4hab.com/projects/).

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

For more information about the resources contact [4hsupplies@4hab.com](mailto:4hsupplies@4hab.com)

## 4-H Project Resources and Club Supplies

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. For more information about 4-H project resources or club supplies contact:  
4hsupplies@4hab.com

### Where to Find Resources

- Download Resources: Visit [www.4hab.com](http://www.4hab.com) Check back often for updates to free resources you can download from the 4-H website.
- Print Resources: General Leaders and or Club Registrars can order printed resources for projects. Each club should order their yearly supply of resources at the time of registration. Resources are at no cost through the 4-H Alberta e-print site accessible for General Leaders or Club Registrars through the ORS. We encourage clubs to reduce waste by reusing project books and only ordering what is required for their year.
- 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](http://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 or challenges with ordering the resources contact [4hsupplies@4hab.com](mailto:4hsupplies@4hab.com)

## Project Operating Standards

As a Project Leader, become familiar with 4-H Project Standards, which can be found on [www.4hab.com](http://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.

For more information about project standards contact: [programs@4hab.com](mailto: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 [programs@4hab.com](mailto: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**

<b>Award</b>	<b>Points Required</b>	<b>Approximate Years to Attain</b>
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](http://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](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](mailto:bridget.mahaffey@4hab.com)

## 4-H Alberta's Strategic Plan

[Strategic Plan 2024 - 2026](#)

For more information about this section contact Sherry Howey at [sherry.howey@4hab.com](mailto: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.**

- 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.
- All 4-H Leaders (general, assistant, project, etc.) 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 Club leader in the same club year unless they are a Youth Leader or Ambassador. These members have both a leader and member profile in the Online Registration System and are considered a Leader when acting in those roles.
- 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](#)

### **Leader Roles**

The General Leader is the leader of the club. There can be more than one General Leader if the roles and responsibilities are well defined.

Assistant Leader(s) are there for support and the roles and responsibilities must be defined

Project leaders are responsible for specific projects.

4-H Leaders can be in multiple leadership roles, however delegate tasks and roles whenever possible. The more screened and trained leaders to play a role in the club the more supported everyone will be.

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.

### **Roles and Responsibilities for 4-H Leaders:**

*Some of these are general and for all leaders while some roles can be delegated. These roles need to be defined in advance and put in writing.*

#### **General:**

- 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 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.
- It is recommended to have a shared email and drive to keep all information available to leaders and the executives from year to year.

#### **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, project leaders, and club registrars 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](mailto: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](mailto: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.

**4-H Canada accepts Respect in Sport-Activity Leader and Respect in Schools as equivalent training for Commit to Kids. Certifications will be accepted for up to three years or until their expiration date, whichever comes first. Certificates can be sent to [leadertraining@4hab.com](mailto:leadertraining@4hab.com)**

## Youth Safety Recertification Training

**Youth Safety Recertification Training:** <https://www.4hab.com/youth-safety-recertification-training/>

The Youth Safety Refresher Course is intended to be a refresher to the Commit to Kids and Youth Safety Training completed at the beginning of your time as a 4-H trained leader, staff member, or YAC member.

Every three years, leaders, staff, and YAC members are required to complete this Refresher Course to ensure you are confident in applying skills to identify and handle issues related to the abuse of children and youth, and that youth safety at 4-H in Canada remains a priority. When you are eligible to take the Refresher, Leader Training will email you a reminder to complete.

The Refresher should take about an hour to complete. Each learner is different, some people may complete it in 45 minutes, while others in an hour and a half. The course is not timed. You are encouraged to go at your own pace, reading and reviewing all of the course content, rather than rushing to finish it.

For more Information contact Marisa Mellon at [leadertraining@4hab.com](mailto: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](mailto: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](mailto:crystal.dechaine@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 the club to the best of your ability and availability (offer to help organize an event, offer to share a skill, 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](mailto:sherry.howey@4hab.com)

[Shared Leadership](#)

## 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](mailto: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 least 70% of club activities
- Participate in a Communication Activity
- Participate with a Community Service
- Participate in the Achievement Activity
- Complete Project Record Books

A member may be placed not in good standing with one club, while being in good standing with another club. If a member is in good standing with a minimum of one club, they may be able to attend activities at that club, district and region (as it relates to the club that they are in good standing with). The member will follow the “not in good standing” protocol for the club that deems

them to be not in good standing. Failure to be in good standing with either club will result in the member deemed not in good standing (see good standing).

**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](mailto: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](mailto: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 Tracy Dietrich and Sydney Walsh at [programs@4hab.com](mailto: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. All incidents should be reported to 4-H Alberta by using the online Incident report: [Case IQ](#). All serious or critical incidents must be reported to 4-H Canada by 4-H Alberta within 24 hrs. The [Emergency Response Plan](#) is in the Appendices

For more information about this section contact Bridget Mahaffey at [bridget.mahaffey@4hab.com](mailto: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. All incidents should be reported to 4-H Alberta by using the online Incident report: [Case IQ](#). All serious or critical incidents must be reported to 4-H Canada by 4-H Alberta within 24 hrs. 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](mailto: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](mailto: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**

*\*\*The following process is at the discretion of 4-H Alberta*

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 following process.

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. 4-H members will be put on probation by their club and/or 4-H Alberta. Counseling may be advised.
  - d. 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.
  - e. An incident report must be filled out to document this incident and guardians must be informed.
  - f. Club General Leader will be informed if an incident occurs at district, regional or provincial level.
  - g. Probation from all 4-H Activities.An incident report must be filled out and guardians must be informed.
2. If a second violation of the Code of Conduct occurs by the same 4-H member they will lose credit for the current 4-H year and **immediate indefinite** suspension to be reviewed by 4-H Alberta and General Leader of violators club. Suspension will include a letter to the member and their guardian. Suspension will be laid out clearly and may include option for members to return to 4-H. An incident report must be filled out and guardians must be informed. Non-members will also be suspended.

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.

## 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.

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 [exec.assist@4hab.com](mailto:exec.assist@4hab.com).

From time to time facilities may require an added insurance on a certificate. This is not a problem however allow a minimum 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](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.

Each year during insurance renewal a list of uninsured activities is provided by the insurance company. To see the list please go to the uninsured activities section in the [Insurance Overview document from 4-H Canada](#).

**Activity plans can be denied after submission for a variety of reasons, for example, if the activity is insurable but the appropriate actions have not been established to ensure it will occur safely.**

If your club has or wants to participate in an uninsured activity additional insurance may be requested at a cost. Please contact your [Area Coordinator](#)

## Sanctioned Activity Permit

A Sanctioned Activity Permit is what you receive when your activity plan is approved. This is only for interclub and beyond events. Club events that need an activity plan (and therefore a Sanctioned Activity Permit) are high risk, overnight activity, or include transportation. Exceptions are if the activity provider has their own waiver. Example: an indoor wall climbing facility requires everyone to complete a waiver.

When planning an activity or event remember:

- ✓ Make sure there is a motion to approve 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 high risk or overnight activity and for any event that involves members / families from more than one club.**
- ✓ Provide event and or activity rules and or expectations 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://4-h-canada.ca/wp-content/uploads/2024/09/4-H-in-Canada-Insurance-Overview-20242025-1.pdf>

## 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://4-h-canada.i-sight.com/external-capture>

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](mailto:sherry.howey@4hab.com)

## **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. It is highly recommended that Districts and Regions have a Member representative on the executive.

## 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](mailto: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.

## **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
- Canine Project Standard in progress

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

### [Terms of Reference](#)

For more information about Provincial Programming contact [programs@4hab.com](mailto: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](#) below
- 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](mailto: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 including contacts go to the [Board of Directors page](#).

The contact for feedback on this section is Bridget Mahaffey at [bridget.mahaffey@4hab.com](mailto: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](mailto: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](mailto:scholarships@4hab.com)

### Promotion

Promotion for other organizations

Not covered by insurance, liability,

Emails of external programs, etc.

# 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 January 15th 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.

### **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.

## 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. All incidents should be reported to 4-H Alberta by using the online Incident report: [Case IQ](#). All serious or critical incidents must be reported to 4-H Canada by 4-H Alberta within 24 hrs.

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.	<a href="#">Varies on your area</a>	<a href="#">Area Coordinators</a>	Support for minor incidents/ Liaison to Crisis Team	<a href="#">Contact List</a>
2.	Sherry Howey	Director of the Alberta 4-H Centre and Programming	Crisis Manager / Investigation Lead	780-524-7423
3.	Bridget Mahaffey	Director, Strategic Growth & Provincial Programs	Protocol Activator / Provincial Liaison Incident & Accident contact for 4-H Alberta	403-620-0790
4.	Kurt Kinnear	CEO	Spokesperson / Protocol Activator / National Liaison	587-429-8811
5.	Shane Guiltner	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 Case IQ*

This document is to be used when Case IQ 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 Case IQ.

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 Case IQ as soon as possible.***

## Creating a Vibrant Club

A successful club requires proactive leadership from the adults and members. This is done through planning, delegation to committees, and empowering members.

**Members are the focus of vibrant clubs:** encourage the member led 4-H approach in all aspects of the club. This develops a sense of ownership and accountability for their club. This helps develop confident and independent youth and also helps support a vibrant club with enthusiastic members.

**Consistency and creativity:** consider establishing a formula for your meetings and your club year. This creates consistency and reliability a member can count on. Examples: meet once a month on the same day, start each meeting with the 4-H Pledge and end with a short debrief, etc.

While maintaining the formula, clubs can think outside of the box with activities. Experiment with new ideas, games, speakers, dance lessons, etc. This helps to keep the group engaged, learning, and having fun

## Inspiring Members and Adults

Member activities and volunteer tasks must be meaningful, purposeful, and fun. Here are some ways to help inspire the 4-H community

### Motivation

**Intrinsic motivation:** being motivated internally (enjoying the process of a meeting, satisfaction of a job well done, the sense of accomplishment when learning a skill, etc.)

Learn what intrinsically motivates your group:

- Find out what your group enjoys doing, how do they learn, do they struggle to listen, is it hard for them to sit still, etc.
- Have a conversation about why they are in 4-H, what goals do they have for the club year, is there anything they want to do as a club, is there anything they do not want to do?
- Involve the members and their families in the program plan. Plan a variety of activities in the club programming to attract and hold different members. When an activity does not work out if the members were not engaged, don't run it again next year.
- Consider feedback forms, evaluations, anonymous comment box, etc.

**Extrinsic motivation:** being motivated by external causes (getting an award, passing a level, leader recognition, a certificate, etc.)

Learn what extrinsically motivates your group:

- Take a poll or ask questions about how members and adults want to be celebrated, recognized, and appreciated.
  - Do people like receiving the same ribbon, belt buckle, or tumbler each year?
  - Think outside the box and switch things up depending on the requests from your group

### Recognition

Regardless of how people are motivated, recognizing the accomplishments of members and the dedication and hard work of the families, volunteers, and leaders is vital for the success of 4-H.

Using a range of recognition tools will help support a successful 4-H:

- Providing individualised praise and thanks yours in the moment throughout the club year will make people feel valued and heard
  - Complement a member on a job well done when you see them learning a new skill
- Taking the time to recognize individuals on an ongoing basis in front of others
  - At the end of a project session, as a group go around and think of one compliment for each member and adult (examples: thank you for bringing the snacks, you are getting so much better at getting up on your horse on your own, etc.)
  - At the end of a business meeting take a moment to thank the people who set out the chairs.
- Club year end recognition is so valuable to celebrate the year, encourage folks to come back, and focus on the achievements of members
  - Achievement day: taking a day or a few days to showcase the projects from the year and celebrate those accomplishments
  - Club awards: each member and adult could get a personalized award (examples: most improved public speaker, best snack provider, future prime minister, etc.) just ensure everyone gets an award.
  - Leader and volunteer recognition: this can be done at a club level and involve gifts, thank you cards, flowers, etc.

It's important that people feel valued and supported in the roles they fill within 4-H. These roles can vary from family members setting up chairs before a meeting all the way to someone volunteering to be the General Leader for the second year. Regardless of the time commitment required for the position, everyone should feel appreciated and celebrated for their contribution

## Engagement

When the members and adults are motivated to participate and feel recognized for their hard work and achievement, this will help support long term engagement in 4-H.

### How can we increase engagement?

- Build a strong sense of community
  - Making friends within the club (for adults too!)
    - Team building, ice breaking, social times and new member recruitment are vital to help forge friendships and create lasting bonds.
    - Young people will be where their friends are.
  - Club wide activities, such as community service events, fundraisers, outings, etc. bring everyone together and build a stronger community.
- Listening to the members about what projects they are interested in
  - Get members to think outside the box with new and innovative project ideas.
    - This can be for new projects OR fun ways to add a twist to existing and more recurring projects:
      - Find people in the community that can help instruct the projects.
      - Rally members around a few great ideas each year.
- Being flexible and work with families within the 4-H guidelines
  - Families are pulled in many directions and members have other interests and commitments

- Have a realistic conversation with the whole club about the Member Requirements and what is expected of them. As a group, you decide what are required activities and what are not.
- Leaders and individual members can work together to find alternatives that work for the club and allow the member to meet the requirements
- Accommodating different member's comfort levels:
  - Communication Requirement: setting achievable expectations that meet the abilities of the members in the club that year.

## Program and Lesson Planning

The key to a successful 4-H club year is to plan a program that is interesting, educational, and fun.

### Prepare a Program Plan

Many clubs choose a committee to prepare the program plan. The committee has a variety of people on it; members, leaders, and family members. Try to have a variety of ages and 4-H experience. Once the committee is chosen, they can get ideas from the whole club. This may be done by brainstorming, surveying the club, a suggestion box, or any other way that encourages everyone to have input. Be creative and try new ideas!

Remember to include a balance of activities, including:

- Education
- Business
- Fundraising
- Recreation, social activities
- Community service activities

Review last year's activities and see which ones you would like to repeat and what changes to be made. Include the new activities and then assign dates to each event. Remember to keep in mind the dates of district, regional, and provincial events so that people don't have conflicts.

### Present the Program Plan

Once the committee has the plan ready, they should explain it to the whole club. Have some alternate ideas ready to replace any activities that the club doesn't approve of. Once all of the changes have been made, assign people to organize each activity. Involve many people so that they can develop their skills and abilities. Give each family a copy of the calendar of events that shows the dates, times, locations and who is responsible for each activity. Evaluate your activities as you go in case you need to fine-tune your program plan. This can also be when members vote on which parts of the program plan are a [requirement](#).

### Evaluate Your Program Plan

At the end of the year, evaluate the whole year to suggest improvements for the next year. Keep everyone involved in the planning process so that everyone will be happier with the end result. For more information on program planning, contact your Area Coordinator.

### Project Program Plans

This is created in the same way as the whole club's program plan, however the planning will include just people who are involved in the project. The Project Program Plan will include the project meetings, excursions, deadlines to meet, important dates (ex: weigh ins), and Achievement day. It also must be presented to the group and voted on, as well as, what aspects are required.

<https://4hab.com/downloads/> -> Club Operational Tools -> "Program Plan Template – Generic"

## Lesson/ Session Plans

Depending on the project, creating lesson plans can be valuable as a project leader. The Project Program Plan will map out the project season and the Lesson Plans will help keep the project leader on track to meet learning goals and objectives at each session and across the club year. Lesson Plans also help all involved know what to expect and for the project sessions to stay on track.

Lesson Plan tips:

- Include important information such as:
  - Date
  - Time
  - Location
  - What you should bring
  - Who is the lead
  - Action items, etc.
- Follow the same format each session/ meeting
  - Standard start and end times when possible
  - Warm up/ stretches/ set up your work station
  - Schedules breaks for water/ snacks/ lunch
- Activity Plan: Activity Plans only need to be completed for activities that are with other clubs, high risk that are not associated with the project (ex: a beef club goes horse back riding), and for overnight activities and when providing transportation. However, understanding and educating your group on the risks associated with your activity is important.
  - Facility evacuation procedures
  - Emergency response planning:
    - What to do in case of injury or emergency?
    - What are some common emergencies or injuries that could occur during this activity?
      - Minor injuries: bumps, bruises, minor sprains and breaks
      - Major injuries: major broken bone, head injury, burns, etc.
    - Do you have cell phone service where you are? Is there a land line? Where is the closest hospital/ clinic? What is the response time like and are you prepared?
  - First aid: does the facility have a first aid kit? Do you know where it is? If not, clubs can consider purchasing one to bring along.

## You don't have to know everything to be a Project Leader!

Project leaders can take the lead, facilitate, and support depending on their skill, comfort, and capacity. Finding resources in your community to support the project is a great way to share the load but also share the skill! This can be finding another 4-H Leader or volunteer from your club or the surrounding community to come and share. This could also be finding a non 4-H community member to volunteer or be paid for their time to support the project.

## Making Meetings Fun

### Set Up

- Consider changing the seat arrangement throughout the meeting. Ensure the set up during the business aspect of the meeting supports open communication, people not being distracted, and comfortable.
- Switch up how chairs and tables are laid out or how people sit on the floor
- Have people sit in small groups or circles with folks they don't know as well

- Consider playing music quietly in the background

### When Planning

- The meeting should be  $\frac{1}{3}$  business,  $\frac{1}{3}$  project, and  $\frac{1}{3}$  social.
- Have an agenda
- Use committees effectively to avoid drawn-out discussions at meetings.
- Plan meetings around what works best for your group and timing: start with a pot-luck supper or end with a snack. Or save the pot luck until the end. Make sure people are comfortable and not hungry.

### Business

- Stick to the agenda to keep the business aspect short and effective.
- Understand parliamentary procedure and how and when to use it.
- Encourage everyone to participate at meetings.
  - Try giving everyone three tokens at each meeting. They must “spend one” every time they talk. No borrowing...
  - Control dominant voices by saying “that’s interesting but let’s hear from someone we have not heard from yet”.
  - Too many voices? Use small break out groups. That way everyone can have more “air time”. Come back together and each group has a short presentation.
- Break up long meetings with refreshment breaks, short games, and socializing time.

### Social Time

No matter how close your group is, there are always benefits to adding some structure to the social time. This will help integrate new members and the different groups that naturally form, it will increase communication, and help minimize conflict.

Having a committee to help plan that has goals in mind for the activities, examples: team building, communication, ice breakers, etc.

Ideas:

- Active and fun that encourage communication and team building: pictionary, charades, guess that song/ noise, telephone (pass the message, dance, drawing down the line).
- Low key activities that allow for casual conversations with new people: crafts that have stations or assigned seating and community service activities together (assembling baskets for a shelter, etc.)

### Project Time

When creating an outline or lesson plan for the project time consider having a good balance of instruction, hands on learning, and fun. Consider incorporating games, team challenges, guest speakers, videos, field trips, skits, demonstrations, debates.

## 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 the club to the best of your ability and availability (offer to help organize an event, offer to share a skill, 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.

## Shared Leadership

4-H is a community effort and there are many tasks to take on for the 4-H year to run smoothly, if it is at a club, district, regional, or provincial level. Establishing a delegation strategy that works for each entity is vital to sharing leadership tasks.

### Establishing Shared Leadership

**At the start of your club year, make a master list of all the jobs to be done for the entity to have a successful year.**

Some examples for a Club are:

- General Leader, Club Registrar, Assistant Leaders, Project Leaders, and Cleaver Leaders
- District Council representative
- Planning committees for the designated District event, a holiday pot lucks, an interclub weigh in, Achievement day, Community Service activity, etc.

### Finding the right person for the right task

- Find out what the adults involved with the club are interested in and what skills they have.
- Volunteering can do two things for people: it can use existing skills which people enjoy using or it can be an opportunity for people to develop new skills.
  - There are a number of ways to find out what skills people are willing to use or develop. One way is to meet with new families to discuss how your club is set up, what will be expected for their family and what skills and interests they have which may benefit your club.
  - Another way is to use a form asking people what skills they are willing to use in your club. You may wish to include skills such as helping members with public speaking and record keeping, assisting committees in planning events, or other skills which fit into the duties you identified for your club.

### Dividing tasks

- Look at the duties and the skills of the people in your club and divide up the jobs. Make sure to split the responsibilities fairly. Try not to overload anyone, but include everyone who is interested in taking on a role.
- You may find that there are some jobs which no one has indicated an interest in. If that happens you can check to see if someone in your club is interested in taking the job, or you can recruit someone from the community to fill that role.
- For all positions:
  - Have a clear job description
  - Indicate the amount of time required to do the job and
  - Indicate why you think that person would do a great job (why are you asking them?)

### Making Teamwork Work

The key to great teamwork is communication.

Delegation is a real art. As a general leader, you have the final responsibility to make sure that things are done. However, in a club where different leaders and committees look after specific activities, this can be nerve-racking. Effective delegation involves giving people responsibility and information to let them work in the project. If you change committee or leader decisions or do the job for them, you will find that people will be reluctant to volunteer. An effective leader knows when to intervene and when to leave people to continue on their own.

## Helpful Committees

Most 4-H clubs and councils use committees. Some may be ongoing committees or “standing” committees like finance, education, nominations and so on. Others are “ad hoc” committees - formed for a particular job on a short term basis.

If used properly committees can

- Allow for sharing of responsibilities.
- Involve more members and leaders.
- Use member and leader skills to their best advantage.
- Allow meetings to run more smoothly as issues can be explored in detail outside the meeting and only results reported.

However, do not form committees unless they are truly helpful to the entity.

## Create Useful Committees

Make sure your committees:

- Have a clear purpose or reason for being
- Understand their task clearly
- Have the authority and resources to complete their task
- Have members whose skills are well suited to the task of the committee
- Have a strong chairperson who can focus the group’s energy, work effectively with all committee members, and can organize and involve other committee members
- Report regularly to the organization
- Assist the organization with a certain task but do not run the organization

## Review Your Committees

Many 4-H clubs and councils need to review their committees. Review your committees by asking these questions:

- Do you actually need all the committees you have?
- Does each committee serve a unique and useful purpose?
- Are committee members suited to their role or are they forced into serving on committees that don’t utilize their skills well?
- Does the organization respect the findings of the committee?
- Do your committees save time?

Remember: Before you set up a committee, be sure that you can answer yes to all of the above questions.

# Conflict Resolution Skills

## Common Causes of Conflict

- **Communication:**
  - Not sharing information properly.
  - Interpreting messages differently.
  - Not listening to others.
- **Values and beliefs:** values, morals, and religious beliefs.
  - When people cannot understand or respect each other's differing viewpoints.
  - Misinterpreting Project Guidelines.
- **Personality and Goals Clashes:**
  - Communication styles and behavior.
  - Sarcasm, tone.
  - Motives for being a leader, the goals of the leadership team.
- **Lack of Trust:**
  - Suspicions and insecurities.
  - Assuming the worst out of a situation.
- **Scarcity of Resources:**
  - Sharing the funding opportunities in a community.

## Conflict Prevention

- **Set Clear Expectations:** Establish clear roles, responsibilities, and goals from the outset.
  - **Examples:** Constitution, program plan, and budget.
  - **Other ideas:** Define what each leader or volunteer is responsible for in writing
    - Example: email out an introduction to all the leaders and what their particular role is. "Jody and Whitney are Assistant Project Leaders for the Beef Project. They can answer questions about the project and will be at all the project meetings."
- **Encourage Open Communication and a supportive environment:** Foster a culture of open and honest communication. Encourage team members to speak up early if they have concerns or feel uncomfortable.
  - **Examples:** Business meeting format, have a "parent questions" section in Agenda, assign agenda items to members, share agenda where members can access it (WhatsApp, TeamSnap)
  - **Other ideas (similar to the "Set Clear Expectations"):** defining roles and responsibilities at the start of the year establishes transparency and open communication from the beginning.
    - **Outline what the club needs from members and their families:**
      - Have paper sign up sheets for all of the planning committees for the year/projects season.
      - Discuss alternative options for families who are unable to give the same amount of time as other families.
- **Promote and Practice Active Listening:**
  - **Examples:** Business meeting format (not speaking over each other, giving others time to speak), This can also be role modelled and taught.
  - **Other ideas:** having the speaker stand, have the parents stand against the walls so the members are less distracted, etc.

- **Build Strong Relationships and mutual respect:**
  - **Examples:** 4-H is all about relationship building! Team building, ice breaking, group activities, working together, planning events, etc.
  - Note, that this will happen naturally but can take time and encouragement: games and activities (see games manual for ideas), have a buddy system for young or new members.
  
- **Address Issues Early:**
  - **Examples:**
    - **Reviewing the Code of Conduct as a group:**
      - Discussing consequences for minor breaches, write down the agreed upon consequences.
      - More major breaches- directing people to the 4-H Alberta Reference Guide's Code of Conduct Enforcement Process for breaches that the club needs support with. Anyone can submit an incident report.
      - **Tip:** get everyone to read the Code of Conduct and agree on consequences for minor breaches. Write down the consequences. Have everyone in the club sign the back of the Code of Conduct.
  
- **Encourage Flexibility and Adaptability:**
  - **Examples:** 4-H Leaders and volunteers are already flexible and adaptable in their planning but also for their members.
  - **As a Club discuss how flexible you want to be with Member Requirements, expectations of families, and the role of leaders and volunteers:**  
Example: outline the required events and meetings in the Program Plan and as a group decide how flexible the club will be if people cannot attend a required event or meeting.  
If meeting Member Requirements becomes more of an issue there is a process in the 4-H Alberta Reference Guide for members and leaders to follow.
  
- **Lead by Example:**
  - **Examples:** Leaders model positive conflict management and behavior.
  - Reach out for help from Key Leaders, other leaders in other clubs, your Area Coordinator for support.

## Preconflict Process

*When you see something brewing– ACT!*

1. **Situation occurs that could lead to a conflict**
  - a. Example: A family is not contributing as much as others and people are getting frustrated.
2. **Investigate and Educate**
  - a. Find out what happened and then communicate the appropriate information to individuals involved.
  - b. Example: The family has too many other obligations and does not have time other than the already scheduled project meetings and so you work with the family on different options for them to still contribute.
3. **Next steps:**

**Option 1- this resolves the situation:** the family agrees to come early to each meeting and help set up as well as, brings snacks for everyone.

**Option 2- the situation escalates:** they push back and say that they do not need to contribute more and other families start getting mad.

- a. This escalation could lead to a conflict.
  - i. In this situation the leaders can work with their club to find a solution that works for everyone.
  - ii. If they need more support, they can reach out to their Key Leader and Area Coordinator for help.
  - iii. If it continues to escalate, they can fill out an Incident Report for more support.

#### 4. Reflect and Debrief

- a. What is the cause of this situation and can it be avoided?
- b. Example: do we ask too much from our families? Can we simplify our expectations?

### Examples

#### Preconflict Scenario 1

1. **Situation:** Member misses the club's communications event.
2. **Investigate and educate:** The Leader will contact the member, share the 4-H Alberta Member Requirements, and learn that the member is scared of public speaking and is ashamed to share.
3. **Next Steps:**

Option 1: The member proposes to the person of authority that the member does a more casual presentation about their project on the club's achievement day. The club agrees.

Option 2: OR As outlined in the Reference Guide, the member becomes not in good standing.
4. **Reflect and Debrief:** Can we offer more options for the communications requirement at the start of the year so members know they have options? Are there ways to make the club's communication event inclusive?

#### Preconflict Scenario 2

1. **Situation:** An Assistant Project Leader is not attending project meetings consistently.
2. **Investigate and educate:** The Project Leader or General Leader reminds the individual of the level of commitment required for this position and learns that they did not read the email and had no idea that they were supposed to attend every project meeting.
3. **Next Steps:**

Option 1: The Assistant Project Leader can attend more of the project meetings for the rest of the season.

Option 2: OR The Assistant Project Leader cannot attend enough to help out with ratio and the required support so, the project leader connects with the general leader and executives and the project (or entire club) votes in a new leader.

  - a. The Assistant Project Leader can still come when they are able but the club needs the additional support for the project.
4. **Reflect and Debrief:** Did we send the email? Were our expectations clear? How can we support our project leaders? Can we hire someone to come in and help support?

#### Preconflict Scenario 3

1. **Situation:** Disruptive Member (this could be an adult as well).
2. **Investigate and educate:** A member is disruptive in a business meeting, more than one person of authority (maintaining the rule of two) steps away from the meeting with the member and learns that the

member is easily bored during meetings and is disruptive to keep things interesting. (If more than one member is disruptive, this conversation could be done as a group as well).

**3. Next Steps:**

Option 1: The behaviour is resolved

Option 2: OR The behaviour continues and a second warning is given along with a consequence.

OR If this is an ongoing problem, the person of authority can reach out to their Area Coordinator and/ or submit an incident report for support.

**4. Reflect and Debrief:** Are our business meetings too long? Should we have more breaks? Should we run a craft that creates a fidget toy for people to use during the meetings?

### Preconflict Scenario 4

**1. Situation:** Leaders are arguing amongst themselves.

**2. Investigate and educate:** Achievement Day planning is underway and leaders are arguing about if they should add some new ideas or not. The group is split because some people think it has run well in the past so why change it? While others want to add a new twist every year. If all leaders are involved in this discussion, it is recommended that leaders reach out to their Key Leader, District, Region, or Area Coordinator just to have a neutral party to support. Whenever discussions like this occur it is always vital to move decision making from the leaders to the members.

**3. Next Steps:**

Option 1: The leaders pause the planning and bring in the rest of the club. A member committee is made and the planning starts again with members taking the lead and a few leaders there to support.

Option 2: The leaders bring in members but continue to take the lead on planning and conflict continues. In these cases, it is recommended to escalate the situation (as mentioned above) to help support positive and constructive dialogue.

\*\*If individuals feel that they are in a situation where they need additional support please complete an incident report.

**4. Reflect and Debrief:**

How can our club shift the leadership from the leaders to the members? Can we reach out to other clubs, speak with resources (Key Leaders, Area Coordinators, etc.), attend leadership development days, to try to gain resources and ideas on member based leadership and programming.

## Red Hot Conflict

### *When you see a conflict and are comfortable stepping in– DE-ESCALATE!*

Regardless of how many conflict prevention tools a group uses, conflict may still arise. Having communicated documentation on a group's guidelines and processes will always help when there is conflict, however, it may not resolve the conflict. There may still be communication break downs, differing values and beliefs, a lack of trust, and not enough resources to go around.

## 4 Steps to De-escalation

1. Stay calm:

- a. Maintain control of your emotions to avoid escalating the conflict further.
- b. If you cannot stay calm then someone else needs to respond to this conflict or act as a mediator.
- c. If the conflict is too aggressive, remove yourself and walk away.

2. Listen actively:

- a. Give the person your full attention. Listen to understand. Do not interrupt.

- b. Summarize what they said back to them so they know you heard and understood what they said. This also avoids misunderstandings.
  - c. Situations can be deescalated quickly when people are given a chance to air their grievances.
- 3. Acknowledge the other person's feelings:
  - a. Show empathy and validate their experience. Try to see the issue from their perspective.
  - b. You do not have to agree with them to acknowledge how they are feeling.
- 4. Find a solution and respond
  - a. When responding, avoid blame or personal attacks.
  - b. A solution can be found in the moment or you can gather facts and get back to them.

### **Other tips:**

- Deescalate the conflict by relocating the people involved away from the group (if the rule of two allows).
  - If the people involved are unable to communicate effectively then, set up another time to meet, it is recommended to use a 24 hour cooling off period.
  - If over the phone or text/ email encourage an in person meeting.
- Avoid walking into a conflict alone. Having other people listening in helps keep the situation calm and fair.
- Find the root cause of the conflict:
  - People often fight back when they are afraid, feel disrespected, feel like a situation is unfair, etc.
  - Ask questions to find out what the root cause is.

### **Scenarios**

- You are a parent and are frustrated that the project meeting has not started. You see that your Project Leader has started to run a game. You challenge this decision and question the Project Leader's judgment in front of the other members and their families.
- You are one of two members who are arguing over who gets to lead for the next activity. It becomes heated.
- You are a parent who does not have time to join the Christmas party planning committee. You have already declined the other planning committee invitations and people are starting to notice that you aren't pulling your weight. You have several children who are involved in other activities and you do not have the capacity to be a part of anything else beyond just attending the scheduled meetings.
- You are a parent who is observing some young members who are not behaving. You step in and reprimand them in front of the rest of the club. This makes those members, their parents, and the leaders uncomfortable, angry, embarrassed, etc. with you.
- You are one of 3 project leaders for a cooking project in your club. You seem to be doing everything from emailing families, buying groceries, planning the project's program plan, etc. You feel that you have tried delegating several times to the other two leaders but nothing seems to be working. You are getting frustrated. You end up losing your temper after a project meeting.
- You are a leader and are planning a program that has 45 Members (mix of Junior, Intermediate, and Senior) in it. You and your co-leaders are arguing about how many leaders are needed to maintain the Rule of Two. You think that you need 3 screened and trained leaders and another leader is saying you need one screened and trained leader and one screened volunteer (or a second screened and trained leader) plus one other parent/ supporter.

# 4-H Alberta Key Leader Position Profile & District Agreement

revised August 2024

A 4-H Alberta Key Leader is an experienced leader (3+ years as an active leader) who, in consultation with a 4-H Alberta staff member, works with a district council and with local 4-H Alberta clubs to help other 4-H Alberta volunteer leaders deliver the 4-H Alberta program. This is an elevated position that requires an ability to see issues from all sides and perspectives, respecting past traditions, but also understanding the importance of change and reflecting the mandate of the clubs and members they represent. This role is best served by a leader who has experienced leadership at the project and club levels and has a full understanding of how their district, region and province operates.

## Relationship within the 4-H Alberta organization:

- Advisor to 4-H Alberta district council, clubs, leaders and members
- Communication link between the district and the 4-H Alberta Area Coordinator
- District contact for the 4-H Alberta program
- May be asked to participate in Incident Report Investigation Committees. Key Leaders will not be asked to offer insight into incidents in their own region, or ones where they may be involved in, in any capacity.
- Key Leaders will maintain confidentiality of all issues related to leaders, members and the organization as required.

## Key Leader Preparedness / Commitment:

- Will complete 4-H Alberta leader training and screening requirements within 30 days of being elected or appointed to the role of District Key Leader. Failure to do so, will result in forfeiture of the Key Leader role.
- Will complete Key Leader specific training annually (as presented). Note: If no new training is offered, previously trained Key Leaders will not have to re-take Key Leader specific training.
- Will attend 50% of provincial / regional Key Leader meetings
  - Provincial
    - April / May will be year-end what went well and what didn't
    - September / October Meeting will be an overview of the changes and processes in effect for the upcoming year (this may be in a traditional format (zoom) or other format as created year to year
  - Regional Key Leader Cafe
    - The Area Coordinator assigned to the region will identify upcoming Key Leader meetings and communicate those dates with Key Leaders. Notice will be provided - not less than 30 days in advance.
- Will attend 70% District Council meetings (or create an alternate option if attendance is not possible)
- Will review meeting minutes and agendas for all provincial and regional Key Leader meetings
- Will ensure that districts have an understanding of pertinent topics / information brought up at Regional Key Leader Cafes and Provincial Key Leader meetings.
- Will ensure Key Leader group / 4-H Alberta staff are aware of challenges faced by the District. This may be fulfilled by forwarding meeting minutes to the Area Coordinator.
- Will conduct themselves within the guidelines of the 4-H Alberta Code of Conduct
- Will ensure that they are representing all leader voices in their District ie. Will ask for feedback from all General Leaders before Key Leader meetings, not just those who may be the loudest.
- The Key Leader role is a unique role within the District, as the role often has close contact with both club and regional leaders. Due to the nature of this role, and to mitigate volunteer burnout, **4-H Alberta recommends that leaders fulfill only one role at the district level or above at one time.**
  - The elected Key Leader will not have a vote at the District Council level. The Key Leader will act as an objective independent party who represents the whole of the District and offers objective



matter expertise when issues arise. The Key Leader may frequently engage facilitation skills while at the District meeting.

- It is advised that the Key Leader not hold a combined voting position on the District Council (ie. District Key Leader and President) as it may negate the ability to fulfill Key Leader responsibilities. If this is unavoidable, the District may contact the Area Coordinator to discuss.
- It is advised that the Key Leader not represent a club while in the role of Key Leader as it is difficult to be an unbiased voice when bringing your own club matters to the table. If this is unavoidable, the Club may contact the Area Coordinator to discuss. This dual role will deem the Key Leader unable to fulfill Key Leader duties on matters they have voted on (EX: conflict resolution).
- A Key Leader may (in accordance with the Regional Constitution) be one vote at the Regional Council level, representing their district.
- If the District needs assistance in supporting the District Key Leader role, the District may reach out to their Area Coordinator.

### **Terms of Office:**

- The Key Leader position, as of 2024-2025 forward, will be a 3 year term. The term is repeatable if no suitable candidates come forward. It is advisable that in the third year of the first term, Districts vote in a Key Leader In-Training to act in a shadow capacity to take over the role completely in the next year. In any of the repeat terms, a new Key Leader can be presented to the District when their annual elections occur.
- If a Key Leader is not fulfilling their role the District may remove them from office upon a 2/3 majority vote of all members in good standing at general, annual and special meetings of the district they are a part of. The vote to remove may only be called for after documented discussion of concerns with both the Area Coordinator and Key Leader.
- If a Key Leader "In Training" is elected in the third year of the Key Leader's terms, they too will have a signed agreement with understanding of their in training role and responsibilities. The Key Leader in Training will adhere to all Key Leader guidelines.

### **Knowledge and skills required:**

- Know and support the philosophy and goals of the 4-H program in Alberta
- Know about club operation – leader roles, effective meetings, guidelines, regulations, governance
- Know about district council's role, operation, governance and regulations
- Become familiar with provincial, regional and district programming
- Communication skills – share ideas and information
- Leadership skills – catalyst, mentor, facilitator
- Strongly committed to leaders and clubs in the district
- Approachable – willing to meet and work with people
- Understand and promote 4-H Alberta Leader requirements, member requirements and good standing requirements
- Be a positive steward of the role and 4-H Alberta

### **Additional District Specific Key Leader Responsibilities:**

Key Leaders may wish to be responsible for specific programs throughout the year that go beyond the general Key Leader position description. Please list any such agreed upon activities. Some examples may include: Conduct (enter specific) Member Workshop, Programming such as: Key Contact for District Public Speaking, Responsible for Planning of District Beef Show, Responsible for Planning of District Consumer Decision Making Workshop, Introduction of Key Member to District events etc. Please remember that the Key Leader role is already significant. Additional specific duties must be agreed upon.

In partnership with the \_\_\_\_\_ District. The \_\_\_\_\_ District Key Leader will also be responsible for the following tasks (please insert specific responsibilities as related to programs and activities that the Key Leader agrees to perform):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

We the undersigned certify that:

- The Key Leader has been elected by the District Council
- The Key Leader understands and agrees to fulfill the responsibilities of this role in adherence with the position description.
- The District Council understands the Key Leader role and will support the Key Leader with their responsibilities
- The District Council will work towards the betterment of the 4-H Community and will conduct themselves in a manner consistent with the 4-H Alberta Code Conduct
- If any party has concerns about the role of Key Leader, the first course of action will be to initiate a conversation with the Key Leader. Secondary facilitation may include support by the Regional Area Coordinator.
- In agreement with the current District Constitution, the Key Leader position will commence on \_\_\_\_\_ (date) and be in effect until the end of the \_\_\_\_\_ club year.

Signatures:

Key Leader: \_\_\_\_\_

District Chair / President: \_\_\_\_\_

Date: \_\_\_\_\_

4-H Alberta Area Coordinator: \_\_\_\_\_

Please send a signed copy of this document to your Area Coordinator prior to December 15th. Your Area Coordinator will then forward it to Connie Harder. This will be needed to update the 4-H Alberta online registration system and ensure future communications related to the Key Leader role.

## Registered Clubs Chart

### Non Compliant Expectations

Expectation	Step 1	Step 2: If not completed
<p>All Leaders screened &amp; trained, All Volunteers screened</p>	<p><b>If a club is registered, meeting the ratio/ Rule of Two requirements, but has additional untrained or untrained leaders:</b> These additional untrained/untrained leaders will not be able to act in their role (volunteer/leader) until requirements are met. They have 30 days from the time the club is moved from pending to registered to complete training/screening requirements. This will be communicated to them via email.</p>	<p><b>After 30 days, if requirements are still not met by these individuals,</b> 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>As of the 2025-2026 Club Year: These individuals will not receive credit as a leader for this club year if they are not screened and trained by January 30.</p>
	<p><b>If a Club is not registered because it does not meet the ratio/Rule of Two (not enough trained leaders and screened volunteers):</b> 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.</p> <ul style="list-style-type: none"> <li>● Incident reports can only be filled out for the 30 day screening period.</li> <li>● After 30 days, <u>the membership vote in new leaders/ volunteers</u></li> <li>● <u>These new leaders/ volunteers have 30 days to complete the requirements</u></li> <li>● This cycle will not be repeated.</li> </ul>	<p><b>After 30 days, if requirements are still not met by these individuals,</b> 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 registered 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). As of the 2025-2026 Club Year: These individuals will not receive credit as a leader for this club year if they are not screened and trained by January 30.</p>

## Good Standing Clubs Chart

### 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	<a href="#">Area Coordinator</a>	Clubs are reminded of the <b>January 15</b> deadline in the clubs registered 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 <a href="#">the Code of Conduct Enforcement Process</a> or if required, the <a href="#">Online Incident Report (Case IQ)</a>  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 <a href="#">the Code of Conduct Enforcement Process</a> and escalate if required.			
All Fees are paid & received by December 1 of current club year	<a href="#">Area Coordinator</a>	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](mailto:bridget.mahaffey@4hab.com)

## Districts in Good Standing Chart

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 <a href="#">the Code of Conduct Enforcement Process</a> or if required, the <a href="#">Online Incident Report (Case IQ)</a>  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 <a href="#">the Code of Conduct Enforcement Process</a> and escalate if required.	
Supporting Club registration and in Good Standing	<b>Step 1:</b> 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.	<b>Step 2:</b> 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	<b>Standard annual communication:</b> Districts and all members are notified of expectations, outcomes, consequences, and timeline by email (dates and information depends on Region). <b>Step 1:</b> An email is sent to the District Representatives outlining the above information with a timeline to comply.	<b>Step 2:</b> 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	<b>Standard:</b> 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. <b>Step 1:</b> Area coordinators or another 4-H Alberta staff will email the individuals when screening and training is outstanding. Re-screens have 30 days.	<b>Step 2:</b> 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.  <b>Step 3:</b> 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)	<b>Standard:</b> 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.	<b>Step 2:</b> 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

	<p><b>Step 1:</b> An email will be sent to the District Representative reminding them of the outcome.</p>	<p>their District is not in Good Standing by the Area Coordinator.</p>
<p>Program Plan, Budget, Const.</p>	<p><b>Standard:</b> All documents submitted by November 1. <b>Step 1:</b> District Representatives will be reminded through email of the deadline.</p>	<p><b>Step 2:</b> 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><b>Step 3:</b> 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>

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](mailto:marisa.mellon@4hab.com)

## Regions in Good Standing

Enforced by the [Area Coordinator](#)

Reference Guide, Code of Conduct, Communication	Breaches of the Code of Conduct are reported through <a href="#">the Code of Conduct Enforcement Process</a> or if required, the <a href="#">Online Incident Report (Case IQ)</a>  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 <a href="#">the Code of Conduct Enforcement Process</a> and escalate if required.	
Club registered 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.	<b>Step 2:</b> After 14 days has passed, the Region will not be in Good Standing, an email will be sent to the Region executives confirming this 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	<b>Standard:</b> 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.  <b>Step 1:</b> Area coordinators or another 4-H Alberta staff will email the individuals when screening and training is outstanding. Re-screensers have 30 days.	<b>Step 2:</b> 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 executive that they need to find someone new.  <b>Step 3:</b> The executive may choose to complete the year with a vacant position, or they may elect a new person for the role. Executives will ensure that the assignment or election process follows their constitution. If the constitution does not address the issue of a vacated seat on the executive, the executive may, in conjunction with the Area Coordinator, identify and work through an agreed upon process to find someone to fill the role. That new person will have 30 days to complete their screening. This process will not be repeated.
Program Plan, Budget, Constitution, Bank Info	<b>Standard:</b> All documents submitted by the annual deadline.  <b>Step 1:</b> Region Chairs will be reminded through email of the deadline.	<b>Step 2:</b> 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, an email will be sent to the District executives that notifies them that their Region is not in Good Standing.

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