Youth Leader Leader Profiles,Training, & Screening

Youth Leaders:

Your Leader Profile is distinct from your Member profile. Your Leader Profile is what you will use to sign up for Youth Leading opportunities. You should have received a separate username for it in the welcome email. For those who are both 4-H Members and Youth Leaders please note you have two accounts in our Online Registration System- one as a member and a separate one for your leader profile.

If you are a member who has aged out of 4-H or you are no longer a member of a club; please know you can still be involved as a Youth Leader! Opportunities include helping at summer camps, regional activities and many more!

Below are the next steps you have to take in order to complete your Leader Profile!

If you are under 18 here are your next steps:

Step 1: Updating your Profile

- Log in to your Leader profile, using the username provided in the email welcoming you to the Leader club.
- If you are a new leader to 4-H Alberta or have forgotten your password, enter your username or email and then click on “Forgot Password”. Follow the instructions. Troubleshooting: contact registrar@4hab.com for assistance in accessing your profile.
- Update your 4-H Alberta Profile. This section includes:
    - Your contact information
    - Emergency contacts
    - Medical information
    - Signing Required Forms (Leaders must sign their forms)
    - Several agreements that can be accepted or declined

Step 2: Screening and Training:

- If you are under 18 and have completed the YLead program, your profile should reflect this. You will see under training “YLead, followed by the year you took that program”
- This is an indication that you have completed the necessary training through completion of your YLead, and you are good to volunteer.

- You do not need to fill out the screening questionnaire. However, once you turn 18 you need to complete the additional training and screening process as outlined in the leader and volunteer screening as per Youth Safety in 4-H Canada.

If you are over 18 here are your next steps:

Step 1: Updating your Profile

- Log in to your Leader profile, using your username that was provided in the welcome email.
- Use your password if you have it saved. If you are a new leader to 4-H Alberta or no longer have your password enter your username or email and then click on “Forgot Password” and follow the instructions. Troubleshooting: contact registrar@4hab.com for assistance in accessing your profile.
- Update your 4-H Alberta Profile. This section includes:
    - Your contact information
    - Emergency contacts
    - Medical information
    - Signing Required Forms (Leaders must sign their forms)
    - Several agreements that can be accepted or declined

Step 2: Screening and Training:

- If you're over 18, you must complete the screening process before volunteering at any 4-H program. The screening application form will appear when you log in. Ensure your screening status shows as "complete."
- If you have already completed your screening in the last two years you will not need to re-screen. Your screening is not considered done until it shows as “complete” on the system.
- Check your current training status by clicking on the "Leader Summary" button in your profile.
- If you are newly 18, a new leader or have yet to complete the training, please follow these steps:
    - **Youth Safety Training:** Go to the 4-H Alberta website - Leaders - 4-H Leader Training - Youth Safety at 4-H in Canada. Follow the links to set up an account, and complete the training. All of the information needed will be in the 4-H Canada Policy Manual and the FAQs. You do not need to do the course all in one sitting, you can come back to it. It just needs to be completed, and sent off to myself/registrar before you can volunteer. Upon successful completion of the course, you will be emailed a certificate. Please keep this email as it is proof that you completed the quiz. Please forward sydney.walsh@4hab.com a copy of this certificate. It may take up to a week to upload your certificate to your profile.
    - **Commit to Kids**: In order to access this training, visit the Commit to Kids section of the website here: https://www.4hab.com/commit-to-kids/. This

training will take you about 3 hours to complete. Please forward sydney.walsh@4hab.com and registrar@4hab.com a copy of this certificate
    - **Screening**- You will be required to complete the leader application form and provide three references with email address (please note references can not be family members and must have known you for at least three years)
    - **Vulnerable Sector Check**- *The letter is available for download while you are logged in and completing your online leader application.* If you forget to download it, please contact Sydney, with the Programs Team or the Registrar for a copy.

More Information:

- For more information on Leader Screening please visit : https://www.4hab.com/leader-volunteer-screening/
- More information on Youth Leaders can be found in the Reference Guide- On Page 10: https://www.4hab.com/wp-content/uploads/2024/01/The-4-H-Alberta-Reference-Guide.pdf