

4-H Alberta Club Registration Checklist



Registering your 4-H Club has never been easier! **If you are re-registering a club, that club, its members and leader information, will be automatically filled in from previous years.** You simply need to confirm that the information is still correct, update information from existing Cleaver Kids, members and leaders, and then add new Cleaver Kids, members, leaders and volunteers to the system.

It's important that each Cleaver Kid, Member, Leader and Volunteer in your club fills in the registration forms because we are requesting information that was not previously requested. Please keep the original forms with your club records for two years. This is required due to the Canadian Anti-Spam Legislation (CASL).

Use this checklist to ensure you have all the information you need before you begin the on-line registration process at www.4habregistration.ca.

Club Details

General Information

- Name of Club
- Previous Names of Club (if applicable)
- District (Select from online list)
- Region (See Regional map on reverse)
- 4-H Courier Location (Select from the online list. This information is available on the 4-H website under the 'Local 4-H' tab.)
- Our club year is 2019-2020
- Club Type (Select from online list)

Geographic Information

- Mailing address for receiving information from 4-H Alberta
- The street address or legal land description of the public location for club meetings. (We use this to create a "club map" for members wishing to join a club)

Club Contact Information

This is the person who receives 4-H information (via mail and email) and shares it with the members, leaders and parents. The club contact must have a valid email account.

- Contact Name
- Phone number (include area code)
- Club Contact Email address (The Club Contact **must** have a valid email address)
- Alternative Phone number (optional)
- Fax number (optional)
- Club Website or Facebook Page (optional)

Club Projects

You need to register each member in one or more projects. **Please see the back of this sheet for a comprehensive list of the projects available to 4-H Members in Alberta to ensure you have the correct information from each member. Cleaver Kids do not register in traditional 4-H projects.**

This is an important step as it affects your registration selections in the next steps of the online registration process.

Leaders

Please ensure the Leader Registration forms are filled out completely to make your on-line registration process easier. Ensure all leaders are elected by the club and know that they are **required to complete/renew** their leader screening commitments after completing registration. Until their screening is complete they may not be in a position of trust with the club.

NEW THIS YEAR – When registering your club within the online registration system (ORS) and entering new and/or unscreened potential leaders, you will have to register these individuals as "**volunteers**" only. When the entire screening process has been completed, you will be advised that you may add the individual to your list of leaders.

Volunteers

Please ensure the Volunteer Registration forms are filled out completely to make your on-line registration process easier. Adult volunteers are vitally important to the success of 4-H Alberta. Any adult registered in the online system, who has not been elected to be a Leader by the club, but who wishes to provide support to the club, district, region or provincial activities, shall be considered a Volunteer. They are to be registered as such by the General Leader. Many clubs currently have "Parent Volunteers" and these individuals belong in this general volunteer category.

Members

Please ensure the Member Registration forms are filled out completely to make your on-line registration process easier.

Cleaver Kids

Please ensure the Cleaver Kid Registration forms are filled out completely to make your on-line registration process easier.

Club Sponsorship

- Club Achievement Event Date

Banking Information (this information must be filled out each year)

- Bank Transit Number (5 digits)
- Financial Institution Number (3 digits)
- Account Number

Financial Institution

- Name
- Town/City

Regional Map



Sponsor Checklist

Check box(s) on online Club Sponsorship application only if they apply to your club.

- Did your club send Thank You's for sponsorship funds received through the 4-H Foundation of Alberta?
- Did your club display sponsor banners at the appropriate sponsored club event and recognize their support in the local media?
- Did your club prepare and approve a yearly program plan and budget at the start of the club year?

List of 4-H Projects

Active Living

Archery
Bicycling
Health & Fitness
Mountain Biking
Outdoor Living
Shooting Sports
Snowmobiling

Agriculture and Environment

Beef - 2 YO cow/calf
Beef - 3 YO cow/calf
Beef - Green Certificate
Beef - Heifer
Beef - Market Beef Carcass
Beef - Market Beef Live
Beef - Novice
Beef - Pen Project
Dairy - Calf
Dairy - Green Certificate
Dairy - Yearling
Field Crop Green Certificate
Field Crops
Goat - Carcass Goat
Goat - Doeling

Goat - Goat Creative Option
Goat - Market Goat
Goat - Mature Doe
Goat - Progression Doe
Goat - Yearling Doe
Horse - Draft
Horse - Drill Team
Horse - Driving
Horse - Endurance
Riding
Horse - English Dressage
Horse - English Jumping
Horse - English Vaulting
Horse - Equine Green Certificate
Horse - Green Horse
Horse - Judging Project
Horse - Junior Horse
Horse - Minis
Horse - Packing
Horse - Polo
Horse - Polocrosse
Horse - Showing
Horse - Standardbred

Horse - Western Cattle Events
Horse - Western Ranch
Horse - Western Reining
Horse - Western Rodeo
Horse - Young Horse Horsemanship (L 1-3)
Horse - Young Horse Horsemanship (L 4-7)
Horticulture - Compost
Horticulture - Gardening
Horticulture - Perennials
Horticulture - Soils
Horticulture - Vegetable Gardening
Judging - Multi Species
Nestboxes
Pheasants
Poultry
Sheep - Carcass Project
Sheep - Ewe Lamb
Sheep - Green Certificate
Sheep - Market Lamb

Sheep - Mature Ewe (2 YO)
Sheep - Pen Project
Sheep - Yearling Ewe
Sustainable Living Project
Swine - Breeding Hog
Swine - Green Certificate
Swine - Market Hog
Swine - Mature Sow
Swine - Pen Project

Cleaver Kids

For the Arts

Digital Photography
Performing Arts
Visual Arts
Written Communications

In and Around the Home

Crafts
Entertaining in the Home
Foods
Interior Decorating
Quilting
Scrapbooking
Sewing

Science, Technology and Trade

Engineering
Entomology
Small Engine
Veterinary Science
Welding
Woodworking

Small Animals

Canine - Agility
Canine - General
Canine - Obedience
Canine - Stock Dog
Cat
Pet
Rabbit

Take the Lead

Creative Options (must provide a description of the project when registering)
Entrepreneur
Exchange
Exploring 4-H
Leadership (must provide a description of the project when registering)