

What Is 4-H?

4-H is dedicated to developing youth in Alberta. Through the dedication of members and volunteers, 4-H is able to positively impact Alberta communities. Learning through experience is a key objective of 4-H and members are encouraged to better themselves through participation at all levels of the 4-H program.

4-H members are given the chance to:

- Make decisions
- Work in teams
- Develop self-confidence
- Communicate through public speaking, presentations and writing
- Hold effective meetings
- Achieve awards, trips, scholarship and bursaries
- Build friendships within Alberta, Canada and around the world
- Foster entrepreneurial skills
- Become goal oriented
- Develop leadership skills
- Make a difference
- Be involved in a club activity that is a benefit to your community
- Have fun at club, district, region and provincial activities

Background

To learn more about the history of 4-H go to our website http://www.4h.ab.ca/About/values_history.html

4-H Alberta is operated through the cooperation of:

- 4-H Section, Alberta Agriculture and Forestry
- 4-H Council of Alberta
- 4-H Foundation of Alberta

4-H Motto - “Learn to Do by Doing”

Learning through experience is a key objective of 4-H. At all levels of 4-H, members are encouraged to learn through active participation.

Mission

4-H Alberta inspires, educates, and develops Members who are outstanding rural and urban youth, leaders, and engaged citizens. Members learn to do by doing dynamic Projects, Programs and community service. In honoring our rural roots, we continue to recognize the importance of food and agriculture in Alberta.

Vision

4-H Alberta is recognized as the premier youth leadership organization in Alberta. Working together in a vibrant, thriving environment, we’re connecting people, ideas, and communities for a lifetime of benefit.

4-H Pledge

I pledge:

- My **head** to clearer thinking,
- My **heart** to greater loyalty,
- My **hands** to larger service,
- My **health** to better living,
- For my club, my community and my country.

4-H Logo

The 4-H logo represents the core values of 4-H—as symbolized by the iconic clover. A maple leaf at the very heart of the logo in celebration of our deep commitment to patriotism. The four H’s represent Head, Heart, Hands and Health. The logo creates an inclusive home for country, province and local club.

The 4-H name, pledge, logo and motto are protected by trademark and copyright. See the Appendix for more information on proper usage and protocol. 4-H graphics are available on-line under Resources (also on the left navigation under the heading 4-H Logo). These graphics can be used in club brochures, posters, web sites, handout, t-shirts and so on.

See the Appendix for more information on protocol and use of the 4-H Logo.

Where To Go For Help - VISIT www.4h.ab.ca for a complete Staff Listing.

Key Leaders

Every district has a volunteer Key Leader. These Key Leaders assist 4-H leaders and district councils with questions and concerns. The Key Leader also provides assistance to new clubs and leaders. Contact your Regional 4-H Specialist for the name of your Key Leader.

For a complete 4-H Section staff listing check out Contact Us on the 4-H web site.

4-H Section

Director

Diane McCann-Hitz

Phone 780-980-4881

Fax 780-980-4237

E-mail diane.mccann-hitz@gov.ab.ca

Regional 4-H Offices

Regional 4-H Specialists work in offices situated throughout the province. They assist 4-H leaders, clubs and work with district and regional councils to meet their programming needs. Regional 4-H Offices are located:

Peace Region - Grand Prairie

10320-99 St

Grande Prairie, AB T8V 6J4

Phone 780-538-5630 **Fax** 780-538-5288

E-mail nicole.hornet@gov.ab.ca

Northwest Region - Barrhead

Box 4560

BARRHEAD AB T7N 1A4

Phone 780-674-8250 **Fax** 780-674-8309

E-mail stacy.murray@gov.ab.ca

Northeast Region - Vermilion

Box 24

4701 52 ST

VERMILION AB T9X 1J9

Phone 780-853-8115 **Fax** 780-853-4776

E-mail shellyann.dodgson@gov.ab.ca

West Central and East Central Regions Stettler

Postage Bag 600

STETTLER AB T0C 2L0

Phone 403-742-7547 **Fax** 403-742-7527

E-mail yvonne.yaremcio@gov.ab.ca

South Region Lethbridge

Agriculture Centre

100, 5401 1 Ave S

LETHBRIDGE AB T1J 4V6

Phone 403-381-5815 **Fax** 403-382-4526

E-mail ginny.smith@gov.ab.ca

Calgary Region Airdrie

97 East Lake Ramp NE

AIRDRIE AB T4A 0C3

Phone 403-948-8501 **Fax** 403-948-2069

E-mail alexia.hoy@gov.ab.ca

Provincial 4-H Office

Edmonton

7000 113 ST NW

EDMONTON AB T6H 5T6

Phone 780-422-4H4H (4444) **Fax** 780-422-7755

E-mail info@4h.ab.ca

Airdrie

97 East Lake Ramp NE

AIRDRIE AB T4A 0C3

Phone 403-948-8510 **Fax** 403-948-2069

To reach any 4-H Specialist/ Office toll-free from within the province dial 310-0000 then the number you are seeking or ask the operator for the office or person you need.

A map of the 4-H regions can be found in the Appendix.

www.4h.ab.ca

The 4-H Alberta website, www.4h.ab.ca, is an essential tool and resource. In it you will find pertinent and up-to-date information, online resources, a member, parent, and leader section, news articles, project and program materials, along with a whole lot more. It is, however, impossible to walk through and touch on every aspect of the website in the space allocated here but let us note a few key features.

The **home page** is the hub and all navigation through the website begins here. Some exciting things immediately stand out once you enter the site so let us discuss them.

The **menu bar** populates the top of the home page and provides a series of links to various information items. Here you can access resources, online club and program registration, leader screening, regional information, and 4-H news articles, to name just a few. But perhaps the most important menu bar item is the **Search** button. It provides a gateway to the website and is a valuable tool when trying to find specific items in a very quick fashion.

4-H Alberta uses **social media** and our website as way of connecting with our audience and ensuring information is current, relevant and interactive. You will notice on our website's home page **Facebook** postings as well as photo galleries are conveniently displayed for your viewing pleasure. You can also visit our Facebook, Twitter, Instagram and YouTube accounts directly by using @4halberta for each platform.

See all the latest and greatest news in What's New! From the most current edition of the 4-H magazine, to news stories and special announcements this home page feature is sure to keep all 4-Hers in the know with 4-H happenings in and around Alberta.

We are very excited to offer a **Calendar of Events** where all 4-Hers can go to find dates, deadlines, and information on regional and provincial news, scholarship and awards, and program dates just to name a few. The calendar features a filter system so finding what you need is simple and easy.

Resources are a vital tool for 4-H leaders and are readily available through the **Downloads** portal located in the menu bar. Here you will find all the 4-H Alberta resources available in electronic format.

The 4-H website is also an excellent tool for marketing the 4-H program and leaders are encouraged to direct prospective members, parents, and volunteers to our site to read all about the great projects, programs and benefits 4-H offers through our **promotional videos** located on the home page.

Finally, you can contact any of the 4-H Alberta staff through the **Contact** button located on the top of the website – we are just a click away.

So explore and peruse through all the links and webpages and if you have any questions, comments, or suggestions regarding the 4-H Alberta website please email info@4h.ab.ca.

4-H AB Program

4-H Alberta

4-H Clubs

Clubs are unique entities who are responsible for governing themselves within specified policies and procedures. Clubs must:

- Have at least eight members and one leader
- Register members and leaders and pay the registration fee in order to request supplies and for insurance to be in effect
- Have their leaders complete Online Leader Screening
- Have at least six business meetings a year, with an executive formed amongst the members to handle club affairs
- Offer 4-H projects as well as club achievement and community service opportunities

4-H Councils

District Councils

District Councils are individual entities that require representation 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 to offset costs for district activities and regional events
- Select Key Leaders who assist and provide support for clubs and leaders in the district
- Select Key Members who act as a resource to clubs and members in the district
- Ensure communication between clubs, the district and regional councils is maintained. This includes information sharing and forwarding concerns and recommendations to the regional councils

Regional Councils

Each of the seven Regional Councils are individual/entities, with most being registered societies. They select/elect representatives to various provincial advisory committees (BAC, PEAC and SHAC) and the 4-H Council of Alberta. They may also:

- 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 also set expectations, rules or policy for these events and activities
- Collect fees from District Councils to offset costs for regional events
- Ensure communication flows between the District Councils and the 4-H Council of Alberta. This includes information sharing and forwarding concerns or recommendations to the 4-H Council of Alberta

4-H Council of Alberta

The 4-H Council of Alberta is a registered society made up of nine elected directors, seven of which are elected by Regional Councils and two of which are elected or selected by the Council. The Council's mandate within 4-H Alberta is:

- Promoting 4-H, ensuring long-term stability for a vibrant future for 4-H in Alberta
- Sending a representative to the Canadian 4-H Council
- Negotiating and purchasing insurance through the Canadian 4-H Council as well as managing insurance claims and inquires
- Leading policy development, implementation as well as governance (ie. Grievance Process)
- Management of Online Leader Screening
- Administering the Golden Clover Award
- Piloting special initiatives
- Ensuring communication flows between the 4-H Council of Alberta's directors and Regional Councils. This includes information sharing and discussion of new initiatives and concerns stemming from clubs, district or regional Councils

For more information, visit www.4h.ab.ca or email council@4hab.com

Canadian 4-H Council

The Canadian 4-H Council began in 1933 to oversee 4-H in Canada. They do this through national marketing campaigns, a national magazine, and through national programs. Youth have the opportunity to expand their 4-H experience through national and international conferences, exchanges, scholarships and grants. They focus on making sure 4-H members have exciting opportunities available to them, and building a strong 4-H across Canada through national public relations initiatives, sharing communication and information between the provincial 4-H programs, developing recruitment and other resource materials and providing a National 4-H Supply Service, a mail order catalogue featuring 4-H promotional items.

The Council is a not-for-profit, non-governmental agency governed by a group of individuals representing sponsor organizations. An elected Board of Directors governs the Council.

For more information, visit www.4-h-canada.ca

4-H Section

The 4-H Section is a program of Alberta Agriculture and Forestry Ministry and is responsible for the direction of 4-H Alberta and its members, leaders and clubs. Their mandate within 4-H Alberta is the:

- Development and delivery of provincial programs for members, leaders and clubs
- Supporting 4-H regions and their programming needs for members, leaders, clubs and councils, including training opportunities
- Development and delivery of print, online and multimedia resources for members, leaders, clubs and councils. This includes the 4-H Alberta Magazine, 4-H Alberta Annual Report as well as promotional, project and club materials
- Implementing internal and external communication and marketing directives through a variety of means including the website and social media
- Administration of Online Club Registration & Supply Ordering System
- Development and delivery of travel and award opportunities

For more information visit www.4h.ab.ca or email info@4h.ab.ca

4-H AB Program

4-H Foundations

4-H Foundation of Alberta

The 4-H Foundation of Alberta is a registered charity that operates under the direction of the volunteer Board of Directors. Its CEO and staff seek, receive, and administer funds to secure the ongoing viability of 4-H Alberta. Components of the Foundation's mandate within 4-H Alberta include:

- Acquisition and maintenance of corporate partnerships, planned estate giving, charitable donations as well as securing grant opportunities.
- The administration and facilitation of provincial, regional, district and club scholarship and bursary opportunities
- Establishing and providing province-wide fundraising opportunities and sponsor-led support for clubs, District and Regional Councils
- The maintenance, operation and enhancement of of the Alberta 4-H Centre
- Management of funds and investments on behalf of 4-H Alberta and other rural groups

For more information visit www.4h.ab.ca or www.4hab.com or email foundation@4hab.com

4-H Foundation of Canada

Incorporated in 1969 the Canadian 4-H Foundation's main purpose is to raise funds to support the continuation and growth of national 4-H programs. The foundation is governed by a volunteer Board of Trustees and all funds are invested through a financial advisor. Principal amounts of all donations remain in the Foundation trust with 10% of the interest reinvested each year. This allows 90% of the investment income to benefit programming and services for all 4-H clubs across Canada.

“The most encouraging aspect of supporting the Foundation is that the money you donate today will not only support current 4-H members, but will continue to work for the benefit of future generations of 4-Hers.”

All donations to the Foundation are recognized in the Annual Report and on an individual basis

For more information, visit www.4-h-canada.ca

4-H Alberta Regulations

For a complete list of 4-H Alberta's Policies - VISIT the Downloads section 4-H Alberta's website.

Adult Volunteer Leaders

1. Volunteer adult leaders must be at least 18 years of age.
2. All adult volunteer leaders must be elected or approved by the members each year.
3. All new leaders must complete Leader Screening to become a certified leader. Existing leaders must be recertified every five years.
4. All new leaders must complete a training program as part of the leader screening process.
5. A person cannot be registered as both a 4-H member and adult leader in the same year.

Members

1. Young people who have reached their ninth birthday and have not reached their twenty-first birthday by January 1 of the current club year can join a 4-H club. 4-H club year runs from October 1st to September 30th each year. The following example illustrates how this regulation is applied.
2. Youth who are younger or older than the official 4-H age limits cannot be members. The Government of Alberta, all 4-H Councils and the 4-H Foundation of Alberta assume no responsibility for under age or over age youth. Youth who are younger or older than the official age limit (9-20 years of age) are not considered a 4-H member. 4-H Alberta assumes no responsibility for those not registered with 4-H Alberta. The 4-H Council of Alberta is currently under taking a pilot for 6-8 years. If a youth is registered in this pilot they are covered by the 4-H Council of Alberta's insurance.
3. The member's provincial 4-H registration fee must be paid before the member will receive any project supplies or can participate in any district, regional, provincial or national 4-H programs.

Under or over age youth will not:

- be listed on the club's official registration form
- receive any supplies provided by the organization
- be covered by the 4-H liability and other insurance policies.

4. Basic member expectations

A 4-H member must meet all the following requirements to receive credit for a club year:

- a) Complete a project record book for each and have them signed by the club or project leader.
- b) Attend a minimum of 70% of club activities.
- c) Complete a communication activity.
- d) Participate in a club activity that is of benefit to your community.
- e) Participate in the club's achievement event. If the member's project is unavailable (for example, a calf dies), the member is still expected to have some part in the achievement event.

4-H AB Program

Clubs

1. All clubs must complete an Online Club Registration by **December 1**. A club must be registered before supplies will be issued and the 4-H insurance is in effect. Any clubs that register after December 1 **must** pay a \$100 late registration fee. **Policy # 4.03**
2. The club leader, club contact, and the club members must be residents of Alberta.
3. A 4-H club must have a minimum of eight members. (See policy 4.01 for exception.)
4. Each club must have at least one adult leader. Having additional leaders to assist with projects and activities is ideal.
5. Each club must elect, from among the club members, an executive to handle club affairs. Parents are welcome to attend club meetings but must save comments and questions until after the agenda has been covered. Some clubs designate 15 minutes after the meeting for leaders/parents to have input.
6. Each club must hold a minimum of six business meetings during the club year. A business meeting is any meeting where the club members conduct business using parliamentary procedures.

Other

7. All personal information of members and leaders (including addresses and phone numbers) must be kept confidential. It should be released to people outside of the club only with permission of the individual (or parent if member is younger than 18).
8. According to the Child Welfare Act, any person who has reasonable and probable grounds to believe that a child is in need of protective services, is legally bound to report it.
9. For help, dial **1-800-387-5437** (the child abuse hotline).

Why Do We Have Rules?

The 4-H Council of Alberta has developed a number of policies that define basic expectations for 4-H membership. These policies are established as a minimum guideline for clubs and councils. The **4-H Alberta Policies** are reviewed on a regular basis, and recommendations for changes or additions can be made through your district council. Through your club, district or regional constitution, additional Policies.

The 4-H Council of Alberta, in collaboration with the 4-H Section has developed the policies to provide a framework for club operations as well as consistency within the program. Consistent rules are necessary for activities that lead to higher-level competitions. An example of this is public speaking. These rules ensure that when members arrive at the provincial event, they have been subject to the same rules.

We recognize that each club is unique. Clubs have the opportunity to ensure that they can meet the needs of their 4-H members by developing some of their own rules and expectations. Clubs may decide on the type and number of projects they wish to have, the maximum number of members, and even the level of competition they are comfortable with.

If your club, council or committee is making rules, they should form part of your constitution. Some things to keep in mind when developing rules include:

- Provincial rules provide the minimum standards. Each club, council, or committee may make additional rules which are more restrictive, however, they can't contradict or diminish the provincial rules. Avoid rules that are too restrictive, or inhibit innovation and creativity
- A rule should be in effect for a number of years.
- Make rules you can enforce.
- Look at the big picture. Do you really need a rule to control the situation?
- Be aware that specific events may require special rules. These same rules do not have to be followed at all activities.
- Keep the interests of the members in mind and involve them in the development of the rules.
- Are the rules realistic and fair?
- Collectively develop rules put them in writing and give every family a copy.
- Revisit your rules yearly. Make any necessary changes, and distribute them to everyone who is affected by them.

The 4-H Alberta Policies are available from your Key Leader, the 4-H Specialist in your region or on the 4-H web site in Downloads. These policies are a resource to assist your club when questions arise regarding rules and regulations in 4-H.