

## 4-H Leadership Development

### 4-H Alberta Leader Orientation and Training

Levels One, Two and Three are offered at Leaders' Conference. Level One is offered online as well as in many districts, regions.

#### **Level One: Welcome to 4-H**

"This Leader's Guide and the accompanying online quiz, or in-person workshop and quiz, introduce 4-H leaders to the basics of 4-H and being a leader in this organization. This is also a requirement for all new 4-H leaders. The online version of Level 1 is available at [www.4h.ab.ca](http://www.4h.ab.ca).

#### **Level Two: Helping You to Help Others**

This workshop covers topics such as shared leadership, team work, delegation, parent involvement and learning from others.

#### **Level Three: Maximizing Your Club's Potential**

This workshop covers topics such as program planning, fundraising, utilizing senior members and dealing with conflict.

## 4-H Alberta Resources

4-H Alberta offers a variety of resources available online and in print. Online resources are available via the Downloads page.

### **4-H Club Supply Catalogue**

After you have registered your club on-line, you may order supplies for your club through the on-line club supply catalogue.

### **National 4-H Supply Service Catalogue**

Clubs and individuals can purchase items such as pins, flags, crests, placemats, napkins and T-shirts from the Canadian 4-H Council's National supply service. Visit <https://shop.4-h-canada.ca/>

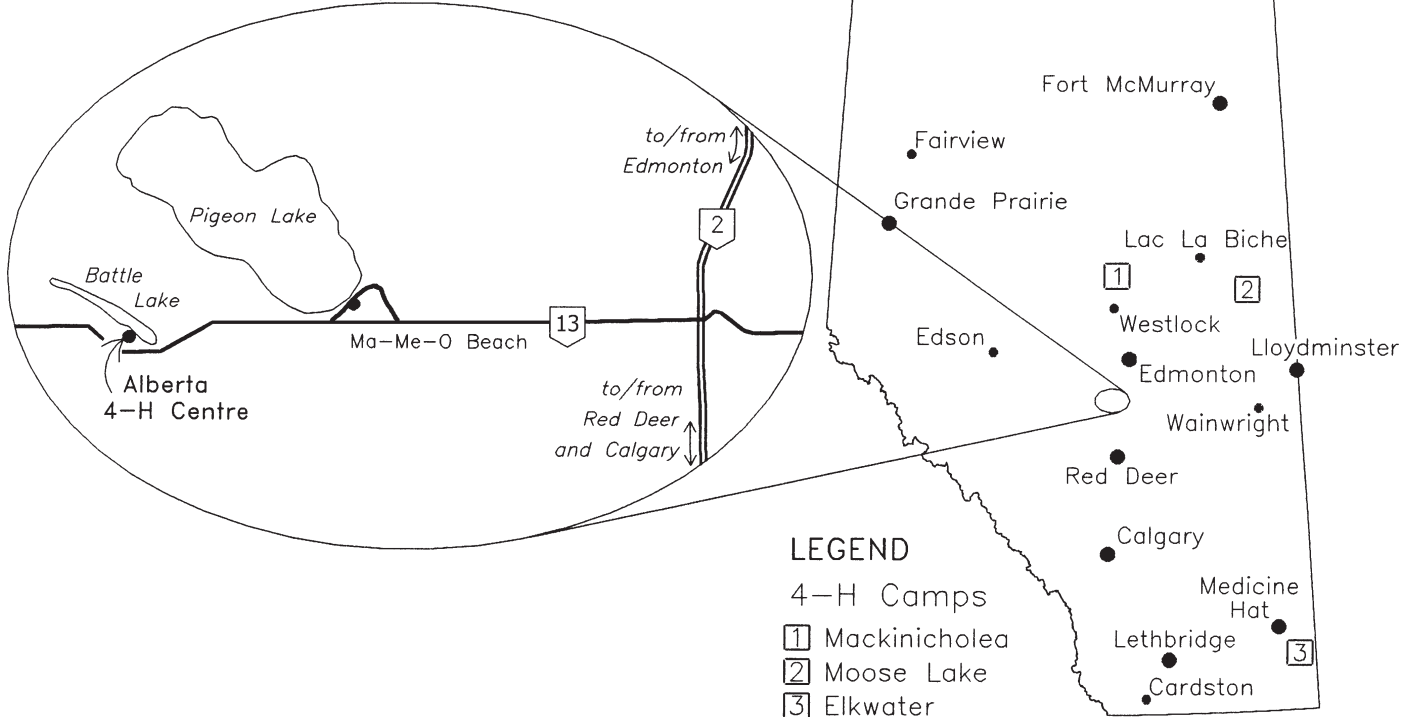
### **4-H Alberta Store**

The 4-H Alberta Store has all the latest and greatest in 4-H merchandise. From tee shirts, to travel bags, to gate signs, we have it all! Check out our new arrivals by visiting <http://www.4h.ab.ca/Partners/council.html>

## How To Get To The 4-H Centre

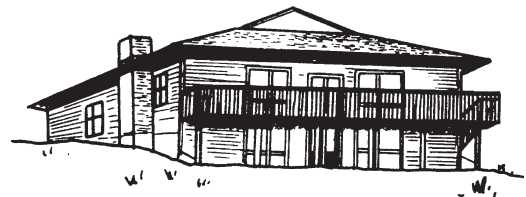
The Alberta 4-H Centre is located on highway 13 approximately 35 km west of the highway 2 overpass (or approximately 20 km east of Winfield). Signs marking the Alberta 4-H Centre are located along the highway.

Alberta 4-H Centre  
41043 Rge Rd 21  
County of Wetaskiwin



For more information contact:

Alberta 4-H Centre  
RR1 WESTEROSE AB T0C 2V0  
Toll-Free **1-877-682-2153**  
Phone 780-682-2153  
Fax 780-682-3784  
Email [foundation@4hab.com](mailto:foundation@4hab.com)



Approximate driving distances to the Alberta 4-H Centre from ...

Calgary.....	286 km	Lac La Biche.....	342 km
Cardston.....	512 km	Lethbridge.....	501 km
Edmonton.....	122 km	Lloydminster.....	340 km
Edson.....	315 km	Medicine Hat.....	525 km
Fairview.....	675 km	Red Deer .....	141 km
Fort McMurray.....	559 km	Wainwright.....	246 km
Grande Prairie.....	573 km	Westlock.....	207 km



# 4-H Logo and Wordmark

## Protection and Usage Guidelines



An organization's identity - which is invaluable in terms of branding, awareness, and goodwill - is represented by its logo and its wordmark. It is crucial for our long-term success that we all work together to maintain the integrity of both the 4-H clover logo, the '4-H' wordmark, the Motto and the Pledge. The Canadian 4-H Council is obliged to monitor and protect its registered trademarks by enforcing all infringements through the Canadian Trademarks Office. Failure to do so can result in the loss of our registration. We all have a responsibility to maintain and protect our logo and wordmark. Please report any infringements to the contact provided below.

### The 4-H Logo

The 4-H logo is registered to the Canadian 4-H Council under the official Trademarks Act. The following are granted full permission to correctly use and/or distribute the 4-H logo without prior written consent: 1) Media when used in conjunction with a 4-H story; 2) All provincial 4-H agencies which are members in good standing of the Canadian 4-H Council; 3) registered 4-H regions/districts/counties in good standing with their provincial agency; 4) registered 4-H Clubs, registered 4-H Members, and registered 4-H Leaders in good standing with their provincial agency; 5) Corporate, association and individual Members in good standing of the Canadian 4-H Council; 6) Sponsor of 4-H at local, provincial, or national level. This includes but is not limited to use of the logo on clothing, printed materials, and websites. Note: Authorization to use the logo by third parties where the sole purpose of the intended usage is the sale/promotion/marketing of a product or service requires a signed agreement with Canadian 4-H council (or its member provincial agency).

### The 4-H Logo May Be Used In One Of The Following Formats



**CANADA**  
4-H Alberta

Black and White



**CANADA**  
4-H Alberta

Colour



**CANADA**  
4-H Alberta

Reversed

# 4-H Provinces and Clubs

- Full club name appears above the clover, in the same colour as the clover.
- “4-H” is optional in club names.
- The Canada and Province lines are the “organization identifier” and may not be changed.
- Provinces may not be abbreviated.
- Town/City not included if absent from club name.
- Club names should appear in Gotham Book font.
- Some club names are very long and must be stacked to two (or three) lines. Club width should not be wider than the clover plus the height of the “H” on either side.
- Provincial identifier and club names should be 25% smaller than the word Canada.
- “Canada” always appears below the clover.
- Province will appear below “Canada” and the club names will appear above the clover.
- The identifier line above the logo is for the following official 4-H entities: clubs, districts, regions, council (only in the case of Alberta), and foundations. Other content is not permitted in this line but can be placed near the logo with the space equivalent of an H in between.
- Events, projects and other 4-H activities should not appear in the club identifier line but rather can be placed to the right of the logo, provided there is the space equivalent of an H on all four sides of the logo.

Full Club Name



**CANADA**  
4-H Alberta

## Values For Colour Reproduction

Pantone 7739

CMYK values for the official green are C 85% M 10% Y 100% K 10%

RGB values for the official green are R 11% G 148% B 68%

Hex Key# 0b9444

Do Not place any other object or piece of art work directly next to the logo. Leave a 1/4" circle of white space. Do Not make any changes/additions/deletions to the logo (i.e. removing the word 'Canada' to insert a Club name). Do Not use the U.S. clover logo in place of the Canadian 4-H logo. When in doubt, find out!

### The 4-H Wordmark: '4-H'

The 4-H wordmark (4-H) is protected under the official Trademarks Act. Correct usage is as follows: a numeral '4' followed by a clearly defined dash (-), followed by a capital 'H'.

Do not, under any circumstance, remove or otherwise alter the dash (-).

### The 4-H Motto: 'Learn To Do By Doing'

The 4-H Motto, Learn To Do By Doing, is protected under the official Copyrights Act.

Do not, under any circumstances, alter this copyrighted motto.

### The 4-H Pledge

The 4-H Pledge, which is protected under the official Copyrights Act, is as follows:

'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'

Do not, under any circumstances, alter this Copyrighted Pledge.



**CANADA**  
4-H Alberta

### Electronic Uses

The registered Logo, Wordmark, Motto and Pledge may be scanned for electronic use. Output resolution should ensure high-quality reproduction when printed or displayed on-screen. When resizing the logo, you must maintain the aspect ratio between the width and the height to prevent a skewed or 'squashed' appearance.

### Legal Attribution Line

An attribution line is required in all instances where the logo is used. The attribution line should read: 'Registered trademark of the Canadian 4-H Council.'

When brought to its attention, the Canadian 4-H Council will notify the Canadian Trademarks Office of all trademark violations; violators will be notified in writing to cease use of the registered wordmark and/or logo. Failure to comply may result in legal action.



4-H Regional Map



## 4-H Alberta Awards of Excellence



The 4-H Alberta Awards of Excellence is a series of four 4-H Alberta awards designed to recognize the achievements of 4-H members. The awards are based on the accumulated total of the member's yearly 4-H Diary points.

Encourage your 4-H club members to complete their diaries each year. The diaries not only serve as a great personal record of the members' 4-H experience; they also are required for participation in the Selections program, and for 4-H Scholarship applications. For more information on 4-H Diaries, or to download a copy, visit the 4-H website at [www.4h.ab.ca](http://www.4h.ab.ca).

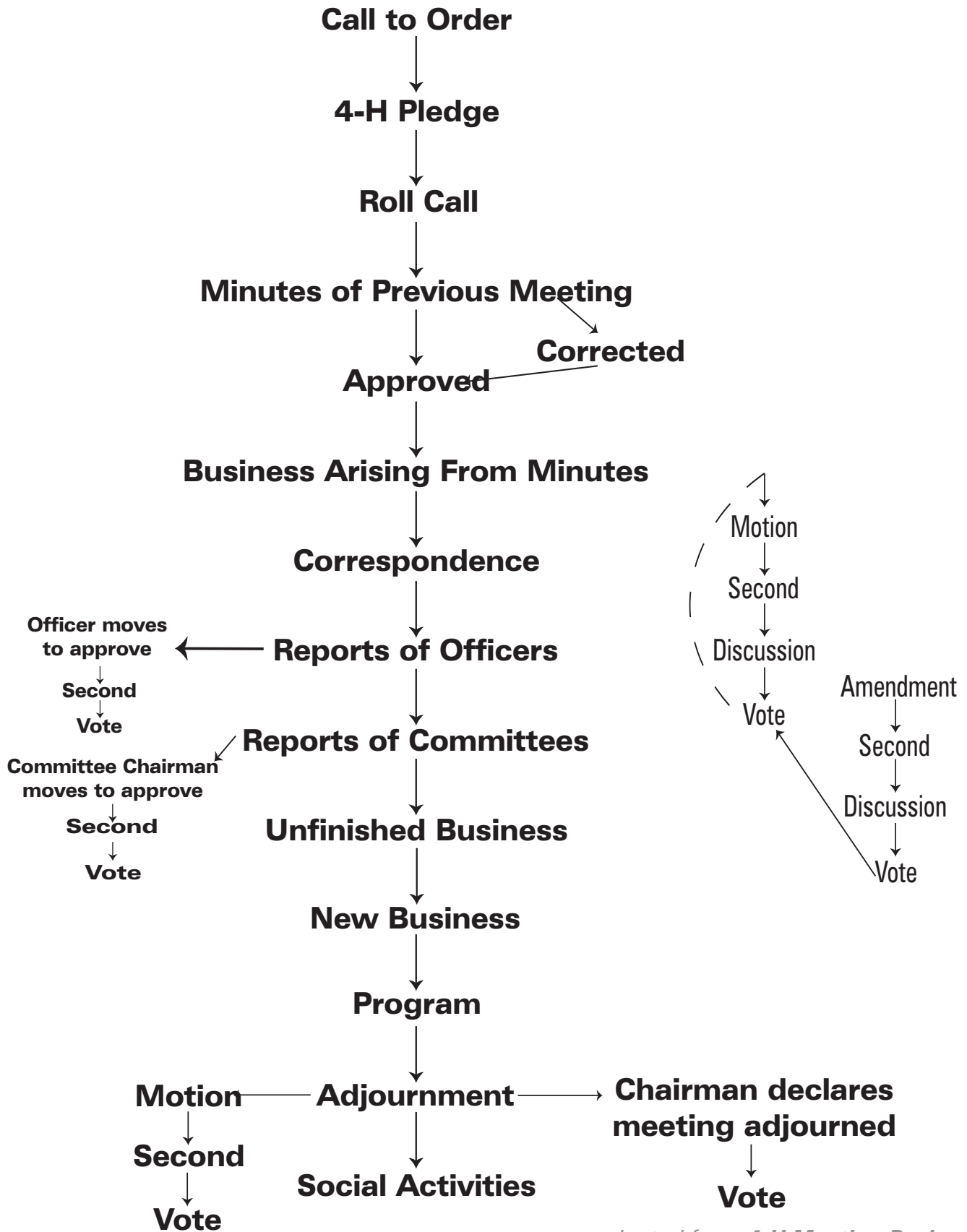
Once a member has reached one of the following point levels, the leader can order an Award of Excellence to be presented to the 4-H member. To order, complete the 4-H Alberta Award of Excellence Order Form and send it to your **Regional 4-H Specialist**.

### Eligibility Requirements

Award	Points Needed	Approximate Years Needed
Bronze	90	3
Silver	150	4-5
Gold	220	6-7
Platinum	320	8+

- Clubs may apply once per year for awards. Members can receive one award each year. If a member is eligible for a silver or gold award and has not received a bronze award, you can order a lower award so the member can collect the whole set. However, if this is the member's last year in 4-H, you will want to order the highest award the member is eligible for.
- **If you have questions, please contact your Regional 4-H Office.**

# 4-H Club Meetings At A Glance





## 4-H Club Meeting Parliamentary Sample

### Call to order

Chair: *Will the meeting please come to order*

### Pledge

Chair: *Would you please rise for the pledge? Would \_\_\_\_\_ come led us in the pledge?*

### Roll Call

Chair: *The secretary will now call roll call*

### Minutes of the previous meeting

Chair: *Secretary will now read the minutes of the previous meeting*

Secretary reads the previous meeting minutes

Chair: *Are there any errors or omissions? Will someone move the minutes be adopted as read (or corrected)* Requires a seconder (*ask for a seconder*) and a vote.

Chair: *All in favour*, (count votes) then say *opposed* (if close count then majority wins)

### Business arising from the minutes

Chair: *Is there any business arising from the minutes?*

### Reports from Officers

Treasurer reads or hands out treasurer's report. At the end of the report the

Treasurer: *I move my report to be adopted as read (or as presented)* Requires a seconder. Discussion is allowed. A vote is required.

### Reports from Committees

The reports are read or handed out. Reports that are for information only, do not require a motion.

### Amending a Motion

Amendment to a motion occurs after the motion has been moved and seconded but has not been voted on. The amendments may change or modify the motion but do not change the intent of the motion. If the maker of the motion likes the amendment the maker says: *I will accept the amendment*. If no one objects, the amendment does not have to be voted on, as it automatically becomes part of the original motion. Or the member makes a motion: *I move to amend the motion by adding or subtracting . . .* Seconded, discussion, restate the amendment then vote.

### Adjourning a Meeting

Requires a mover and a seconder

## Sample Agenda for 4-H Meeting

1. **Call to order.**
2. **4-H Pledge.**
3. **Roll Call.**
4. **Additions to the Agenda** - Is there anything to add?
5. **Minutes** - Any errors or omissions? Adoption requires a motion, second and vote.
6. **Old business or business arising from the minutes.** Discuss active items and business that has been ongoing.
7. **Correspondence** - Include information leader received.
8. **Reports of Officers** - Reports should be written and submitted to the secretary for inclusion in minutes. Officers move to adopt their own reports, requires a second and vote.
9. **Reports of Committees** - Reports are generally given by the committee chair and should also be submitted in writing. Presenter should move to adopt report, requires a second and vote.
10. **New Business** - Topics should be on the agenda prior to the meeting.
11. **Announcement of dates and program for next meeting.**
12. **Nominations and Elections** - Generally done once a year; see your constitution.
13. **Adjournment** - Chair can declare the meeting adjourned if there is no further business; requires a second if motion to adjourn is early.

General Meetings should also include one or more of the following:

**Program** - project work, guest speaker, discussion group, demonstration, or workshop.

**Social Activity** - games, food, fun and interaction of all members and leaders

*adapted from 4-H Meeting Pack*

