

NORTHEAST REGION



CANADA  
4-H Alberta

# Northeast Regional 4-H Council

# Policies and Procedures

Approved November 3, 2018

## **Northeast Regional 4-H Council Policies and Procedures**

The following policies were passed at the regional meeting on October/2016 and approved on November 3, 2018 at the Northeast Region 4-H Council Fall Meeting.

Unless otherwise stated, policies will be reviewed every other year at the Fall Organizational Meeting.

### **All Clubs and Projects:**

4-H Alberta Policies are available on-line and reflect the minimum standards within 4-H Alberta. It is important that individuals, clubs and councils always refer to specified rules, regulations and or procedures for various projects/events that they take part in. Clubs, districts, and the NE Region may have additions to policies above the 4-H Alberta policies.

If your club has suggestions for any other items that you feel a policy should be written for, please contact the regional office at 780-853-8115 or [shellyann.dodgson@gov.ab.ca](mailto:shellyann.dodgson@gov.ab.ca) or Colette McBride, Regional President at [colette.mcbride@gmail.com](mailto:colette.mcbride@gmail.com) in writing so that it can be added to the meeting agenda.

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| <b>Policy # 1.01</b>                                 |                    |
| <b>Northeast Regional 4-H Council Meeting Policy</b> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

The Northeast Regional 4-H Council will host three meetings a year:

November – General Meeting

January – Annual General Meeting (elections and annual financials)

April – General Meeting (Budget and Program Plan Approval)

**Reports**

Reports are to be submitted electronically to the regional secretary at least three (3) business days prior to the meeting, or in writing to the regional secretary at the meeting.

The following entities will provide reports at the regional meetings:

President

Treasurer

4-H Section

4-H Council of Alberta

4-H Foundation of Alberta

Regional Specialist

Beef Advisory Committee / Sheep Advisory Committee / Provincial Equine Advisory Committee / Life Skills Advisory Committee

**NOTE** – provincial committee representatives will be responsible for chairing and presenting information discussed during the respective project meeting prior to regional council meetings

Regional organizing event committee

**NOTE** – each committee for regional programs must provide a written report and proposed budget before the event and a written report and financial statement after the event

Award Trips

District Reports

**Executive Meetings**

Executive meetings are held prior to all regional meetings. Their purpose is to set agendas, review financial reports, and deal with any outstanding business.

**Special Meetings**

Special meetings are called at the request of the Regional President. Their purpose is to discuss information or when immediate action is required by the council.

|   |                    |
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| <b>Expense Reimbursement Policy</b><br><i>Given that 4-H is a non-profit organization, it is expected that those requesting reimbursement for out-of-pocket expenses use discretion. For example, car-pooling and shared accommodations are expected.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |
|   |                    |

Prior to receiving any payment for fuel, reimbursement of fees, or any other **approved** expenses, receipts/reports must be provided to the regional treasurer via the regional 4-H office using Expense Claim Form #2.

Only covers expenses that are not covered by other levels of 4-H (or organizations). The Northeast Regional 4-H Council will not pay mileage for programming unless it is under a contract basis for regional programs.

**1. Reimbursement of Fees**

- a) Counsellors In Training (CIT) Fee will be reimbursed to the member at the completion of a Moose Lake camp in August of the same year as the training took place. The member must request this reimbursement by way of letter and expense form. This will be a one-time reimbursement. The exception are those member that are 15 years of age attending CIT, but unable to counsel due to age restriction.
- b) National trips will be considered on an individual basis. The member must request this reimbursement by way of letter one month prior to a regional meeting.

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| <b>Policy # 2.02</b>                                       |                    |
| <b>4-H Volunteer, Leader, Executive Development Policy</b> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |
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Each district in the Northeast Region is expected to provide training to Volunteers, Leaders and club executive members each year to ensure that information is current.

**1. Leadership/Volunteer Training Funds**

- a) Each district is entitled to submit an application for Leadership Training. The NE Regional 4-H Council will provide up to \$100 to the district upon the completion of training and submission of report including attendance and skills and knowledge taught.

**2. 4-H Club Executive Training Funds**

- a) Each district is entitled to submit an application for 4-H Club Executive Training. The Northeast Regional 4-H Council will provide up to \$100 to the district upon the completion of training and submission of report including attendance and skills and knowledge taught.

**Northeast Regional 4-H Council**  
**Application for Leadership/Volunteer Training Funds**

\$100.00 per District is available for Leadership Training for Volunteer 4-H Leaders.

1. District: \_\_\_\_\_

President: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Name of Training: \_\_\_\_\_

Length of Training: \_\_\_\_\_

Location: \_\_\_\_\_

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

3. Description of training and the skills/knowledge to be learned by participants:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Details of how funding will be spent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Date of application: \_\_\_\_\_

\*\*\*\*\*

Approval for funding: (completed by Northeast Regional 4-H Council Executive)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_

**Northeast Regional 4-H Council**  
**Application for 4-H Club Executive Training Funds**

\$100.00 per District is available for Training of 4-H Club Executives.

1. District: \_\_\_\_\_

President: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Name of Activity: \_\_\_\_\_

Length of Training: \_\_\_\_\_

Location: \_\_\_\_\_

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

3. Description of training and the skills/knowledge to be learned by participants:

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4. Details of how funding will be spent:

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5. Date of application: \_\_\_\_\_

\*\*\*\*\*

Approval for funding: (completed by Northeast Regional 4-H Council Executive)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Comments:

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|   |                    |
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| <b>Policy # 2.03</b>  |                    |
| <b>Casino Policy</b><br><i>The Northeast 4-H Region participates in the Fort McMurray Boomtown Casino on a regular basis.</i><br><br><i>The Alberta Gaming and Liquor Commission regulate all aspects related to casino funds, which includes allowable expenses and distribution of funds.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

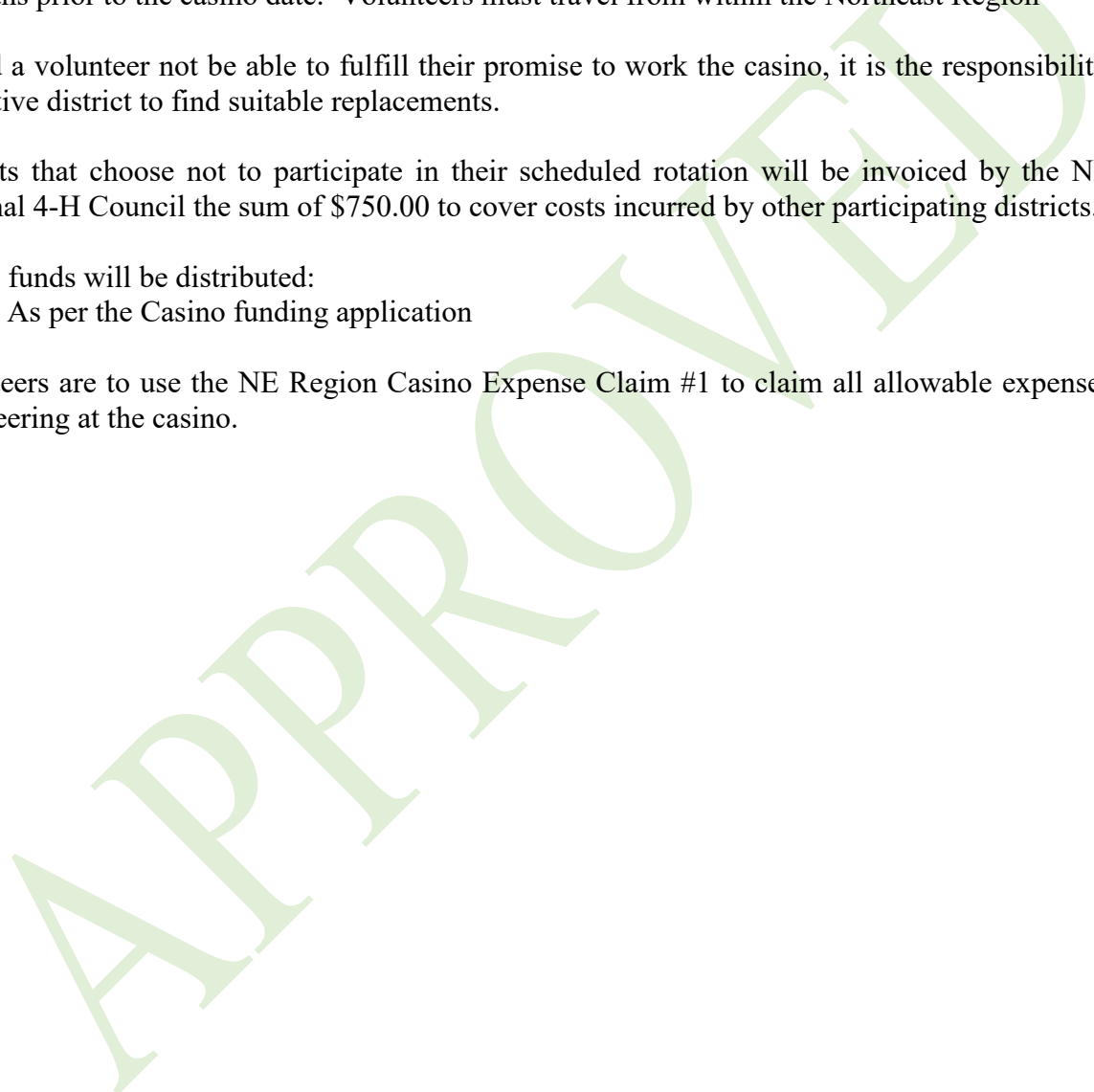
Districts named in the rotation schedule will be responsible for providing a total of 15 volunteers and at least 3 additional alternates that could be available on short notice. Submission of names must be done 3 months prior to the casino date. Volunteers must travel from within the Northeast Region

Should a volunteer not be able to fulfill their promise to work the casino, it is the responsibility of the respective district to find suitable replacements.

Districts that choose not to participate in their scheduled rotation will be invoiced by the Northeast Regional 4-H Council the sum of \$750.00 to cover costs incurred by other participating districts.

Casino funds will be distributed:  
 As per the Casino funding application

Volunteers are to use the NE Region Casino Expense Claim #1 to claim all allowable expenses while volunteering at the casino.







**CANADA**  
4-H Alberta

# NE Region Casino Expense Claim Form #1

Please print in ink.

Make cheque payable to:

|                 |              |              |  |
|-----------------|--------------|--------------|--|
| First name      |              | Last name    |  |
| Mailing address |              | Town or city |  |
| Postal code     | Phone number |              |  |

**Program information**

|                          |          |
|--------------------------|----------|
| <b>BOOM TOWN CASINO</b>  |          |
| <b>FORT McMURRAY, AB</b> |          |
| Start date               | End date |

**Expenses**

Hotels Booked and Paid by the NE 4-H Regional Council

Fuel (please attach receipts) \_\_\_\_\_

Meals (please attach receipts) \_\_\_\_\_ (Region will not pay tips and to a Max of \$20/meal to a maximum of \$60/day)

Other expenses (please list on back & attach) \_\_\_\_\_

Signature of claimant

Date

**Return within 30 days to:**

**NE Regional 4-H Council  
Box 24, 4701-52 Street  
Vermilion AB T9X 1J9**

| For Treasurer/Specialist Use Only              |    |
|--|----|
| Fuel (receipts required – Carpools Encouraged) | \$ |
| Meals (receipts)                               | \$ |
| Other  | \$ |
| <b>Total</b>                                   | \$ |
| Paid on:                                       |    |

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| <b>Regional Program Funding Policy</b><br><i>The Northeast 4-H Region is responsible for budget allocation and payment of expenses associated to approved Northeast Regional programs.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

The Northeast Regional 4-H Council will be responsible for the following financial aspects of regional programming:

- Reimburse the host districts'/leaders' expenses associated to the operation of an approved regional program
- Budget allocation is set by the council and approved at the AGM
- Approve and reimburse APPROVED over budget costs
- Set fees for regional programs; these fees are to cover costs for the program and not to make a profit, and are approved at the AGM with the budget

Late Fees/Refunds:

For all NE Regional programs, the council will follow the 4-H Alberta policy:

*An administrative fee of \$50.00 will be retained on all cancellations. Cancellations received less than 14 days before the start of the event start date will forfeit the entire registration fee unless a delegate replacement is available or extenuating circumstances.*

NSF Cheques:

For all NE Regional programs, the council will charge a fee of \$25.00 for any cheque that comes back NSF to cover charge back fees.

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| <b>Policy # 2.05</b>   |                    |
| <b>Regional Council Fee Policy</b><br><i>The Northeast Regional 4-H Council is responsible for determining and allocation of a Northeast Regional Fee.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

The Northeast Regional 4-H Council currently does not have a Regional Council Fee and members are responsible only for 4-H Alberta member, district and/or club fees.

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| <b>Policy # 2.06</b>   |                    |
| <b>4-H Exchange Funds Policy</b><br><i>The Northeast Regional 4-H Council promotes the interaction of members within the region to take part in regional and national exchanges.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

Each individual, club, district or region is eligible to apply for funding for an approved exchange provided that the correct application is completed and supporting documentation is presented to the Northeast Regional 4-H Council.



## Application for 4-H Exchange Funds

(Remember to also submit supporting documentation that an exchange has been formally initiated)

**Send to:** NE Regional 4-H Office, Attention: 4-H Specialist, Box 24, 4702 -52 St Vermilion, AB T9X 1J9

**Recommended funding amounts \*\* will be based on the following:**

**Regional or District level exchange eligible for \$ 1000.00**

**Club level exchange eligible for \$ 500.00**

**Individual participating in a 4-H exchange eligible for \$ 100.00  
(excluding award trips)**

1. **Name of individual or group applying:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Postal Code:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Supporting documentation enclosed**  **Yes**  **No**
  
2. **Name of Exchange program:** \_\_\_\_\_  
**Number of members participating in exchange:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Dates:** \_\_\_\_\_
  
3. **Description of activities involved during the exchange and how other members will benefit even if they are not directly participating with the exchange:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. **Details of how other funding will be earned:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. **The NE Region will supply one pin per member participating in an exchange at no cost, additional pins are available for \$2.00 per pin. Order Now!**  **Yes**  **No**
  
6. **Date of Application:** \_\_\_\_\_

**\*\*The contribution of this money has been made possible to Northeast District 4-H Councils through Casino funding. The Northeast Regional 4-H Council will review availability of funds each year, so ensure that you are using a current year application when applying for funding.**

|   |                    |
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| <b>Policy # 3.01</b>  |                    |
| <b>Northeast Region – 4-H Award of Distinction</b><br><i>This award is to recognize 4-H Leaders in the Northeast 4-H Region who have shown leadership within 4-H.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

**Purpose**

This award is to recognize 4-H Leaders in the Northeast 4-H Region who have shown leadership within 4-H. These people exemplify 4-H spirit dedication, commitment involvement and a true belief in the 4-H program. They are seen as forward thinkers in moving 4-H towards the goals and vision of 4-H in the Northeast Region.

**Award**

Recipients of this award will have their picture hung on the 4-H Wall of Distinction at the Regional Office of Alberta Agriculture and Forestry in Vermilion. The recipients will also receive a framed certificate, and photo. Regional funds are available to the nominating district for a celebration to honour the recipient.

**Who Is Eligible**

Any 4-H Leader (i.e. General Leaders, Assistant Leaders, Project Leaders), whether active or previously involved in 4-H within the Northeast Region is eligible. This involvement should be for at least 10 years. Posthumous nominations will not be accepted. Individuals already recognized in the Provincial 4-H Hall of Fame are not eligible for this regional award. Individuals not recognized may be re-nominated in the following year(s).

**Selection Criteria**

Awards are based on leadership activity within 4-H that goes above and beyond what is required, especially at the club level, with consideration for involvement at the district, regional and provincial levels. Decisions are based solely on the information provided in the submitted nomination package.

**Nominations**

Each 4-H District Council in the Northeast Region may nominate one individual for the Northeast Region 4-H Award of Distinction in a year.

**Deadline**

COMPLETE nominations are due in the Regional 4-H office by September 1<sup>st</sup>.

# Award of Distinction Application Form

## **Purpose**

This award is to recognize 4-H Leaders in the Northeast 4-H Region who have shown leadership within 4-H. These people exemplify 4-H spirit dedication, commitment involvement and a true belief in the 4-H program. They are seen as forward thinkers in moving 4-H towards the goals and vision of 4-H in the Northeast Region.

## **Award**

Recipients of this award will have their picture hung on the 4-H Wall of Distinction at the Regional Office of Alberta Agriculture and Forestry in Vermilion. The recipients will also receive a framed certificate, and photo. Regional funds are available to the nominating district for a celebration to honour the recipient.

## **Who Is Eligible**

Any 4-H Leader (i.e. General Leaders, Assistant Leaders, Project Leaders), whether active or previously involved in 4-H within the Northeast Region is eligible. This involvement should be for at least 10 years. Posthumous nominations will not be accepted. Individuals already recognized in the Provincial 4-H Hall of Fame are not eligible for this regional award. Individuals not recognized may be re-nominated in the following year(s).

## **Selection Criteria**

Awards are based on leadership activity within 4-H that goes above and beyond what is required, especially at the club level, with consideration for involvement at the district, regional and provincial levels. Decisions are based solely on the information provided in the submitted nomination package.

## **Nominations**

Each 4-H District Council in the Northeast Region may nominate one individual for the Northeast Region 4-H Award of Distinction in a year.

Attach **the page with the completed nomination information** to the front of the supporting documents. Please be concise when including the information outlined in Sections B, C and D (with a minimum of two and maximum of four typed pages). Point form is acceptable. Limit the testimonial letters to two.

## **Deadline**

COMPLETE nominations are **due in the 4-H office in Vermilion by September 1<sup>st</sup>**.

Mail the completed nomination to: NE Regional 4-H Office  
Box 24, Provincial Building  
4701 52<sup>nd</sup> Street  
Vermilion AB T9X 1J9

## Nomination Information

Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Nominators (3 required):

| Name and Signature | Address | Telephone and E-mail |
|--------------------|---------|----------------------|
|                    |         |                      |
|                    |         |                      |
|                    |         |                      |

Nominating District 4-H Council \_\_\_\_\_

Signature of an executive member of this council \_\_\_\_\_

### A. Basis of Nomination

Clearly explain why you believe this 4-H volunteer exemplifies the **purpose** of this 4-H award. Please give specific examples.

### B. 4-H History

Provide details on club, district, and regional activities, including any committee involvement. Be specific about the individual's involvement, giving dates, awards and achievements.

### C. Community Involvement

Identify community group membership and contributions made to the community.

### D. Testimonials

Please include two 4-H references and one community reference. Only testimonials reflecting the purpose of this award will be considered.

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| <b>Policy # 3.02</b>  |                    |
| <b>Northeast Region – 4-H Scholarship Policy</b><br><i>This award is based on leadership skills, 4-H and community involvement.</i><br><br><i>All applications must be made through the on-line 4-H Alberta Scholarship application process as administered by 4-H Foundation of Alberta.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

**Can be used at:**

Any officially recognized post-secondary institution

**Program of Study:** Any Certificate, Diploma, or Degree Program

**Value:** \$750.00

**Number Available:** 8 maximum awards/year

**Eligibility Criteria:**

Must be a resident of Alberta (must have been a member of a Northeast Region 4-H Club for at least three years). Cannot have received a 4-H Alberta Scholarship in the current year. It will not be awarded if a suitable candidate(s) are not found. A person may only receive the scholarship maximum two times.

**Contact Person:** 4-H Specialist – Northeast Region

**Duration:** On-going

**Scholarship Committee:**

Northeast Regional 4-H Scholarship Selection Committee consists of a minimum of three (3) NE Regional executives. Any family relationship to an applicant must be declared and the committee member must abstain from the selection for that applicant. Selection of the scholarship winners will be made at the first executive meeting of the following 4-H year (October).

**Selection Criteria:**

The Northeast 4-H Scholarship committee uses the following criteria to determine the scholarships, the information used in the calculations is provided from the 4-H Alberta Online Scholarship application.

- 40% 4-H Officers (includes President, Treasurer, Secretary, District Representatives and Ambassadors)
- 40% 4-H Activities at District, Regional, Provincial and National levels
- 20% 4-H Communications over and above club level

A minimum of 70% overall score is required to be eligible for the Northeast 4-H Scholarship. A maximum of 8 eligible scholarships will be awarded.

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| <b>Policy # 3.03</b>   |                    |
| <b>Northeast Region – Membership Recruitment Award Policy</b><br><i>This award is based on the total number of new first year members to a club in the region and does not include Cleavers.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

The regional specialist will calculate the number of new members in the NE Region clubs at the close of registration on December 1<sup>st</sup> of the current club year. These members must be new to 4-H Alberta.

The award will be announced at the January meeting and will be awarded as follows:

- First - \$100.00
- Second - \$75.00
- Third - \$50.00

Clubs that tie for the above placings will both receive the designated prize.

|  |                    |
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| <b>Policy # 3.04</b>   |                    |
| <b>Northeast Region – Leaders’ Conference Initiative Policy</b><br><i>This initiative is provided to leaders to promote the continuation of attendance to the 4-H Alberta Leaders’ Conference.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

Each year following the Annual 4-H Alberta Leaders’ Conference, all NE Region Leaders in attendance will be eligible for the Leaders’ Conference Initiative.

The results will be announced at the April meeting and the region will award three leaders the following:

1. Early Bird Registration Fee to the Leaders’ Conference for the next conference. Does not include, hotel, food or travel expenses.
2. The leader(s) must submit proof of registration and attendance to the conference to the Northeast 4-H Regional Council prior to the April Regional Meeting to receive reimbursement.



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| <b>Policy # 4.01</b>  |                    |
| <b>Regional Representation on Provincial Committees</b><br><i>These committees allow Northeast leaders the opportunity to meet with other leaders across Alberta and to promote the continuation of projects within the region.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

Each year the region appoints adult representatives to sit on provincial advisory committees as requested by 4-H Alberta to provide input on behalf of the region. These representatives may include, but are not limited to and are named at the November regional 4-H meeting:

1. 4-H Council of Alberta – NE Council representative is selected for a three-year Director term for a maximum of 2 consecutive terms (1)
2. Provincial Beef Advisory Committee (2)
3. Provincial Equine Advisory Committee (2)
4. Provincial Small Animal, Science, Technology and Trade Advisory Committee (2)
5. Provincial Communications Committee (1 as requested)
6. Provincial Sheep Committee (2)
7. Provincial Dairy Review Committee (1 as requested)
8. Provincial Exchange Committee (1 as requested)
9. Cleaver Kid Project (1)
10. Provincial Camp Committee (1-3 members as requested)
11. Or other Provincial committees as required

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| <b>Policy # 4.02</b>   |                    |
| <b>Regional Committees</b><br><i>Each year the region requires districts to select adult or senior member representatives to sit on regional committees as needed.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

**District Representatives to Regional Committees**

**1 Adult representatives:**

- a. These representatives may include, but are not limited to:
  - i. Regional Beef Committee (2 adults per district)
  - ii. Regional Equine Committee (1 adult per club with an equine registered project)
  - iii. Regional Sheep Committee (1 adult per club with sheep project)
  - iv. Regional Communication Competition Committee (Hosting District)
  - v. Regional Programs Committee (Host District)

**2. Member Representatives:**

- a. These representative may include, but are not limited to:
  - i. Regional Beef Committee (1 member per district)
  - ii. Regional Equine Committee (1 member per club with an equine project)
  - iii. Regional Sheep Committee (1 member per club with sheep project)
  - iv. Regional Programs Committee (1 member per Host District)

**Ad Hoc Committee:**

An Ad Hoc committee will be struck to review new ideas for regional programming, the committee will consult districts. The committee will make recommendations to the regional council and may hold a vote to hold the event on a pilot basis. If the program is successful, a recommendation is made to the NE Council to include the new program in the next year’s program plan and budget and establish a district hosting rotation.

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| <b>Policy #4.03</b>   |                    |
| <b>Northeast Region – Beef Committee Policy</b><br><i>The following committees are responsible for the organization and the monitoring of the regulations governing the Beef Projects in the Northeast Region</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

**Northeast Region 4-H Beef Regulation:**

Beef projects in the Northeast 4-H region follow the NE regulations approved as of December 8, 2016.

**The Northeast Regional Beef Committee :**

This committee consists of two representatives from each of the eleven districts (or from each district that has a beef project within the Northeast Region). The representatives will elect a chairperson, vice chairperson and a recording secretary at the December general meeting.

The Northeast Regional Beef Committee meets at least twice a year, following the general Northeast Regional meeting in December and again in March prior to the April Northeast Regional meeting.

The Northeast Regional Beef Committee must be accountable to the Northeast 4-H Regional Council.

**Executive Roles and Responsibilities:** (Each position is a two-year term)

Chairperson

- Present and help prepare agenda for the two beef committee meetings
- May attend regional executive meeting
- Submit budget proposal to regional executive meeting in March
- Provides/submits the NE Regional Beef report at Northeast Regional Meetings
- Sit on the NE Regional Beef Show Committee

Vice Chairperson

- Take over the responsibilities of the Chairperson in their absence

Secretary

- Record minutes at the beef committee meetings
- Submit minutes to regional office and all committee members within a month of meeting
- Keep records of all attendees at meetings
- Help prepare the agenda

**The Northeast Regional Beef Show Committee:**

This committee answers to the Northeast Regional Beef Committee. Show responsibilities are to organize and coordinate the Northeast Regional 4-H Beef Show. The committee consists of the following individuals:

Minimum of 7 representatives from the Northeast Regional Beef Committee; of which at least one must be a current 4-H member, and include the chairman of the Northeast Regional Beef Committee.

This committee is to be appointed at the December Northeast Regional Beef Committee meeting and is responsible for organizing and facilitation of the Northeast Regional 4-H Beef show in May-June.

|  |                    |
|--|--------------------|
| <b>Policy #4.04</b>  |                    |
| <b>Northeast Region – Horse Committee Policy</b><br><i>The Northeast Horse committee is responsible for the organization of the annual NE Horse Camp and equine programming in the region.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

**Purpose:**

- a. To review rules and regulations to ensure that the needs of the Northeast Region 4-H horse clubs are met.
- b. To assist the horse camp district committee and horse project clubs with the hosting of the Northeast 4-H Regional Horse Camp.
- c. To provide support to the provincial horse programs
- d. To organize workshops and clinics for 4-H members and leaders.
- e. To attend the Northeast Regional 4-H Council meetings.

**Membership**

- a. Membership is open to all clubs with a horse project in the region.
- b. Each club with a horse project is entitled to two (2) votes at regional meetings, one by an adult and one by a 4-H member.

**Executive**

- a. The Executive is elected at the annual Northeast Regional Horse Committee Meeting held each December.
- b. Adults on the executive should be from different clubs in the region whenever possible
- c. Members of this council must be actively involved in a 4-H club with a horse project.

**Executive will consist of:**

- Chairman – 2 Year Term: The chairman shall chair the meetings of the regional horse committee, oversee the activities of their committees and ensure the annual committee reports are prepared.
  - Vice Chairman – 2 Year Term: Is to take over the responsibilities for the chairman in their absence
  - Secretary – 2 Year Term: Keep up-to-date minutes for the council and take care of any correspondence.
  - Senior 4-H Members (2) – 1 Year Term: The 4-H members should be from different clubs in the region.
  - Horse Camp Chair: Chair of the District Camp Committee, manages the regional horse camp.
  - PEAC Provincial Reps (2) – 3 year term with 1 alternate: to attend the provincial equine meetings and report back to the Region.
- d. With the elections of the chairman to occur on an alternation year than the Secretary and vice chairman to encourage continuity of the council
  - e. Executive is responsible for applying for grants that are available for horse projects in the region
  - f. After serving a two-year term, members must be off the council for one year before being eligible for a new term. With the exception of the provincial horse council representatives which is a 3-year term.
  - g. There needs to be a minimum of 2 regional meetings per year.

**Quorum**

- a. Quorum for the meetings is 51% of active clubs with horse projects registered in the region.
- b. Quorum for changing bylaws and camp rules is 2/3 of voting clubs

## **Committees**

**CAMP COMMITTEE** consists of members of the hosting district(s):

Camp Chair - familiar with the rules and regulations, answer any question regarding what may arise during the camp. Manages the regional horse camp and will be responsible for any incident reports.

Site Manager – familiar with what is needed for footing of the riding arenas. Works with the Facility on the upkeep of the grounds for the duration of the camp. Will assign stalls to clubs and maintains order in the barn when required.

Instructor Coordinator – ensures that all workshops have qualified instructors and works closely with the Camp Organizer and scheduling. Will also work with volunteers to provide instructors with the necessary food and water during the camp.

Camp Organizer – makes schedule, organizes volunteers for events, ensures workers are there. Makes sure to have volunteers to provide instructors with the necessary food and water during the camp.

Camp Secretary – responsible for registration, collection of outstanding fees and works closely with the regional office.

Meal Coordinator – responsible for hiring caterer for one evening meal and collecting appropriate fees for adults and non-4-H members and works with participating clubs to ensure meals are taken care of.

### **AD HOC Committee**

Grievance Committee - will consist of 5 adults with the preference given to adults with no children currently in the program

## **Council Programs**

Regional Camp: To put on a regional horse camp to provide an opportunity for 4-H horse project members, with common interests, to meet other members on an annual basis.

Educational Clinics: To host regional workshops or clinics that are in an educational format for members and leaders of the region

|  |                    |
|--|--------------------|
| <b>Policy #4.05</b>  |                    |
| <b>Northeast Region – Sheep Committee Policy</b><br><i>The Northeast Sheep committee is responsible for the organization and monitoring of the regulations governing the Sheep Projects in the Northeast Region.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

**The Northeast Regional Sheep Committee:**

This committee consists of two representatives from each club with a sheep project within the Northeast Region: 1 adult representative and 1 member representative. The representatives will elect a chairperson, and a recording secretary at the NE Sheep Committee annual meeting.

The Northeast Regional Sheep Committee meets at least twice a year, following the general Northeast Regional meeting in November and again in March prior to the April Northeast Regional 4-H Council meeting.

The Northeast Regional Sheep Committee must be accountable to the Northeast 4-H Regional Council.

**Executive Roles and Responsibilities for Northeast Regional Sheep Committee:**

(Each position is a one year term)

Chairperson

- Present and help prepare agenda for the two sheep committee meetings
- May attend regional executive meeting
- Submit budget proposal to regional executive meeting in March
- Provide/submit the NE Regional Sheep report at the Northeast Regional Meetings
- Sit on the NE Regional Sheep Committee

Secretary

- Record minutes at the sheep committee meetings
- Submit minutes to regional office and all committee members within a month of meeting
- Keep records of all attendees at meetings
- Help prepare the agenda

**The Northeast Regional Sheep Show & Workshop Committee:**

This committee answers to the Northeast Regional Sheep Committee. Its duties are to organize and coordinate the Northeast Regional Sheep Show and the Northeast Regional Sheep Workshop. The committee consists of the following individuals:

Minimum of 5 representatives from the Northeast Regional Sheep Committee; of which at least one must be a current 4-H member, and include the chairman of the Northeast Regional Sheep Committee.

This committee is to be appointed at the first meeting of the current 4-H year Regional Sheep Committee meeting and would be responsible for organizing and facilitation of the Northeast Regional Sheep Workshop in Spring and a Regional Sheep show in summer if decided by the committee.

|  |                    |
|--|--------------------|
| <b>Policy #4.06</b>  |                    |
| <b>Northeast Region – Life Skills Committee Policy</b><br><i>The Northeast Life Skills committee is responsible for the organization of the annual life skills programming in the region</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

“to be determined”

|  |                    |
|--|--------------------|
| <b>Policy #4.07</b>  |                    |
| <b>Northeast Region – Nominating Committee Policy</b><br><i>The Northeast Nominating committee is responsible for securing suitable candidates to fill executive and committee positions as required prior to the AGM or as special circumstances warrant.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

The nominating committee is responsible to approach and secure people to serve on both executive and committee positions and present a slate of officers at the Annual General Meeting.

This committee consists of 2-3 people selected at the Organizational Meeting (in November).

|   |                    |
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| <b>Policy #4.08</b>   |                    |
| <b>Northeast Region – Award of Distinction Committee Policy</b><br><i>The Northeast Award of Distinction committee is responsible for selecting the award recipient and preparing the official written article for the Wall of Distinction.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

The committee consists of 3 adults from the Northeast region, each with a term of three (3) years. Each year at the Annual Meeting a new member will replace the longest standing committee member.

The committee is responsible for the following:

- Selection of the award recipient from submitted applications
- Prepare and read the award presentation at the Organizational and Annual General Meeting
- Make recommended changes to nomination form and other details related to the award

Northeast 4-H Regional Council will reimburse the nominating district the costs of preparing awards, the award celebration and the upkeep of the Wall of Distinction as per the budget allocation.

**Policy #4.09**

**Northeast Region – Social Media/Historian Committee Policy**  
*The Social Media/Historian committee is responsible for the promotion of events in the Northeast Region.*

|                    |
|--------------------|
| Approved           |
| November 2018      |
| <b>Review Date</b> |
| Fall Yearly        |
|                    |

The Northeast Ambassadors will administer and maintain the NE Region Facebook page.

The facebook account will serve as a regional history as it contains information and history on regional events and programs. Any historical binders or scrapbooks are to be kept in a secure area.

APPROVED



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| <b>Policy # 5.01</b>   |                    |
| <b>Northeast Region – Programs Policy</b><br><i>Regional programs are organized, hosted and facilitated by district(s) on a rotational basis and operate within an approved budget .</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

The Northeast 4-H Regional Council will be responsible for setting fees and approval of budgets for regionally approved programs as listed:

- Fall Fling
- Communication Competition
- You Be the Judge / Consumer Decision Making
- Spring Fling
- Regional Beef Show
- Regional Beef Learning Event
- Regional Horse Camp
- Regional Sheep Learning Event
- Regional Judging Competition (Western Canadian Judging)
- Moose Lake Camps
- Something to Say / Venture Out
- Exchange Trips

Host district(s) are to work with a “breakeven” budget and submit the proposed budget to the regional council; if necessary committees to recommend changes to the regional council with regards to registration fees.

Council will pay over-budget expenses up to \$200.00. Any remaining overage is the responsibility of the host district(s). Committees requiring more funds must appeal to the Northeast 4-H Regional Council executive, in a written report, prior to the event.

Advances for funding from the regional council can be obtained when the host district(s) submits their budget and a written request for funds to the Northeast 4-H Regional Council.

All invoices are to be submitted on Expense Claim Form #2 to the regional treasurer for payment within 30 days of the conclusion of the program. Claims received outside the 30 day time period may not be paid.

Host districts are not expected to pay for regional programming. Solicitation of sponsorship is not encouraged.

The Regional Specialist will guarantee that the committee binder is organized, updated and available to the hosting district(s) in a timely manner.

The binder is to be used to develop, plan and share ideas from year to year, and is require to be returned back to the Regional Specialist in a timely manner.



# Northeast Regional Program Budget Worksheet

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

|                           | <i>Last Year's Event</i> | <i>This Year's Projected</i> | <i>This Year's Actual</i> |
|---------------------------|--------------------------|------------------------------|---------------------------|
| <b>EXPENSES</b>           |                          |                              |                           |
| <i>Facility</i>           |                          |                              |                           |
| <i>Food/Refreshments</i>  |                          |                              |                           |
| <i>Advertising</i>        |                          |                              |                           |
| <i>Awards</i>             |                          |                              |                           |
| <i>Equipment Rental</i>   |                          |                              |                           |
| <i>Supplies</i>           |                          |                              |                           |
| <i>Appreciation Gifts</i> |                          |                              |                           |
| <i>Judges Workshop</i>    |                          |                              |                           |
| <i>Other</i>              |                          |                              |                           |
| <b>Total Expenses</b>     |                          |                              |                           |
|                           |                          |                              |                           |
| <b>REVENUE</b>            |                          |                              |                           |
| <i>Funds from Region</i>  |                          |                              |                           |
| <i>Registration Fees</i>  |                          |                              |                           |
| <b>Donations/Sponsors</b> |                          |                              |                           |
| <i>Other</i>              |                          |                              |                           |
|                           |                          |                              |                           |
| <i>Total Revenue</i>      |                          |                              |                           |

Total Revenue – Total Expenses = Profit/Loss

Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Northeast Regional 4-H Council  
Expense Claim Form #2**

Revised: November 3, 2018

RECEIPTS **MUST** BE ATTACHED TO THIS FORM & SUBMITTED WITHIN 30 DAYS

Program/Event \_\_\_\_\_ Date \_\_\_\_\_

NORTHEAST REGION

**Make cheque payable to:**

Name \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_



**Part A: Judges, Speakers, Etc.**

**Fee Schedule:     \$30/half day (3 hours)     \$60/full day**

Service Rendered \_\_\_\_\_

Number of Hours \_\_\_\_\_ **OR** Number of Days \_\_\_\_\_

Honoraria/Fee

**Part B: Expenses**

Clearly list each item. Attach **ALL** receipts to this form to ensure payment.

| <b>Expenses</b> | <b>Amount (\$)</b> |
|-----------------|--------------------|
|                 |                    |
|                 |                    |
|                 |                    |
|                 |                    |
|                 |                    |
|                 |                    |
| <b>Total</b>    |                    |

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send to: Northeast Regional 4-H Treasurer**  
Box 24 4701-52<sup>nd</sup> Street  
VERMILION AB T9X 1J9  
(780) 853-8115

|                               |
|-------------------------------|
| <b>For Treasurer Use Only</b> |
| Date Paid _____               |
| Cheque # _____                |

|   |                    |
|---|--------------------|
| <b>Northeast Region – Fall Fling Program Policy</b><br><i>Fall Fling is a junior focused program designed to promote interaction of members from clubs across the region in a safe and fun environment.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

**Purpose:**

- Fall Fling is a one and one half day event held in late November / early December for junior members (ages 9, 10 and 11).
- Fall Fling is designed to introduce junior members about to 4-H, give them a chance to meet with new and past 4-H friends in the region, expose members to a variety of projects and activities, and most importantly, have fun.
- This camp also gives senior members a chance to learn responsibility and leadership, as they act as junior staff throughout the weekend.

|  |                    |
|--|--------------------|
| <b>Policy # 5.03</b>   |                    |
| <b>Northeast Region – Communications Competition Policy</b><br><i>The NE Communications Competition provides the opportunity for members at all levels to continue to improve their skills and for senior members to be selected for the 4-H Alberta competition in April.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

**Purpose:**

- to encourage communication skill development in 4-H members
- to select 2 senior members to represent the Northeast Region at the Provincial 4-H Public Speaking Competition and 2 senior entries to represent the NE Region at the Provincial Presentation Competition.

At Regional Communications level, the impromptu time is raised to 2-3 minutes for Seniors as this is the standard at Provincial Level. Districts and Clubs MAY choose to do this also.

Each District is allowed 1 representative for each level (junior, intermediate and senior) and category (public speaking and presentation).

The Northeast 4-H Regional Council pays for cost of large trophies – purchase and maintenance, yearly photograph mementos to the top speakers and pictures for all speakers.

|   |                    |
|---|--------------------|
| <b>Policy # 5.04</b>  |                    |
| <b>Northeast Region – You Be the Judge/Consumer Decision Making Policy</b><br><i>You Be the Judge/Consumer Decision Making is designed to promote interaction of members from clubs across the region and teach decision making and judging skills.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

**Purpose:**

- To teach 4-H members leveled judging, consumer decision making skills and to show leaders, members, their families other projects that are available in 4-H and some of the unique opportunities they might not have heard about yet.
- The workshops will be a combination of project ideas with interesting twists, and fun recreation games that will inspire thought, and an interesting look at the programs and opportunities we have in the NE.

**Location:** Lakeland College

**Rules governing program:**

In lieu of promotional gifts to the Lakeland College judging team, a dollar “wage” will be paid to the Lakeland College Judging Team.

|  |                    |
|--|--------------------|
| <b>Policy # 5.05</b>   |                    |
| <b>Northeast Region – Spring Fling Program Policy</b><br><i>Spring Fling is an intermediate focused program designed to promote interaction of members from clubs across the region in a safe and fun environment and encourage their continuation in the 4-H program as seniors..</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

**Purpose:**

- Spring Fling is a very important camp, as it is generally between the ages of 12 and 14 that members drop out of 4-H. Therefore, it is crucial that all members have a positive experience to encourage them to continue with their 4-H career.
- Spring Fling is designed to enthuse intermediate members about 4-H, give them a chance to meet with past 4-H friends in the region, expose members to a variety of projects and activities, and most importantly, have fun.
- This camp also gives senior members a chance to learn responsibility and leadership, as they act as junior staff throughout the weekend.

|   |                    |
|---|--------------------|
| <b>Policy # 5.06</b>  |                    |
| <b>Northeast Region – Regional Beef Program Policy</b><br><i>The NE Regional 4-H Beef Committee provides the opportunity for members at all levels to continue to improve their skills and gain more knowledge in the beef project.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

**All Beef Programming (Show and Learning Day Event):**

- To provide the opportunity for all 4-H beef members in the NE region to meet other members from various parts of the region;
- To provide the opportunity to share ideas;
- To provide the opportunity to learn or improve skills and take part in marketing, judging, showmanship and grooming

**Dates:**

Arranged by the NE Regional Beef committee.

**Location:**

Committee will determine the appropriate Ag Society facility.

**Invitational Beef Heifer Show (In Lieu of NE Beef Heifer Show)**

**Purpose:**

- The Northeast Regional 4-H Council, *on the recommendation of the beef committee*, voted to support the Invitational Beef Show in lieu of having a Regional Beef Heifer Show.
- The hosting district invites all interested members to the show.
- Financial support is given to the hosting district as per the Regional budget.
- The hosting district does all the organizing for this event.

|  |                    |
|--|--------------------|
| <b>Policy # 5.07</b>   |                    |
| <b>Northeast Region – Regional Horse Programs Policy</b><br><i>The NE Regional 4-H Horse Committee provides the opportunity for members at all levels to continue to improve their skills and gain more knowledge in the equine project.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

**All Equine Programming (Camp and Learning Day Event):**

**Purpose:**

- To provide the opportunity for 4-H light horse members to meet other members from various parts of the region;
- To provide the opportunity to share ideas;
- To provide the opportunity to learn or improve horsemanship skills and
- To provide the opportunity to observe and take part in alternate disciplines of riding.

**Dates:**

Arranged by the host district committee.

**Location:**

Committee will determine the appropriate Ag Society facility.

|   |                    |
|---|--------------------|
| <b>Policy # 5.08</b>  |                    |
| <b>Northeast Region – Regional Sheep Programs Policy</b><br><i>The NE Regional 4-H Sheep Committee provides the opportunity for members at all levels to continue to improve their skills and gain more knowledge in the sheep/goat projects.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

**All Sheep Programming (Learning Day Event):**

**Purpose:**

- To provide the opportunity for all 4-H sheep/goat members to meet other members from various parts of the region;
- To provide the opportunity to share ideas;
- To provide the opportunity to learn or improve husbandry, trimming and showmanship skills

**Dates:**

Arranged by the host district committee.

**Location:**

Committee will determine the appropriate Ag Society facility.

|   |                    |
|---|--------------------|
| <b>Policy # 5.09</b>  |                    |
| <b>Northeast Region – Regional Judging Policy</b><br><i>The NE Regional 4-H Judging competition in collaboration with Western Canadian Judging Competition provides the opportunity for members at all levels to continue to improve their judging skills and for seniors to secure a position on the NE regional judging team.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

**Purpose:**

- Qualify for provincial judging competition

**Date:** Held in conjunction with Lakeland College “Little Royal” events in March

**Format:** Clubs must enter teams and individuals through Lakeland College.

**Location:** Lakeland College Riding Arena

**Hosting committee responsibilities:**

This is a Lakeland College Judging Club event. They do all the organizing for the competition, prepare and receive the application forms, etc.

**Awards:**

- 1 Trophy presented by Lakeland College for trophy cabinet
- 2 Ribbons from Lakeland College
- 3 Awards for top 4-H members participating in the Judging
- 4 Invite letter to attend 4-H Alberta Multi Judging

|   |                    |
|---|--------------------|
| <b>Policy # 5.10</b>  |                    |
| <b>Northeast Region – Moose Lake Camp Policy</b><br><i>The NE Moose Lake 4-H Camp held at the Pentecostal Church camp provides the opportunity for junior and intermediate members to experience summer camping in a venue within the Northeast Region.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

**Purpose:**

- to provide a regional summer camping experience for Junior members (9 to 11 years of age) and Intermediate members (12 to 14 years of age).
- to promote cooperation, personal and group development

**Date:** August

**Location:** Moose Lake Pentecostal Church Camp at Moose Lake (near Glendon).

**Regional Council Responsibilities**

1. negotiate with the Camp regarding rental of facility
2. select a camp cook and a fee payment
3. pay facility, food, and other appropriate expenses

**Rules governing program:**

- 4-H Alberta Provincial 4-H Program Policies

**Other details:**

- Cook hired on a fee for service basis.
- Pentecostal Church sets rental fees in advance: They have a set fee increase every second year. The facility fee is set for 50 campers. For every person above 50 there is an additional per person / per day fee.

|  |                    |
|--|--------------------|
| <b>Policy # 5.11</b>   |                    |
| <b>Northeast Region – Something to Say/Venture Out Program Policy</b><br><i>These skill based programs will be held as required to provide intermediate members the opportunity to gain knowledge in communication and entrepreneurship.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

**Purpose:**

This is one-day event for intermediate members (ages 12, 13 and 14) and is facilitated by the 4-H Regional Specialist and will be held at the request of the regional council. Attendance is open on a region-wide application basis.

1. To provide members with a different approach to communication and entrepreneurship.
2. To give members a chance to meet and mix with other members from elsewhere in the region.
3. To have fun.



**Policy # 6.01**

**Northeast 4-H Logo Use Policy**

*Northeast Regional 4-H Council adheres to the 4-H Canada Logo Use Policy and includes the 4-H Canada Brand Standards Manual Version 2.0 within the Northeast Regional 4-H Council's policies. That Manual is available as a download at [www.4h.ab.ca](http://www.4h.ab.ca)*

Approved

November 2018

**Review Date**

Fall Yearly

NORTHEAST REGION



**CANADA**  
4-H Alberta

APPROVED

|   |                    |
|---|--------------------|
| <b>Policy # 6.02</b>  |                    |
| <b>Northeast 4-H Hosting Rotation</b><br><i>This rotation is designed to ensure that all districts are involved in the planning of regional events and to encourage interaction of members throughout the region.</i> | Approved           |
|   | November 2018      |
|   | <b>Review Date</b> |
|   | Fall Yearly        |

Northeast programs are on a district rotation basis for hosting annual events.

All districts are expected to participate in the hosting of the events, and the regional council will, on an annual basis, try to ensure that equitable participation is managed.

**October 2019**  
 Approved at April 11, 2019  
 (To be reviewed April 16, 2020)

### Northeast Region 4-H Program Hosting Rotation

| Year         | Casino                             | Fall Fling          | 4-H Learning Day    | You Be the Judge/CDM | Communications      | Spring Fling        | Horse Camp      |
|--------------|------------------------------------|---------------------|---------------------|----------------------|---------------------|---------------------|-----------------|
|              | Each Year                          | November            | TBA                 | February             | March               | April               | Summer          |
| 2017<br>2018 | Lamont / Smoky Lake / Wood Buffalo | Two Hills           |                     | Vermilion River      | Lamont / Smoky Lake | St Paul             | Wainwright      |
| 2018<br>2019 |                                    | Vermilion River     |                     | Wainwright           | Minburn             | Lamont / Smoky Lake | St. Paul        |
| 2019<br>2020 | Vermilion / Bonnyville             | Bonnyville          | Wainwright          | Beaver               | St. Paul            | Wood Buffalo        | Vermilion River |
| 2020<br>2021 |                                    | Wainwright          | Vermilion River     | Lamont / Smoky Lake  | Two Hills           | Lac La Biche        | Bonnyville      |
| 2021<br>2022 | St. Paul / Lac La Biche            | Lamont / Smoky Lake | Beaver              | Bonnyville           | Vermilion River     | Minburn             | Wainwright      |
| 2022<br>2023 |                                    | Beaver              | Bonnyville          | Lac La Biche         | Wainwright          | Two Hills           | St. Paul        |
| 2023<br>2024 | Minburn/Two Hills                  | St. Paul            | Lac La Biche        | Minburn              | Wood Buffalo        | Wainwright          | Vermilion River |
| 2024<br>2025 |                                    | Lac La Biche        | Lamont / Smoky Lake | St Paul              | Beaver              | Vermilion River     | Bonnyville      |
| 2025<br>2026 | Lamont / Smoky Lake / Wood Buffalo | Minburn             | St. Paul            | Two Hills            | Bonnyville          | Beaver              | Wainwright      |
| 2026<br>2027 |                                    | Two Hills           | Wainwright          | Vermilion River      | Lac La Biche        | Bonnyville          | St. Paul        |

\*The year runs from October 1 – September 30

**\*\*Please note – CASINO – the year may not coincide, depending on frequency of casino dates available therefore the rotation will follow not the date, but the Casino column order.\*\***

|  |                    |
|--|--------------------|
| <b>Policy # 6.03</b>   |                    |
| <b>Northeast 4-H Promotional Items Policy</b><br><i>The Northeast 4-H Region has promotional items (e.g. t-shirts, ball caps, mugs) available.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

A member/family within the northeast region volunteers to be the coordinator(s). The coordinator is responsible for buying, storing, and shipping of the items. Items that are carried are to be approved at regional meetings. Pricing of items is to be based on a Cost Recovery model rather than for profit. For budgeting purposes, Northeast Regional 4-H Council, has approved the use of promotional items for NE programming as follows:

- Beef Heifer Show (\$200)
- Fall Fling (\$200)
- You Be The Judge a dollar amount is paid to the judging team (\$350)
- You Be The Judge (\$200)
- Communications Competition (\$300)
- Spring Fling (\$200)
- Northeast Horse Camp (\$200)
- Regional Sheep Workshop (\$200)
- Regional Life Skills Event (\$200)

|  |                    |
|--|--------------------|
| <b>Policy # 6.04</b>   |                    |
| <b>Northeast 4-H Family Calendar Policy</b><br><i>This calendar is provided to each family in the Northeast region as part of a communication and promotional incentive.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

The 4-H Specialist is the lead on this initiative and ensures that it is available to all 4-H families in the Northeast Region on or before October 15<sup>th</sup>.

|  |                    |
|--|--------------------|
| <b>Policy # 6.05</b>   |                    |
| <b>Northeast 4-H Cleaver, Parade/Float Kit</b><br><i>These are available to all 4-H clubs in the region to promote 4-H in the Northeast.</i> | Approved           |
|  | November 2018      |
|  | <b>Review Date</b> |
|  | Fall Yearly        |

The 4-H Specialist is to be contacted well in advance for the use of Cleaver or the Parade/Float kit.

The parade kit and Cleaver must be returned with all decorating supplies include of your event.

The Kit and Cleaver will be maintained annually.