

## **NORTHEAST REGION LOGO**

- selected in late 1980's
- used on promotional items, letterhead
- colored: pink rose, green banner
- 2 versions of banner: Northeast Regional 4-H Council and Northeast Region

Use the "Northeast Region" on all Regional Council programs. Use the Northeast Regional 4-H Council on letterhead, invoices, forms from the regional council. Download for logos are available on the website at [www.4h.ab.ca](http://www.4h.ab.ca) under the regional information for the NE region.



## **ALBERTA 4-H WEBSITE – NE Regional Information**

All applications, policies and calendar of events are continuously updated on the website.  
[www.4h.ab.ca](http://www.4h.ab.ca)

Regional Info – Northeast – Calendar/Info/Clubs/Regional Map

# **TIME LINE – NORTHEAST REGIONAL COUNCIL**

Refer to **Calendar Year Events and Rotation** – available on the Alberta 4-H Website [www.4h.ab.ca](http://www.4h.ab.ca) under **Regional Info –Info tab—upcoming events**

## **MEETINGS**

### **Meeting Policies**

1. Voting – see Bylaws

2. Reports

- reports submitted in electronic form prior to the meeting, or in writing to the secretary of the council

- the following entities will provide reports:

- President
- Treasurer
- 4-H Specialist
- Provincial Council
- 4-H Foundation of Alberta
- BAC / PEAC
- Regional organizing committees
- each committee for regional programs must supply a written report and proposed budget before the event and a written report and financial statement after event.
- BAC and PEAC representative will be responsible for Chairing and presenting information discussed during the respective livestock meetings prior to Regional Council meetings.

3. Number of meetings

- 3 per year in three central locations. Locations arranged by executive
  - November - General in Vegreville
  - February – Annual in St. Paul
  - April – General in Vermilion

4. Notice of meetings – see Bylaws – See Appendix A

# **FINANCIAL INFORMATION**

## **Treasurer Information**

### Banking:

- ATB Financial
- Signing authority: Regional Council Treasurer, President, and Secretary (any two)

### Investments:

- Purchase of GIC or other investment to enable a better rate of return on money for regional council.

### Casino Account Coordinator:

- Treasurer can work together with the Casino Account coordinator to apply for use of funds and monitor account balance.

## **Casino Policy**

Districts named in the rotation schedule will be responsible for providing a minimum of 8 volunteers and at least 3 additional alternates that could be available on short notice.

Submission of the names must be done 3 months prior to the casino date. A total of \$1500.00 will be reimbursed to participating districts.

Example:  $\$1500.00 / 15 \text{ workers} = \$100.00$

District "A" sent 5 workers = \$500.00

District "B" sent 10 workers = \$1000.00

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

## **Policy: Money for Committees** See Appendix B & C

1. Northeast Regional 4-H Council
  - NE Reg. Council pays for expenses associated with cost of operating regional council programs
  - Advance for funding from Region can be obtained when the budget and written request has been submitted to Regional 4-H council c/o 4-H office
  - host districts are not expected to pay or solicit sponsorship
  - one bank account and all committees submit invoices to regional treasurer
  - submit proposed budget to NE Reg. Council; submit financial statement afterwards
  - budget allocation set by Regional Council and approved at April meeting
  - Committees requiring more funds should be appealing to the Regional Council Executive in a report format prior to the event.
2. Regional Council will cover approved over budget costs.
3. Fees for NE programs set by regional council.
  - fee to cover costs for program and not to make a profit (breakeven)
  - NE Council will subsidize costs of NE programs to keep fees lower.
  - fees set at general meeting the previous April.

## **Program Fees – Procedures**

- \*changes to fees based on recommendations from regional council executive
- \*proposed changes must be approved by regional council

## **Policies: Late Fee/Refunds**

For all Northeast regional programs, the following cancellation fees apply:

Camp: If a cancellation to a camp is two weeks prior to the event a \$15.00 cancellation fee will be kept. (Moose Lake)

Program: cancellation two weeks prior \$5.00 will be kept (Forum, Spring Fling, etc.)

If the cancellation is after this time period, there will be no refund.

In extra-ordinary circumstances, the Executive, upon request, may extend a refund. Example: member illness in hospital.

Policy—NSF Cheque charges will be made to the debtor; charges at the bank will determine the fee.

**Current Program** – see Program Plan & Registration Form - see the website for current program plan and registration forms. [www.4h.ab.ca](http://www.4h.ab.ca)

## **Regional Council Fee**

- fee set at April Regional Council of previous year.
- fee assessed to district councils on a per member basis
- Regional 4-H Specialist informs Regional Council treasurer in December of the member count for each district.
- District fees due January 15, and must be paid to the Regional Council by the annual meeting of the current club year.

Current fee: Refer to budget.

## **NE Council Grants**

- Grant form distributed to district council presidents in September.
- District Council must apply to NE Regional Office by December 1 of club year
- NE will give each district council \$100 towards leader training activities and \$100 toward member executive workshops/year. – See Appendix D & E
- Exchange Grant Policy—See Appendix F

## **NE Council Scholarship**

- Application and administration will be done through the 4-H Foundation of Alberta, and are available at [www.4h.ab.ca](http://www.4h.ab.ca)
- Selection for the NE Scholarships will be done by the selection committee composed of NE Executive members and any outside contributors.

## **Fees to Alberta 4-H Council**

Upon receipt of Invoice from the Alberta 4-H Council, NE Regional 4-H Council will pay fees based on previous year's member enrollment in the region.

- Invoice is sent to treasurer with a copy sent to regional 4-H specialist
- Alumni fees may apply

## **Donations**

### 1. Camping Programs

In budget—vote/approve at meetings

### 2. 4-H Foundation of Alberta

Annual donation voted upon when budget for the coming year presented to the council.

- Budgeted yearly in support of the Legacy Fund.
- Treasurer sends cheque upon approval of the budget.

## **Sponsorship**

Sponsorships provided & administered through 4-H Foundation

## **Awards**

### 1. NE Project Book Competition:

- 1<sup>st</sup>-- \$45, 2<sup>nd</sup> -- \$35, 3<sup>rd</sup> -- \$25 for each project group and age category
- See Appendix F for project book guidelines, also available on the NE Regional Info page on the Alberta 4-H website.

### 2. Award of Distinction

- Regional Council pays for yearly costs associated with the Wall of Distinction, preparing awards and hosting recipients and immediate families at the presentation at the NE 4-H Forum banquet.

### 3. Regional Public Speaking

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

### 1. Award of Excellences-only applied for once per year

- Applications must be sent to Regional 4-H Specialist
- Platinum orders must be accompanied by the diaries
- Need 6 weeks to process

### 2. Member recruitment Award & other promotional awards

- Applied and administered through Regional Council and presented at annual meeting.
- Current awards and contests are posted on the NE Regional Info page on the Alberta 4-H website.

## **EXECUTIVE**

The Executive of the Northeast Regional 4-H Council consists of the following officers and representatives: President, Vice President, Secretary, Treasurer, Past President, Casino Coordinator, and Representatives to Provincial 4-H Council

### **Election of Executive (see Bylaws – appendix A)**

- two year terms
- alternating to provide continuity:
  - year one: president, vice president, one provincial council representative and one alternate Provincial Council Representative
  - year two: secretary, treasurer, one provincial council representative
- No one individual can hold more than 2 executive positions in consecutive years to encourage new opportunity for leadership.
- elections occur at annual meeting by secret ballot
- nomination committee selected at November meeting

### **Policies relating to elections (see Bylaws)**

1. Alternate year elections for executive so there is not a complete change over in executive members.
2. Completing of terms: If an executive member resigns before completing a full term in office, the duties will be temporarily assigned to other members of the executive. Election of a replacement takes place at the following annual meeting to complete the remainder of the term of office.
3. Regional representatives: each year a new alternate representative will be elected for Provincial 4-H Council, at this time the outgoing alternate will then move into the Provincial Council representative position.
4. There shall be no expectation that the Vice President shall assume the position of president upon expiry of the president's term of office.

### **Other policies related to Executive:**

1. An outgoing executive member must turn in the books to the new executive member before the next general meeting.
2. Recognition of outgoing executive members:
  - Token of appreciation from the Regional Council.
  - Any Inscription includes name, position(s), years, NE logo,
  - Presentation at a Regional Council.
3. Honorarium for all attending NE Reps to Alberta 4-H Council – see current budget based on meeting attendance

### **Executive Meetings**

1. Executive meetings are held prior to all regional meetings.
  - Purpose: set agenda for meeting, review financial report; deal with any outstanding business
  - Spring: prepare a proposed budget and program plan for the following year.
2. Voting - show of hands
3. Casino coordinator and past president will attend executive meetings in ex-officio capacity.

## **Committees of the Northeast Regional 4-H Council**

### **Beef**

- membership - all clubs in NE Region with the beef project
- committee may meet prior to Regional Meeting or as required
- finances are administered by Regional treasurer
- chair of committee will be a Beef Advisory Committee member
- responsibilities:
  - beef project related activities such as regional beef show; clinics
  - beef ear tags available from Region
  - participates in the selection of representatives to the Provincial Beef Advisory committee

### **Horse**

- membership - all clubs with the horse project in the Northeast region
- committee may meet prior to Regional meeting or as required.
- chair of committee will be a Provincial Equine Advisory Committee representative, or a lead from
- responsibilities
- oversee horse project related activities such as Horse Camp, Horse Show, training clinics for leaders.
- participates in the selection of two representatives to the Provincial Equine advisory Committee.

### **Nominating committee**

- purpose - to approach people to serve executive positions and present slate of officers at Annual meeting.
- membership: 2 to 3 people – selected at November meeting

### **Award of Distinction**

- membership - 3 adults selected by NE Region
- term: Three year. Each year at the annual meeting a new member is elected to replace the longest standing member of the committee.
- responsibilities: select award recipients; make recommended changes to
- nomination form and other details related to the award
- read the presentation award at Forum and at April council meeting.

### **Press**

- one individual from the Region that is responsible for the production and distribution of media release for all events sponsored by the NE Regional Council. Assistance will be provided by the 4-H Specialist.

### **Historian**

- one to two people responsible for keeping a history of Regional events and programs.

- program committees encouraged to send a report and some pictures of the program to the Historian.

### **Project Book Guidelines Review Committee**

- organized every 3 years to review the guidelines of the Project Book competition and to present suggested changes to the Regional Council for approval at the annual meeting.
- consists of members and leaders.

### **Provincial Advisory Committees**

- region selects representatives at request of 4-H Branch to participate on advisory committees.
- gives input to committees on behalf of the region. No fixed term.

### **Establishing New Regional Committees**

- a proposal is usually presented to Northeast Regional Council. If the idea requires further discussion, an ad hoc committee is struck to review the idea further. District representatives are to gain opinion from their councils. Committee reports back to the council with recommendations and may hold an event on a pilot basis. If program is to continue, the regional council votes to continue, includes event in the next program plan and budget, and a rotation for hosting is established.

### **Northeast 4-H Region Program Hosting Rotation: See Appendix G**

#### **Program Committees**

1. Northeast Programs are on a district rotation for hosting
2. All districts are expected to participate in this hosting
3. A handbook to help the committee organize the assigned activity will be available
  - committees are to use the handbook, make suggestions for changes to it, share committee experiences and suggestion for future committees. Return book promptly after the event.
4. Financing regional events: breakeven budgets; committees to recommend changes to fees to regional council; expenses up to \$200 over income covered by region.

# Northeast Member and Leader Programs

## Award of Distinction

**Purpose:** This award was established in 1992 to recognize 4-H volunteers and friends of 4-H in the Northeast 4-H Region who have acted as ambassadors for 4-H. These people exemplify 4-H spirit, dedication, commitment, involvement and a true belief in the 4-H program. 4-H has been a large part and influence on their lives.

**Date:** Nominations sent to Regional 4-H office by May 15 of each year. Recipients are honored at the Fall Forum and inducted onto the Wall of Distinction at the April Regional Meeting.

### Hosting committee responsibilities:

The committee is composed of three leaders from the Northeast region selected by the Regional Council at the annual meeting. Committee meets in person and/or conference call to select nominees.

### 4-H office responsibilities:

Photocopy nomination papers and send to each committee member after the May 15 deadline.

Sets a conference call meeting for committee to discuss nominations and notifies successful nominating district and the recipients.

### Rules governing program:

Each district is allowed 3 nominations per year and the Regional Council one nomination per year. Awards are based on 4-H involvement and contribution with consideration for community involvement. Decisions are based on the information provided in the nomination pages. Be sure to complete all parts of the nomination: 4-H History, Basis of Nomination, Testimonial and Community Involvement sections. 10 years.

**Forms:** Can be found on the Alberta 4-H website after January 1<sup>st</sup> of the current 4-H year.

**Awards:** Certificate

## Bereavement Policy

### Purpose:

Region will send out a sympathy card upon request.

## Communications Competition

### 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.

### Date:

Third Saturday in March

**Attention:** In support of the motion that was passed at the February 6, 2010 Regional Council meeting in St. Paul, AB:

***The NE Region will only allow members to MC a communication event as their mandatory member requirement for the Communication Activity if they are in more than one club. The MC is responsible to prepare their own 3 minute continuous script to be presented during the program.***

***\*\*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.\*\****

## Fall Fling

### Purpose:

This is a one and one half day event held in late November / early December for junior members ages 9, 10 and 11. Attendance is open to a region-wide application basis.

1. To keep junior members enthusiastic about the 4-H program and its opportunities.
2. To give members a chance to meet and mix with other members from elsewhere in the region.
3. To expose the members to the variety of projects and activities available, especially the less traditional ones.
4. To have fun.

## **Moose Lake Camps**

### **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:**

Junior camp: second week of August

Intermediate camp: Third week of August

### **Location:**

Moose Lake Pentecostal Church Camp at Moose Lake near Glendon.

### **4-H office responsibilities:**

1. prepare and distribute application form
2. receive applications and process – register; send letters of confirmation and follow-up after camp
3. work with provincial summer 4-H Staff on administration
  - find volunteer adults for each week of camp
  - work with Regional Council treasurer to ensure fees are deposited and expenses paid.
  - Provincial 4-H summer staff set the program and select the counselors (preferably NE Senior members) and operate the program.

### **Regional Council Responsibilities**

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

### **Rules governing program:**

Provincial 4-H Program Policies

### **Forms:**

Moose Lake Camp application form available after January 1 of the current camp year on the Alberta 4-H website.

### **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 a per person / per day fee assessed to the region.

## **Northeast Adventure Day**

## **Northeast Promotional Items**

### **Items**

- Supply at cost
- Display of promotional items at each Regional meeting.

### **Coordinator**

- Requests to Regional meeting for new products and pricing

### **Policy regarding pins**

- Exchanges – one pin per visitor or member attending the exchange
- Other award trips: 10 pins per trip. See Appendix D

## **Promotional items for “thank you” gifts for NE programming as follows:**

- o Northeast Forum (\$200)
- o Fall Fling (\$200)
- o You Be The Judge (\$100)
- o Communications Competition (\$300)
- o Spring Fling (\$200)
- o Northeast Adventure Day (\$100)
- o Northeast Horse Camp (\$200)
- o Getting Ready For The Show (\$100)
- o UFA Slow Pitch Tournament (\$100)
- o Moose Lake Jr Camp (\$200)
- o Moose Lake Int Camp (\$200)

## **Programs Hosted by Districts with 'How To Books' and in Rotation**

### **Northeast Regional 4-H Forum**

#### **Purpose:**

The Northeast Regional Forum is a one-day event aimed at leader development and recognition. It is an opportunity for meeting other leaders, parents and members in the Northeast region. People attending can exchange ideas, view displays and resources, attend sessions and share fellowships with others in the 4-H program, the event is to recognize major 4-H achievements of both leaders and members.

### **Regional Horse Camp**

#### **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:**

Held the first weekend after the August long weekend.

#### **Location:**

Committee choice between Vermilion Ag Society and Vegreville Ag Society grounds.

## **Regional Horse Show**

### **Purpose:**

The main focus of the Northeast Regional Show is to provide the opportunity for the 4-H members to meet new friends, learn more about horses, themselves and others and have fun.

### **Dates:**

Most successful when held on the last day of Horse Camp weekend.

## **Regional Project Book Competition**

### **Purpose:**

To encourage record keeping efforts of 4-H members

### **Dates:**

Districts to have books to committee by September 15<sup>th</sup>. Committee will have books judged by October 15<sup>th</sup> or earlier in time to invite the winners to the Fall Forum

**Other Details:** Regional Project Book Guidelines See Appendix H

## **Spring Fling**

### **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.

## **St. Paul Invitational Beef Heifer Show**

### **Purpose:**

The Regional Council, on the recommendation of the beef committee, voted to support the St. Paul District Invitational Beef Show in lieu of having a Regional Beef Heifer Show. The St. Paul District invites all interested members to the show. Financial support is given to the St. Paul District as per the Regional budget. The St. Paul District does all the organizing for this event. Regional 4-H office distributes application form to clubs in the spring mailing to clubs.

## **Western Canada Judging Competition**

### **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.

**4-H office responsibilities:**

Establish teams  
Pay for volunteers' lunch

**Rules governing program:****Awards:**

- Trophy presented by Lakeland College for trophy cabinet
- Ribbons from Lakeland College
- Invite letter to attend Provincial 4-H Judging

**You Be the Judge/NE Adventure Day****Purpose:**

To teach 4-H members leveled judging skills, and combine the day with NE Adventure day that will show leaders, members, their families and friends all the wonderful projects that are available in 4-H and some of the unique opportunities that you might not have heard about yet. For this event we welcome any non-4H guests that want to come and see what 4-H has to offer as well. 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.

# ***APPENDIX***

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# **NORTHEAST REGIONAL 4-H COUNCIL**

## **Bylaws**

### **Article I Name**

The Name of this organization shall be the **Northeast Regional 4-H Council**.

### **Article II Area**

The area of the Northeast Regional 4-H Council shall include the 10 District Councils of Beaver, Bonnyville, Lac La Biche, Lamont, Minburn, Smoky Lake, St. Paul, Two Hills, Vermilion River, Wainwright.

### **Article III Objectives**

1. To facilitate the planning and coordination of the 4-H activities and programs on a Regional or Inter-District basis.
2. To act as an advisory agent to the Alberta 4-H Branch for 4-H Programs, projects and policies through direct recommendations and representatives to the Alberta 4-H Council.
3. To provide for and assist in the implementation of leadership development programs for adult and junior leaders on a Regional or Inter-District basis.
4. To provide understanding and foster exchange of ideas between 4-H Members, Leaders, Clubs and District Councils.
5. To promote understanding of 4-H and its programs and objectives to the public at large through the Region.

### **Article IV Membership**

1. The Membership of the Northeast Regional Council shall be open to all 4-H District Councils in the area defined in Article II.
2. The Regional 4-H Specialist from will act in a non-voting capacity to the Council.
3. Any member district must have the permission of the Alberta 4-H Branch to withdraw from the Regional Council.

### **Article V Executive Officers**

1. The Executive Officers of the Northeast Regional 4-H Council shall include President, Vice-President, Past President – having just completed their term for the Northeast Regional Council, Secretary-Treasurer or Secretary and Treasurer and two Representatives to the Alberta 4-H Council plus one alternate.
2. The Executive Committee of the Northeast Regional 4-H Council shall be the board of Directors of the society.
3. All Executive Officers shall be elected for two year terms, with all elections, except emergency replacements, taking place at the Regional Council's Annual Meeting.
4. The two representatives of the Alberta 4-H Council shall be elected on alternate years and shall hold their positions for no more than three consecutive terms.
5. All other executive officers shall hold their positions for no more than two consecutive terms, with the President and Vice-President being elected on alternate years from the Secretary and Treasurer.
6. Any executive officer may be removed from office upon a 2/3 majority vote of all members in good standing at general, annual and special meetings of the Northeast Regional 4-H Council.

7. The Board of Directors shall, subject to the bylaws or directions given it by majority vote at any meeting, properly called and constituted, have control and management of the affairs of the Northeast Regional 4-H Council. At least two meetings of the Board of Directors shall be held yearly prior to the Northeast Regional 4-H Council meetings. A special meeting may be called on the instructions of any two members provided they request to the President in writing to call such a meeting, and state the business to be brought before the meeting. Meetings of the Board of Directors shall be called by at least 10 days notice in writing mailed to each member
8. District Council or three days notice by fax, telephone or email.
9. An outgoing executive member must turn in the books to the new executive member before the next general meeting.
10. **Presidential Duties** shall include calling and chairing the meetings of the Northeast Regional 4-H Council, act as the Council's liaison with the Regional 4-H Specialist and ensure decisions of the Northeast Regional 4-H Council are in harmony with the Alberta 4-H Council and the Northeast Regional 4-H Council's bylaws. The President shall keep custody of the Seal of the Society and use as directed by the Northeast Regional 4-H Council.
11. **Vice-Presidential Duties** shall be to act in the position of the President in his or her absence.
12. **Secretarial Duties** shall include attending all general, annual, special and executive meetings and recording the business in the form of minutes. The Secretary shall notify the Member Districts and Executive Officers of meetings, and distribute the minutes of the last meeting at least 2 weeks prior to the next regional meeting. The Secretary handles all correspondence of the Regional Council and collects the reports presented at the meetings. The Secretary keeps all minutes and reports of the Northeast Regional Council for ten years past and archives prior records. In the absence of the secretary these duties will be discharged to an alternate officer as appointed by the Executive Officers.
13. **Treasurer's Duties** shall include receiving all monies paid to the Regional Council and depositing them into the Bank Account held by the Regional Council. The Treasurer shall upon direction of the Regional Council pay expenses and keep accurate financial records and prepare financial statements for the Regional Council's general, annual and special meetings. All financial records are to be kept for the Regional Council for ten years and prior records are to be archived.
14. **Northeast Regional Representatives** to the Alberta 4-H Council Duties shall be to represent the Northeast Regional Council at the meetings of the Alberta 4-H Council and provide information from these meetings to the Regional Council.
15. **Ad Hoc Committees** are special committees of an ad hoc nature and shall be given responsibility for various Northeast Regional 4-H Council programs and activities, as decided at annual, general and special meetings. (e.g. Nominating Committee shall be selected at the general November meeting.)
16. All reports presented to the Northeast Regional 4-H Council must be in written form, and handed to the Secretary.

## Article VI Membership Fees

1. Membership Fees are assessed to each member 4-H District Council. Fees for the following year will be set at the general meeting in April.
2. All Member 4-H District Council's must pay fees by January 15. If a District 4-H

Council's fees are not paid before January 15, of the current year, that District will be ineligible to participate in any Northeast Regional 4-H programs.

#### **Article VII Signing Authorities**

Banking signing authorities shall be any two of President, Secretary and Treasurer.

#### **Article VIII Seal of the Society**

The Seal of the Society shall be kept in the custody of the President. There must be approval of the Northeast Regional 4-H Council, by motion, to authorize its use. When used, the Seal must be authenticated by the signature of the President. In the case of the President's death or the inability to act, the Vice-President shall sign.

#### **Article IX Borrowing Powers**

The Northeast Regional Council cannot borrow money to carry out its objectives.

#### **Article X Remuneration**

No officer or member of the Northeast Regional 4-H Council shall receive any remuneration for services except by a vote of the Regional 4-H Council as a whole.

#### **Article XI Financial Review**

1. A financial review of the Northeast Regional 4-H Council Treasurer's financial records for the fiscal year from November 1 to October 31 is mandatory.
2. An itemized financial statement for the fiscal year is to be prepared and distributed at the Annual Meeting.
3. The Executive Officers shall appoint one or two people other than the executive to complete the annual financial review.
4. The books and records of the Northeast Regional 4-H Council may be inspected by any member of the Council at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Board shall at all times have access to such books and records.

#### **Article XII Meetings**

1. General and special Meetings shall be held when deemed necessary by the Executive Officers. The Annual meeting shall be held prior to February 15 of each year.
2. Notice of general, annual or special meetings will be given to member District 4-H Councils in writing at least 10 days prior to the meetings.
3. Except for special circumstances declared by the President, general, annual, or special meetings and discussions shall be open to all 4-H members, parents, leaders and other interested community persons, all of whom shall have the right to participate in Regional Council discussions.

#### **Article XIII Quorum and Voting**

1. The quorum of all annual, general and special meetings shall be one-third of those eligible to vote. The quorum at executive meetings is 50% of the Board.
2. Members of the Northeast Regional Council Executive and 3 voting representatives from each member District 4-H Council shall be eligible to vote. Voting representatives from each District Council shall be identified at the beginning of each

- annual, general and special meeting.
3. Voting delegates will vote by the showing of voting cards or by secret ballot whichever is declared by the President.

#### **Article XIV By-laws**

1. The By-Laws of the Northeast Regional 4-H Council and its committees shall be consistent with its Objectives (Article III).

#### **Article XV Amendments**

1. The By-laws of the Northeast Regional 4-H Council shall be rescinded, altered or added to by a "Special Resolution" of the members.
2. Amendments to the objectives shall be made only at the Annual Meeting.
3. Members will be sent a written notice at least 30 days prior to a vote on any amendment. A vote by all eligible voters to amend the By-laws requires a 3/4 majority in favor to pass. Approval of the 4-H Branch is also needed.

#### **Article XVI Approval by 4-H Branch of Alberta**

With the 4-H Branch being responsible for 4-H activity in the Northeast Region, it will be necessary for all Regional programs to receive authorization by representation of the 4-H Branch before being undertaken.

#### **Article XVII Freedom of Information and Protection to Privacy Act**

FOIP – The Northeast Regional 4-H Council will strive to recognize the importance of the Freedom of Information and Protection of Privacy Act. The gathering of this information is for the sole purpose of the Northeast Regional Council.

The Northeast Regional 4-H Council will only collect information to serve its administrative needs, and will not disclose information to outside parties without strict authorization. When collecting any personal information, the leaders and members will be notified of the intended use of the information, approval must be sought in order to use the information for anything other than the original purpose.

#### **Article XVIII Dissolution**

The Northeast Regional 4-H Council shall only be dissolved by a 3/4 majority vote of the voting representatives present at any annual, general or special meeting. Funds will be disbursed as recommended by motion at that meeting.

#### **Grievance - see Provincial Policy**

1. Parties involved must make every effort to resolve the grievance at the local level. Using a local, mutually acceptable mediator is recommended.
2. If unsuccessful, a written grievance should be submitted to the next level with the 4-H council structure (club to district, district to region). The highest level that any grievance can go is to the Special Rulings Committee of the Regional 4-H Council. However, every effort should be made to solve the situation and prevent further

escalation at the level of the conflict. The written grievance should be brief and objectively outline the issue. This statement must be signed by at least three people who are directly involved.

3. The Regional Council may be asked to form a Special Rulings Committee. Note:
  - a) Before the committee is formed, all concerned parties must agree, in writing, to abide by any ruling of the committee.
  - b) The regional Special Rulings Committee should consist of five adults with past or present involvement in 4-H. They cannot have a vested interest in the grievance.
  - c) Any decision shall be by concensus or majority vote.
4. All decisions of the Special Rulings Committee shall be reached by concensus and all such decisions are final
5. The Special Rulings Committee shall convey it's decision to all parties concerned in a written statement, copies of which shall be sent to the Regional 4-H Council President and the Regional 4-H Specialist.

Revised August 2009  
Pending Approval

Approved: \_\_\_\_\_



# Budget Worksheet

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

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

Total Revenue – Total Expenses = Profit/Loss

\_\_\_\_\_      \_\_\_\_\_     

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



## Northeast Regional 4-H Council Expense Claim Form



RECEIPTS MUST BE ATTACHED TO THIS FORM

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

**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: Supplies for Programs**

Clearly list each item. Attach ALL receipts to this form.

Supplies Purchased	Amount (\$)
<b>Total</b>	

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

**Send to:** Northeast Regional Treasurer  
Darlene Barr  
5244 – 67 St.  
VERMILION AB T9X 1X7  
(780) 853-5624

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

# Northeast Regional 4-H Council Application for Leadership 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: \_\_\_\_\_

\_\_\_\_\_  
O1,2001

**Northeast Regional 4-H Council**  
**Application for 4-H 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:

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

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 Exchange Funds

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

**Send to:** NE Regional 4-H Office, Attention: Leila Hickman, Box 24 Prov Bldg, 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:

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4. Details of how other funding will be earned:

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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 Regional Council will review availability of funds each year, so please assure that you are using a current year application when applying for funding.



## Northeast Region Program Hosting Rotation

Year	Forum	Fall Fling	Casino	Communica- cations	Spring Fling	Slow Pitch Tournament	Project Book	Horse Camp	Horse Show
	November	December	Each Year	March	April	Summer	September	Summer	Summer
2006-2007	St Paul	Smoky Lake	Minburn / Two Hills	Lac La Biche	Beaver	Wainwright	Vermilion River	Minburn	St Paul Two Hills
2007-2008	Two Hills	St Paul	Wainwright/ Beaver	Lamont	Bonnyville	Beaver	Wainwright	Bonnyville Lac La Biche	Beaver Wainwright
2008-2009	Vermilion River	Two Hills	Lac La Biche Lamont	Minburn	Lac La Biche	Bonnyville	Beaver	St Paul Two Hills	Lamont Smoky Lake
2009-2010	Wainwright	Vermilion River	Vermilion / Bonnyville	Smoky Lake	Lamont	Lac La Biche	Bonnyville	Beaver Wainwright	Vermilion River
2010-2011	Beaver	Wainwright	St. Paul / Smoky Lake	St Paul	Minburn	Lamont	Lac La Biche	Lamont Smoky Lake	Minburn
2011-2012	Bonnyville	Beaver	Minburn / Two Hills	Two Hills	Smoky Lake	Minburn	Lamont	Vermilion River	Bonnyville Lac La Biche
2012-2013	Lac La Biche	Bonnyville	Wainwright / Beaver	Vermilion River	St Paul	Smoky Lake	Minburn	Minburn	St Paul Two Hills
2013-2014	Lamont	Lac La Biche	Lac La Biche Lamont	Wainwright	Two Hills	St Paul	Smoky Lake	Bonnyville Lac La Biche	Beaver Wainwright
2014-2015	Minburn	Lamont	Vermilion / Bonnyville	Beaver	Vermilion River	Two Hills	St Paul	St Paul Two Hills	Lamont Smoky Lake
2015-2016	Smoky Lake	Minburn	St. Paul / Smoky Lake	Bonnyville	Wainwright	Vermilion River	Two Hills	Beaver Wainwright	Vermilion River
2016-2017	St. Paul	Smoky Lake	Minburn / Two Hills	Lac La Biche	Beaver	Wainwright	Vermilion River	Lamont Smoky Lake	Minburn
2017-2018	Two Hills	St. Paul	Wainwright / Beaver	Lamont	Bonnyville	Beaver	Wainwright	Vermilion River	Bonnyville Lac La Biche
2018-2019	Vermilion River	Two Hills	Lac La Biche Lamont	Minburn	Lac La Biche	Bonnyville	Beaver	Minburn	St Paul Two Hills

\*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.\*\*

# Northeast 4-H Project Book Competition Guidelines

Revised July, 2010

## Objective

To encourage 4-H members to provide complete, accurate information about all aspects of the club year with emphasis on the project records.

## Definition

A project book contains:

- Completed record book(s), included for all project options taken.
- Completed portion of project manual as required, for the current year only.
- Information about the member, club, and activities.
- An essay – The junior member essay is considered the “Story of My 4-H Year” in the record book. Intermediate and senior members write a separate essay.

## Project Groups

1. Beef
2. Horse
3. Other Animals – Sheep, Swine, Canine, Llama, Dairy, Goat, Rabbits, Pheasant
4. Environment - Environment, Nestbox, Outdoorsman, Wildlife Habitat
5. Life Skills - Clothing, Food, Interior Design
6. Crafts
7. Trades - Automotive, Small Engine, Snowmobiling, Welding, Woodworking
8. Creative Options
9. Miscellaneous - Computer, Photography, Theatre Arts, Judging, Leadership, etc

Note: In an effort to make more books eligible for prizes, the following was approved: For Project Groups 3,4,5,7, & 9, a member may choose to make individual books per project and have each one judged separately. For example: a members' project group is “other animals” and he/she had sheep and rabbits as projects. He/she may make 2 books and be judged individually on each book; qualifying them for a prize for each.

## Age Categories (as of January 1 of the club year)

Junior - members 9, 10 and 11 years of age

Intermediate - members 12, 13 and 14 years of age

Senior - members 15 to 20 years of age

## Levels of Competition

Project books are judged at three levels: club, district, and regional. Entering a project book into any level of competition gives consent to displaying the project book to the public at 4-H events.

## Eligibility

All 4-H members in the Northeast Region can enter project books at club level. To qualify for the next competition level (District and Regional) project books must:

- place first in their category and project group
- meet minimum point requirements: 125 / 170
- include the judge's comment and score sheets in the book in a sealed envelope

## Committee Responsibilities

At each level of competition project book committees are responsible for:

- judging all project books using score and comment sheets attached
- ensuring a judge has not marked at another level of the competition the same books in the same year
- choosing one junior, one intermediate, and one senior project book in each project group to advance to the next level
- breaking all ties at their competition level
- sending the first place project books in each category to the next competition level by the deadline stated
- checking that minimum point requirements are met and judge's score and comment sheets are sealed in a separate envelope in the front of the project books
- providing a contact name and telephone number for the committee at the next level

### Club level

Judge all books. The leader is responsible to ensure only information and pictures of Achievement Day and summer programs are added after club level judging.

### District level

Judge first place project books from each club. Project books must be given to the Regional Project Book Committee by September 15.

### Regional level

Judge project books from district competitions. Give the winners' names to the Regional 4-H Specialist by October 15. Deliver all project books placing in the top three to Regional 4-H Forum and all other project books to the November Regional Meeting. People must sign for any project books taken. Each District is responsible for organizing the regional level judging on a rotational basis and will be provided with a handbook guide to organize the competition.

**Note:** The following scores were approved:

**First Place:** 151-170 points

**Second Place:** 141-150 points

**Third Place:** 125-140 points

Where there are several books entered in a class and, for example, there are 3 that placed from 151-170 points, the one with the most points would be 1st, next would be 2nd, etc. If there is only one book per class, the above guidelines would be followed. \*There may not necessarily be a first place book if the points are not high enough.\*

**Awards**

First Place: Certificate and \$45.00  
Second Place: Certificate and \$35.00  
Third Place: Certificate and \$25.00

Presentation of awards and display of all project books placing first, second and third will be at the Regional 4-H Forum.

**Changes**

A committee will present proposed changes to the project book guidelines every third year. This committee will form at the November regional meeting and present the proposed changes at the annual meeting in January. The proposed changes will be voted upon at the April regional meeting and if approved, will be effective November 1 for the new 4-H year.

## Essay Guidelines

All 4-H members in this competition will be judged on a written essay.

- **Junior** – “Story of My 4-H Year” in the record book is considered the essay. Junior members are not required to produce an additional essay.
- **Intermediate & Senior** – Required to write a separate essay. See guidelines below.

### Format

Be sure that your essay is:

- legibly handwritten or word processed
- on one side of paper only
- consistent with the length of a standard 5 paragraph essay (see below)

### Topic

The topic must be related to 4-H or your 4-H project. Choose a topic that is appropriate for your age level. For example:

- Intermediate      The benefit of helping junior members  
                                 The role of my 4-H leader
- Senior                Issues facing the \_\_\_\_\_(project) industry today  
                                 Is competition a beneficial part of 4-H?

Once your topic is chosen, you should decide on the three most important points for your topic. Each of these points will make up one of the 5 paragraphs. For example:

TOPIC - The role of my 4-H leader

- MAIN POINTS
1. Keep the club organized and informed
  2. Help the club members learn about their projects
  3. Act as a role model to the club members

### Standard Essay Format

Your essay will be that of a standard 5 paragraph essay. Each paragraph begins with a catchy, topic sentence and ends with a concluding sentence. The information contained within the paragraph must remain on topic (as stated in the topic sentence).

Each of the 5 paragraphs has a special purpose:

- Paragraph 1 - Introduction
  - Catchy, opening line that grabs reader's interest
  - State the issue or main topic of the essay
  - Introduce the 3 main points of the essay
  
- Paragraph 2 – Main Point #1
  - Topic sentence that introduces the first of your three main points
  - Provide supporting information and examples for your first main point
  
- Paragraph 3 – Main Point #2
  - Topic sentence that introduces your second main point
  - Provide supporting information and examples for your second main point
  
- Paragraph 4 – Main Point #3
  - Topic sentence that introduces your third (and most important) main point
  - Provide supporting information and examples for your third main point
  
- Paragraph 5 – Summary and Conclusion
  - Topic sentence that is catchy and re-introduces your main topic or issue
  - Restate your three main points in the order they appeared in the essay
  - State any final conclusions or summaries
  - Closing sentence should be catchy, strong, and thought provoking

You are encouraged to use resources available at your library, school, or on the internet to add facts, quotes, and other supplemental information to your essay.



Organization, neatness, originality, and accuracy (including spelling and punctuation) contribute to the overall score and are taken into account when grading the categories below.

- **Format** \_\_\_\_\_/10
  - Cover/Title page (includes name, club, project, year, and level)
  - Table of contents and dividers
  - Durability and suitability
  
- **Member Information** \_\_\_\_\_/10
  - Paragraph including name, project, interests, and future goals
  
- **Club Information** \_\_\_\_\_/10
  - Meeting notes, program plans, executive and committee listings
  
- **Record Book / Project Work** \_\_\_\_\_/60
  - Complete, legible, neat, accurate
  - Include all record books for options in project taken (no extra points given)
  - Include project work from current year (for applicable projects)
  
- **News** \_\_\_\_\_/20
  - All articles dated and source listed
  - Explain why the article is included
  
- **Activities** \_\_\_\_\_/30
  - Include any event from club level to provincial level
  - Tell about member involvement in the activities
  
- **Essay** \_\_\_\_\_/30
  - \* Junior – “Story of My 4-H Year” in the record book
  - \* Intermediate/Senior – Essay on 4-H related topic of choice

**Total** \_\_\_\_\_/170