
Alberta 4-H Program Policies and Procedures

The 4-H program in Alberta has developed a number of policies that define basic expectations for 4-H membership. The following are a brief description of each of the current policies. For a more detailed explanation of each policy, check out the following locations for a copy of the **Alberta 4-H Program Policies and Procedures** - club binder, Key Leader, 4-H Specialist or on the 4-H web site www.4h.ab.ca under Resources. The **Alberta 4-H Program Policies** are reviewed on a regular basis, and recommendations for changes or additions can be made through your district council. An explanation of **Why Do We Have Rules?** is on page 10.

Members

Policy # 1.01

Alberta 4-H Club Member Policy

Refer to Policy #1.04

Approved: July, 2010

Review Date: March, 2013

Membership in the Alberta 4-H program is open to youth who have reached their ninth (9th) birthday and have not reached their twenty-first (21st) birthday on or before December 31st of the current club year. The Alberta 4-H Club year is from October 1st to September 30th. Members are required to complete the minimum requirements in order to receive credit for the 4-H year and to be eligible to attend provincial programs.

Policy # 1.02

Alberta 4-H Member Code of Conduct Policy

Refer to Policy # 7.01, 9.04 **Approved: July, 2010**

Review Date: March, 2013

The Code of Conduct Policy applies to all Alberta 4-H members. General rules of conduct are necessary to maintain the positive image of the Alberta 4-H Program.

Policy # 1.03

Alberta 4-H Communications Policy

Approved: July, 2010

Review Date: March, 2013

An Alberta 4-H member must complete a communication activity in each club in which he or she is registered. It is suggested that the activity be different in each club.

Policy # 1.04

Alberta 4-H Underage Youth (Pewee) Policy

Refer to Policy # 1.01, 4.01, 8.04 **Approved: July, 2010**

Review Date: March, 2013

The 4-H and Agriculture Education Branch of Alberta Agriculture and Rural Development (ARD) and the Alberta 4-H Council do not recognize youth who are under the age of nine (9) years of age as of January 1 of the current club year, as official 4-H members.

Policy # 1.05

Alberta 4-H Member Changing Clubs Policy

Approved: July, 2008

Review Date: March, 2011

Any 4-H member can change clubs within the 4-H year provided they are a member in good standing with their original club and the club they wish to move to accepts them by a motion of the club.

Leaders

Policy # 2.01 Alberta 4-H Volunteer Leader Policy

Refer to Policy # 2.03, 8.02 Approved: July, 2010

Review Date: March, 2013

Volunteer 4-H leaders have the primary responsibility to work with youth through the club year and to support the mission of the Alberta 4-H Program. A general club leader supports and leads the club through its annual work. A project leader teaches 4-H members technical knowledge and skills related to specific project areas.

Policy # 2.02 Alberta 4-H Leader Code of Conduct Policy

Refer to Policy # 2.03, 9.02 Approved: July, 2009

Review Date: March, 2012

This Code of Conduct Policy applies to all Alberta 4-H leaders involved with 4-H clubs, districts, regional councils, and the Alberta 4-H Council. There are general rules of conduct necessary to provide a high standard of service.

Policy # 2.03 Alberta 4-H Leader Screening Policy

**Refer to Policy # 8.04
2011**

Approved: July 2008

Review Date: March,

The Alberta 4-H Program welcomes 4-H leaders and endeavors to protect its members and 4-H leaders by providing a safe environment in which young people can learn and grow.

Volunteers

Policy # 3.01 Alberta 4-H Volunteer Policy

Refer to Policy # 8.02, 8.04 Approved: July, 2008

Review Date: March, 2011

Volunteers play an important role in supporting the mission of the Alberta 4-H program. Alberta 4-H recognizes the commitment and dedication of all volunteers, and recognizes that some volunteers assist 4-H for specific events. For the protection and safety of the 4-H volunteer and the 4-H participant, all 4-H volunteers must adhere to the minimum safety standards.

Clubs

Policy # 4.01 Alberta 4-H Clubs Policy

Refer to Policy #2.01, 4.03, 6.02, 8.04 Approved: July, 2009 Review Date: March, 2012

Each 4-H club in Alberta is an individual entity and is responsible for governing itself within the policies and procedures established by the Alberta 4-H Council and the 4-H and Agriculture Education Branch.

If a club has not formally adopted its own constitution, the club will be governed by the constitution printed annually in the Alberta 4-H Leaders Information Manual.

Policy # 4.02 Alberta 4-H Provincial Membership Fee Policy

Refer to Policy #4.01, 8.04 Approved: July, 2009 Review Date: March, 2012

Youth who register in the Alberta 4-H Program must pay the predetermined Alberta 4-H membership fee each year they register as a member.

Policy # 4.03 Alberta 4-H Late Registration Fee Policy

Refer to Policy # 8.04 Approved: July, 2009 Review Date: March, 2012

Any 4-H club that registers after December 1st of the current 4-H year, will be assessed a \$100 late registration fee, payable by January 15th.

Policy # 4.04 Alberta 4-H Provincial Industry Sponsored Project Policy

Refer to Policy #1.01; 2.01 Approved: July, 2008 Review Date: March, 2011

The specific project(s) in each 4-H club is one of the many means to help 4-H members become productive, contributing members of society. The specific 4-H project that members undertake is only one component that makes up the entire 4-H experience.

Councils

Policy # 5.01 Alberta 4-H Councils and Committee Member Code of Conduct and Ethics Policy

Approved: July, 2010 Review Date: March, 2013

4-H councils and their respective committee members have an important role to play in the positive image of the Alberta 4-H program. This policy applies to members of all 4-H councils and 4-H committees.

Policy # 5.02 Alberta 4-H Committee Interaction and Communication Policy

Approved: July, 2010 Review Date: March, 2013

The 4-H program derives its strength from staff and volunteers (youth and adults) working together to plan, implement and evaluate programs and other opportunities for 4-H participants.

Committees are encouraged to plan events, and establish effective rules and regulations for their events.

Policy # 5.03 Alberta 4-H Council Fee Policy

Refer to Policy # 4.02, 8.04 Approved: July, 2010 Review Date: March, 2013

Alberta 4-H councils may refuse members and leaders access to council activities if the club has not paid 4-H council fees, as set out in the current council constitution.

Projects

Policy # 6.01 Alberta 4-H Member Changing or Adding a Project Policy

Approved: July 2009

Review Date: March, 2012

This policy is followed when a club does not have a clause in their constitution regarding members adding or changing projects after December 1st of the current club year.

Policy # 6.02 Alberta 4-H New Project Policy

Approved: July, 2009

Review Date: March, 2012

To be recognized as an official project, the Alberta 4-H Council and the 4-H and Agriculture Education Branch of Alberta Agriculture and Rural Development must sanction the project, provide resource materials, and establish project policy.

Policy # 6.03 Alberta 4-H Resource Development Policy

Approved: July, 2009

Review Date: March, 2012

One of the strengths of the Alberta 4-H program is the high quality educational resource material that is available to the participants. The 4-H and Agriculture Education Branch will follow a consistent format to evaluate, develop and produce resource materials for 4-H members and leaders.

Policy # 6.04 Alberta 4-H Dairy Project Policy

Approved: July 2009

Review Date: March, 2012

All Alberta 4-H members registered in the dairy project must follow the requirements as set out by 4-H and Agriculture Education Branch in consultation with the Alberta 4-H Dairy Advisory Committee.

Policy # 6.05 Alberta 4-H Beef Project Policy

Refer to Policy #1.01

Approved: July 2009

Review Date: March, 2010

All 4-H members registered in the beef project must follow the requirements as set out by the 4-H and Agriculture Education Branch of Alberta Agriculture and Rural Development in consultation with the Provincial Beef Advisory Committee (BAC).

Policy # 6.06 Alberta 4-H Equine Project Policy

Refer to Policy #1.01

Approved: July, 2009

Review Date: March, 2010

All projects involving an equine fall under the auspices of the Equine Project Policy.

All 4-H members registered in the equine project must follow the requirements as set out by 4-H and Agriculture Education Branch of Alberta Agriculture and Rural Development in consultation with the Alberta 4-H Equine Advisory Committee (PEAC).

Policy # 6.07 Alberta 4-H Life Skills, Technology and Trade Project Policy

Approved: July 2008

Review Date: March, 2011

All Alberta 4-H members registered in the small animal, life skills, technology and trade projects must follow the project requirements as set out by the 4-H and Agriculture Education Branch of Alberta Agriculture and Rural Development in consultation with the Alberta 4-H SALT Project Advisory Committee.

Policy # 6.08 Alberta 4-H Project Administration Policy

Refer to Policy #6.02, 6.03 Approved: July, 2008

Review Date: March, 2011

The specific project(s) in each 4-H club is one of the many means to help 4-H members become productive, contributing members of society. The specific 4-H project that members undertake is only one component that makes up the entire 4-H experience.

Each approved 4-H project will have operating rules and guidelines in place.

Policy # 6.09**Alberta 4-H Sheep Project Policy****Refer to Policy #1.01****Approved: July, 2009****Review Date: March, 2012**

All 4-H members registered in the sheep project must follow the requirements as set out by the 4-H and Agriculture Education Branch of Alberta Agriculture and Rural Development in consultation with the Provincial 4-H Sheep Advisory Committee.

Policy #6.10**Alberta 4-H Canine Project Policy****Refer to Policy #1.01****Approved: July, 2009****Review Date: March, 2012**

All Alberta 4-H members registered in the canine project must follow the requirements as set out by the 4-H and Agriculture Education Branch in consultation with the Alberta 4-H Canine Advisory committee.

Programs**Policy # 7.01****Alberta 4-H Program Agreement Policy****Refer to Policy # 8.05****Approved: July, 2009****Review Date: March, 2012**

A 4-H member is required to complete the Alberta 4-H Program Agreement form for each Provincial program that they attend. Regional and district events may use the agreement form, and if used, the form must be completed by each participant.

Policy # 7.02**Alberta Provincial 4-H Program/Event Registration Fee Policy****Approved: July, 2010****Review Date: March, 2013**

4-H members and 4-H volunteers who register for provincial 4-H programs/events must pay the predetermined registration fees and receive acceptance confirmation to be accepted as delegates to the program.

Policy # 7.03**Alberta 4-H Project Event Policy****Refer to Policy # 1.01,1.02, 6.04, 6.05, 6.06, 6.07, 9.04****Approved: July, 2010****Review Date: March, 2013**

The Alberta 4-H program strives to ensure the safety of all event participants at all project events. Invitational and Interclub 4-H project events must comply with minimum event standards and procedures as outlined below.

Policy # 7.04**Alberta 4-H Provincial Project Event Policy****Approved: July, 2008****Review Date: March, 2011**

Alberta 4-H project events are opportunities for project members to gather in one location, whether virtual or in-person, to learn more about, compete in classes and share experiences with others in their project area and enhance the variety of 4-H projects.

Administration

Policy # 8.01

Alberta 4-H Revising and Reviewing Policies Policy

Approved: July, 2009

Review Date: March, 2012

The Alberta 4-H Council is responsible for setting the policies that govern the operation of 4-H clubs in Alberta. It is their responsibility to ensure that the policies adopted are current and reflect the wishes of 4-H members and leaders. The Alberta 4-H Council is also responsible to ensure that the policies are in the best interest of the 4-H program as a whole.

It is the responsibility of 4-H members and leaders to communicate their wishes to the Alberta 4-H Council through the 4-H Council system.

Policy # 8.02

Alberta 4-H Fee for Service Policy

Approved: July, 2009

Review Date: March, 2012

4-H relies on resource people (non volunteers) who are paid for their services to enhance project materials, program events, and other aspects of the 4-H program. 4-H clubs, councils, committees and the 4-H and Agriculture Education Branch individually determine their needs, and are responsible for costs incurred.

Policy # 8.03

Alberta 4-H Direct Mail Out Policy

Refer to Policy # 8.05, 10.02

Approved: July, 2009

Review Date: March, 2012

The 4-H and Agriculture Education Branch will maintain two (2) main mail outs to 4-H clubs via the Government Courier System in September and February. Direct mailing of program related opportunities, by 4-H Specialists, to clubs, members or leaders, is acceptable.

Direct advertising of sponsor opportunities and programs is controlled through the sponsorship protocols.

Policy # 8.04

Alberta 4-H Insurance Policy

Refer to Policy # 4.01, 4.02, 5.03, 9.01

Approved: July, 2010

Review Date: March, 2013

1. Mandatory Insurance for the Alberta 4-H program:

A senior 4-H and Agriculture Education Branch staff member will arrange for the annual purchase, on behalf of the Alberta 4-H Council, 4-H members and leaders, and other volunteers assisting the 4-H program, the specified type(s) of insurance.

2. Optional Insurance:

a. The 4-H and Agriculture Education Branch may provide information to livestock clubs regarding insurance carriers for mortality insurance of specified project animals. As this insurance is optional, a club decides and pays all premiums related to optional coverage.

b. Any other insurance coverage is the responsibility of the individual club or council.

Policy # 8.05

Alberta 4-H Protection of Privacy Policy

Approved: July, 2008

Review Date: March, 2011

The Freedom of Information and Protection of Privacy Act (FOIP) requires the 4-H and Agriculture Education Branch of Alberta Agriculture and Rural Development to protect the personal information of its 4-H members and leaders. 4-H clubs and the designated officers of the club are bound by the Personal Information Protection Act (PIPA).

Crisis Mangement

Policy # 9.01

Alberta 4-H Crisis Management Policy

Approved: July, 2009

Review Date: March, 2012

The Crisis Management Plan is a process for 4-H partners in Alberta to follow where there is a high profile situation that requires immediate action. As each crisis is different, this plan is a framework that will allow for appropriate flexibility in dealing with any serious event.

Policy # 9.02

Alberta 4-H Grievance Policy

Approved: July, 2010

Review Date: March, 2013

Any 4-H member, club, leader, parent, volunteer or committee has the right to submit a grievance and be heard and considered by a grievance or appeals committee if they believe an improper ruling/decision has been rendered.

Policy # 9.03

Alberta 4-H Exclusion Policy

Approved: July, 2010

Review Date: March, 2013

The 4-H organization at all levels has the responsibility to ensure the safety and general welfare of 4-H members under its jurisdiction. Individual clubs decide who may be members and leaders in their club. Youth and/or adults may be excluded from club and/or event participation if past and/or present behaviors are deemed by the majority of the club or event leadership to be detrimental to the group.

Policy # 9.04

Alberta 4-H Alcohol, Illegal Drugs and Tobacco Policy

Refer to Policy # 7.01

Approved: July, 2010

Review Date: March, 2013

The Alberta 4-H program has a ZERO tolerance policy toward alcohol, illegal drugs and tobacco products at any 4-H activity targeted at 4-H members.

Policy # 9.05

Alberta 4-H Release of Volunteers Policy

Approved: July, 2010

Review Date: March, 2013

4-H as an organization at all levels has the responsibility to ensure the safety and general welfare of 4-H members under its jurisdiction. Volunteers may be released if their conduct is deemed to be inappropriate for or unfit to be associated with the group.

Partners

Policy # 10.01

Alberta 4-H Partners Policy

Approved: July, 2009

Review Date: March, 2012

The Partners, (the 4-H and Agriculture Education Branch, Alberta 4-H Council, and 4-H Foundation of Alberta) work together to set the direction of 4-H in Alberta.

Policy # 10.02

Alberta 4-H Sanctioned Events Policy

Refer to Policy # 10.03, 10.04

Approved: July, 2010

Review Date: March, 2013

The Alberta 4-H Program recognizes the importance of events organized by third party organizations and groups that are complimentary to the 4-H program, provide fundraising opportunities and/or provide training to 4-H members, leaders, clubs or councils.

The Alberta 4-H Program has the responsibility to ensure that sanctioned 4-H events follow all Alberta 4-H Policies and Procedures; are protected through adequate insurance coverage; that all functions bearing the 4-H name reflect the positive image of the Alberta 4-H program and to ensure consistent usage of the 4-H name and logo.

Policy # 10.03 Alberta 4-H Logo Use Policy**Approved: July, 2009****Review Date: March, 2012**

The Alberta 4-H program has the responsibility to ensure the consistent usage of the 4-H name and logo. The Alberta 4-H Program will follow the policy that has been established by the Canadian 4-H Council.

This policy consists of the following copy of the Canadian 4-H Council Logo Usage and Wordmark Guidelines.

Policy # 10.04 Alberta 4-H Sponsorship Policy**Approved: July, 2008****Review Date: March, 2011**

Alberta 4-H recognizes that sponsorship is important to the success of the program. Corporate support enables 4-H to provide high quality educational material and programs to 4-H members and leaders so they can develop technical and personal skills.

Policy # 10.05 Alberta 4-H Fundraising Policy**Approved: July, 2010****Review Date: March, 2013**

This policy outlines the procedure that must be followed when a request is received from a company or group that would like to offer a new fundraising initiative.

Constitutions and By-Laws

Policy # 11.01 Alberta 4-H Club Constitution/Operating Rules Policy**Approved: July, 2008****Review Date: March, 2011**

Each entity (club, council, committee, etc) belonging to Alberta 4-H and/or using the 4-H name should develop and adopt its own operating rules in the form of a constitution, bylaws, and/or operating rules.

Beyond the Club

**Policy # 12.01 Supervision of 4-H Member Residential Activities
Beyond the Club****Refer to Policy # 9.04, 7.01, 7.02 Approved: July, 2010****Review Date: March, 2013**

Alberta 4-H youth are offered a range of provincial, regional, and district activities, camps, seminars, workshops and conferences. These activities provide educational and social environments, which enable 4-H members to experience personal growth and development. All participants (youth and adults) are expected to follow all behaviour, program and facility rules and regulations.

All staff and volunteers who plan, chaperone and facilitate these events are committed to ensuring the safety and well being of the 4-H participants.

All participants have a mutual responsibility to ensure the safety of others and the success of the 4-H activity.