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# OPERATING GUIDELINES FOR ALBERTA 4-H COUNCIL

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## 1. Expenses

- ◆ any Council member attending an official meeting of Council is eligible to receive expense reimbursement
- ◆ the 4-H Council (and/or the 4-H Branch) is prepared to refund expenses such as travel, meals and lodging
- ◆ any member assigned to Council business by the authority of Council will be reimbursed from Council funds, expenses defined as follows:
  - a) travel as per government rates @ km
  - b) meals for travelling time exceeding 4 hours

## 2. Cards, Donations, Gifts

These rates have been set as guidelines to spend for the appropriate occasion(s).

- ◆ \$10 - \$15 for a member of Council who is ill
- ◆ \$50 - \$75 donation to the 4-H Foundation of Alberta in the event of the death of a member of the immediate family of a Council member
- ◆ \$50 - \$75 for a death in the immediate family of a Council member

## 3. Council Vests

- ◆ Council members are to purchase a **black vest** of their own choosing and fit, and then have the Canadian 4-H logo put on the left hand side (over the heart)
- ◆ vest to be worn with a white shirt at 4-H Council events, where the Alberta 4-H Council is to be represented

## 4. Recognition

- ◆ at the annual meeting, Council members completing their term of service on Council are presented with a certificate of appreciation from the 4-H Branch of Alberta Agriculture and Rural Development. This recognizes the contribution of each person to the Council

## 5. Insurance

- ◆ Liability, Loss of income, Accidental death and dismemberment, and Directors and Officers Liability coverage is automatically provided for members, leaders and volunteers who assist in the delivery of the 4-H program in Alberta (See the Appendices: Insurance)

