



CANADA  
4-H Saskatchewan

4-H SASKATCHEWAN  
COMMUNITY LEADERSHIP  
CONFERENCE & AGM

PARTICIPANT  
PACKAGE

"CREATING CARING COMMUNITIES"

March 22-24, 2024

Saskatoon, SK

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# Welcome!

This year the **NEW 4-H Saskatchewan Community Leadership Conference & Annual General Meeting** will aim to play host to 4-H members and leaders from across the province in a safe, fun, and inclusive environment. **What will the event entail? See below!**



## FRIDAY MARCH 22- WELCOME SOCIAL

Meet your fellow 4-Hers in a fun and interactive environment! Participate in games and learn about 4-H from across the province. There will also be a resolution workshop to help voting delegates prepare for the Annual General Meeting on Sunday.

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## SATURDAY MARCH 23- CONFERENCE & WORKSHOPS

At the core of the 4-H program is the desire to learn and gain new skills, and that's what the Community Leadership Conference is all about! This day will feature mentoring sessions, workshops, and engagements to improve the 4-H program.

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## SATURDAY MARCH 23- RECOGNITION BANQUET

This event showcases our Donors, Public Speaking Winners, Builder Honour Roll and Hall of Fame winners. The evening also features a 4-H dance. Members can serve as formal banquet hosts to special guests; however, please remember that we are all playing host to our special guests joining us for the weekend.

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## SATURDAY MARCH 23- SATURDAY NIGHT SOCIAL

The Saturday night social is a 4-H favourite- a DANCE! It's time for both members and leaders to rock out 4-H style. Please dress in your best 4-H gear. We want to see a sea of green!

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## SUNDAY MARCH 24- ANNUAL GENERAL MEETING

After a fun day, it's time to get down to business. The Annual General Meeting is a way to engage our membership in governance, discuss policy and bylaw resolutions, and elect new board of director representatives.

# Event Timeline & Agenda

Looking for a detailed timeline of the event? Look no further! The agenda will also be printed off for each participant at the event.

## FRIDAY, MARCH 22

### FRIDAY NIGHT WELCOME SOCIAL

7:00pm	Registration
7:30pm	Welcome & Games
8:00pm	Resolutions Workshop (mandatory for voting delegates)
8:00pm	Games Continued
10:00pm	End of Social
11:00pm	Lights Out

## SATURDAY, MARCH 23

### COMMUNITY LEADERSHIP CONFERENCE AGENDA

9:00 am	Registration
9:30 am	Orientation & Welcome
9:45am	Keynote Speaker
10:45 am	Refreshment Break
11:00 am	Minute Mentoring
12:30pm	Lunch
1:30 pm	Workshop Session One
2:30pm	Break
2:45 pm	Workshop Session Two
3:45pm	Break
4:00pm	Workshop Session Three
6:00 pm	Doors Open- Recognition Banquet
6:30 pm	Annual Recognition Banquet
9:00 pm	Parade of Regions
9:15 pm	Dance
12:00 am	Lights Out

## SUNDAY, MARCH 24

### ANNUAL GENERAL MEETING AGENDA

7:45 am	Breakfast
8:30 am	Business Meeting Opens <ul style="list-style-type: none"><li>• Outline of meeting and voting procedures</li><li>• Adoption of Agenda</li><li>• Adoption of 2023 AGM minutes</li><li>• Business Arising from minutes</li><li>• Resolutions for Bylaw &amp; Policy Change</li></ul>
10:30 am	Break
10:45 am	Business Meeting Resumes <ul style="list-style-type: none"><li>• 2023 Annual Report</li><li>• 2023 Financial Report</li><li>• Appointment of Auditor</li><li>• Resolutions Continued...</li></ul>
12:30pm	Lunch
1:15pm	Business Meeting Resumes <ul style="list-style-type: none"><li>• Store Closes</li><li>• Resolutions Continued</li><li>• Election of 18 Year Old Member Delegates</li><li>• Regional Meeting</li><li>• Regional Reports</li><li>• Election of Director Delegates</li><li>• Other Business</li><li>• Special Announcements</li></ul>
4:00 pm	Adjournment

Additional workshop and Minute Mentoring details will be available closer to the event date.

# Location Details



The Delta Downtown Saskatoon is located at 405 20th St East in Saskatoon, SK.

## PARKING

Parking is available on-site for \$18 per day. These charges are covered in your AGM fees; however, you must send us your license plate number by Wednesday, March 20 to have these charges covered. We strongly encourage carpooling to reduce any parking headaches.

Off-site parking and street parking is also available, but is not covered by 4-H.

## REGISTRATION

The 4-H AGM Registration Desk is located in the Pre-Function area on the convention floor. 4-H staff, ambassadors and signs will be there to help you! Do not check in to the hotel- we will provide your room keys later in the event. Please register as soon as you arrive.

## HOTEL ROOMS

Hotel accommodations are provided for registered participants.

Please note: accommodations are shared! AGM is a great opportunity to meet other 4-H members and leaders from across the province and make new friendships.

Hotel room keys will be available from 4-H Staff at the pre-conference area. Please do not go to the hotel front desk; instead, come directly to the conference floor. There will be a designated area for you to leave your luggage. We will do our best to ensure that room keys are promptly distributed as the rooms become available.



Delta Marriot Downtown

## TRAVEL REIMBURSEMENTS

Travel expenses for voting district delegates will be reimbursed at a rate of \$0.40 per kilometer. Visitors will not be reimbursed for travel costs.

An AGM Delegate Travel Reimbursement Form will be available at the meeting. There is an option to donate the money to the Saskatchewan 4-H Foundation and receive a receipt for income tax purposes. Forms must be submitted by noon on Sunday, March 24, 2024.

# What to expect:

## Dress to Impress

The recommended dress code is business casual. We suggest a collared, long-sleeved or a polo shirt, blouse, sweater or dress top with dark jeans, khakis, a skirt or dress pants. Avoid bunny hugs, printed t-shirts, ball-caps, sweatpants, torn clothing, and strapless tops. Hats must be removed during meetings and meals.

The Recognition Banquet is a special occasion where we welcome sponsors, donors and other special guests! Attendees are expected to dress formally for the Recognition Banquet on Saturday night. This could include a long-sleeved collared shirt and tie or suit jacket, dress pants and a dress top, or a formal dress.



## Shop 4-H

The 4-H Store is coming to AGM! The 4-H Store accepts cash, cheque, debit or credit card. Check out the 4-H Store online for all available items at [www.4-h.sk.ca/store](http://www.4-h.sk.ca/store). You can even make your order beforehand by sending in a promo order form or by calling 306.933.7727. Pre-order, and your purchases will be ready for pick-up at AGM. All items must be paid for before they can be mailed or picked-up.

## Banquet hosts

4-H members have the opportunity to be an official Banquet Host to sponsors and other special guests attending the Annual Recognition Banquet. This is a great opportunity to practice networking and represent 4-H!

Duties include: Attending the Banquet Host Meeting, serving as a host to a particular sponsor or guest; talking about your 4-H experience; making conversation; answering questions; ensuring the sponsor or guest is comfortable (take their coat, get them dessert); show them to their table, etc.

For more information please see the Banquet Host Guide. To register as a Banquet Host, please contact the 4-H office.



# Foundation FUN-draisers

This year, the fundraisers at the Leadership Community Conference and AGM will look different. Previously, we have had multiple Loonie Draws that occurred throughout the day, along with a Silent Auction.

This year we are significantly decreasing the Loonie Draws throughout the day. Although we are decreasing the Loonie Draws, there will be other fundraisers to accumulate funding for the Saskatchewan 4-H Foundation. One fundraiser will include several "Guess the Candy" jars where individuals can purchase a ticket to guess the amount in the jar. Multiple guesses are encouraged, and cost \$1.00 per guess. The person closest to the amount at the close of the draw will win the jar with the candy.

Furthermore, we will not be having the traditional silent auction this year. Rather we will be auctioning large photos where individuals can bid on the photos throughout the conference.

We are adding a new fundraiser called "Pick a Number" in which participants can purchase numbers to be entered to win various prizes. There will be several pick a number charts with various monetary denominations and individuals are encouraged to purchase multiple numbers. However, to make this fundraiser successful, 4-H Saskatchewan is asking for donations that can be utilized as prizes (These prizes can be what would have been used as silent auction items).

## DISTRICT DONATIONS

Districts often give a donation to the Saskatchewan 4-H Foundation. At a specific time during the weekend, delegates are encouraged to make a presentation to the Foundation.

Introduce yourself; tell which district you are representing, and relay how much the district is donating to the Saskatchewan 4-H Foundation.

**4-H SASKATCHEWAN  
COMMUNITY LEADERSHIP CONFERENCE & AGM**



**Don't forget your loonies!**

**Thanks for supporting the  
Saskatchewan 4-H  
Foundation!**

# Safety & Rules

## RULE OF TWO

All 4-H programs must follow all Youth Safety Policies, which includes the Rule of Two. This rule states that there must be two fully screened 4-H volunteers at all 4-H meetings, programming and events. For the protection of all, there must never be a situation where an adult is one-on-one with a youth who is not their child/ward within 4-H.

- The 4-H Saskatchewan Community Leadership Conference & Annual General Meeting begins with registration at 7 p.m. on Friday, March 22 and ends at the closing of the program on the afternoon of Sunday, March 24. 4-H Saskatchewan staff have arranged overnight chaperones and will ensure the rule of two is met throughout the program.
- Transportation to and from AGM is the responsibility of the individuals attending (and/or their parents/guardians). Individuals who wish to arrange informal carpooling do so at their own risk and should contact their insurance broker to understand their own coverage.
- 4-H clubs that are formally arranging transportation as a group to the 4-H program need to follow 4-H policies. This means that there must be two screened adults (over the age of 25) in each vehicle, and that parents/guardians of the youth being transported are aware of the travel plans. Where accommodation is arranged through the club, the club leader must ensure that overnight policies are followed (room checks, appropriate rooming arrangements). Contact the 4-H office for support if your club is formally arranging a travel plan.

## GIVENS

Givens are to be adhered to at all 4-H events or programs in Saskatchewan. Action taken when a "given" has been broken will be determined by the program director based upon Saskatchewan 4-H Policies & Procedures for 4-H Programs.

1. Alcohol, illegal drugs, and non-medicinal cannabis are not allowed at any Saskatchewan 4-H programs or events.
2. No weapons of any kind, including pocket knives, are allowed at the program.
3. The Saskatchewan 4-H Council, and the hosting facility or co-hosting organization, is not responsible for lost/stolen items. Please leave all valuables at home. Label all personal items.
4. Participants may not switch their accommodations without approval from the Program Director.
5. No boys are allowed in the girls' rooms. No girls are allowed in the boys' rooms.
6. A no smoking or "designated smoking area" policy will be decided by the program director.
7. All participants, staff and volunteers must adhere to curfew times.
8. Participants, staff and volunteers are not to leave the program area. The boundaries are to be decided by the program director and all staff volunteers and participants will be notified regarding the location of the boundaries. Permission must be given by the program director to leave the designated area.
9. In the event of an emergency all participants, staff, volunteers and program director are to meet in a designated area.
10. Please wear appropriate attire and footwear for all events.
11. Willful damage will be paid for by the person(s) doing the damage.
12. Any accident causing bodily harm or property damage must be reported to the program director.

## Expectations of Behaviour

1. Obey all program "givens".
2. Participants are to participate fully in program activities.
3. Participants should be on time for all meals and activities.
4. Participants are to remain in their own group during activity sessions.
5. If provided, nametags are to be worn at all possible times.
6. Participants are to be respectful to staff and others – disruptive behavior will not be tolerated.
7. Respect program, property and the personal possessions of others.

Participants failing to adhere to the givens, expectations of behaviour or the standards of the 4-H program may be sent home at their own cost.

# Hotel Map

## CONVENTION LEVEL





# Final Reminders

The 4-H Saskatchewan Community Leadership Conference & AGM is a great time to meet new people, gain new skills, and have fun. The most important part of any conference is to bring something back to your club that you can use, so make sure to share what you learned with the rest of your 4-H family.

## Packing list:

- Business Casual clothing for the conference & AGM
- Formal outfit for Banquet
- Dance attire (4-H themed)
  - bring anything green, clover covered, or project themed
- Loonies & cash for FUNdraisers
- Your 4-H spirit!

## Optional Items:

- Speaking notes for resolutions
- District Donation to the Foundation
- FUNdraising items
- Club Display
- Ambassador forms



As the 2023-2024 Sustainability Initiative is a Province-wide electronics recycling initiative, we are collecting unwanted electronics at this event!

For more information on what to recycle, please visit <https://recyclemyelectronics.ca/sk>

**We can't wait to see you at the 4-H Saskatchewan  
Community Leadership Conference & AGM!**



CANADA  
4-H Saskatchewan

# Acknowledgements

Thank you to the following  
sponsors for making this event  
possible:



## Contact

4-H Saskatchewan  
3830 Thatcher Ave, Saskatoon, SK S7R 1A5  
(P) 306-933-7727

[www.4-h.sk.ca](http://www.4-h.sk.ca)  
[programs@4-h.sk.ca](mailto:programs@4-h.sk.ca)