

Memorandum of Understanding

The Saskatchewan 4-H Council recognizes adult leadership and volunteerism as the foundation to its success in accomplishing its mission: 4-H Saskatchewan is a youth empowering organization that promotes community involvement through mentorship as demonstrated by our motto Learn To Do By Doing.. We work to spread the impact of 4-H, to help the youth of today develop skills needed to lead in an ever-changing future. The 4-H motto is “Learn To Do By Doing”.

Purpose:

The Saskatchewan 4-H Council is committed to this mission and to supporting the volunteer leaders that carry out this mission for the youth of this province. The purpose of this Memorandum of Understanding between its volunteers and the Council is to outline the responsibilities of the Council relating to the work of volunteers and to outline the responsibilities of 4-H volunteers relating to the work of the Council.

Between:

General 4-H Leaders, Assistant General 4-H Leaders, Project 4-H Leaders, Assistant Project 4-H Leaders, Chaperones, Provincial 4-H Program Staff and the Saskatchewan 4-H Council (Council).

Points of Understanding:

1. 4-H volunteers must keep the Mission, Vision and Core Values of 4-H clearly in focus as they carry out their duties and responsibilities contained in their job descriptions.
2. 4-H is dedicated to providing a safe and caring environment. All 4-H organizations must abide by the 4-H Youth Safety in Canada policies, including the **4-H Code of Conduct**, inclusivity statement, screening and training requirements, and supervision standards.
3. The Council will provide resources, guidance and support through Regional 4-H Specialists and Provincial 4-H Office Staff, who are employed by the Council to provide this assistance. Volunteers have a duty to seek appropriate guidance from 4-H paid staff regarding questions and concerns relating to policies and procedures of the Council.
4. The Council will provide volunteer training materials regarding working with youth which volunteers have a duty to read in order to educate themselves about their volunteer position.
5. The Council will provide basic policies for 4-H clubs, members and Achievement Days and it is the responsibility of 4-H volunteers to ensure that the 4-H club they are part of adheres to these policies. A sample constitution is available for clubs to set their own local policy.
6. 4-H volunteers will provide a safe environment for 4-H activities and will be diligent in managing risk associated with 4-H activities. Volunteers will ensure waiver forms are signed before programs which contain elements of risk, including some 4-H projects.
7. The Council’s Provincial Program Policies and Procedures will be shared with 4-H volunteers if requested and volunteers are encouraged to use these policies and procedures when conducting activities at and beyond the club level. Volunteers can obtain a copy of these Provincial Program Policies and Procedures from their Regional 4-H Specialist or the Provincial 4-H Office. 4-H volunteers will submit Activity Plans for programs that require them.
8. As volunteers working with youth, 4-H leaders must understand their Duty to Report suspected abuse or neglect. If you believe a child’s physical or mental health or welfare has been, or may be, impacted by abuse or neglect, you have a legal duty to immediately report such information to or police.

9. Complete an Incident Report when applicable and report all serious incidents to the Executive Director of Saskatchewan 4-H immediately.
10. The Council will ensure all 4-H volunteers are covered by third party liability insurance as set out in the 4-H insurance manual. The Council will support clubs by providing Certificates of Insurance where necessary.
11. In your role as volunteer you will likely be responsible for keeping track of and recording the full names and contact information of your 4-H members. In some cases, you may also be aware of their health and medical information. Under Canadian privacy and confidentiality laws, it is important that the personal information of minors be kept confidential at all times. This means that it cannot be shared with anyone under any circumstances without parental consent and permission by the member. You must safeguard all information you receive through your role, and should ensure it is kept in a secure location and transferred to the appropriate person when applicable. Personal and health information should be destroyed when no longer necessary for a program, or at the end of each club year.
12. The Council will provide volunteer training opportunities through Regional 4-H Specialists which volunteers are encouraged to attend.
13. 4-H volunteers must have a valid driver's license if transporting youth and must make it known to the 4-H club if their license has been suspended for any reason. Volunteers transporting youth must ensure that vehicles transporting youth have appropriate registration and insurance and will ensure adequate number of seatbelts exist and are used for each occupant.
14. 4-H volunteers have a duty to follow the Saskatchewan 4-H Grievance Procedures outlined by the Council when dealing with conflict situations and have an obligation to file a Incident Report in writing regarding events which are outlined in the Incident Reporting policy. The Council will provide the guidance and advice of Regional 4-H Specialists and the Executive Director in such matters.
15. The Council is committed to providing project materials and other club supplies. 4-H projects are updated and revised by the Council according to the budgetary parameters of the Council on an annual basis. The Council is also committed to researching project trends and to incorporating new projects when appropriate.

If you have any questions regarding the information contained in this Memorandum of Understanding, please contact the Executive Director of the Saskatchewan 4-H Council at (306) 933-7729.

Thank you in advance for your cooperation as a volunteer with 4-H Saskatchewan, and for entering into this Memorandum of Understanding with the Saskatchewan 4-H Council. Your volunteer contribution is of great value to the Council. The Council is committed to providing you with the support and resources necessary to carry out your volunteer work.