



# 4-H LEADER ANNUAL REGISTRATION

4-H Saskatchewan | 3830 Thatcher Avenue, Saskatoon, SK. S7R 1A5 | Ph: 306-933-7727 | www.4-h.sk.ca

## Information for Leaders:

- All volunteers serving as 4-H Leaders must meet the requirements of a TRAINED VOLUNTEER (A). This means they must complete Volunteer Screening as well as Mandatory Training (Commit to Kids, Youth Safety Training).
- **Each leader must have valid screening by October 15, 2021 to serve as a leader in the 2021-2022 4-H year.** If volunteer screening is not complete by the deadline, then volunteers will be unable to serve as leaders in this membership year. Volunteer Screening packages are available from the 4-H Office, or can be found on the website at [www.4-h.sk.ca](http://www.4-h.sk.ca). Volunteer screening is valid for three years after completion. This Registration Form is NOT part of the Volunteer Screening process.
- Each volunteer serving as a Leader in a 4-H Club needs to register by completing this 4-H Leader Registration Form, annually. Leaders who do not register with the 4-H Provincial Office by the registration deadline of November 15, 2021 will be subject to a \$20.00 late fee. New Leaders are exempt from this fee.

## 4-H Volunteer Requirements and Commitment

### Requirements:

I understand that being a volunteer in a Saskatchewan 4-H Club requires me to:

- Have valid volunteer screening which includes an application form, three references, a criminal record check with a vulnerable sector search, and an interview to be a Screened Volunteer (B)
- Complete Screening as well as Commit to Kids Training and Youth Safety Training to be a Trained Volunteer (A). Only Trained Volunteers can register as a 4-H Leader.
- Annually, complete a Registration Form, including the 4-H Volunteer Requirements and Commitment Declaration.
- Review and follow relevant policy including the [Memorandum of Understanding, Youth Safety at 4-H in Canada Policies](#) and [4-H Canada New Volunteer Leader Guide](#)
- Adhere to the [4-H Saskatchewan Policies](#), the [Volunteer Memorandum of Understanding](#) and my [Club Constitution](#)
- Positively represents the 4-H movement and abide by the [4-H Canada Code of Conduct and Youth Safety Policies](#)

### For More Information:

✚ The [Youth Safety at 4-H in Canada Policies](#) and [Volunteer Memorandum of Understanding](#) are important documents for Volunteers to review and understand. They are available from the Provincial 4-H Office or on the 4-H Website. 4-H Saskatchewan has policy, related to member requirements, club requirements, specific project requirements, programs, risk management and communication. Leaders should also be familiar with policy that is related to their club activities.

## 4-H Information for Volunteers and Leaders

**About 4-H:** 4-H Saskatchewan is a youth empowering organization that promotes community involvement through mentorship as demonstrated by our motto Learn To Do By Doing.

**Member Requirements:** To participate as a 4-H member in a 4-H club, youth must be between the ages of 6—21\* as of December 31, 2021. In order to receive credit for a year, a member must: Register in a 4-H club and pay a membership fee, participate in the entire program year, Complete a 4-H questionnaire, register in at least one project and exhibit or demonstrate project work., participate in public speaking at the club level, complete and exhibit a completed record book, abide by the **4-H Code of Conduct** available on the 4-H website and follow relevant 4-H policies, including the **constitution of the club** in which they are registered.

**4-H Project Requirements:** A 4-H project is a unit or level under one topic area. 4-H members can participate in as many projects as they want. 4-H has existing project resources available, or members are able to develop their own in an area that is of interest to them through the 4-U Self-Determined Project. 4-H Project Leaders determine what constitutes a completed project. Some 4-H Projects (particularly those involving livestock) have **additional project-specific rules** and policies, and in some cases (Young Horse), specific waivers and/or releases.

**4-H Club Requirements:** Each 4-H club in Saskatchewan is an individual entity and is responsible for governing itself within the policies and procedures established by 4-H Saskatchewan and/or 4-H Canada. Clubs can also set their own additional policies and rules in their club constitution. Clubs have the right to decide whether or not to offer a project. To maintain good standing, each 4-H club is expected to (1) have at least two Trained Volunteer leaders and four youth members (2) hold a minimum of three general meetings, elect an executive and endeavor to conduct club business using parliamentary procedure (3) participate in their District Council (4) hold a public speaking activity and an Achievement Day, and (5) properly manage and report their financial situation.

**4-H Events and Opportunities:** There are many programs and events for individual 4-H members, volunteers and leaders beyond their club. Visit the 4-H website, read your Bits & Pieces 4-H Magazine, follow us on social media, read the Monthly 4-H update, or contact the Provincial 4-H Office for information on upcoming events and opportunities.

### Volunteer Commitment:

I understand my responsibility to make the following commitments to:

- Adhere to the Volunteer Requirements listed above
- Provide all youth with a safe and caring environment to Learn To Do By Doing
- Keep the Mission, Vision and Core Values of 4-H clearly in focus as I carry out my duties and responsibilities
- Respectfully work alongside other leaders, volunteers, staff, and directors to provide the best 4-H experience possible to all
- Complete my Volunteer Screening and renew every three years
- Ensure that we meet the Rule of Two (there **are at least one trained and one screened** 4-H volunteer) at all 4-H activities
- Report any misconduct or incidents to 4-H Saskatchewan
- Report any criminal offense or disclose any incident which would disqualify me or others serving as a volunteer leader for youth to the provincial office.

**Youth Safety Policies:** The safety and well-being of our youth, volunteers and communities are our top priority. The full Youth Safety Policies are available at <https://4-h-canada.ca/youth-safety>

- **Rule of Two:** It is required that there is a minimum of two screened adults, who are not spouses, at every 4-H event or program. At least one of the screened adults must be a Trained Volunteer (A).
- **Misconduct and Incident Reporting:** We have an open-door policy for reporting concerns—anyone can report misconduct or incidents to 4-H Saskatchewan (on our website, or to a 4-H staff person) and they will be taken seriously and investigated.
- **4-H Activity Planning—**All 4-H sanctioned events and programs are led by Trained Volunteers who have gone through screening and training process (Commit to Kids eLearning and Youth Safety Training). Activity plans must be submitted to 4-H Saskatchewan for club events that involve club-planned travel or accommodation, are bringing several clubs together, or are high-risk for the club.

**4-H Privacy Statement:** 4-H Saskatchewan respects the privacy of its members, leaders, volunteers, donors, sponsors, staff and stakeholders. We manage your personal information in accordance with Saskatchewan's Freedom of Information and Protection of Privacy Act and other applicable laws. 4-H Saskatchewan's privacy and information management policies are available on our website.

**4-H is for everyone:** 4-H is dedicated to providing an inclusive environment that allows for universal access and participation and where every adult and child is treated fairly and given the opportunity to succeed. If a member has special needs that may require accommodation, disclosing them to the club leader will help to ensure their 4-H experience meets their needs. You can contact the 4-H Office to discuss accommodation needs or ideas.

**Important:** This is a summary of important 4-H policy and requirements. Please contact the Provincial 4-H Office if you have any questions about requirements, policy, events and opportunities.

Phone: 306-933-7727  
Email: [info@4-h.sk.ca](mailto:info@4-h.sk.ca)

Website:  
[www.4-h.sk.ca](http://www.4-h.sk.ca)

**THIS PAGE IS FOR YOUR INFORMATION. IT IS NOT REQUIRED TO BE SENT TO THE 4-H OFFICE.**

**Volunteer Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Birthdate: MM/DD/YYYY 4-H LEADERS MUST BE AT LEAST 18 YEARS OF AGE Gender: \_\_\_\_\_ Address: \_\_\_\_\_

Town: \_\_\_\_\_ Prov: \_\_\_\_\_ P.C: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Club and Project Information:**Leader Role:  General Leader  Asst. General Leader  Project Leader  Other: \_\_\_\_\_

Club Name: \_\_\_\_\_

Project(s) and Unit(s) Leading: \_\_\_\_\_

**Identification:**

Information is collected to help us understand our volunteers and membership, and to meet reporting requirements of funding agencies.

I am a:  New Leader  Returning Leader—# of Years Completed: \_\_\_\_\_My residence is best described as:  Rural or Remote (Active Farm)  Suburban—live near, but outside city of 10,000+  
 Rural or Remote (Town/Acreage)  Urban—live within city of 10,000+I self- identify as:  Person living with a disability  Visible Minority  
 First Nation/Metis/Inuit  Newcomer to Canada (within 5 years)  
 LGBTQ2S+  Member of a language minority  
 Senior (over 65)  Under 25The language I speak at home is  English  French  English & French  Other**Photo Release**

- YES.** I consent to the use of images of myself as described. Photos and videos of members and leaders participating in 4-H events are used to promote and share information about our programming. 4-H retains photos in our archives and photos may be altered, copied, published or distributed to local newspaper or media, as well as 4-H Canada or sponsors/partners for use in their publications and promotional materials. By providing your consent, you grant the Saskatchewan 4-H Council to use your likeness in photographs, videos, or other digital media in any of our publications, including online, without compensation.
- NO.** I do not consent.

**Communication Consents**

- YES.** I consent to receive electronic messages from 4-H Saskatchewan to my primary email. **Electronic Communication:** There are many events and opportunities for 4-H leaders offered by 4-H Saskatchewan, 4-H Canada and our other partners. 4-H Saskatchewan uses electronic communications to make 4-H families aware of the opportunities available to them. By giving your consent, we can send you important information about scholarships, travel awards, programs, fundraising opportunities, events, and competitions. You can unsubscribe from electronic messages at any time.
- NO,** I do not consent.

**I would like to receive Bits & Pieces:**

- By MAIL **Bits & Pieces Magazine:** 4-H Saskatchewan produces a tri-annual magazine, *The Bits & Pieces*, which is sent to each 4-H family. The Bits & Pieces contains important updates on events and opportunities, as well as news from 4-H clubs around the province. Please indicate how you would like to receive the Bits & Pieces: by mail, by e-mail (electronically), or both. Please note that if you select by email only, you will not receive a paper copy. Note that the 4-H magazine is available on the 4-H website electronically.
- By E-MAIL
- By BOTH MAIL and EMAIL

**COVID-19 Assumption of Risk and Waiver**

- YES.** I have read and understood the COVID-19 Assumption of Risk and have **completed and submitted** a waiver for myself as described. By participating in 4-H programming, 4-H cannot guarantee that you will not become infected with Coronavirus/COVID-19 as a result of participation in 4-H programming. Further, 4-H programming could increase the risk that you or your could become infected with Coronavirus/COVID-19. The Assumption of Risk and Waiver is intended to limit the ability of you to recover damages against 4-H—it should be read carefully. Each family must complete the waiver BEFORE participating in ANY in-person 4-H programming. In cases of families where parents are separated or divorced, both parents with custody must sign the waiver.

**Volunteer Commitment Declaration and Participation Waiver**

I have read the 4-H Volunteer Requirements and Commitment, and 4-H Information provided with this form. I understand that participation in a Saskatchewan 4-H Club is voluntary, and involves a certain degree of risk when participating in some 4-H activities. After carefully considering the risks involved, I choose to enroll as a volunteer leader of the club named above and participate fully in its activities. I take responsibility for the risk involved, my safety and well-being and have made the club and volunteers aware of any special needs. I release the 4-H club, the Saskatchewan 4-H Council Inc., and its staff, directors, members, leaders or volunteers from any liability for any injury or loss that may result from my involvement in the club or participation in 4-H activities. I understand that creating a safe, inclusive and fun environment is the responsibility of everyone involved in any 4-H activity and agree to abide by the 4-H Code of Conduct, follow all relevant rules and policies, and positively represent 4-H.

**Agreement:** I declare that I have read and agree to the 4-H Volunteer Requirements and Commitment, agree to abide by the 4-H Code of Conduct, as well as the above participation terms, and wish to enrol in the 4-H program.

Volunteer Signature: \_\_\_\_\_ Date \_\_\_\_\_ MM/DD/YYYY