

Waterloo 4-H Leaders Guide 2012



Welcome to the world of 4-H

What is 4-H?

4-H is an organization of leaders building leaders. Over 6000 youth 9-21 years of age, and a grass roots network of 1600 trained, screened volunteers pledge their Head, Heart, Hands and Health as members of community based clubs. With projects encompassing agriculture, food, health and the environment, 4-H Ontario's "Learn To Do By Doing" clubs, camps and conferences have a successful 95 year history in developing competence, confidence, connection, character and caring within rural and urban youth.

Inside this issue:

Your 1st meeting	2
After your 2nd meeting	2
Your Club Allowance	2
Achievement Program	2
Waterloo 4-H Events	3
Waterloo 4-H Association	4
4-H Ontario	4

Thank you for being a 4-H Leader!

Volunteers are the lifeblood of our wonderful program. Without your time and skills, none of this would be possible.

Your Screening Process

Providing our members with a safe and encouraging environment is the most important thing of all. That is why 4-H Ontario has thorough screening and training policies and procedures for all 4-H Ontario Volunteers.

First time leader?

The Volunteer Screening Process involves the following steps:

1. Fill out a Volunteer Application Form at www.4-hontario.ca
2. Provide a current, original Police Records Check (Vulnerable Sector Search included).
3. Complete an interview and reference check with Waterloo 4-H.
4. Attend a 4-H Ontario New Volunteer Orientation Training Session.

Repeat leaders?

You need to renew your police check every 2 years. You will receive a reminder letter from 4-H Ontario 90 days before your screening expires. Due to some long wait times for police checks, it's best to go sooner than later. You also need to attend Volunteer Training at least once every 2 years.

What if I don't screen?

Then your club won't complete. 4-H Ontario has a strict policy that every club must have 2 current screened leaders. If one lapses, it could keep the members of your club from receiving recognition for having completed that project. We will do our best to guide you through the process and ensure that this doesn't happen.

Being a Club Leader

Being a club leader means playing an important role in the development of youth. Your purpose is to provide "learn to do by doing" personal development activities for members through the 4-H club and project structure. You'll



encourage members to participate in various skill building opportunities, be responsible for ensuring their safety, and coordinate club activities. Don't be intimidated—it's easier than it sounds!

Feeling Unsure?

Don't be afraid to let us know if you'd like to 'mentor' with another set of leaders and club, just to get a feel for what to do and how to organize a meeting. If you'd like another a more experienced leader to help you, that can be arranged as well.

What is a 4-H Club?

A club is made up of a minimum of 6 4-H members, and 2 screened 4-H leaders. This group of individuals meets for a minimum of 12 hours to learn about a project topic. Through instruction by leaders and hands on learning, mem-

bers learn about the topic, communication, judging, parliamentary procedure and themselves.

Before you start

1. Contact Kim McKenzie at info@waterloo4-h.ca to get your

sign up and club forms, secretary and press reporter books.

2. Contact John Drummond at john.drummond@hotmail.ca to get your club listed on the website and other promotions.



The 4-H Ontario Health & Safety Form
It's a form that should be filled out by all of your 4-H members and brought to every meeting. Just a way of alerting you if any members have health concerns, but also gives you contact information should something happen at a meeting.

Can members bring friends to a meeting?
They sure can! Members are welcome to bring friends to any meeting or event to learn about 4-H. They want to come to more meetings? Now is the time to request them to enroll and collect their membership fee.



Your first meeting After your second meeting

Make sure each member fills out a registration form. Membership fee is \$65, and cheques should be made out to 'Waterloo 4-H'. Remember that a member only needs to pay membership fee once a year, but can join several clubs. You will be collecting fees only from kids that are joining 4-H for the first time this year. Others will have paid in other clubs, at Awards Night or at Sign Up night.

Fill out a membership list form, being sure to include all members in your club. Fillable forms are available on the 4-H Ontario website—click on **Volunteers**, then **policies & forms**, then **membership list**. Make at least 3 copies, making sure to have one for yourself. One copy should be mailed/faxed to:
Kim McKenzie
10 Brookmead Ave.

Elmira, ON N3B 3L8
FAX: 519-669-3570

A second copy should be mailed, with the membership cheques to:

Marie McNabb
1427 Pinehill Rd.
New Hamburg, ON N3A 2Z6

Please don't mail cash. If you have received cash, contact Marie or a board member, and we'll make arrangements to pick it up from you.

Sample Meeting Agenda

- | | | |
|--|--|--|
| 1. Welcome and Call to Order
- 4-H pledge
- introduce guests | 4. Reports (treasurer, press reporter, committees, etc.) | 8. Club Program |
| 2. Roll Call | 5. Old business | 9. Set time, date and place for next meeting |
| 3. Minutes of last meeting | 6. New business | 10. Recreation / lunch |
| | 7. Announcements | |

Your Club Allowance—\$75

No leader should be out of pocket for club expenses. That's why we have a club allowance of \$75.

While you run your club, hold on to all receipts for club supply purchases. At the completion of your club, send them to:
Marie McNabb,
1427 Pinehill Rd.,
New Hamburg, ON N3A 2Z6

Marie will send you a cheque to reimburse your expense.

What if you spend more than \$75? Just contact a board member, let them know your expenses with a brief explanation. If the board agrees, a cheque will be mailed to you following a board meeting.

Club expenses include printing

manuals, cooking and activity supplies, or club promotions (mailings, newspaper ad, etc.) Not covered are snacks or transportation costs.

Have an expense that you know will cost more? Give the Board a heads up for pre-approval, just to be sure before you spend the money.

Your Club Achievement Program

An Achievement Program marks the completion of a 4-H Club. It is when the club members, leaders and their families come together to celebrate and share their successes and accomplishments. The Achievement Program must include an aspect of

community outreach, showcasing their accomplishments and 4-H. The Achievement Program is above and beyond the club meeting time for 12 hours, and member and leader attendance is mandatory for club completion. The opportunities are endless for

a club when deciding what to do for their Achievement. Hold a demonstration at a mall, a fair, at church or any community event. Volunteer for a community fundraiser, or run a TSC BBQ. Put on a demonstration at a nursing home or school.

Waterloo 4-H Events

Sign Up Night

2012 Sign Up Night is held Wednesday, March 21 at the St. Agatha Community Centre. It's an opportunity to promote your club before you start and have a list of potential club members prior to your first meeting. If you're planning a club, why not come out and tell potential members about it? Be sure to let us know you're planning a club so we can have a sign up list for it.

Go for the Gold

Go for the Gold is a 'Reach for the Top' kind of event, designed to test 4-H knowledge and trivia in a fun and social event. This year's event will be on Saturday, June 16.

Every club can enter a team of 4 or 5 members, or more teams if you have members interested.

Judging Competition

The Waterloo 4-H Judging Competition will be held Thursday, June 28. It's a fun opportunity for kids to test their judging skills while they meet and make friends from other clubs.

Classes can include food, livestock, crops, and a 4-H knowledge quiz. Everyone has a great time!

Annual General Meeting and Volunteer Appreciation Night

Our opportunity to report on the health of our organization is also our chance to say thank you to our great volunteers. Held the 1st Friday in February, it's a wonderful evening of social networking and fellowship.

Awards Night

Awards Night will be held Thursday, November 29 at St. Agatha Community Centre. This is where each member receives an award for successfully completing a project, and we present awards to top secretary, press reporter, and outstanding members.

4-H Ontario Conference and Annual Meeting

Held the last weekend in March, CAM is a wonderful opportunity to learn, have fun, enhance 4-H skills and make friends with 4-H Volunteers from across the province. Through fun social recreation activities you will meet other 4-H Volunteers from across Ontario who have similar values and passions for youth engagement. You will be refreshed with new ideas to bring back to your Club, fellow Volunteers, Association and Region.



*Did you know?
4-H Ontario and Waterloo 4-H will be celebrating their 100th anniversary in 2015! Waterloo is the home of the Ontario's 1st 4-H Club.*

Other great member opportunities

The David Perrin Memorial Education Award

This \$500 bursary is available to all 4-H members attending secondary education. Application is posted on the website and awarded at Awards Night.

Outstanding Member Awards

Awarded annually to 4-H club members who stand out and contribute above and beyond what is expected of a member. Be sure to let us know in advance of Awards Night if you have novice, junior, intermediate or senior members worth nominating. Criteria and ages are listed on the attached form.

Richard Lichty Memorial Award

Recognizing the top secretary and press reporter in the county. Encourage members to keep their books neat and turn them in at the end of the club

4-H Ontario Member Opportunities

All members attending a 4-H Ontario opportunity may be eligible to be reimbursed half of the cost of attending. If they simply write a one page report on their experience at Leadership Camp, Youth Adventure Camp, Discovery Day, Career Sense, etc., they will receive a cheque after they've attended.

Youth Leader Project

For members aged 15-21, it's a great way to try out some leadership skills while giving some assistance to club leaders. Visit www.4-hontario.ca for more details and a project manual

New!

The Spirit Award

Have you got an Outstanding Club or Member? Did you have a fantastic achievement program or fundraiser? Did someone have an noteworthy accomplishment or make a huge effort? Nominate them at any time of the year for The Spirit Award. We'll showcase them on the website, a county-wide email and press release to let everyone know you've got something good going on.



*Visit
www.4-hontario.ca
To learn about all of the camps and conference opportunities available to 4-H members and volunteers. Waterloo 4-H members who attend will be reimbursed half the cost, if they submit a one page report to the Board of Directors.*

The Waterloo 4-H Association

Waterloo 4-H Resource Contact

Kim McKenzie

**10 Brookmead Ave.
Elmira, ON N3B 3L8**

Phone: 1-877-661-6667

Fax: 519-669-3570

Email: info@waterloo4-h.ca

Our website -

*Your first source of 4-H news
Looking for a contact
number, email, club listing
or info on an upcoming
event? It's all there, as well
as this guide. You can
even have pictures of your
club posted.*

The Waterloo 4-H Board of Directors

Helen Martin, President 519-664-2454

winterose@netflash.net

Lynn Strenzke, Secretary 519-648-2436,

wl.strenzke@hsfx.ca

Marie McNabb, Treasurer 519-696-2554,

callumlea@gmail.com



John Drummond, 519-648-3453, john.drummond@hotmail.ca

Cathy Nederend 519-648-2972, cathy.nederend@hotmail.com

Carolyn Salonen 519-634-9125, Carolyn_salonen@wrdsb.on.ca

Anne Snyder, 519-741-1447, aksnyder@netflash.net

Stephanie Szusz, 519-569-9856, Stephanie.szusz@rogers.com

Bonnie Wells, 519-249-1790, bonniewells@megawire.ca

www.waterloo4-h.ca

4-H Ontario - your partner in a successful 4-H program

Project books

All 4-H Ontario resources and project books are available on the 4-H Ontario website.

Visit www.4-hontario.ca, click on **Volunteers**, then click on **Resources**. Log in with your user name and password (which will be sent to you when your screening is complete), then click on **login**. You can now read and print all of the 4-H manuals and info to use for your club! Please remember that all project books are to be used for 4-H only.

You can also print member forms and secretary and press reporter books.

**4-H Ontario
5653 Hwy#6 North
RR#5, Guelph, ON
N1H 6J2**



Contact Numbers and Email

Phone: 1-519-824-0101

Toll-free: 1-877-410-6748

Fax: 1-519-824-8759

Email: inquiries@4-hontario.ca

Faith Kirk, Region 4 Specialist

Ext. 478

region4@4-hontario.ca

4-H Ontario Conference

An opportunity to network with volunteers from across the province, this conference should be on every volunteer's list of 4-H things to do! With workshops to give you ideas and training, you'll come home inspired and motivated to take your club to a whole new level! Whether you go for the weekend or just for the Saturday, Waterloo 4-H will reimburse half the registration fee after you've attended. Held annually on the last weekend of March, right here in Waterloo!

www.4-hontario.ca

"We will be recognized for delivering quality, innovative, and sustainable leadership and life skill programs for youth and volunteers; which will benefit the citizens and communities in which they live."

- The 4-H Ontario Vision Statement