



BRANT COUNTY 4-H ASSOCIATION **POLICIES & PROCEDURES**

Club Meetings:

One of the requirements for 4-H projects, in Ontario, is that there is a minimum of 12 hours of meeting time. Traditionally this has consisted of 6 meetings (2 hours in duration). Some Clubs choose to do 5 meetings (2.5 hours), 4 meetings (3 hours). Brant County 4-H Association encourages all members to attend 100% of the meetings. 4-H Ontario club completion requirements state that members must attend 2/3s of the club meetings and complete the club activity. If there are 6 meetings, then need to attend 4. If your meetings are longer (hour wise) then you need to ensure members attend 2/3s the meeting time (8 hours of a 12 hour club).

For some projects 12 hours may not be a realistic time frame. When you are doing your initial planning consider splitting the club into Part 1 and Part 2, and run them as 2 consecutive clubs. This way there is more consistency between what is required for completion,

It is suggested that at the time of sign up that the meeting dates and Achievement dates are set. To recognize that families have busy lives and to help them manage their time and yours, it is important that they know potential conflicts in dates ahead of the time so they can make an informed decision about joining the clubs or not. Club leaders should not be expected to provide "make-up" opportunities for dates that were set from the beginning, unless a situation is warranted.

B-CE-10 – Youth Safety Policy (Established – December 15, 2019)

visit: <https://4-hontario.ca/volunteers/policies.aspx> *Should be included as an attachment to the policies for easy reference as they are substantial.*

O-M-03 – Membership & Club Composition (Amended: June 16, 2018) 4-H clubs are required to have a minimum of six (6) eligible members and two (2) consistent and dedicated 4-H Ontario Volunteers in Good Standing (Policy O-V-14) involved in club leadership/activities. It is not necessary for all members of a club to take the same project. Before enrolling, a person who is eligible to be both a 4-H member and a Leader of a club, must choose to be either be a member or leader of the specific club (with a 4-H Ontario screened leader that is 22 years of age or older prior to January 1st). A Youth Member cannot receive recognition as both a member and a Leader in the same club. Cloverbud participants are able to complete Cloverbud projects only. They are not able to participate in other club projects offered for 4-H members. Youth aged 15-21 years prior to January 1st may assist in a Cloverbud project as a Youth Leader.

GUIDELINES for Membership & Club Composition:

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O-M-04 – Club / Project (Amended: December 15, 2019)

4-H clubs in Ontario can complete projects on topics from two places:

- 1) 4-H Ontario provincial resource library (on the 4-H Ontario website), including: a) Provincially developed projects or b) Locally submitted and approved for provincial use or
- 2) Global resource library (on the 4-H LEARNS website).

Project Resource manuals that are local or global in nature must be provincially approved for use as a project in an Ontario 4-H Club. The approval process for Locally Submitted Projects is outlined in O-M-17. The approval process for projects found on 4-H LEARNS is outlined in Policy O-M-16.

In order for 4-H clubs to be deemed active:

1. The club must have a minimum of two (2) current 4-H Ontario Volunteers in Good Standing consistently engaged in club leadership and supervision of youth. When only one of the consistent Volunteers in Good Standing is able to be present at a meeting, another Volunteer in Good Standing must be present for the full duration of that club meeting/activity so that the club leadership still consists of at least two Volunteers in Good Standing. The 4-H Ontario policy “Duty of Care” (B-BO-21) outlines how having two leaders present at all times mitigate the risk to youth and volunteers by providing Duty of Care and adequate supervision.
2. At least one of these 4-H Ontario Volunteers in Good Standing must be 22 years of age or older prior to January 1st of that current calendar year.
3. The club must be registered into the 4-H Ontario database (membership web application (MWA)) immediately following the second meeting (or 4 hours) of the club. Note: In order to ensure the safety of 4-H participants and a quality program, only 4-H Ontario Volunteers in Good Standing may receive 4-H project / club resources and awards, have their 4-H club registered in the 4-H program and have their group or team receive recognition and participate in 4-H events.

Leader Attendance at Club Meetings:

Leaders are recognized locally and provincially for being leader volunteers. In order to receive credit as a Club volunteer, the leader should also attend 2/3s of the meetings. Individuals who are not able to commit to that time commitment can be used as a resource, special guest or visiting expert for a particular meeting or activity. The responsibility for the club would rest with the leaders who are able to make the time commitment. The resource, visiting expert would not be police screened because of the fact that the screened leaders would be present and in charge at all times. Individuals who are “resource people” to the club leader do not have to be screened, but the leader is responsible to not place that person in a position of trust. For Brant 4-H, unscreened persons cannot be alone with an individual member.



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TRAINING:

All leaders, volunteers and youth leaders are to complete all training as required by 4-H Ontario Policy

O-V-11 - Volunteer Training (Updated: April 15, 2018) New Volunteers: All volunteer candidates must attend and complete a 4-H Ontario Staff lead New Volunteer Orientation Session to be approved as a 4-H Ontario volunteer. Current Volunteers: At minimum, all 4-H Ontario volunteers must attend and complete a Staff led re-engagement learning opportunity every two (2) years. This must be completed within +/- three (3) months of the last recorded engagement date outlined in the provincial Membership Web Application (MWA) database to retain their Volunteer in Good Standing status.

O-V-14 – Volunteer in Good Standing (Amended: July 31, 2019)

Volunteer in Good Standing Definition: Volunteers with up to date screening (police checks), re-engagement learning opportunity and Child Protection Training (through Commit to Kids) records and who have signed and agreed to adhere to the Code of Conduct included in the Participant Agreement Form (Form #6.8) shall receive “Volunteer in Good Standing” status.

A volunteer must be a ‘Volunteer in Good Standing’ in order to be:

- Eligible to be a volunteer or club leader
- Eligible to chaperone 4-H activities (provincial and national)
- Eligible for recognition by outside organizations who opt to use the ‘Volunteer in Good Standing’ status as selection criteria.
- Eligible for their club and themselves to receive recognition and awards.

Dress Code:

Members and volunteers represent themselves, their club, Brant 4-H Association, their county and 4-H profile whenever they participate in a 4-H event. It is the responsibility of the leaders to provide guidelines to members on appropriate dress prior to the 4-H event. You may even want to send a note to the parents with requirements for the particular event. This list would include supplies needed and who is responsible for these, times of arrival and departure, money, t-shirts, just in case members are inappropriately dressed. If the member refuses to oblige, the member can be asked to leave. A rule of thumb for appropriate dress:

~~**O-M-15 #6 Wear clothing that is neat, clean and acceptable in appearance, as appropriate for a 4-H event.**~~
This no longer exists in 4-H Ontario policy. Wording has been substantially changed under Code of Conduct.

Locally Submitted Projects:

1. Brant County 4-H prides itself in offering many unique clubs, which currently are not provincially recognized. If a leader wants to start a locally approved club they must:
2. Contact the Brant County 4-H Program Manager with their intentions and request the “Locally Submitted Project Outline Worksheet”.
3. The Program Manager will work with the leader to ensure that the club meets the 4-H criteria (12 hours), leadership development, project achievement, etc.



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4. The completed outline then goes before the Brant 4-H Association for approval. The leader may choose to attend the Association meeting to speak to their outline.
5. The Program Manager will submit projects to 4-H Ontario for approval.

Club Finances:

Brant County 4-H Association is accountable for all monies raised in the name of Brant County 4-H. The Brant County 4-H Association does a fund-raising campaign called, "Friends of 4-H" Clubs are not to duplicate or jeopardize the fund-raising campaign of the Brant County 4-H Association and therefore the following policies are in place:

1. Clubs need to determine the cost of the club prior to advertising for the club. Any material costs associated with the projects need to be known before joining a club. Material costs for projects can be an additional club fee paid by the members. Leaders can keep these fees and use them as needed to pay for the supplies for the members. Any surplus of funds at the completion of the club needs to be given back to the members.

The Brant County 4-H Association may have a nominal budget for club supplies.

This money, if available, is paid when the Association treasurer is presented with an itemized receipt and a completed reimbursement statement.

These monies are to be used for supplies, admission fees, bus costs for trips, and speaker gifts. These monies are not to be used for snacks.

2. Clubs wishing to organize a fund-raising campaign for a specific event need to make fund-raising proposal to the Brant County 4-H Association prior to imitating their campaign. The Brant County 4-H Association will ensure there is no duplication in the request for funding and that the campaign upholds the values of the 4-H program. Any funds raised by a club, in surplus of the amount required, needs to be returned to the Brant County 4-H Association at the completion of the club.
3. Club leaders, who did do a fund-raising project, need to provide the Brant County 4-H Association with an itemized statement of the funds raised and the disbursement of the funds.
4. Fundraising for clubs/events/opportunities must be coordinated through Brant County 4-H Association. A full financial report with receipts/documentation must be submitted within 30 days of the last day of the club/event/opportunity.
5. Prize money from the 4-H exhibit boards will be made payable to the Brant County 4-H Association.
6. Surplus Club funds: Upon receipt of a note to the attention Treasurer Brant 4-H Association giving the following information [Club name_____, Leader's name and phone number_____, Amount of funds being deposited_____ year in which funds were raised. The treasure of the Brant County 4-H Association will issue receipt to the club leader depositing the funds in trust. In order to draw from these trust funds, the club who deposited the funds needs to in writing request the amount required from the treasurer of the Brant 4-H Association with a statement of the balance in the account. This balance should agree with what the club stated. Any request that creates a negative balance, the treasurer will advise the club leader, who could request additional funds from the Association, have a specific fund-raiser, request members to assist with the expense.
7. Interest if any generated on these funds left with the Association in trust will belong to the Association to assist in offsetting any banking fees levied to maintain these trust funds. Thus the club



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will deposit a principal amount of funds and draw from the principal only when additional funds are needed.

8. If a club ceases to operate and has not given instructions to the Brant 4-H Association for the disbursement of any trust fund balance at the end of two (2) years, **if the club has not reorganized** the remaining trust fund balance will become the property of the Brant 4-H Association to be used for the benefit of Brant 4-H members in general.
9. If Brant County 4-H as an association should dissolve, all money in possession shall be sent to 4-H Ontario in Trust.

ANNUAL REPORT - Committee Reports and Association reports from the respective Chairs:

In order that Brant County 4-H can have a comprehensive report, committees of the Association (Rally night, Judging night, etc.) must submit a written report to the Brant County 4-H Association secretary one month before the Annual Meeting. The report should include a description of the event, numbers of members attending and the evaluation report of the event. (The good and the bad and suggestions for next year.)

EXTRA-CURRICULAR ACTIVITIES:

(These are activities separate from normal club completion requirements)

As part of the 4-H program, we encourage members to participate in additional leadership opportunities. These opportunities include the Royal Winter Fair, Gencor Challenge, Discovery Days Judging days, and other opportunities. Some of these are considered day trips and others as overnight trips. Each of these is unique and warrants their own procedures and policies as follows;

- **Day Trips:**
 - Brant County 4-H Association will follow all policies laid out by 4-H Ontario as it pertains to day trips
 - **All money collected (admission, gas, supplies, etc) prior to the trip and given to the Brant County 4-H Association, who will make sure the appropriate persons are paid with receipts given.**
- **Overnight Trips:**
 - Brant County 4-H Association will follow all policies laid out by 4-H Ontario as it pertains to overnight trips
 - **All money collected (admission, gas, supplies, etc) prior to the trip and given to the Brant County 4-H Association, who will make sure the appropriate persons are paid with receipts given.**



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DIRECTOR DUTIES:

Chairperson

- Shall be responsible for the general management and direction, subject to the authority of the Board, of the Association and transactions of the affairs of the Association and when present, preside at all meetings of the members of the Association and of the Board. The Chairperson shall have such other powers and duties as the Board may prescribe.

Vice-Chairperson

- Is responsible for keeping the Constitution and Policy and Procedures up to date
- With the assistance of the Immediate Past Chairperson, the Vice-Chairperson will fulfill the duties of any vacant position on the Board, other than member representative or Association Representative.

Secretary

- Assists the Chairperson to prepare the agenda.
- Handle all Association correspondence and read pertinent items at meetings.
- Records the minutes of each meeting.

Treasurer

- Keeps an accurate, up-to-date record of Association finances and gives a full account of all transactions to the Board at Association meetings.

Association Representative

- With Association support can run for the position of director on the Ontario 4-H Council Board of Directors

Immediate Past Chairperson

With the assistance of the Vice-Chairperson, the Immediate Past Chairperson will fulfill the duties of any vacant position on the Board, other than member representative or Association Representative.

Media Coordinator

- Newsletter editor in which the Newsletter is sent out via email, published on website, & Brant 4-H's private Facebook Group.
- Manage website keeping news and events up to date.
- Manage Private and public Facebook groups keeping news and events up to date. Ensuring appropriate material is on these pages.

Fundraising Coordinator

- Focal point for any fund raising activities for the Association including any club fund raising events.
- Advises the board of any fund raising event seeks boards approval prior to the commencement of any event.



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- Manages and reports to the board activities and funds raised through the “Friends of 4-H” program

Leader Representative

- Represents leader’s interests, concerns, requests bringing these to the attention of the Board
- Assists the Program Manager with any training to Volunteers
- Assist Program Manager in delivering Clover Bud Program

Volunteer Coordinator

- Volunteer screening contact for Brant 4-H
- Ensures all volunteers are screened and related procedures prior to becoming a Volunteer with Brant 4-H.
- Ensures all volunteer police checks are current with 4-H Ontario Council policy.
- Reports to the Board results of Screening Committee activities. **Screening Committee comprised of the Volunteer Coordinator, Vice Chairperson or Chairperson and one other Director.**

Program Coordinator

Job description inserted here

Member Representative

- Senior member who wishes to be part of the Board of Directors bring to the Board their ideas, vision from a member’s perspective. Link for all members of Brant 4-H to the Board of Directors. These members are required to complete the youth leader manual. These are non-voting members of the Board.

CHANGES TO POLICY AND PROCEDURES

- The Policy and Procedures may be amended at any proper Association meeting. Any proposed policy change must have been distributed by either email, fax, or mail to all current Directors 10 days prior to the Association meeting that the proposed policy change will be presented.