



**Hamilton-Wentworth 4-H Association**

# Guidelines

Revised January 2019

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All volunteer leaders and interested 4-H families are encouraged to attend the “Hamilton-Wentworth 4-H Association Annual Meeting”, which is held within the first 90 days of the year (current 4-H families receive at least 2 weeks’ prior notice of the meeting).

Anyone with an interest in helping to organize the 4-H programme in Hamilton-Wentworth is encouraged to allow their name to stand to become a Director for a three-year term on the Hamilton-Wentworth 4-H Association.

## 1.0 MEMBERSHIP

### 1.1 Fees

**Hamilton-Wentworth membership fee (including Cloverbuds) is \$80.00 for 2019 paid before June 1.** This is subsidized \$5.00 per member from the previous year's fundraising activities, as the current membership fee to 4-H Ontario is **\$85.00 and no fee is held back for local programming. After June 1<sup>st</sup>, the membership fee is \$85.00. Leaders must inform members in advance of any extra project fees.**

Payment of fees is direct to **4-H Membership Co-ordinator** by cash or cheque with accompanying Hamilton-Wentworth 4-H Membership Application, 4-H Participant Agreement and Progressive Agriculture Safety Day Release and Consent II forms. A receipt will be issued by the Hamilton-Wentworth 4-H Association for the Ontario Children’s Activity Tax Credit. A list of paid members will be circulated to volunteers periodically. Membership documents will be scanned and distributed to volunteers as Club members are registered. The originals will be kept on file for use at all local events.

### 1.2 Participation

Any volunteer, member or parent may participate in any of the current Hamilton-Wentworth 4-H Association Committees to help organize 4-H events - Annual Meetings, Awards, Finance/Fundraising, "Go for the Gold" Competition, Judging Competition, Membership, Safety Night, Strategic Planning, Volunteer and Special Committees.

## 2.0 RESOURCES

### 2.1 Club Publicity by Club Leaders

Volunteer leaders may wish to inform the Hamilton-Wentworth 4-H Association Webmaster of their intention to run a particular project in order to publicize to attract interested members. The Hamilton-Wentworth 4-H Association website is [www.4-hontario.ca/4h-in-my-area/hamilton-wentworth.aspx](http://www.4-hontario.ca/4h-in-my-area/hamilton-wentworth.aspx)

## 2.2 Club Assistance

Any club may apply for funds toward club events, supplies, and activities. The form and details can be found on the Hamilton-Wentworth 4-H website at [www.4-hontario.ca/4h-in-my-area/hamilton-wentworth.aspx](http://www.4-hontario.ca/4h-in-my-area/hamilton-wentworth.aspx)

## 2.3 Materials

Materials can be found on 4-H Ontario's website ([www.4-hontario.ca](http://www.4-hontario.ca)) or can be requested from 4-H Ontario in CD format. The original is to be returned to the 4-H Association files. The costs associated with the printing of provincial or locally-submitted project manuals is the responsibility of the volunteer leader(s) and receipts for reimbursement may be submitted by mail or in person to the **4-H Association Treasurer**.

Alternatively, the Ancaster Agricultural Society has donated in kind by offering to copy 4-H club materials free-of-charge for all 4-H volunteer leaders who give enough notice to the Ancaster Fair Office, Marritt Hall, 630 Trinity Road, Ancaster at (905) 648-6198. Dropping off and picking up copied materials is the responsibility of the volunteer leader(s).

Arrangements have been made for the pick-up/drop-off of resource materials at the Ancaster Agricultural Society Office, Ancaster Fairgrounds, Marritt Hall, 630 Trinity Road, Ancaster, from Monday to Friday and from 9:00 a.m. to 4:30 p.m. (905-648-6198). It is recommended to call ahead to ensure that the office is open and able to accept your request.

## 3.0 **OPPORTUNITIES**

There are a variety of events beyond the club level in which members and/or volunteer leaders may become involved – scholarships, conferences, travel opportunities, etc. For more information on opportunities available, registration requirements, deadline dates and application forms, check the current “4-H Ontario Resource Guide” distributed to all 4-H households annually or visit the 4-H Ontario website.

If feasible, members may be contacted individually, in writing, at least one month prior to the deadline of a provincial opportunity, to encourage them to apply to those opportunities for which they are eligible. The letter will include a copy of the Application Form and information regarding the opportunity, as well as additional contacts. Eligible members may submit their applications directly to 4-H Ontario.