



CANADA
4-H Ontario

Hamilton-Wentworth 4-H Association

Policies & Procedures

Revised January 2019

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The Hamilton-Wentworth 4H Association Policy & Procedures document is a resource, which includes all Hamilton Wentworth 4-H policies and procedures. All Hamilton-Wentworth 4H Association stakeholders (Volunteers, Members, staff, parents etc.) are to use this document as reference and for support. The Hamilton-Wentworth 4H Association Board of Directors is responsible for reviewing the documents, and making any needed changes or additions.

Hamilton-Wentworth 4-H Policies & Procedures meet or supersede those of 4-H Ontario. All Hamilton Wentworth 4H Association policies have been passed by the Board of Directors for the Hamilton-Wentworth 4-H Association.

1.0 GENERAL

1.1 Contact Information

The first point of contact for all concerns or questions about your 4-H club's activities should be made through the 4-H Association Chairperson.

The Hamilton-Wentworth 4-H Association mailing address is 630 Trinity Rd, RR 1, Jerseyville, ON, L0R 1R0. Telephone/fax: 905-389-7174.
Email addresses: hamwent4h@gmail.com or hamwent4h@hotmail.com

A copy of the Hamilton-Wentworth 4-H Association contact information for Executive, Directors and Others relevant to the 4-H programme will be distributed after the first meeting following the Annual General Meeting and/or at 4-H Volunteer Training Workshops.

1.2 Constitution & AGM Minutes Board Meeting Minutes Distribution

A copy of 4-H Association Annual General Meeting Minutes and Constitution are distributed to all volunteer leaders in Hamilton-Wentworth.

1.3 Association Board Meetings

All volunteer leaders are welcome and encouraged to attend regular 4-H Association meetings to discuss 4-H club activities, submit expenses, pick up resource materials, help solve a problem, make a request for a locally-submitted project, etc. Minutes of regular Board Meetings will only be distributed to Board members. Information relevant to 4-H members will be passed on to them at club meetings.

Hamilton-Wentworth 4-H Association Board of Directors meetings are held on

the 4th Tuesday of every month, except for July and December when no meetings shall be held.

1.4 Board Eligibility

Volunteers must be screened and trained within 90 days to hold a position on the Hamilton-Wentworth 4-H Association Board of Directors.

2.0 VOLUNTEERS

4-H Ontario policy dictates that you are not a registered 4-H volunteer when you have completed the 4-H Volunteer Recruitment and Screening process (police records check, orientation interview, reference checks, training) designed to help protect the youth as well as the adult volunteer.

Anyone providing instruction at more than three meetings must be a screened leader. (Any unscreened volunteer is not a 4-H volunteer.)

Unscreened volunteers or those whose screening has lapsed will not be registered with their club and must not lead club meetings.

2.1 New Volunteers

All potential volunteers (18 years or older) must apply on-line to 4-H Ontario as first step of 4-H Volunteer Screening Procedure. An application number will be generated and sent to the **4-H Association Volunteer Contact and 4-H Volunteer Recruitment Co-ordinator(s)**. (<http://www.4-hontario.ca/volunteers/step-to-becoming-4h-volunteer.aspx>)
Fill out a 4-H Ontario Volunteer Application Form (<http://www.4-hontario.ca/volunteers/step-to-becoming-4h-volunteer.aspx>)

You will need to provide a current, original Police Records Check (Vulnerable Sector Search included), complete an orientation interview and reference check which will be conducted by the Hamilton-Wentworth 4-H Association (these are usually arranged just prior to the monthly 4-H Association meetings or at one of the local 4-H events), and attend a New Volunteer Orientation (in person or Webinar Session) within the first 90 days of application.

Once 4-H Ontario has verified your volunteer status, you may lead a Club.

2.2 Volunteer Re-engagement

Volunteer “Re-engagement” Training every two years afterwards in order to be able to lead and receive credit. There are five (5) options for “Re-engagement” Volunteer Training: Hamilton Wentworth 4-H Association Annual General Meeting, (AGM), CAM, Regional Volunteer Symposium, Association AGM, Association-Requested Training.

Note: The Hamilton-Wentworth 4-H Association has the ability to decline potential volunteers.

2.3 Existing Volunteers

Existing volunteers are registered yearly to 4-H Ontario by the 4-H Association

All volunteers must fill out and submit 4-H Participant Agreement forms yearly to maintain volunteer status.

2.4 Lapsed Training

Any volunteer who is returning after four (4) years lapsed training must attend a New Volunteer Orientation and fulfill the requirements for Police Screening.

3.0 MEMBERSHIP

3.1 Age

As per 4-H Ontario, members must be 9 years old to 21 years old before January 1 of the current calendar year. Cloverbuds are 6 years old to 8 years old and joining the Year 1, 2 or 3 Cloverbud Project. Non 4-H members are disallowed due to insurance implications.

3.2 Fees

Membership fees must be paid before attending the first club meeting. Membership fees should be paid to the Membership Coordinator at Rally Night. If unable to attend Rally Night, fees and registration forms must be mailed to the membership coordinator.

3.3 Registration

A "4-H Rally Night" is held at the beginning of each year to help volunteer leaders advertise and recruit for their 4-H clubs. Volunteer leaders are asked to attend to answer questions, display materials and take registrations. If unable to attend, the volunteer leader(s) should inform the **4-H Association Membership Coordinator** of their intention to organize a club and the topic of their project before Rally Night, so that registrations may be taken on their behalf. The **4-H Association Membership Co-ordinator** will be available at the event to accept memberships. Advertisement of this event is e-mailed to all current 4-H families in Hamilton-Wentworth. The Hamilton-Wentworth 4-H Association Board of Directors will notify Webmaster of approved clubs for posting on the Hamilton-Wentworth 4-H Association website.

3.4 Membership Lists

Membership lists must be submitted to Hamilton-Wentworth 4-H Association, 630 Trinity Road, R.R. #1, Jerseyville, ON, L0R 1R0 or e-mailed to hamwent4h@gmail.com or hamwent4h@hotmail.com. Unpaid members will not be registered with 4-H Ontario and will not show up on membership lists or receive membership cards. Any changes after submitting the list are to be

handled through the **4-H Association Membership Co-ordinator** by mail, telephone, fax or e-mail. Scanned membership documents in .pdf format will be sent to volunteers for their registered members

3.5 Membership Cards/Stickers

Membership cards or update stickers will be mailed directly from 4-H Ontario to the member/volunteer household. Members are assigned a lifetime provincial 4-H membership number. The membership card should be presented when joining any 4-H club and the number recorded on the membership form. New members will not be assigned a membership number until registration is completed. Membership cards are permanent with a yearly add-on sticker. Lost cards may be replaced at a fee from 4-H Ontario.

3.6 Border Jumping

If joining a 4-H club in more than one county, district or region, the membership card will exempt the member from paying the portion of the membership fee applying to 4-H Ontario. The member will be responsible for the local 4-H Association fee only – currently, a border jumping member will pay \$10.00 to receive a Hamilton-Wentworth membership registration. The member must first be registered with their home 4-H Association before a discounted Hamilton-Wentworth membership may be purchased; otherwise, the full fee applies. It should be indicated on the membership list that the member has dual membership and the Border Jumper's home county.

4.0 CLUBS

4.1 Club Requirements

4.1.1 Volunteer Leaders & Members

A 4-H club consists of a minimum of six eligible members and two screened volunteers. It is not necessary for all members to take the same project, but all members would be meeting at the same time. If Clubs do not have at least two (2) screened and trained volunteers, they are not sanctioned and will not be registered with 4-H Ontario and, therefore, no credit will be given to the volunteer or any members taking the Club.

4.1.2 Programme Requirements

Organize a programme of interest to the members, which includes parliamentary procedure, a public speaking component, a judging component and community outreach by presentation to the public at an Achievement Programme (exhibit at fair, display at awards banquet, community activity, seniors' residence, etc.). All members are to have an active part to play in this programme.

4.1.3 Youth Leaders

Only one (1) youth leader (must be a senior member aged 15 to 21 years before January 1) allowed for every six (6) eligible members. A member may be a youth leader for more than one (1) project per year and receive credit for all that are completed. Youth Leaders are to attend a mandatory Youth Leader Orientation, complete the Youth Leader manual, plan and run some part of the club including the Achievement and hand in the Youth Leader manual to the 4-H Association in order to receive credit.

4.1.4 Judging Day

4-H Judging Day is a mandatory event. No other regular meeting may be held at the same time or in conjunction with the event and it may not be used as a make-up meeting. Judging is a core value requirement of the 4-H program. It is mandatory in Hamilton-Wentworth 4-H Association to participate in a 4-H Judging Event in order to receive credit for completed 4-H projects. If a member is unable to attend the local judging day, it is the responsibility of the member to complete an alternative as assigned by the Hamilton-Wentworth 4-H Board of Directors.

4.2 Club Reporting & Completion

The 4-H Association Membership Co-ordinator will send the volunteer leader(s) indicated as the contact for mailings a copy of their "Club Membership/Club Completion Report" to go over with their members in order to ensure that all information is correct. This will help to prevent problems with awards and mailings. Contact the **4-H Association Membership Co-ordinator** to make any corrections.

Immediately after your club is complete, use the "Club Membership/Club Completion Report" to indicate those participants who are complete or not complete and mail, telephone, fax or e-mail the **4-H Association Membership Co-ordinator** with the information.

All 4-H clubs must report members who have completed the club to the Hamilton-Wentworth 4-H Association contact no later than October 15. This information is essential for awards and in order to have proper statistics for year-end. Failure to meet this deadline will result in an incomplete club. If the 4-H club has not finished all meetings, inform the Hamilton-Wentworth 4-H Association contact of the expected completion of the project in order to avoid being marked as an incomplete club.

Any projects started after October 15 will not be recognized until the following year and the next year's membership fee and age requirements will apply. Membership fees must be collected and the club registered for the next year immediately. The current membership fee will be honoured, even if there is an increase processed in the next year (as long as it is paid in the current year and no fee has yet been set for the coming year).

All Volunteer Leaders of clubs and events must provide a detailed accounting of all income, expenses (with receipts) and balances, held as at October 31. This information should show the current year's activities, including all income, expenditures, and balances held at October 31. This financial information must be submitted to the Hamilton-Wentworth 4-H Association Treasurer.

4.3 Meeting Requirements

Members must physically attend 5 out of 6 meetings for credit. There is a minimum of 12 hours of meeting time recommended per project.

Make-up activities/meetings are at the discretion of the volunteer leader(s). 4-H events deemed as available for credit as make-up meetings will be identified to the volunteer leader(s). A make-up meeting may be used for credit to one project only.

Please note: No other 4-H meeting may be held at the same time as these events to allow participation by all 4-H members and families. If a 4-H Association sanctioned make-up meeting is being used for credit, this should be indicated on the "Club Membership/Club Completion Report".

Each club must keep a Secretary's Book to be handed in to the 4-H Association prior to receipt of awards. If the Club does not have a secretary, a Hamilton-Wentworth 4-H Club Completion Report form must be handed in to the 4-H Association. Secretary's Books received by October 31 will be judged for the 4-H Secretary's Award to be presented at the Annual 4-H Awards Night.

5.0 RESOURCE MATERIALS

5.1 4-H Ontario Documents

The 4-H Ontario website has information available at www.4-hontario.ca. Volunteers may log on to the secure area of the website using their first initial and full last name with membership number as password which grants Volunteers access to download various 4-H documents and forms from 4-H Ontario's website.

5.2 Projects

Projects may be chosen from the lists distributed by 4-H Ontario of provincial and locally-submitted projects. Alternatively, a volunteer leader may approach the 4-H Association to obtain permission to offer a project of their choice by presenting an outline of the meeting materials and club expectations at a regularly-scheduled 4-H Association meeting. A "Locally-Submitted Project Request" form for this purpose is available upon request. The club may not start until provincial approval has been received.

Materials can be requested from 4-H Ontario in CD format or can be found online at www.4-hontario.ca. The original is to be returned to the 4-H Association files.

6.0 AWARDS

6.1 Member Plaques

Each new member receives a plaque with year bars for each year completed in 4-H upon completion of their first project and a certificate with gold seals for 1, 6, 12, 18, 24, 30, 36 and 42 project completions and continuing in increments of 6 years. At the completion of 24 projects and 5 years, members receive a special award from 4-H Ontario. For further information, see 4-H Ontario's website (www.4-hontario.ca).

6.2 Volunteer Leader Awards

Volunteer leader awards consist of a certificate and pin on completion of the first year and silver seals for 1, 5, 10 years and continuing in increments of 5 years. For further information, see 4-H Ontario's website (www.4-hontario.ca).

6.3 Inquiries

Any questions regarding 4-H Ontario awards are to be handled through the **Co-ordinator of Volunteer Support, Region 4**. For further information, see 4-H Ontario's website (www.4-hontario.ca).

6.4 Top Senior 4-H Member & Top Junior 4-H Member

Volunteer leaders may nominate a member (15 to 21 years of age before January 1 of the current calendar year) for the "Top Senior 4-H Member Award" sponsored by the Canadian Imperial Bank of Commerce, Dundas Branch. Also, Volunteer leaders may nominate a member (9 to 14 years of age before January 1 of the current calendar year) for the "Top Junior 4-H Member Award".

Both awards are presented at the Annual 4-H Awards Night. Volunteer leaders are sent nomination letters and application forms for each award in advance. Top Senior Member and Top Junior Member graduates will agree to fulfill their job description and sit as a Junior Director of the Hamilton-Wentworth 4-H Association for the year following their award.

Please note: Top Senior 4-H Member & Top Junior 4-H Member may only be awarded once per a member's participation in Hamilton-Wentworth 4-H Association.

6.5 Special Awards

Members eligible for special awards presented at the Annual 4-H Awards Night must be identified to the 4-H Association Awards Committee by the volunteer leader(s) as soon as possible and by no later than October 15 or

will be asked to wait until the following year's banquet to receive the award. These awards are for the completion of 12 4-H projects (life skills projects only qualify per W.I. list) from the Hamilton Area Women's Institute and 30 4-H projects (all projects qualify) from the Hamilton-Wentworth Federation of Agriculture. As the 4-H Ontario database is unable to provide information on 12 life skills only, the onus is on the volunteer leader(s) in conjunction with the member to keep track of these levels of achievement. If in doubt, the **4-H Association Membership Co-ordinator** may be contacted to check the 4-H Ontario database to verify a particular member's eligibility for either of these awards.

An Ontario Plowmen's Association Award (OPA) recipient will be chosen for the Top Agricultural 4-H Member from applications submitted by senior members (15 to 21 years of age before January 1 of the current year).

6.6 Additional Awards

If volunteer leaders or sponsors wish to supply awards in addition to those available through 4-H Ontario, the cost will be at the expense of the volunteer leader(s) and/or sponsor(s).

Hamilton-Wentworth 4-H Association Board of Directors will notify members of any additional opportunities.

6.7 Presentation of Awards

Awards may be presented at individual achievement programmes or at the "Hamilton-Wentworth Annual 4-H Awards Night". A 4-H Association member may attend the achievement programme to present awards upon request. Volunteer leader awards are presented at the Annual 4-H Awards Night, unless a separate event is scheduled.

All 4-H clubs organized in Hamilton-Wentworth are invited to attend the "Hamilton-Wentworth Annual 4-H Awards Night" on the first Friday in December at Ancaster Fairgrounds. This event also serves as a Volunteer Recognition evening, unless a separate event is scheduled.

6.8 Awards Submission Deadline

All information to be printed in the Annual 4-H Awards Night programme regarding competition scores, special awards, sponsorships, etc., must be submitted to the

4-H Association Secretary no later than October 31.

7.0 OPPORTUNITY FOR REIMBURSEMENT

Any member attending an opportunity may fill out a Hamilton-Wentworth 4-H Association Opportunity Reimbursement Form (available on Hamilton-Wentworth 4-H website at www.hamwent4-h.ca) after giving a presentation (two-minute verbal advertisement or display) to promote the event at the Annual 4-H Awards Night banquet in December. The request must come before the 4-H Association Board of Directors in order to apply for reimbursement, at the Board's discretion, of up to 50%

of the cost of registration fees paid for both Regional and Provincial opportunities (once per opportunity). Reimbursement for National Opportunities are at the sole discretion of the Hamilton-Wentworth 4-H Association Board of Directors. See current "4-H Ontario Resource Guide" or visit 4-H Ontario website at www.4-hontario.ca for more details and application forms for opportunities. The member takes responsibility for contacting the 4-H Association Secretary by October 31 to indicate their intention of making a presentation to be listed in the programme.

8.0 FUNDRAISING

8.1 Policy

Hamilton Wentworth 4-H Association Board of Directors requires that 4-H volunteers/members/stakeholders applying for grants, bursaries, event or club sponsorship or any other similar financial gifts/resources advise the HW 4-H Association at the time of application or financial request.

8.2 Rationale

This will ensure that no duplication of sponsorship or funding is realized which may result in undue embarrassment or decline of funds by the sponsor/funder. 4-H Associations are held accountable by CRA and therefore required to present full and accurate financial reporting.

8.3 Process

1. 4-H club leaders, members, stakeholders become aware of a funding opportunity
2. 4-H club leaders ensure that funds are applicable to the club or event
3. 4-H club leaders report to the HW 4-H Association their request to apply for funds or the receipt of financial gifts from outside party
4. 4-H club leaders will provide final accounting of all fundraising activities to the HW 4-H Association as requested.
5. 4-H volunteers engaged in fundraising activities for exchanges, trips, opportunities etc. are required to follow the same process as outlined for club leaders.
6. Charitable receipts can only be issued by the Hamilton Wentworth 4-H Association (providing HW is a charitable organization).
7. Receipts issued by local 4-H clubs or individuals cannot be used as charitable receipts.

9.0 FINANCES

All Hamilton-Wentworth 4-H club monies must pass through the Hamilton-Wentworth 4-H Association and will be distributed to the club or group when receipts have been supplied. Arrangements can be made with the Hamilton-Wentworth 4-H Association Treasurer to disperse funds.