



4-H in Canada **Volunteer Leader Guide**





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CANADA

What do the 4 “Hs” stand for?

The 4 “Hs” have been around for over a hundred years. They represent the values of 4-H and how our members commit themselves to be responsible, caring and contributing young leaders.

We also have a pledge that kicks off each meeting as a reminder of the 4 “Hs” and what they stand for.

HEAD: managing, thinking, developing critical thinking skills

HEART: relating, caring, developing friendships

HANDS: giving, working, volunteering and helping out

HEALTH: wellbeing, healthy living, taking care of yourself and the planet



4-H Pledge

I Pledge
My **head** to clearer thinking,
My **heart** to greater loyalty,
My **hands** to larger service,
My **health** to better living,
For my club, my community,
my country, and my world.

4-H Motto

**Learn To Do
By Doing**

Everything in 4-H is hands-on and experiential



4-H in Canada

Established in 1913, 4-H is one of Canada's longest-running and most respected youth organizations! As a positive youth development organization, we are focused on the goal of helping young Canadians "Learn To Do By Doing" in a safe, inclusive, and fun environment. We believe in nurturing responsible, caring and contributing young leaders who are committed to positively impacting communities across Canada and around the world.

4-H in Canada is made up of over 24,000 members and 7,600 volunteers across the country. Our volunteers are actually called leaders—and for good reason. We are an organization built around leadership. By providing 4-H'ers with mentors and role models who lead by example, we give youth the opportunity to be part of meaningful, positive experiences that build confidence, a sense of purpose, skills, responsibility and leadership.





Our history



4-H begins in Missouri, USA



Officially becomes 4-H Canada, and Learn To Do By Doing is established as the 4-H motto



4-H in Canada launches a refreshed logo

1901

1913

1952

2013

2015

2017

4-H in Canada begins in Roland, Manitoba as the Boys and Girls Club



4-H Canada celebrates its 100th anniversary



4-H Canada is named as a Signature Project for Canada 150. The Global 4-H Network Summit is held in Ottawa, Ontario—hosted by 4-H Canada



4-H in Canada

24,079 Members

7,609 Leaders

1,860 Clubs

114 New Clubs Started

43,191 Projects

Member Demographics

39.7% Male Members

60.1% Female Members

12.4 Average Member Age

52% Farm

31% Rural

17% Urban

As of December 31, 2018

British Columbia

2,197 Members

531 Leaders

131 Clubs

Alberta

5,909 Members

2,061 Leaders

312 Clubs

11 New Clubs

Saskatchewan

3,084 Members

850 Leaders

169 Clubs

9 New Clubs

Manitoba

1,980 Members

689 Leaders

129 Clubs

5 New Clubs

Ontario

6,012 Members

2,111 Leaders

948 Clubs

83 New Clubs

Quebec

390 Members

39 Leaders

13 Clubs

1 New Club

Association des jeunes ruraux du Québec

857 Members

27 Leaders

27 Clubs

New Brunswick

523 Members

156 Leaders

25 Clubs

2 New Clubs

Conseil francophone des 4-H du Nouveau-Brunswick

47 Members

19 Leaders

4 Clubs

1 New Club

Nova Scotia

2,328 Members

807 Leaders

76 Clubs

1 New Club

Prince Edward Island

544 Members

272 Leaders

21 Clubs

1 New Club

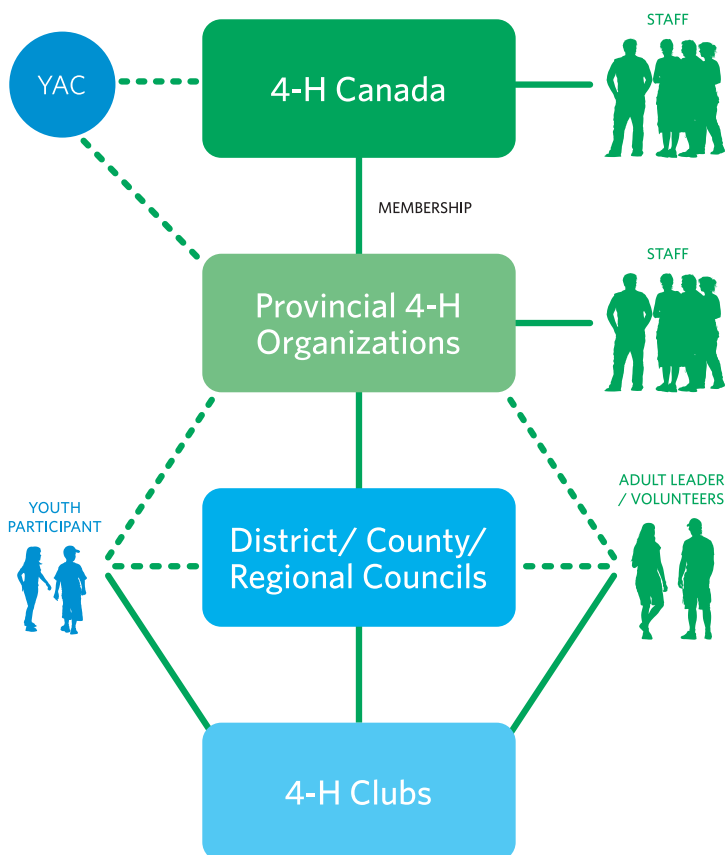
Newfoundland and Labrador

208 Members

47 Leaders

5 Clubs

Organization of 4-H in Canada



Organizational Responsibilities of 4-H in Canada

	YOUTH PROGRAMS	LEADER SUPPORTS	POLICY & PROGRAM SUPPORTS
4-H Canada	<ul style="list-style-type: none"> Members Forum Citizenship Congress Club to Club Exchanges Science Fair Scholarships Internships Club Outreach Initiatives Youth Advisory Committee 	<ul style="list-style-type: none"> Leadership Summit 4-H LEARNS Training on national policy and programs 	<ul style="list-style-type: none"> Code of Conduct Youth Safety Policies Positive Youth Development Leadership Development Pillars Insurance National funding and sponsorship National fundraiser
Provincial 4-H Organizations	<ul style="list-style-type: none"> Camps Conferences Provincial competitions Awards programs Scholarships Youth Leadership programs 	<ul style="list-style-type: none"> Screening and onboarding tools for new leaders Leader training programs Project and program support 	<ul style="list-style-type: none"> Provincial policies and procedures Project regulations achievement requirements Project learning resources
4-H Clubs	<ul style="list-style-type: none"> Club meetings 4-H projects Communications Judging Community service Field trips 	<ul style="list-style-type: none"> Leader to leader mentoring 	<ul style="list-style-type: none"> Club safety management and assessments Youth and volunteer recruitment Fundraising Achievement events



4-H volunteer leaders are at the heart of all 4-H programming...
7,600 volunteer leaders across Canada





DEEDS





Experiential education

With a motto of “Learn To Do By Doing”, 4-H truly upholds the practice of experiential education. Experiential education is a learning philosophy that is studied, practiced and valued around the world. It is about creating opportunities for direct experiences and focused reflection in order to increase knowledge, develop skills, clarify values, and develop people’s capacity to contribute to their communities.

Experiential education occurs when 4-H members are:

- Meaningfully engaged and participate fully
- Able to look at their experience critically and reflect on it
- Able to reflect on what was useful or important in what they just experienced
- Encouraged to apply this new information to their lives

As a 4-H volunteer leader you can facilitate experiential education by:

- Thinking about what you want members to achieve from an activity
- Planning activities that allows members to try things out and gain hands-on experience
- Observing members experiences and taking note of what’s working
- Setting aside time for reflection with your members and listening carefully to their comments and thoughts.
- Asking open-ended questions to encourage members to share their perspectives and experiences.



Drawing from experiential education models, here is a three step cycle that can help to guide you in your role as a 4-H volunteer leader:



In practice, this means: Do an activity, Reflect on the activity, Apply the lessons learned from this activity to the next time your club does a similar activity.

Do:

- This is an experience you create or an activity you do with your members.
- Involve members in the planning of activities so they are eager to participate.
- Demonstrate the skill or explain the goals of the activity (including any risks and how to avoid them).
- Let the members dive in! Observe their experiences and let them Learn To Do By Doing.

Reflect:

- This is the pause after the activity to think about the experience, make connections and identify learning moments.
- Reflection can be individual and private, discussed as a group or done in partners.
- Ask open-ended questions to guide the reflection process.

Quick tip: Closed-ended questions are meant to encourage short, factual, quick answers. Open-ended questions are designed to encourage full, meaningful discussion and answers using a member's own knowledge, experience and/or feelings.

Apply:

- This is an effort to apply new skills and knowledge towards future experiences and real-life situations.
- Ask members, "What about the next time?" to encourage them to identify what is important about what they learned, and how they can apply it in the future.
- Ask members, "How would this work in another situation?" to encourage them to think about how transferrable some of their new skills and knowledge might be.
- Have members practice their new skills and report back. Try experience that builds off of the previous one, and encourage members to share their new skills with family and in the community.

	Do	Reflect	Apply
<p>Simple Activity</p> <ul style="list-style-type: none"> Icebreaker Quick game 	<ul style="list-style-type: none"> 4-H members create a list of games they would like to do Encourage members to lead the game 	<ul style="list-style-type: none"> Did the game achieve its goal? (e.g. Did we learn everyone's names? Who can name everyone here?) 	<ul style="list-style-type: none"> Try the game again, but make it more challenging (e.g. Can they do it faster? without talking? etc.)
<p>Medium Activity</p> <ul style="list-style-type: none"> Group building activity Introductory skill 	<ul style="list-style-type: none"> Challenge the group to complete a task together Demonstrate the skill and have members try it themselves 	<ul style="list-style-type: none"> Reflect as a group, with a 4-H member as note taker, write down everyone's contributions Identify the key takeaways (e.g. What was hard? What did we do well? What could we continue work on?) 	<ul style="list-style-type: none"> Practice the skill Brainstorm: how does this apply to something in real life?
<p>Significant Activity</p> <ul style="list-style-type: none"> Major skill development Field trip or guest speaker 	<ul style="list-style-type: none"> Demonstrate the skill more than once with members helping if they can. Have members vote on speaker/trip location 	<ul style="list-style-type: none"> Have members individually write reflections in Record Books Have them share what they learned with a partner Ask 'big idea' questions (e.g. How could you apply this skill outside of 4-H? How did this trip change your understanding?) 	<ul style="list-style-type: none"> Have 4-H members teach the skill to each other to cement learning Celebrate their hard work and share their learning at Achievement Day Provide written or one-on-one feedback



Tips for experiential education

- ✓ Collaborate with other 4-H volunteer leaders
- ✓ Tap into your creativity and the creativity of your 4-H members
- ✓ Make use of the natural resources around you! Our planet is a 4-H playground. Get outside with your members and explore!
- ✓ Utilize available 4-H and experiential education resources to tap into a wealth of knowledge.

See the Resource section at the back of this guide for more information.



“My 4-H leader is involved with many other activities but she always seems to put us first! She truly makes us who we are and we are one big family because of her. She teaches us that not to leave anyone out and include everyone.”



“Our leader brings his passion and enthusiasm to every meeting and opportunity he is a part of. He doesn’t just run a club for the sake of running a club or because it’s easy to do, he looks to the members and asks them what they want to do for a club and he does what he can to make it happen.”

Positive youth development (PYD)

Positive youth development (PYD) is a globally recognized and research-based approach to youth development that considers young people as assets and partners in the community, and not as problems who need solving. PYD does not focus on one single activity or program, but rather is a general approach and philosophy incorporated into all of our 4-H programming in Canada.

Using the 4-H Canada Positive Youth Development Formula, we are building responsible, caring and contributing young people who are empowered to be successful through our supportive structure.



The 4-H Canada Positive Youth Development Formula, is our recipe for building responsible, caring, and contributing young people who are empowered to be successful through our supportive 4-H structures.



At the centre of the Formula is our three **essential elements**. We know we are achieving these core ingredients if we hear members saying statements like:

"I feel safe, comfortable and able to participate. I am also having fun!"

"I feel supported and valued by the adults involved."

"There are opportunities for me to try things out myself, to learn from my direct experience and to reflect on my actions."



On the outside of the formula are the **six key assets** that we believe 4-H cultivates and fosters in 4-H members. These are the outcomes we hope to achieve in any 4-H activity or program we develop or implement.

We want 4-H youth to use their head, heart, and hands to make informed decisions about their health, their community and the planet. They develop creative innovative sustainable solutions to the issues they face, and engaging with others to take action and advocate for what they believe in. The 4-H Canada Positive Youth Development Formula – as a whole – allows youth to achieve these goals by equipping them with tools, offering opportunities and support by caring adults. By tapping into their strengths and building assets along the way, 4-H'ers are leading the way to a healthy, prosperous and sustainable future for all.

Unpacking PYD into its three main aspects:

Positive - This means that we are taking a strengths-based approach that builds on assets, interests and strengths already present in our members. By focusing on the positive, we are developing these positive internal and external factors, we are supporting young people's ability to achieve their goals and develop to their full potential.

- Foster the existing strengths, abilities, interests and attributes and builds on potential.
- Allow young people to build skills and develop assets in themselves
- Empower youth to be responsible for their decisions, including saying "no" to negative influences
- Promote positive influences like family, peers, schools and communities.

Youth - Our program is focused on the developmental needs of young people and they are at the centre of everything we do.

Development - This means creating opportunities for youth to develop to their full potential. This includes mastering skills, developing confidence, taking on leadership roles, and making healthy, responsible choices and decisions.

Can you spot PYD in action?

For 4-H members, PYD often looks something like this:

-  Developing new skills and abilities
-  Demonstrating leadership and taking ownership
-  Thinking about, planning and setting goals for the future
-  Expanding social skills and forming positive relationships with peers and adults
-  Taking responsibility for actions
-  Growing ability to plan ahead and make decisions



Youth-adult partnerships (YAPs)

Youth-adult partnerships (YAPs) are not only a key part of 4-H clubs, they are also considered an important component of positive youth development. They take place when youth and adults plan, learn and work together. A true youth-adult partnership is one in which each group has the opportunity to make suggestions and decisions and in which the contribution of each is recognized and valued.

4-H Canada believes that youth should have a say in the types of programs and initiatives being developed for them. 4-H in Canada has built-in structures for youth to be involved in, helping to identify goals and develop programs at a club, provincial and national level.

At the club level, 4-H leaders and members work together in the planning, development, delivery and completion of projects. They work together to plan Achievement Days and other 4-H events in their community.

At the provincial level, youth are often engaged as provincial ambassadors, where they represent their club, community and province at events. They actively contribute their ideas, time and leadership skills, working with provincial staff and board members.

At the national level, youth play a significant role as members of the 4-H Canada Youth Advisory Committee (YAC). YAC is made up of a youth representative from each province and is the national youth voice for 4-H

in Canada. YAC members take part in various working groups where they support 4-H Canada staff in the planning and delivery of programs, project resources, in addition to two youth seats on the Board of Directors.



“Our leader is inspirational, fun, a role model and always puts the youth first. These qualities are what make a great 4-H leader and what make our community a better place.”

Youth-Adult Partnership Individual Checklist

PERSONAL STATEMENT	Working on it	Most of the time	Always
I am aware of the current issues facing young people today.			
I consider the feelings of young people and adults equally.			
I appreciate the similarities and differences among people, and I treat all group members with respect.			
I resist the urge to take over and I'm able to hold back and let others take the lead.			
I listen carefully to people of all ages. I try not to interrupt.			
I provide opportunities for youth and adults to reflect and learn together.			
I believe in the potential of all youth, and their ability to make a difference in their communities.			
I consider all young people to be assets and powerful agents of change.			
I speak up when a person puts down or devalues themselves or someone else.			
I seek to learn from other people, including youth. I am able to admit when I don't know the answer.			
I expect youth to make their own decisions. I am there as a support if they need it.			
I speak up when I feel young people are being disrespected and when their rights are being denied or violated.			
I advocate for improvement of youth-adult partnerships in teams, organizations, and communities.			



4-H Canada's Leadership Development Pillars

Under our four 4-H Canada Leadership Development Pillars, we are delivering impactful programming that is relevant to today's youth.



Community Engagement
& Communications



Science &
Technology



The Environment
& Healthy Living



Sustainable Agriculture
& Food Security



Community Engagement & Communication

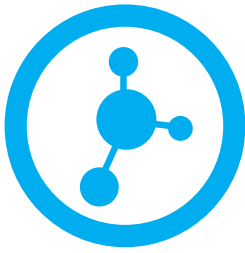
Community engagement for 4-H'ers is about being involved in their school, neighborhood, town or city, and making a positive impact by communicating thoughts, ideas and solutions to challenges they see in the world around them. From building their confidence as a public speaker, to volunteering their time at local events, they are able to demonstrate community leadership through 4-H.

This generation of youth — is shaping and redefining how we communicate, from the technology we use, to the words we write, to the way we talk with each other.

4-H Canada believes in the ability of youth to make a meaningful difference both locally and globally, and we work to ensure they have an authentic voice in the conversations that will affect them and their futures.. The opportunities are endless for active community involvement and positive change. Through 4-H they can:

- Make a positive impact on the world around them
- Look for ways to lend a hand and to take action
- Speak up for what matters to them and help others to do the same
- Be a role model for the change they want to see in the world
- Connect to their peers in their community, across Canada and around the world





Science & Technology

Science and technology impact our lives in so many ways. As agriculture evolves, and farming practices become more modern and sustainable, we have STEM (science, technology, engineering and math) to thank for these innovations. We believe that learning about the fascinating world of science and technology is important and will help youth make positive choices for their future—choices about their careers, the food we eat and the health of the planet.

Through our science and technology programming, 4-H youth can dive right into hands-on, inquiry-based projects and activities that spark their curiosity by:

- Engaging in the science and technology world
- Exploring ideas and career opportunities related to STEM
- Explaining how systems work and how agriculture and other key industries are benefiting from STEM innovations
- Expanding their minds through experiential, inquiry-based learning





The Environment & Healthy Living

4-H is all about healthy living! Our programs and projects promote the health and well-being of youth, their community and the planet we live on. It's important for them to be knowledgeable about their own health, what influences healthy living and how to support others in taking care of themselves.

Being aware of the environmental impact of our everyday behavior, routines and habits is a responsibility youth take very seriously. Through experiential and outdoor educational programming, 4-H offers opportunities for them to:

- Be stewards of the environment and develop sustainable solutions
- Take care of themselves and others
- Learn positive ways to stay healthy and active
- Make informed choices about their health and the health of the planet
- Dig in and get their hands dirty!





Sustainable Agriculture & Food Security

4-H Canada has deep roots in rural and agricultural communities, and was founded on the innovation and energy of youth engaged in those communities. 4-H continues to grow awareness of Canada's agriculture sector, build skills in agricultural practices and showcase opportunities in the industry.

As global citizens, youth are more and more interested in where their food comes from, how it is grown and produced, and how to feed a growing global population sustainably. Through 4-H, youth can explore these issues and more. With youth at the table, we are confident there will be so many creative and innovative solutions for feeding the planet. Through 4-H they can:

- Appreciate and learn about the food we eat and grow
- Explore innovative and sustainable farming practices
- Discover new ways of improving nutrition and food security
- Exchange ideas and solutions locally and globally!





Examples of 4-H projects offered across Canada

Community Engagement & Communications



- Junior Leadership
- Adopt-a-Grandparent
- Judging
- Public Speaking
- Events and Entertaining
- Paintballing
- Street Buskers!
- Babysitting
- Creative Writing

Science & Technology



- Welding
- Small Engines
- Engineering
- Veterinary Science
- Farm Tractor/Machinery
- Rocketry
- Bicycle
- Geocaching
- Astronomy

The Environment & Healthy Living



- Outdoor Living
- Creative Arts
- Leathercraft
- Sewing
- Photography
- Woodworking and Carving
- Cake Decorating
- Bird Watching
- Archery

Sustainable Agriculture & Food Security



- Animal and livestock projects
 - Horse
 - Beef
 - Sheep
 - Goat
 - Rabbit
 - Canine
 - And more!
- Field Crops
- Aquaculture
- Gardening
- Beekeeping
- Fishing

Exploring 4-H projects

If your 4-H club wants to learn about what 4-H has to offer, and try out a few different projects or topics, then this is the way to go! Most provinces offer Exploring 4-H as an introduction for new 4-H clubs just getting started. Contact your province 4-H office for more information on what's involved in Exploring 4-H near you.

*Your province may have a different name for this type of project.

Self-determined projects*

The sky is the limit! If your 4-H members have a great idea or want to learn more about a topic they are really passionate about, this is their chance to choose their own adventure. If they are independent and like to take initiative, 4-H'ers can consider a self-determined project, where they set the pace and make their project come to life!

*Your province may have a different name for this type of project.

Cloverbuds* – 6-8 year olds

Introducing our little ones to 4-H through Cloverbuds is a great way to get them ready to take on bigger projects through 4-H in a few years' time. Cloverbuds learn team work and responsibility, and have a lot of fun exploring the world of 4-H and the planet they live in.

*Clever Kids in Alberta



4-H around the WORLD

There are over **70** countries
with 4-H programs globally.





There are almost **seven million** 4-H'ers in the global 4-H network!



Programming and leaders' experiences in each country can look very different

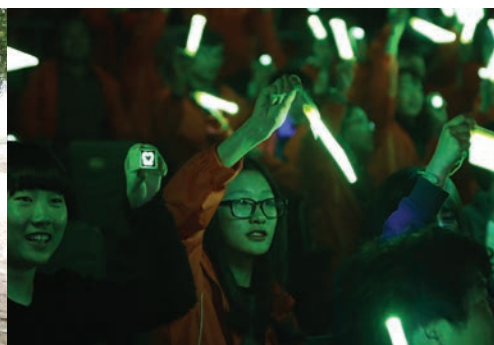
4-H Ghana - Through its Enterprise Garden Project Model, 4-H leaders provide guidance to youth and community members on good planting and farming practices. Crops include: maize, plantain, cassava, sweet potatoes and more. Hundreds of school and community 4-H clubs have been established with a focus on enterprise gardens, building life skills and entrepreneurship.

4-H South Korea - 4-H is embedded into most of the schools in South Korea, where students learn agricultural skills and make connections in the community. Leaders also support rural and urban youth exchanges where students learn about their local communities and explore other parts of the country.

4-H Jamaica - 4-H leaders offer training for clubites and members at production centres across the island, which produce: sugar cane, cocoa, pigs, avocados, goats, vegetables, and more!

4-H Finland - 4-H leaders encourage members to be stewards of the environment, gain experience and learn entrepreneurial skills by working with farmers to recycle fertilizer sacks.

To learn more about 4-H around the world, visit 4-h-learns.org





Becoming a 4-H volunteer leader

As you've been reading through this guide, we hope that your excitement about volunteering with 4-H is building! The next step is to contact your provincial 4-H office for more information about becoming a leader. They will be able to provide you with all the support, engagement and province-specific information you will need.

Here are the basics you need to know:

- The minimum age for a volunteer leader is 18 to 25 years old, depending on the province. If you are not old enough yet, ask about the other ways you can get involved!
- All adults (18 years of age or older) who volunteer with 4-H in Canada must complete a volunteer leader screening and training process to ensure the safety and well-being of 4-H youth.
- Each province may have a slightly different process, but all provinces uphold the minimum standards, which include an application, interview, reference checks and a Vulnerable Sector Criminal Record Check.
- The minimum age for a volunteer leader is 18-25 years old, depending on the province. If you are not old enough yet, ask about the other ways you can get involved!
- All new leaders must complete training, as outlined by your province. At the back of this guide, you will find contact information for each provincial 4-H office.
- Volunteer leaders need to complete screening at regular intervals throughout their 4-H volunteer career.



Club involvement

1. Joining an existing club:

With thousands of clubs across the country, it is likely that there is already a 4-H club in your area. Your provincial 4-H office will be able to help connect you with 4-H clubs in need of more volunteer leaders.

We are all busy people with lots of competing priorities in our lives. 4-H clubs often encounter situations and times where a volunteer is needed to replace a previous club leader. Coming into an existing 4-H club is an excellent opportunity for new volunteer leaders to learn from their co-leader and youth members.

2. Starting your own 4-H club:

You may have just heard about 4-H and are interested in starting up a brand new 4-H club in your community. If there is no club in your area, your provincial office will help you create one!

There are a few things to consider in starting up a new 4-H club:

- If there is no 4-H club in your area, then this is your opportunity to get a group of interested youth together and brainstorm ideas for themes, activities and projects you would like to take on. Make sure you connect with your provincial 4-H office before setting up a club and selecting a project.
- 4-H clubs are led by a minimum of two leaders who work together to come up with activities, manage schedules and budgets, and support each other in the running of the club. 4-H members play a key role in club operations as well, and should be involved in the running of their 4-H club. It is best practice to have a partner to work with when volunteering in a youth organization and/or interacting with minors, and some provinces require a minimum number of trained leaders to be present at all club activities. Please see the Co-leading and risk management section for more information.
- Through your provincial 4-H office, there may be a list of youth interested in joining a 4-H club in your area or who are looking for a 4-H leader to start a new 4-H club. Your province will let you know if this is the case.

Your provincial 4-H office will have further information specific to your area about the requirements for creating your own 4-H club. Please connect with them to learn more and begin the process.



4-H volunteer leader job descriptionⁱⁱ

When thinking of the different aspects to your role as a 4-H volunteer leader, it may be helpful to consider it like a job description.

Purpose: Help 4-H club members grow and reach their full potential by supporting them to be part of meaningful, educational experiences. Encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities that lead youth to become successful, contributing members of society.



Develop a caring relationship with members

- Become an advisor, guide, and mentor.
- Each 4-H member is a unique individual with unique needs. Take time to listen and consider the needs, interests and strengths of each member of your 4-H club.



Create a safe environment for 4-H members

- Help youth feel welcome and safe from physical or emotional harm.
- Encourage participation and welcome the ideas of youth and parents.
- Ensure adequate supervision at all club functions.



Provide opportunities for youth to build skills

- Help youth find resources to explore 4-H projects and activities further.
- Provide meaningful learning opportunities where youth can experience success and develop self-confidence.
- Model failure or frustration as part of the learning process.
- Be fair and consistent in enforcing guidelines and giving feedback.



Create opportunities for youth to value and practice service to others

- Encourage youth to consider the feelings of others.
- Encourage youth to youth mentorship.
- Help youth build connections within their community.
- Allow youth to choose their service projects based on what is important to them and the needs of their community.



Allow youth to make decisions and lead

- Provide opportunities for youth to have decision-making power. This can include:
 - how the club functions and its activities,
 - creating a 4-H club activity calendar,
 - welcoming and orienting new 4-H members,
 - running meetings,
 - developing committees,
 - planning and conducting activities.



Create an inclusive environment

- 4-H clubs are open to all youth, regardless of race, religion, socio-economic status or sexual orientation.
- Age restrictions apply in some provinces but generally all youth between the ages of 6-25 are welcome to join a 4-H club.
- Welcome new 4-H members and share information with them and their families.
- Be open to new ideas and perspectives.
- Follow-up with 4-H members who miss meetings.
- Continually provide feedback to members. Give them advice and praise.
- Have 4-H members provide feedback to you. Ask members how you can help them even more than you are now.



Keep up-to-date and engaged

- Read 4-H newsletters, provincial and national correspondence, and keep members and parents informed.
- Be aware of 4-H projects available, help members select projects, and encourage parents to support their child's project work.
- Participate in all required volunteer trainings.



Qualifications/skills needed

- Sincere interest in the safety and well-being of youth.
- Desire to facilitate and motivate youth while nurturing self-esteem, decision-making skills, responsibility, and leadership.
- Successfully pass the volunteer training process and a complete background check, including a Vulnerable Sector Screening.
- Ability to organize information and materials and delegate responsibility.
- Ability to work and communicate effectively both verbally and written.
- Desire to motivate parents and other volunteers.
- Interest in working in partnership with youth, other volunteers and professional staff in an educational setting.
- Willingness to adopt the philosophy, policies, and procedures of 4-H Canada and your provincial 4-H office.

You don't have to be an expert in a project topic to be a leader! By following the project resources, learning along with your members and involving others, there is no limit to the variety of 4-H clubs or projects you can run!





Your role as a 4-H leader

Co-leading^{vi}

For many 4-H clubs, several adults are involved in the leadership of the group. With clear planning and communication, your 4-H club can enjoy the benefits of shared leadership.

There are a number of benefits to sharing the leadership of a club with more than one adult:

- Helps to ensure the safety and protection of members as the number one priority of any 4-H club.
- Provides a greater sense of comfort by families with children enrolled in 4-H.
- Allows for the sharing of responsibility and workload, and someone to bounce ideas off!
- Provides members with a variety of leaders as role models.
- Ensures continuity if one volunteer is unable to participate in a meeting or activity.

Shared leadership leads to youth-adult partnership!

1. As a club, make a list of all the jobs to be done. Work with your 4-H club members to identify who should take on each task.
2. Encourage 4-H members to take on leadership roles for the tasks they can manage.
3. Ask the parents and other adults involved with the 4-H club what they are interested in and what skills they have.
4. Brainstorm with your club members who else in the community might be able to take on an important task, be a guest speaker, etc.

Mentorship

As a 4-H volunteer leader, you will have the opportunity to mentor your club members, and pass on life skills and knowledge. This mentorship role is something our youth members truly value, with members frequently mentioning the positive and life-changing impact their club leader had on them. In addition to being a mentor, your role as a volunteer leader also includes modelling how to be a good mentor. Being supportive, positive, consistent, providing clear expectations, pushing for improvement, and celebrating successes are all things that members can learn from a mentor and then demonstrate in their own future mentorship roles.

Facilitation tips:

Here are some additional tips to keep in mind as you lead your club activities:

- Let 4-H members know when you plan to start and get their attention first.
- Know your members and speak their language. Use examples related to their experiences.
- Establish a feeling of trust. Members should feel free to make a mistake. Don't be afraid to make a mistake yourself.
- Be aware of different learning styles of members in your 4-H club.
- Ensure that you make decision collectively with members - not for them.
- Tap into technology. Members will help you! This will appeal to them and keep them engaged as active learners.

Community service activities

At every meeting, 4-H members pledge to use their head, heart, hands and health to serve their club, community and country. Community service activities put this pledge into practice, and help to foster a community connection and sense of responsibility among members. Service is an excellent way for members to develop skills and apply their experience to their club, school, and community.

Most clubs take part in multiple community projects, such as:

- Road or park clean ups
- Bike servicing workshops
- Food drives
- Community dinner
- Tree planting

Some provinces require community service as part of your 4-H club's activities or even offer service-focused projects.

Achievement Days

After all of the hard work your 4-H members and you have put into their projects, Achievement Days are a way to showcase this success! Each province provides different guidelines for Achievement Days, but they often involve members showcasing their 4-H project, being judged on certain aspects of their project, highlighting key activities and skills they developed and having an opportunity to practice their public speaking skills. In most cases, parents and family members are invited to Achievement Days. In some cases, it becomes a larger community event open to the general public.

Record books

As part of their 4-H project, members will typically be required to keep a record book, where they write down everything they do for their project. This encourages members to organize their thoughts, and record their hard work.

Public Speaking

This is an great part of 4-H that gives our members an amazing skill for life! Working together, 4-H members learn to speak in front of others about a topic they are passionate about. This can be in front of their 4-H club, parents or at a public event, and is a great way to build their confidence and communications skills.





Giving feedback^{vii}

- Feedback allows your members to know how they can improve and recognizes their successes.
- Feedback should be constructive, which means it is specific, information-based and offers an understanding of how to improve.
- Feedback doesn't have to all be positive. Highlight what is going well, note the areas that need improvement, and make sure members understand how to make those improvements to achieve success.
- The 'Sandwich Model' is often recommended for feedback: something positive, things to work on, something positive.
- Feedback can be informal or formal, written or verbal. We would encourage you to make use of different types of feedback throughout a project and your time together as a club.
- Providing regular feedback to your 4-H members means they will learn to expect and welcome it. When members are eager to hear how they can improve, you know you have created an environment of support, respect, and growth.
- Be open to receiving feedback yourself! Ask 4-H members to give you feedback so they can practice this skill too! This will also help you identify things to improve upon as a leader and mentor.

Resolving conflict^{viii}

We have all experienced conflict in our lives. Healthy conflict can lead to positive changes in personal relationships and organizations. Negative conflict can, however, be very destructive and can sap energy from a group. The most important idea for you to remember in resolving conflict in your 4-H club is to remain neutral and try to uncover the cause of the conflict. When you understand the cause of conflict, you can begin to address how to resolve it.

Conflict is usually caused by misunderstandings, personality clashes, differences in values or goals, unclear responsibilities, lack of resources or change. Some conflicts can be avoided by being pro-active, that is, by discussing potential areas of conflict in an open and honest manner, before the conflict arises. Conflict resolution is not about making people happy. Conflict resolution is about effectively putting an issue to rest, so that it does not keep arising. When we resolve conflict there is no clear "winner" or "loser".

It takes common sense, patience and practice to effectively help people in conflict. Remember that conflict is normal and cannot be avoided. If constructively managed, it can create growth and development in people and groups.

To begin to resolve conflicts you will need to:

- Stay calm and try to keep the group calm.
- Clearly define the problem.
- Try to draw out feelings and meanings.
- Stay neutral. Be a mediator.
- Be creative in seeking solutions.
- Propose a joint problem solving approach.
- Help the group look for an active solution where everyone wins.

Club Start-Up

Registering your club

In addition to contacting your provincial 4-H office about becoming a 4-H leader, you can also get information about starting your own 4-H club.

If you have met the requirements for at least two leaders and the minimum number of members required to start a 4-H club, then you can begin the club registration process.

If you don't have enough members to start a 4-H club, consider the followingⁱⁱⁱ:

- Promote the opportunity of joining 4-H in local media
- Host an information night for parents and prospective members to attend
- Look at what is popular or possibly lacking in your area and create a 4-H club with a related theme
 - Single project or multi-club?
- Some 4-H clubs are based around a single project whereas other clubs involve members doing different projects at the same time. Consider what your members are looking for and what your province allows.

Club guidelines

We recognize that each 4-H club is unique and therefore, will develop their own guidelines and expectations. Clubs may decide on the type and number of projects they wish to have, the maximum number of members, and even the level of competition they are comfortable with. Whatever guidelines your 4-H club comes up with, they should be written down and accessible to everyone.

Some things to keep in mind when developing guidelines ^{iv}:

- Provincial 4-H guidelines provide the minimum standards. Your 4-H club rules should complement these and avoid being too restrictive, or inhibit innovation and creativity.
- Make guidelines you can enforce.
- Look at the big picture - is a particular guideline necessary for the 4-H club to run effectively? Are they realistic and fair? Don't make rules for the sake of making rules!
- Be aware that specific events may require special guidelines.
- Safety, respect and the best interests of 4-H members is the top priority.
- Involve members in developing agreed upon 4-H club guidelines, put them in writing and give every member a copy.
- Revisit your guidelines regularly. Make any necessary changes and re-distribute them to all members.

What guidelines do you want your 4-H club to respect?

What guidelines did your 4-H club members come up with?



4-H club member responsibilities^v

By being a part of 4-H, members have the responsibility to attend meetings and actively participate throughout their time in the club.

Each province has different minimum requirements for a member’s involvement, including things like attendance, mandatory activities (e.g. Achievement Day), keeping a complete record book. Your province will share these requirements with you when you set up your 4-H club. Consider how you can encourage and support your members to honour these responsibilities.

List your ideas here:

Money and management

Money

Membership fees

- Every provincial 4-H association charges a different membership fee. Districts/Associations and clubs sometimes will charge an additional nominal fee to help with regional and club programs.
- Check with your 4-H office for more information on membership fees.

Club start-up grants

- Many provinces offer grants to help new clubs get off of the ground. Contact your 4-H office for more information on whether your club might be eligible.
- 4-H Canada offers several opportunities for club funding. Some funding programs are meant to be used for special events and themes, while others are for anything your club might need or want! 4-H Canada club funds are available in August.

Fundraising

- Fundraising requires a significant amount of work on the part of the club, but can be a good opportunity to teach members:
 - How to manage money
 - How to plan and carry out a fundraising activity
 - More about one another and their community
 - How to work as a team
 - Responsibility
- That said, don't fundraise for the sake of fundraising –make sure the club has a plan for the funds that are raised.
- Set up a committee of 4-H members and adults to look after the details of planning and executing fundraising activities or events.
- Some provinces ask clubs to participate in provincial fundraisers. They will let you know if this is the case.

Management

All funds raised in the name of 4-H belong to 4-H— not to an individual or group of individuals. If your 4-H club decides to do fund-raising to support its activities, it's important to manage it fairly and transparently.

Your 4-H club has the responsibility to:

- Budget the money you have towards 4-H club activities only.
- Discuss and agree to the club budget and spending.
- Follow the financial management guidelines of your province.
- If your 4-H club folds, contact your province to discuss how any money remaining in your bank account should be handled.
- Keep track of 4-H club expenses and report on financial spending each year.

Most provinces have resources and tools for 4-H member treasurers.

4-H Projects

FAQ^{ix}

What exactly is a 4-H project?

A 4-H project is the topic, theme or area of interest that a 4-H club chooses to focus on. Club activities are planned and programming is built around the project, guided by the project leader.

Do I have to be an expert in the project theme to be the leader?

Not at all. Volunteer leaders are encouraged to Learn To Do By Doing along with their club members. Resources and project curriculum exist for most 4-H projects, designed to guide volunteer leaders through the entire project. Visit 4-H LEARNS and/or your provincial office for more information about accessing project resources.

How long does it take to complete a 4-H project?

That depends. Some projects can be completed in six weeks, while others take a full year or more to complete.

Do some 4-H clubs have more than one project?

Yes. Some clubs are called multi-clubs, which means they do several different projects throughout the year. They may also have many club members who choose to do some but not all projects offered within the club. Smaller clubs tend to focus on one or two projects per year.

Can my club change projects?

Absolutely. If your club members would like to try something new or different, you can lead them through a process to select a new project or ask them for suggestions and put it to a vote. As long as they are involved in determining their club project, they can change as often as they would like.

What is required to complete a 4-H project?

Each province has specific requirements for completion of a project — a list can be found at the back of this Guide. In general, all members must include some form of record keeping or tracking of progress, do public-speaking component and participate in an Achievement Day.

Checklist

What things should I consider in selecting a project with my club members?

As a 4-H volunteer leader, you and your members will want to consider a few things in your decision-making process:

- 4-H members' interests** - What are your 4-H members passionate about?
- 4-H members' abilities** - A project should teach members something new, encourage the development of new skills increase knowledge.
- Achievable** - The project should be challenging, but not out of reach. Make sure to think about what is realistic, what is feasible within the timeframe, the resources and the abilities of the group.
- Resources** - Do members or leaders have access to the necessary equipment and resources, such as an animal, land or special tools that may be needed? If not, is it possible to borrow or share these necessary pieces? Money and space required should also be considered.
- Location and time** - Can the project be carried out where the members live and in the time that is available?
- Responsibility and commitment** - Keep in mind that project requirements specify that the member, not the parent, is responsible for completing the project.
- Family support** - Is the member's family able to support them in this project and encourage their success? This includes transportation to and from meetings, events and activities, and may also include individual preparation or practice time at home.
- Age appropriate** - Some 4-H projects have age limits. Check each project to determine the minimum age required. Your provincial office will have more information about this.

If you or your members are interested in doing a 4-H project that isn't currently offered by your province, but is offered elsewhere in the country, be sure to contact your provincial 4-H office to confirm this is okay before starting. Please go to pg. 23 of this guide for examples of projects.

A quick guide to club meetings

1 Scheduling meetings

4-H club meetings should follow a schedule that you and your club members agree to at the beginning of your time together.

- What age are the 4-H members in your club? Plan your meeting time and length accordingly.
- If possible, involve parents in the decision so there is commitment from everyone involved (particularly if driving is required).
- Take holidays and school breaks into account.
- Making a schedule and sticking to it respects your time, your members' time, and will result in more constant turnout to meetings.

2 Meeting formats^x

Many 4-H club meetings take about 2-3 hours and involve three parts:

Recreation and social time – games, group building, fun and active

- 4-H has a wealth of games and activity resources, so don't feel as though you need to come up with these on your own!
- This is an important time to meet each other, form friendships, and grow as a 4-H club
- This can be through planned activities or unplanned time for 4-H members to self-direct and form their own connections.

Business – members run the meeting, covering old and new business

- See Parliamentary Procedure Meeting Model on pg. 39.

Education – hands-on learning, practicing skills.

- This is where you'll focus on learning a skill or doing a project activity. Many activities will be listed in the project resource guides or curriculum you choose. These tools will support you in facilitating the educational portion of the meeting.

Think outside the box!

Consider other 4-H club meeting models, depending on what your club members are looking for, where you are located and what your schedule allows.

For example, some clubs run as:

- 6-8 week modules with longer (half or full day) meetings
- PD Day clubs
- After-school clubs

Sample 2-3 hour club meeting agenda

10 minutes: Welcome members as they arrive

5 minutes: Begin with 4-H pledge (everyone together or take turns leading)

15 minutes: Icebreaker or group building activity - led by leader(s) or members

30-60 minutes: Business Meeting -led by Executive Committee

45-60 minutes: Main skill building/learning activity

15 minutes: Reflection Time

15 minutes: Social or recreation time

Build your own 4-H club meeting agenda



Club Name: _____

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Parliamentary procedure meeting model^{xi}

What is it?

- This is a way for every member of your club to have a say in how the club is run. It allows your members to develop leadership skills and learn about how to best work in groups where people may have different ideas about what to do. It also allows the club to stay organized and keep track of its goals.

Why is this an important skill for our members to learn? All of the members have a say in how their club is run and should help to make decisions. To allow for every member in the club to have a role and be heard, we use the parliamentary positions and procedures.

- Robert's Rules is a guide to parliamentary procedure that your club may wish to use.
- Parliamentary Procedure often by forming an Executive Committee made up of club members who are elected by their peers. This allows members to take on a leadership role in your club, gain experience leading meetings, budgeting the club's funds, taking notes and keeping everything organized!
- Your regional or provincial 4-H office has more resources on parliamentary procedures.

Executive positions^{xii}

These are the positions your members can run for at the start of the club project or year. Some clubs may choose to rotate positions regularly, so that everyone has the opportunity to experience each role.

President

- Chairs the 4-H club meetings.
- Prepares the agenda for each meeting after consulting with other officers and the club leader.

Vice-president

- Assists the president and performs any duties assigned by the president.

Parliamentarian

- Knows parliamentary procedure and helps members follow it correctly.
- Assists members to effectively run a meeting following an agenda.

Secretary

- Helps the president prepare the agenda and gives notice of meetings.
- Records attendance and keeps a careful record of all meeting minutes, club committees and committee reports.

Treasurer

- Keeps an accurate, up-to-date record of the club finances.

Club reporter

- Shares information about club activities (e.g. social media, newspaper, radio)

Social (optional)

- Helps to plan the social activities of the club
- Typically works with the Treasurer to track the activity budget

Other

- Be creative with your members about other roles they may want to take on!

Committees

- With so many great ideas and activities going on in your club, committees can be an effective way to share responsibilities and develop leadership skills. Committees can run long term (e.g. social committee, Achievement Day committee), or they can run on an *ad hoc* basis to address shorter term efforts (e.g. a community BBQ, park cleanup day).

Mapping out your 4-H program

Different provinces have different club year calendars. Some follow the school year, others follow a different schedule. Contact your provincial 4-H office to find out when most 4-H clubs in your region begin and end.



Map out your 4-H schedule using this checklist^{xii}

1 Starting up

- Read through the materials for your 4-H project (e.g. the resource guide, manual, record book, etc.).
- Make sure you understand what will be covered in the project. If you aren't sure, ask for help from experienced volunteer leaders or your provincial office.
- Arrange for a meeting place that can accommodate the equipment you will need for your project work. This may be the same space every week, or may change depending on the activities planned.
- Plan and organize your first meeting.
- Have your first 4-H club meeting. Help your members get registered and welcome new members.
- Get to know your 4-H members - their background, experience in project area, abilities, etc.
- Elect 4-H members to fill the different roles of your club.
- Distribute project materials to your members and make sure everyone is familiar with them.
- Have 4-H members discuss and make a decision about the frequency of meetings, times and dates that they will be held.
- Discuss with members and parents the project(s) that will be worked on during the year, including the different requirements.
- Outline the approximate cost, equipment and materials needed by each member and inform parents.
- Draw up a tentative outline for the 4-H year (when various topics will be covered) and have members commit to this schedule.
- Discuss any community service projects or activities beyond their project and set up planning committees in advance.
- Let parents know what kind of help you will need from them and confirm their level of involvement.
- Search for resources you could use in teaching the project (project kits, videos, local guest speakers, etc.)

2 In the middle

- Meet regularly with your 4-H club. If members of your club are working on different projects, they may decide to meet on a different schedule.
- Check the schedule you developed at the beginning and adjust it if necessary. Any changes should be made well in advance of each meeting, whether it is a change in time or location.
- Introduce some variety in the meeting sessions by: mixing in recreational activities, varying the location or using different methods of presentation (such as skits, quizzes, tours, games, debates and case studies).
- Feel free to adapt things as you get to know your 4-H members and their needs. Adjust the pace if you need to.
- Encourage 4-H members to regularly update their record books. If possible, build time into your meetings for this.
- Celebrate successes and achievements along the way. There will be moments of learning and growth throughout your time together as a club, so congratulate your 4-H members for their hard work!



Checking in with your club throughout your time together in the year is an important step to see how things are developing.

4-H Club Positive Youth Development Assessment

Consider the 4-H Canada Positive Youth Development Formula and the statements below.
Are you seeing these essential elements developing in your 4-H club?

Essential Element	This is happening in our 4-H club!	We are developing this.	This is a gap that we need to work on.
4-H club members feel safe, physically and emotionally during club meetings.			
The 4-H club is accessible and inclusive to all children, youth and families in our community.			
4-H members feel a sense of belonging to the club. No member feels left out.			
4-H club meetings are fun!			
In our 4-H club, we consider the feelings of members and adults equally. Members feel supported and valued by the adults involved.			
4-H members are encouraged to make their own decisions and to be critical thinkers. Volunteer leaders are there as a support when necessary.			
Everyone is responsible for their own actions and behaviours. They accept this responsibility.			
Everyone is involved in planning and prioritizing 4-H club activities.			
Members have opportunities to try things out for themselves and develop skills.			
4-H members are invited to reflect on their experiences, and to determine what was useful or important.			
4-H members have leadership opportunities in the club and sometimes even in the community!			
Through 4-H, members have opportunity to set goals and reflect on the future.			
Members have the opportunity to build confidence, develop a sense of values stand up for what they believe in.			

3 Wrapping up

- A 4-H club typically concludes with Achievement Day - a public showcase of work done by the club. This should be planned as a club and, while the logistics may fall to the volunteer leaders, your whole club should take part in developing and running Achievement Day.
- Depending on your provincial requirements, you may be involved in helping to select a 4-H judge for your project.
- Encourage members to finish their project work and record books on time.
- Help members plan their display space and any special activities they may be involved in at Achievement Day.
- Work with 4-H club members and leaders in setting up, conducting and cleaning up after Achievement Day.
- Debrief with your 4-H members after Achievement Day. What did they learn from their judging experience or from sharing their projects with the public? What would they do differently next time? What was their proudest moment?
- Celebrate all of the hard work, learning, and skill building that took place! This could be a pizza party, potluck or outing - ask your 4-H members how they'd like to celebrate!



Youth Safety and Risk Management

The safety and well-being of youth members is the number one priority of all adults involved in 4-H. To ensure consistent safety practices across Canada best practice policies are outlined in the **Youth Safety at 4-H in Canada** policy manual.

These national policies are supplemented by processes and procedures unique to your provincial organization. Your provincial organization will provide training so that you understand your roles and specific responsibilities in delivering safe programming before you get started with our youth members. Here is an overview of some of the key youth safety and risk management concepts.

Leader Screening

The Screening and Training Policy outlines the requirements for joining 4-H anywhere in Canada.

Screening requirements for all adults volunteering with 4-H include:

- an application (submitted to the provincial office)
- an interview (in-person with local club and over the phone with provincial office)
- reference checks (conducted by the provincial office)
- a vulnerable sector criminal record check (completed by the volunteer at their local RCMP or municipal police station)
- signing the 4-H in Canada Code of Conduct

Leader Training

Training requirements for your role are developed by your provincial organization. For example:

- A general volunteer requires basic training about the activity or event they are supporting and will be supervised by a trained leader
- A trained leader will complete provincial training about the 4-H program, leadership, and youth safety, and take the online Commit to Kids training. The training may take place either in person or online.



Youth Supervision

At the core of the Supervision Policy is the Rule of Two that requires at least two (2) screened adults be with youth at any 4-H club and project meeting, program or event. This ensures a safe environment for youth while protecting leaders, volunteers and staff, and supports a collaborative environment between leaders and volunteers as they deliver safe, fun and inclusive 4-H programs.

While all adults volunteering with 4-H must be screened through an interview, reference and police checks, a trained leader will have taken training to ensure they have the tools to deliver a safe program for youth.

There must always be a least one trained leader present and at least one other screened volunteer, who are not spouses, at any 4-H gathering.

Review the **Youth Safety at 4-H in Canada FAQs** document for answers to common questions about youth safety policy and how to apply the Rule of Two.

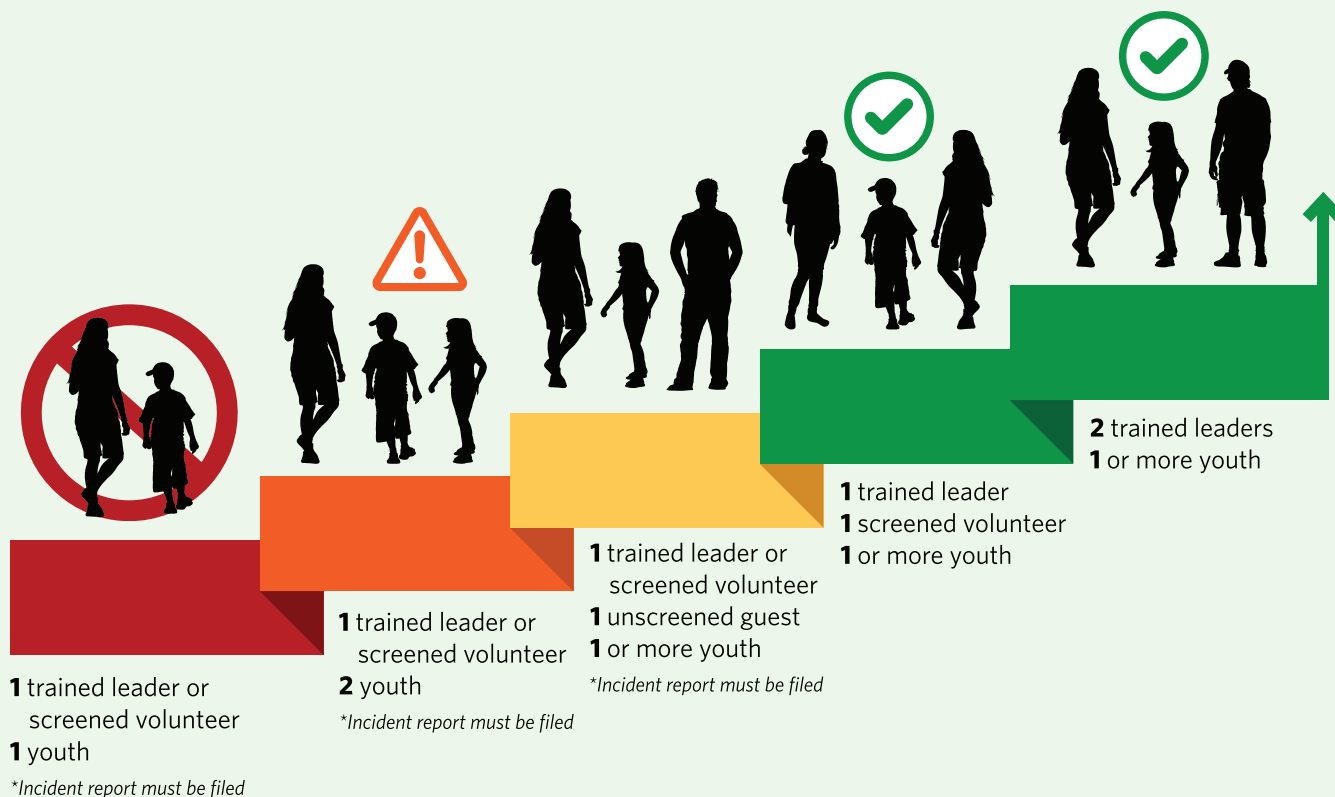
Confidentiality and Privacy

In your role as leader or volunteer, you will likely be responsible for keeping track of and recording the full names and contact, health, and financial information of your 4-H members and other adults.

Under Canadian privacy and confidentiality laws, it is important that personal information be stored securely (i.e. in a locked cabinet) and only shared with those providing direct supervision or medical care. It is important that emergency contact and health information are available at all of your meetings or events. You must also check that you have received consent to share photos and images of youth members.

Follow your provincial processes for obtaining and storing registration forms, signed Code of Conducts, and health information. It is important to keep a copy with your club, but they must also be on file with the provincial organization. You'll find more information in the Safety Assessment and Management Policy.

Rule of Two



4-H in Canada Code of Conduct

Each year, 4-H youth members, leaders, and volunteers, must sign the 4-H in Canada Code of Conduct that outlines the expectations and guidelines for everyone involved in 4-H activities. A copy is kept with the club and another is sent to the provincial office. Sometimes youth, and even adults, can make a mistake and their action or behavior may be in conflict with the Code of Conduct. If that happens, document the incident in a confidential incident report using the online form at 4-h-canada.ca/youth-safety and your provincial organization will review it and provide support. The guidelines for reporting and handling these types of incidents are outlined in the Misconduct Reporting Policy.

As a positive youth development organization, we are committed to providing 4-H members with meaningful experiential learning opportunities within an environment that is safe, inclusive and fun for all involved. This is the responsibility of everyone involved in any 4-H activity.

This code of conduct applies to:

- 4-H youth members and their families;
- 4-H trained leaders and screened volunteers;
- camp counselors and youth leaders;
- non-screened guests;
- 4-H staff and governing leadership;
- 4-H program partners;
- other participants or observers of 4-H events.

I will:

Represent 4-H and myself in a positive way

- Use words, actions, and behaviours that are respectful, non-judgemental, and kind, towards all youth, leaders, volunteers, staff, families, and participants.
- Ensure all actions, including social media activity, is positive and reflects the integrity of 4-H.
- Act with honesty and integrity when dealing with property, monies, and other assets being used for 4-H purposes.
- Respect other youth, leader, volunteer and staff's, rights to privacy and the confidentiality of personal information.
- Provide appropriate animal care according to industry codes of practice (nfacc.ca).
- Abide by all federal and provincial laws

Promote a safe, inclusive, and fun environment Be vigilant in ensuring an environment that is safe and protects youth, leaders, volunteers and staff from emotional, physical, verbal and sexual abuse.

- Refrain from using drugs or alcohol during any 4-H youth events.
- Make all reasonable efforts to ensure equal opportunity and access to participation for all 4-H youth members and abide by the 4-H Canada's Inclusion Statement.
- Uphold the 4-H motto "Learn To Do By Doing" in an environment that is friendly and fun.

Lead by example

- Adhere to the policies and procedures of 4-H Canada and provincial organizations.
- Act as a positive role model.
- Work collaboratively with all, including 4-H members, families, fellow leaders and volunteers, staff, and guests.

In addition, trained leaders, screened volunteers, and staff will:

- Fulfill their responsibilities as outlined in the position description, and act within the limitations of authority for the position.
- Maintain the confidentiality of any information regarding 4-H that was obtained as part of the position.

Risk management

Effective 4-H clubs are active! 4-H leaders and clubs should be actively engaged in a variety of activities and events. That’s what Learn To Do By Doing is all about. In order to ensure that our most critical assets—our 4-H members— are safe, we need to manage the risks involved in being active and on the go.

The primary goals of risk management are:

1. Prevention
2. Minimize harm
3. Reduce liability

Insurance coverage

Under the 4-H Canada group insurance policy, all 4-H provinces and 4-H clubs in Canada have accident and liability coverage. If you have further questions about insurance coverage for your 4-H Club, please contact your provincial 4-H office.

Activity planning

When planning events, use the 4-H policies and processes to help you consider the risks and take preventive steps.

You’ll find helpful information in the following national policies that are in the Youth Safety at 4-H in Canada manual:

Safety Assessment: how to plan a safe event, how to file an incident report

Youth Supervision: your role as a leader, Rule of Two, programming supervision ratios

Transportation: how to plan transportation for a 4-H event

Youth Travel: guidelines for youth traveling to events

Youth Safety at 4-H in Canada FAQs: answers to common questions about youth safety policy and processes

Reach out to your provincial organization for their specific processes and resources for planning events and activities.

Incident reports

Regardless of best intentions, accidents sometimes do happen, and conflict or behavior arise that you need support with. When they do, please complete and submit a confidential incident report. When you complete the form online at 4-h-canada.ca/youth-safety it is automatically directed to your provincial office for review and support. Use this chart to guide you on when to submit an incident report.

When to Report Incidents for 4-H in Canada

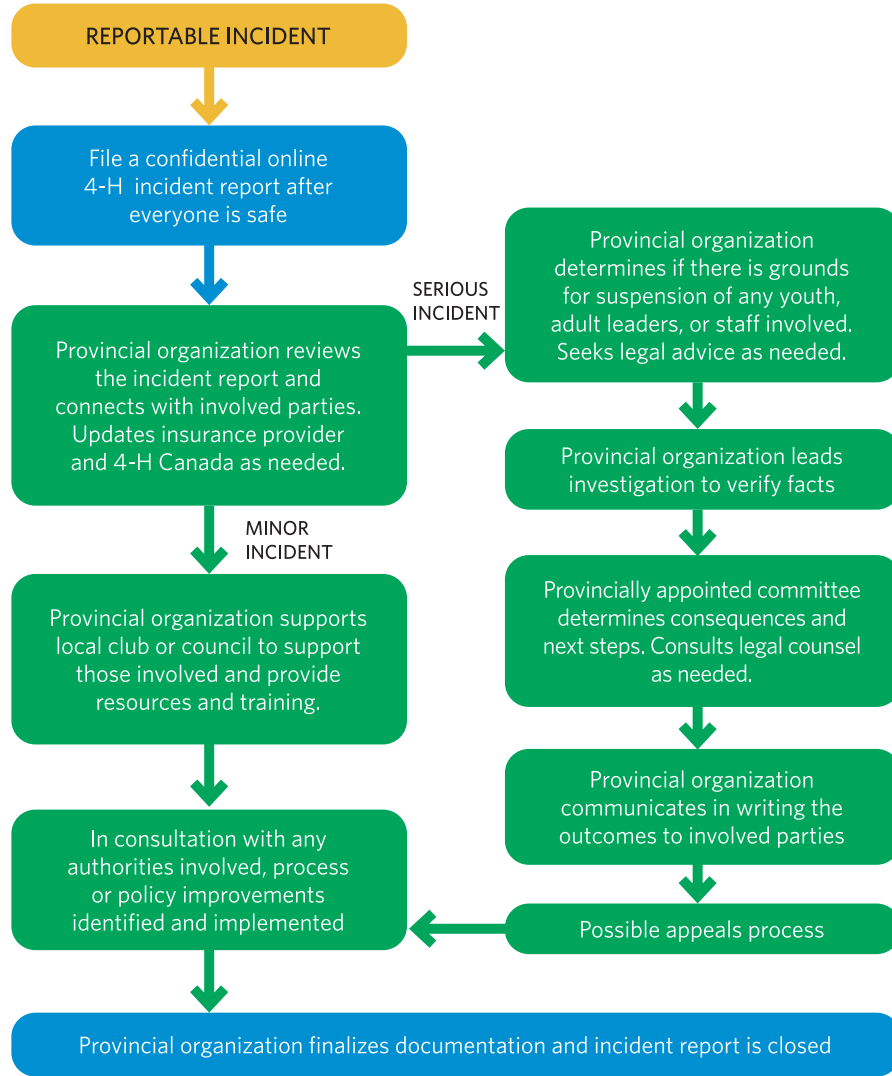
Leaders and staff have a responsibility to document incidents and concerns.

Reports may also be submitted by concerned youth, parents, or the public.

ISSUE	NOT REPORTABLE	REPORT USING AN INCIDENT REPORT FORM
Suspect abuse or child in harms way	N/A	Always. Notify authorities and then follow Duty to Report process.
Complaint about behavior or a decision	Complaint or conflict addressed at local club or event with quick resolution	Behavior not aligned with Code of Conduct (misconduct) or additional support needed to resolve the issue
Conflict between youth or adults	Complaint or conflict addressed at local club or event with quick resolution	Repeated issue or behavior raises safety concerns
Accident or illness involving any participants	Very basic first aid treatment. Note to parents.	Illness, injury, mental health concern, or if a vehicle is involved.
Property damage	Easily repaired	Unexpected, may involve insurance
Risk to 4-H reputation and image	N/A	Always

Steps for Incident Reporting for 4-H in Canada

Any incidents involving police or emergency services must be reported to your provincial organization within 2 hours. Any injury or illness that requires medical follow up must be reported.



LEGEND

- Reportable Incident
- Documentation of Report
- Actions by Provincial 4-H Organization



Duty to Report

In working with youth, you may become aware of circumstances that lead you to suspect a child has been abused or is in danger, or they may disclose directly to you. It is the responsibility of staff and trained leaders to be aware of and alert to signs of child abuse. As part of your leader training you will take the online Commit to Kids training that addresses the issue of sexual abuse, and will review the Duty to Report Policy that addresses other forms of abuse and neglect.

If you have reason to believe that a minor is experiencing child abuse or neglect, then you are legally required to report your concern to the appropriate local child protection agency or police. You do not need to be certain. It is the agency's job to determine whether abuse or neglect has occurred or is likely to occur. After making your report to authorities, complete a confidential 4-H incident report to document the reporting steps you have taken. To respect the privacy of those involved, only include the specifics of the abuse if it warrants follow-up within 4-H.

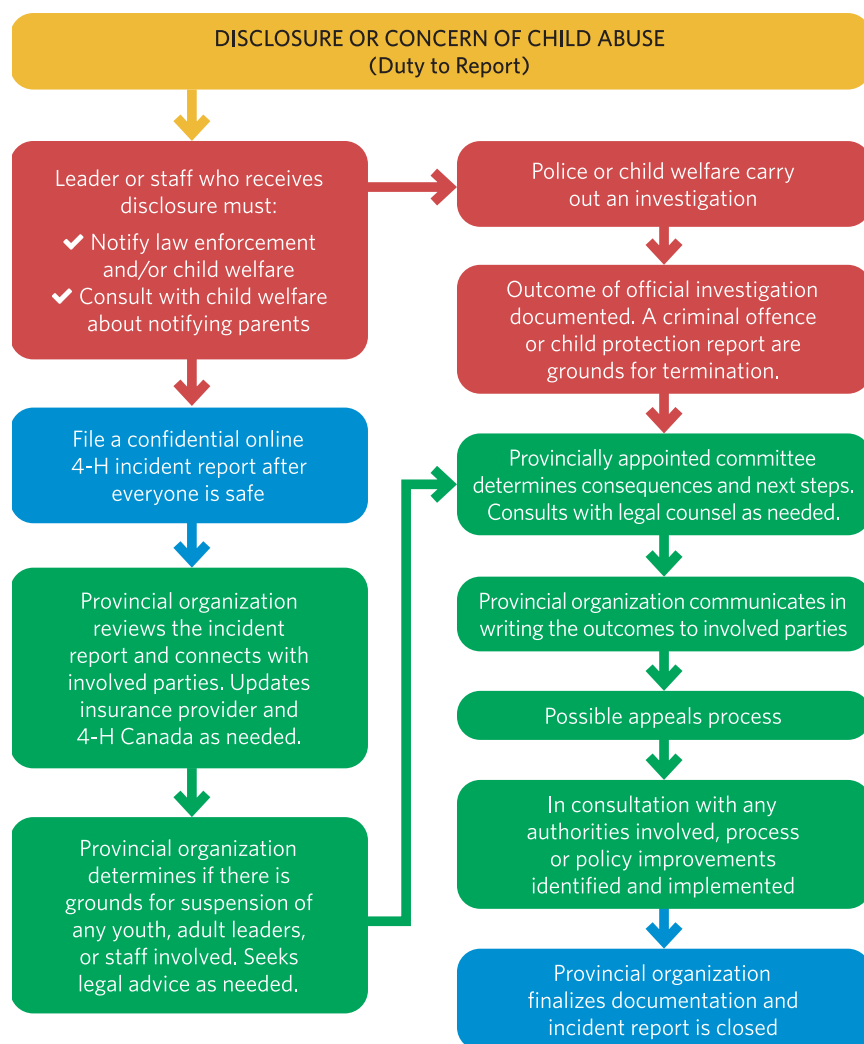
Steps for Reporting Child Abuse for 4-H in Canada

The safety of all children must always be ensured in the process for reporting abuse.

4-H Canada guidelines are based on the best practices developed by the Canadian Centre for Child Protection.

LEGEND

- Reportable Incident
- Documentation of Report
- Actions by Provincial 4-H Organization
- Actions by Authorities





Family engagement in 4-H

Family engagement is a common practice in many 4-H clubs and comes with many advantages. Involving parents and caregivers means more than communication and sharing updates, or driving kids to their club meetings. It means being actively engaged in 4-H club activities, events and projects. It means letting families decide how much or how little they want to be involved.



Family engagement checklist: ^{xiv}

- Communicate club schedule, goals, activities and needs. (phone, email, social media, letters home).
- Invite family members to be involved and asking them how they would like to contribute, what strengths or skills they may like to share.
- Ask for help if you need it.
- Families might have questions about 4-H! Take the time to talk to them or identify a place where they can have their questions answered.
- Foster an inclusive environment for everyone. Be open to different families in your club, including different structures, races, religions and backgrounds and celebrate that diversity within your club.
- Let parents know about the many roles they can take on, including a project leader, an event coordinator, a chaperone, guest speaker and much more.



Leadership development & resources for volunteers

Whether you are partnering up with another 4-H leader to help out in an existing club, or taking the initiative to create a brand new 4-H club on your own, it is important to us that you feel equipped and supported, and that you know how to access resources that will help you be the best 4-H club leader you can be.

Resources for volunteer leaders

1. Your provincial 4-H office

Each province has developed a range of volunteer leader resources that you can access. Many of these resources will be provided during your volunteer training, but if you are looking for other resources regarding running your club, or general professional development, just ask your provincial office.

2. 4-H LEARNS

This website is your one stop shop to learn, access resources and network with your Canadian peers, as well as 4-H professionals and volunteer leaders around the world.

On this site, volunteer leaders can access:

- Webinars and e-learning on different 4-H topics and projects.
- Project resources from every province and other countries.

- Discussion groups and networking and knowledge sharing opportunities.
- 4-H information, tools and best practices from around the world.

3. 4-H Leaders Learn webinar series

In an effort to provide ongoing professional development opportunities for our volunteer leaders, 4-H Canada has developed a webinar series exploring a variety of key topics including:

- Experiential education
- Positive youth development
- Bridging the gap: youth-adult partnerships
- Many more!



Opportunities for volunteer leaders

Be a chaperone

- Every year 4-H members have the opportunity to take part in provincial, national and even international programs. These programs require the support of chaperones, selected by the provincial 4-H offices. To find opportunities and learn more about how to be a chaperone, contact your provincial 4-H office.

Provincial leadership conferences and volunteer appreciation events

- Each province is committed to providing leadership development opportunities to its volunteer leaders. Throughout the year there are various ways to connect with fellow volunteer leaders and build your capacity to be the best 4-H leader you can be.
- Volunteers are the life blood of 4-H in Canada and it's important to recognize and appreciate your contributions. Watch for your province's notifications about these celebrations and opportunities and get involved!

4-H Canada Leadership Summit

- The 4-H Canada Leadership Summit is the premier 4-H professional development opportunity for leaders. It is an opportunity to meet fellow 4-H volunteer leaders and professionals from across the country. This is an enriching opportunity to share best practices, discover new aspects of 4-H programming and celebrate 4-H leadership. Get in touch with your provincial 4-H office if you're interested in being part of this event in the future or visit 4-h-canada.ca to learn more.

Hands-on Science

- The Hands-on Science training program, makes science more accessible and gives leaders resources and skills to highlight the science inquiry that lives within 4-H. Science Champions are trained and equipped with the foundational knowledge they need to encourage participation in the 4-H Canada Science Fair, run experiments with their clubs or at regional events and help advance science and technology within their communities.



Club 1913

- Are you a 4-H alumnus? If so, visit club1913.ca to connect with 4-H alumni program across Canada. Share your 4-H story and see what opportunities there are to take part in events and programs near you.

National Volunteer Leader of the Year Award

- Volunteer leaders are the lifeblood of the 4-H program. To recognize their hard work, selflessness, and dedication, 4-H members are encouraged to nominate their leader for the prestigious 4-H Canada National Volunteer Leader of the Year Award.





Working with your provincial 4-H office checklist

Getting started:

- What is the process to become a screened volunteer leader?
- Can I start my own club, or join another club?
- What else do I need to do to get set up?
- What other information do I need to submit to your office?

Money and administration:

- What are the membership fees in our province?
- Are there any additional fees?
- Does our province offer a club start up grant?
- Can I do fundraising with my club? Do you run a provincial fundraiser that my club will be expected to participate in?
- Are there any other financial management processes that I should be aware of?
- Who do I connect with for local support?

Membership:

- What are the member requirements to complete a 4-H project?
- What are other important deadlines and dates to remember?
- How can I access project resources and club tools?
- What are the expectations for Achievement Day?
- What are some key member opportunities and programming I should be aware of?

Other questions? Take note of them here:

Resources



For more information about 4-H in Canada and around the world:

4-H LEARNS - 4-h-learns.org

4-H Canada Leaders Learn Webinar Series - 4-h-canada.ca/leaderslearn

National 4-H Council (U.S.A.) - 4-h.org

For information about provincial, national, and international programs offered through 4-H:

4-H Canada Programs - 4-h-canada.ca/programs

Experiential Education

Association for Experiential Education - aee.org

Youth-Adult Partnerships

Innovation Centre for Community & Youth Development - theinnovationcenter.org

Positive Youth Development

National 4-H Council (U.S.A.), Positive Youth Development - 4-h.org/about/research

4-H Canada, Positive Youth Development - 4-h-canada.ca/about-4-h

Search Institute - search-institute.org



Get connected with 4-H in your province!

4-H Alberta

Phone: 780-422-4444
 Email: info@4h.ab.ca
 Website: 4h.ab.ca

4-H BC

Phone: 250-545-0336
 Email: mail@bc4h.bc.ca
 Website: 4hbc.ca

4-H Manitoba

Phone: 204-726-6136
 Email: lmcray-walker@4h.mb.ca
 Website: 4h.mb.ca

4-H New Brunswick

Phone: 506-324-6244
 Email: nb4h@aernet.ca
 Website: nb4h.com

Conseil francophone des 4-H du Nouveau-Brunswick

Phone: 506-423-6639
 Email: 4hclub@xplornet.com

4-H Newfoundland & Labrador

Phone: 709-727-3397
 Email: nl4-h@outlook.com
 Website: 4hnl.ca

4-H Nova Scotia

Phone: 902-843-3990
 Email: info@4hnovascotia.ca
 Website: 4hnovascotia.ca

4-H Ontario

Phone: 1-877-410-6748
 Email: inquiries@4-hontario.ca
 Website: 4-hontario.ca

4-H PEI

Phone: 902-368-4833
 Email: pei4h@gov.pe.ca
 Website: pei4h.ca

4-H Quebec

Phone: 514-398-8738
 Email: office@quebec4-h.com
 Website: quebec4-h.com

L'Association des Jeunes Ruraux du Québec (AJRQ)

Phone: 819-364-5606
 Email: info@ajrq.qc.ca
 Website: ajrq.qc.ca

4-H Saskatchewan

Phone: 306-933-7727
 Email: info@4-h.sk.ca
 Website: 4-h.sk.ca

Provincial Requirements

	NF	NS	NB	CNB	PE	ON	QC	MB	SK	AB	BC
Achievement Day	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Public Speaking	✓	✓	✓	✓	✓	✓		✓	✓	✓	*
Community Service	*	✓	*	✓	✓	✓	✓	✓		✓	*
Judging		✓	✓	✓		✓		*		*	*
Record Books	*	✓	✓	✓		✓		✓	✓	✓	✓
Ag awareness	*	*	*	✓	✓		*				
Other		1								2	

*Encouraged, but not mandatory at the provincial level

1. Achievement is scaled. For gold completion, all checked requirements must be completed.
 2. All market animals must be sold at the end of the 4-H year.



Acknowledgements

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Our provincial 4-H colleagues across Canada

Our 4-H colleagues in the United States



Learn To Do By Doing

Endnotes:

- i Advocates for Youth, Building Effective Youth Adult Partnerships, 2001, www.advocatesforyouth.org/publications/publications-a-z/672-building-effective-youth-adult-partnerships
- ii Iowa State University, 4-H Club Leader Position Description, www.extension.iastate.edu/4h/sites/www.extension.iastate.edu/files/4h/4hvolunteers/Club%20Leader%20Position%20Description.pdf
- iii 4-H Manitoba, 5 Easy Steps to Starting a 4-H Club, 2017.
- iv, v, vi, vii, viii, ix, 4-H Alberta, Leader Guide, 2015. www.4h.ab.ca/downloads/documents/LeaderGuide2015.pdf
x, xi, xii, xiii, xiv