

New Brunswick 4-H

Reference Guide



CANADA
4-H New Brunswick

Created February 2025

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Introduction:

The 4-H New Brunswick Reference Guide:

Each 4-H Club in New Brunswick is an individual entity and is responsible for governing itself within the policies and procedures established by 4-H New Brunswick.

This Reference Guide is to provide operational processes, procedures, and definitions for province-wide consistency when required. If clubs have any questions or concerns, they should reach out to the Provincial Office at director@nb4h.com or 506-324-6244.

This document is best used online by finding what you are looking for in the table of contents. This document will be updated regularly with current information and resources for the community.

Who is the NB 4-H Community?

The 4-H New Brunswick Community includes everyone involved in 4-H New Brunswick. From the youngest Cloverbud at 6 years old to the oldest volunteer lending a hand, this community is from all over New Brunswick, both in rural and urban areas. Some are new to 4-H, and some have been a part of 4-H for generations. Our amazing volunteers are farmers, auto mechanics, teachers, psychologists, police officers, and so much more, and all are ready to help children experience new things and learn. This community is inspired and motivated by young people ready to dive in head first and live up to the 4-H motto, Learn To Do By Doing.

Members:

Members are youth aged 6-21 and are divided into four different age groups, determined by their age on January 1st of the current club year. At the beginning of each new club year, members will be registered in the group according to the age they will be on or before January 1st of that same year. For example, a member will be 11 at the beginning of the club year in October, but will turn 12 on or before December 31 so will be placed in the age group that includes 12 year old members.

Members can become leaders or volunteers when they are 22 but they cannot be both a member and a leader/volunteer in the same year. Senior members can be a junior leader of a project, but would need a screened leader to help with their meetings. The Rule of 2 must also be followed.

Cloverbud Members: 6-8 years old

Junior Member: 9-13 years old

Intermediate Member (applicable for public speaking/select events): 12-14 years old

Senior Member: 14-21 years old

Cloverbud:

Cloverbud introduces 4-H to six- to eight-year-olds. Cloverbuds are a great way to engage the whole family. Cloverbuds are an active group that focus on four areas of skill development through hands-on learning at their own age-appropriate level, while being part of a 4-H Club. Cloverbud programming may differ from club to club based on volunteer resources and skills of Cloverbuds. The Cloverbud project material is available on the NB 4-H website under Member Resources and Leader Resources. [Member Resources – 4-H New Brunswick](#)

[Leader Resources – 4-H New Brunswick](#)

Cloverbud Skills Development:

1. Developing new friendships.
2. Creating a sense of belonging to the club and community.
3. Developing listening skills and abilities to express themselves.
4. Learning to set goals, track progress, and celebrate achievements.

*Cloverbuds may participate in a regular club project if the leader is ok with it and the parent/guardian of the Cloverbud is willing and able to attend all meetings to assist the Cloverbud with the activities.

If you have comments about this section or questions about Cloverbuds specifically, please contact director@nb4h.com

Member Requirements:

There are five provincial requirements for 4-H Members aged 6-21. These requirements should be achieved within your club and while completing your project(s)

1. Communication Activity:

Communicating effectively and with confidence is one of the most valuable skills gained through 4-H. The ability to speak, with and in front of others, with ease is something that past and present 4-H members attribute to their 4-H communications experience.

- Each 4-H member must do one Communication Activity per club:
 - Must be prepared by the member
 - Must be presented to a 4-H group
 - Must be at least three minutes in length (if completing a public speaking competition, see times and rules in the public speaking guidelines)
- Types of Communication Activities:
 - **Competitive Route** - club competition, with the potential to move on to district, then provincial competitions
 - Prepared Speech
 - Prepared Demonstration (single or double)
 - For a full list of rules and regulations on a Public Speaking Competition, please visit our website: [Leader Resources – 4-H New Brunswick](#)
 - **Non-Competitive Route** - some examples below. There are many ways of fulfilling this requirement. Speak with your leader about more options.
 - Emceeding a 4-H function or activity.
 - Giving formal introductions and thank yous to guest speakers.
 - Presenting a report on club activities.
 - Facilitating a project workshop

Reach out to your Organizational Leader if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact director@nb4h.com

2. 70% Participation:

All members must achieve 70% participation through attendance and involvement in your 4-H Club approved programming (The Club Program Plan).

- Club approved programming can include:
 - Club Meetings
 - Club Activities/Club Events
 - Club Workshops
 - Project Meetings
 - Project Activities/Project Events
 - Project Workshops

- District and or Provincial activities designated as ‘Club’ activities
- Discussed & determined by your club membership
 - Contain ‘mandatory’ & ‘optional’ programming
 - Voted on after collaboration, discussion, review and agreement
 - Clubs should have mid-year check in to ensure members are on track to meet the 70% Participation
 - Provide options for members who are struggling to meet the 70%
 - Options can be discussed and included at the start of the year or part way through the year, but membership should be in agreement with decisions

Reach out to your Organizational Leader if you have questions about this topic. For comments about this section specifically (e.g. changes) please contact director@nb4h.com

3. Record Books:

As a member requirement, members must complete a record book per project.

What are Record Books?

Record Books are available for every project in 4-H New Brunswick. They are a living document in which you record your project expenses, project activities, club activities and thoughts about your year. Record Books are available in a hard copy and can be downloaded off our website:

[Member Resources – 4-H New Brunswick \(nb4h.ca\)](#)

Why do we need to complete Record Books?

Accurate and complete records can help you make an informed decision - whether it's to keep your project as a hobby, or try to make money doing it! Reviewing your record books from last year may help you determine a way to make changes in your livestock management. These record books also document all of your activities with 4-H throughout the year and will help you keep track of your requirements as well as reflect on what you have learned and how you have grown.

How are Record Books marked?

There are recommended project marking guidelines in record books. Club leaders should review record books and how they are marked at the beginning of the year at the club and project levels with all members. Some clubs will follow these guidelines, others may assign a complete/incomplete status. More information on marking items for Achievement Day can be found in the Leader Package here: [Leader Resources – 4-H New Brunswick](#)

Do I have to complete every page in the Record Book?

NB 4-H reviewed our record books and changed them in 2022. The record books are now designed to be easy to follow and capture only the important information. Members are encouraged to add additional pages if needed to add more information. Clubs cannot change the record books – if they wish to add more pages, the original pages must still be included in the record book.

What are the parts of a Record Book?

A record book contains information about you, your club and project. Members should be using the information in the book to monitor their livestock's health throughout the year, or keep record of the activities their project is doing.

4. Community Service:

As a member requirement, a member must complete a club-approved community service activity.

As a 4-H member, you pledge to use your head, heart, hands and health to serve your club, community, country and world. Community service creates a greater appreciation of the people and organizations that make a community work.

To qualify as community service, the activity cannot be of financial benefit to the club, unless all funds raised are donated to a charitable cause.

4-H New Brunswick strongly encourages clubs to choose a Community Service Activity (or activities) that involves members giving their personal time and energy in the service of their community. Determine a suitable activity as a club - one that requires ACTION by the members as a group rather than just a cash or food item donation.

As a 4-H club, you will discuss and decide on the volunteer roles you would like to play, some examples include, but are not limited to:

- Volunteering at a food bank
- Helping host a community dinner
- Tree planting at a local school
- Spending time with seniors in a retirement home
- Bringing your well-trained canines to a retirement home or youth program

5. Achievement Day/Judging:

This is your chance to shine! At the end of your 4-H year, 4-H members get a chance to showcase their projects and share them with their family, friends and even members of the public. It is a great way to show your pride in all of your hard work and wrap up your project.

Members must participate in an Achievement Day for each club in which they belong. Each project should identify their own specific Achievement Day expectations. Think about how you can get the best mileage for recognizing and rewarding each member and each project.

Achievement Days look different in every 4-H District and Club. Members are to plan and organize Achievement Day with the support and guidance of their 4-H leaders as needed. Discuss as a club how you would like this day to be, and together you can make it happen! If the District plans a District Achievement Day – then all clubs must be in agreeance to use that as their Achievement Day. Should clubs still wish to host their Achievement Day separate from the District event, then the District event would not be deemed mandatory for all members.

Judging:

Members must also complete a judging component for their project. Judging is usually paired with Achievement Day, however, the club might arrange a separate judging event for the members. If the project the member is in is not available for the judging competition, then they must still judge another project in order to achieve.

Judging is an important part of the 4-H program. It teaches members what to look for in a class of livestock or non-livestock and how to recognize good and bad traits in the project. Once a member reaches 17 years of age as of January 1st, they become eligible to compete for a spot on the Maritime Judging Team that goes on to compete at Agribition in Saskatchewan at the National 4-H and Youth Judging Competition. This member is determined at the Annual Provincial Show during the judging competition.

The judging cards can be ordered through the Provincial Office. Each member will get one card per project they judge. There should always be four options of animals/items in a class and are considered 1,2,3,4 from left to right from the back. For example, if there is a class of dairy cows, they would be numbered 1,2,3,4 from left to right from standing behind the animal, not in front. The members should mark their placings on the card in number format and then approach the judge to give their oral reasons.

To give oral reasons, members must hand their card to the judge, turn their back to the project, and give their oral reasons.

Here is a sample of how to give oral reasons:

“I placed this class of _____ (project you are judging) _____ (placings in number format. Ex – 3,2,4,1) for the following reasons.

I placed ____ (1st place) over ____ (2nd place) because ...

I placed ____ (2nd place) over ____ (3rd place) because ...

I placed ____ (3rd place) over ____ (4th place) because ...

I placed ____ (4th place) last because ...

For those reasons, that is why I placed this class of _____ (project you are judging) _____ (repeat placings).”

Tips for giving oral reasons:

1. Speak with confidence. This makes the judge believe what you are saying and that you have sound reasoning for your placings.
2. Stand with good posture and make eye contact with the judge. Speak in a clear voice that is loud enough to be heard.
3. Do not chew gum or wear a hat (unless it is for sun protection).
4. Use correct terminology and grammar.
5. Organize your reasoning in a logical order. Begin with obvious differences and work down to the less obvious.
6. Use comparisons to tell why you placed one item over another. For example, use words like bigger, brighter, taller, straighter, and phrases like “more than” and “less than.”
7. Give accurate reasons rather than ones that do not apply. You can be penalized for saying wrong information.
8. Reasons should be concise, clear and convincing, using the main points that determined the placing. Your reasonings should take no more than two minutes to explain. Mention close or easy placings. And remember, quantity does not always give quality.

The judge will give the member a score out of 50 for their oral reasons and then give the cards to the organizer who will use a Hormel scale to determine the winner. A common site for Hormelling is: www.judgingcard.com/resources/hormel.aspx.

The site will ask for the official placings and then ask for the ‘cuts’ or ‘splits’. The cuts are the degree of difficulty between the placings and can range from 1-5. There are three cuts based on how difficult it is to determine between the placings. The 1st cut determines the difficulty between the 1st and 2nd place, the second cut determines the difficulty between 2nd and 3rd place, and the third cut determines the difficulty between 3rd and 4th place. Out of the scale of 5 for cuts, a 1-2 cut means that it was more difficult to pick the placing. Cuts of 3-4 are moderately difficult, and cuts of 4-5 mean that it was easy to pick the placings. Your judge should determine the cuts based off how hard they found the class to judge.

Once the cuts are picked, you can enter them into the Hormel site after you put in the official placings. Then, the site will filter all the possible variations that the members could have placed and it will give a score out of 50.

From this point, all the organizer has to do is match the placings each member did to the Hormel site and give them the score out of 50 that is determined by the site.

Once you have their score on the placings, and the score on the oral reasons, add them up and give them a final score out of 100. This determines their final score for that judging project.

Here is an example:

Go to the site and put in the official placings and then the cuts. Top cut means between 1st and 2nd place, middle cut means between 2nd and 3rd place, and the bottom cut means between 3rd and 4th place.

The screenshot shows a web browser window with the URL www.judgingcard.com/resources/hormel.aspx. The page features a header with the 'SCANMAN' logo and navigation links for 'JudgingCard.com', 'CDE Resources', and 'Hormel Calculator'. Below the header is a form with two main sections: 'Official Placing:' with a dropdown menu set to '1234', and 'Cuts (Top, Middle, Bottom):' with three input fields containing '2', '3', and '5'. A 'Get Scores' button is located below the cut input fields.

Hit 'Get Scores'. The site will generate all placings for you and give you a score out of 50.

The screenshot shows the same website as above, but now displaying a table of results. The table has two columns: 'Centennial Placing' and 'Score'. The 'Get Scores' button is now disabled. The table lists 20 different permutations of the placings 1, 2, 3, and 4, along with their corresponding scores out of 50.

Centennial Placing	Score
1234	50
1243	45
1324	47
1342	39
1423	37
1432	34
2134	48
2143	43
2314	43
2341	33
2413	33
2431	38
3124	42
3142	34
3214	40
3241	30
3412	24
3421	22
4123	27
4132	24
4213	25
4231	30
4312	19
4321	17

4-H NB Membership Fees:

Each club will collect membership fees from their members. There is no fee for leaders.

Clubs can decide if they would like to charge a separate club fee for their membership. The provincial fee for each member is \$45 as of 2025. Clubs can choose to have online billing set up as a part of the registration system where members will be charged a small transaction fee on top of the \$45, or clubs can collect the \$45 from each members and

then pay to NB 4-H Council once their membership has been collected and finalized. Members must have their dues paid to be in good standing and participate in 4-H activities.

Members in Good Standing:

Being a 4-H Member is about having fun, making friends, learning new things, and so much more. A member in good standing completes 4-H member requirements annually, attends club meetings, finds an enriching project, and is involved in the community.

To be in Good Standing, a Member must:

- Abide by the Code of Conduct and processes outlined in the 4-H New Brunswick Registration
- Be registered in at least one club and be aligned with their constitution
- Ensure all fees are paid
- Meet the project requirements:
 - Complete the record book
 - Attend at least 70% of business and project meetings
 - Participate in communications
 - Participate in a community service
 - Complete a judging component
 - Participate in Achievement Day (show your livestock animal, or display your non-livestock articles)

*If unable to attend a requirement, the member must propose an alternative to the Organizational Leader within 14 days. If no proposal is made the member will risk not being in Good Standing. The 14-day time requirement can be modified by the leader if deemed appropriate.

- Complete all required forms and information on the Online Registration System
- Be in a Club that is in Good Standing

If members are not in good standing:

- Members will not be eligible for scholarships.
- Members will not be able to participate in programs, club events, district/provincial events, etc. at any level (club, interclub, and beyond).
- The Club retains the right to remove the member from the club if the member is not adhering the 4-H Code of Conduct, or meeting Achievement requirements. Consultation with the Provincial Office is required when making this decision.

This is enforced at the level the requirement occurs. E.g. Members need to be in Good Standing provincially to be eligible for scholarships.

For a member to return to Good Standing status they must work with their Club to resolve the outstanding issues.

Good Standing Members: Non Complying Expectations		
Who	Step 1: Communicate to Member and to Provincial Office	Step 2: If the Member does not comply
<p>Leader</p> <p>With support from:</p> <p>Provincial Office</p>	<p>The leader will contact the member (using the rule of two) and communicate the expectations to be in Good Standing and the repercussions if they are not (all above). The leader will also detail why the member is not in compliance and what the path is for them to become compliant:</p> <p>The member will have 14 days to propose a path based on what the outstanding requirement is. It is the responsibility of the leader to support the member as best they can to comply.</p> <p>4-H Staff will be communicating the timeline on compliance to the member if they are not abiding by the Code of Conduct or Program Agreement.</p>	<p>After 14 days, the club leader will forward communications to the Provincial Office.</p> <p>The Provincial Office will evaluate the situation and support the situation. They will add the member’s name to a list that is reviewed in regards to registering for provincial programs and eligibility for Scholarships.</p> <p>If the member is actively working towards meeting the requirements of a member in Good Standing, they will be removed from that list when Good Standing is achieved.</p> <p>The Club retains the right to remove the member from the club based on the 14 day timeline. Discretion is required when making this decision.</p>

4-H Members Changing Clubs/Living Away:

4-H members may transfer from one club to another within the 4-H club year if approved by the receiving club. Clubs will hold a vote to decide if the member can change to their club or not. This vote will be by family– one vote per family. There are many reasons for Members changing clubs: sometimes families move or opportunities come up.

The leaders will consider the following with the District’s support:

- The member is in good standing.
- The type of club/ project the member is in enables a straightforward transfer.

Not all transfers will be accepted. This is primarily due to the complexity of some clubs and projects. The project leaders determine if the materials the member has completed in their current club are transferable to what they have been doing with their members.

This process will be used when members change clubs between club years when deemed appropriate. E.g. a member has changed clubs multiple times, conflict in a club, etc.

4-H Members Living Away:

If a 4-H member lives away from home they be allowed to remain active in this club if the member:

1. Has the approval of the organizational leader and applicable project leader(s)
2. Meets all the basic member requirements including all payments.
3. If any club expectation cannot be met due to extenuating circumstances, acceptable alternatives may be determined and approved by the club.
4. Members must work with their club to choose an appropriate project based on their availability throughout the year so they can fulfill all requirements.

Examples of living away: members at post secondary, shared guardians, health reasons, personal reasons out of the members' control.

Youth Committee:

The Youth Committee is a committee of senior 4-H members who are in good standing. They are selected at the District level to come sit on a Provincial Committee. Two senior members from each District will be chosen to join the committee. The committee will meet 3-4 times per year and will focus on youth involvement in the program and promotion of NB 4-H events. The youth committee will be expected to attend in-person provincial events when able to. They will also be involved in any planning that needs to be done for any provincial events that the youth committee will be involved with.

If any members are interested in the Youth Committee, they should contact their district representatives.

4-H NB YAC Member:

4-H New Brunswick's YAC member is one senior member ages 18-21 as of December 31st of the current 4-H year. The YAC stands for Youth Advisory Committee Member and is selected provincially to sit on the National YAC committee through 4-H Canada. This member is responsible for representing all youth members in New Brunswick at the National Level. There will be a few meetings a year hosted by 4-H Canada virtually, and opportunities for travel for in-person meetings. Within the province, the YAC member will be expected to attend any in-person NB 4-H events, speak on behalf of NB 4-H, promote the program, and participate Nationally with 4-H Canada. For more information on the YAC position and what they do, please visit: [Youth Advisory Committee - 4-H Canada](#)

Clubs:

This is where the 4-H magic starts! Members will get to know each other, meet families, start projects, and get to explore their communities together! Members will complete their requirements within their clubs and dive into their projects. Below are key components of the club.

The Running of a Club:

Clubs must have a minimum of 10 business meetings throughout the club year. A club meeting can be a part of a project day or other designated club activity. Leaders should go over expectations with the members at the start of the year.

Clubs must endeavor to conduct business meetings using parliamentary procedures, which requires that only 4-H members move, second, and vote on motions during the club year.

Clubs must vote which activities/events/meetings are mandatory requirements for members to attend– this will be a part of the 70% participation. Clubs prepare a program plan each year to ensure members and families understand the expectations and plan for the year. Projects will/may have their own mandatory activities that need to be included in the program plan. These need to be voted on by the members as well.

Club Meeting Outline: the first few meetings:

The leaders and executives that remain in the club are still in their roles until the new people are voted in. They will walk the club through the meetings until the new leadership and executives are in place, if there is full turn over.

- Play an icebreaker or “get to know each other game”
- Give an overview of the 4-H program, its benefits, how a 4-H club operates
- Read the Code of Conduct to the group and let everyone know that if it is breached, there is a process in place to uphold it. Ensure everyone is aware that a breach in the code of conduct can result in suspension or termination from the 4-H program.
- Talk about family and adult volunteer involvement and the expectations for them.
- Introduce the projects you are able to offer this year
- Discuss with the group the expectations for a 4-H club, of members through their club and project
- Share information on the costs and time involved for club and project participation. Decide on the projects to be offered.
- Discuss how many leaders and volunteers are needed for the ratio and to support all the members. Introduce the 4-H leader job descriptions and leader screening.
- The membership will vote in their executives in the first one or two meetings depending on the club.
- Communicate up to date fee information: this will vary on Club, District, and Provincial. There are 4-H district council fees (ask your Organizational Leader) and project related costs (varies). Some clubs have a club registration fee and other clubs rely on fundraising activities to operate their club. You may be able to set your club fee at the meeting.
- Clubs prepare a program plan each year during the first few meetings to ensure members and families understand the expectations and plan for the year. Projects will/may have their own mandatory activities that need to be included in the program plan. These need to be voted on by the members as well.
- Clubs must have a minimum of 10 business meetings throughout the club year. A club meeting can be a part of a project day or other designated club activity.
- Clubs must vote which activities/events/meetings are mandatory requirements for members to attend– this will be a part of the 70% Participation.
- A meeting should consist of five components: member requirements, recreation, business, social, and education.

Clubs must endeavor to conduct business meetings using parliamentary procedures, which requires that only 4-H members move, second, and vote on motions during the club year.

Parliamentary Procedures can be found in the President Handbook: [Microsoft Word - NB President Book.docx](#)

Club Participation:

Club membership minimum is 6 members. There is no set maximum for clubs and projects; however members need to be in ratio based on the chart below in order to provide quality mentorship and ensure youth safety. Clubs can cap their membership at a certain number to ensure they are able to comply to the youth safety ratios.

Starting a 4-H Club:

Information on starting a club is currently on our website here: [Become a Leader – 4-H New Brunswick](#) If you are not a part of 4-H yet, please reach out to the Provincial Office for more information and to get in touch.

Re-registering an existing 4-H Club:

Organizational Leaders from the previous year will be sent an email with all the information for the upcoming year. If you did not receive this email please contact the Provincial Office. Information is updated each year, so please receive the updated information prior to proceeding with registration. The organizational leader will be responsible for sharing registration information with their membership and ensuring all members, leaders and volunteers get successfully registered. If your club does not use the direct billing online through the registration platform, please make sure you are collecting the appropriate registration fee from your members.

Club Supplies will be available to order through the Provincial Office. If you require project books, please order them well in advance (3-4weeks).

A member in multiple clubs:

Some members participate in more than one club. Members are required to pay only one provincial membership/registration fee. They must pay any additional project fees to their respectful clubs if applicable. Members who are registered in multiple clubs must meet all of the member requirements in their main club:

- Attend at last 70% of club activities
- Participate in a Communication Activity
- Participate with a Community Service
- Participate in the Achievement Activity
- Complete Project Record Books

Currently, the Online Registration System will charge the membership fee for a member with multiple club memberships to the first club that completes its registration for the year. Contact the Provincial Office if you have a member who is registered in more than one club and you think that your club may be eligible to receive a fee adjustment. This may also need to be communicated to the District the clubs fall into to ensure the appropriate fees are paid, it will vary depending on area.

Club Registration and Membership Refunds:

The current registration fee will be communicated in September to clubs. The Provincial office will bill clubs in December (once registration has closed) who are not using online direct billing. Your club registration fees will be due within one month of being invoiced.

The 4-H Season:

4-H Clubs set their own program plan to suit the needs of their members and project work. They should keep in mind the 4-H Season as well.

The 4-H season occurs beyond the 4-H Club through programs and events run by district and province. These programs and events provide opportunities for growth and advancement for members that enrich the 4-H experience.

Some examples of programs and events include: Communication events (District and Provincial), which are where members can practice public speaking in front of larger groups and receive feedback on it from judges. District shows (not required), where members can show their projects, receive feedback, and see what other people, outside of their club, have been doing.

Details on how to write a Program Plan are in a different part of this document.

Details on the Club Registration process are in a separate section.

Any Provincial opportunities for members can be found under 'Available Forms' on the New Brunswick 4-H registration platform homepage. When new events become available, the forms will open on the registration platform, a post will be made on the NB 4-H Facebook page, and it will be emailed to the NB 4-H membership in a newsletter.

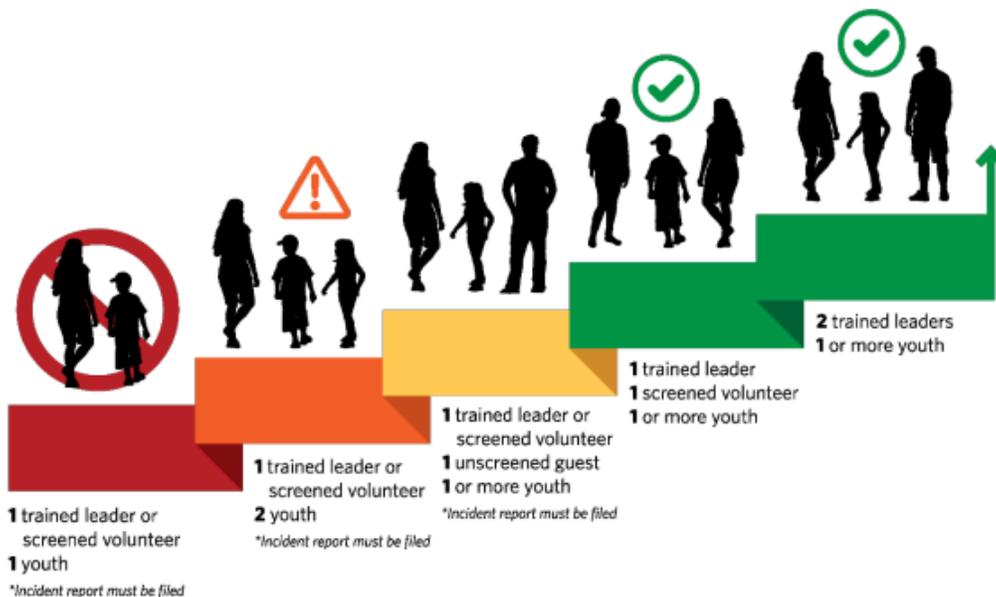
4-H Youth Safety:

Youth Safety is an important part of the 4-H program. For more information on youth safety at 4-H, please visit: [Youth-Safety 4-H-Canada 1211024-1.pdf](#)

When Organizing Supervision Ratios, the ratios are based on the youngest members involved. E.g. There are 40 Members in group activity, including several Cloverbuds (the amount of Cloverbuds does not impact the ratio) the activity must use the Cloverbuds (6-8 years) Ratio: 40 members: 8 screened leaders/volunteers.

	Daytime and Low-Risk Activities		Overnight and High-Risk Activities	
	Starting ratio with the Rule of Two (adult : youth)	Ratio for additional participants (adult : youth)	Starting ratio with the Rule of Two (adult : youth)	Ratio for additional participants (adult : youth)
4-H Members / Cloverbuds 6-8 years	2:10	1:5	2:10	1:5
4-H Members 9+	2:30	1:15	2:20	1:10
Senior 4-H members 15+	2:40	1:20	2:20	1:10

Image taken from the [4-H Canada's Youth Safety Policy Manual](#)



Club Executive – Youth:

The 4-H club executive must be elected by and from the 4-H membership (youth members).

The executive must include but is not limited to: president; vice-president; secretary and treasurer. These roles are listed with descriptions later in this document. Club Finances are explained in the section on the Treasurer.

Executive/Election Process:

Executive

1. All executive positions will be elected from the youth membership of the club.
 - a. An Executive Assistant may be elected/appointed to act as a guide for any executive members requiring assistance.
 - i. The Executive Assistant does not have signing authority, and should endeavor to teach member(s) about their position, and encourage Learn to Do By Doing.
 - ii. The Executive Assistant may be a trained leader, screened volunteer or senior member.
2. The club will elect a president, vice president, secretary and treasurer. The club may also elect a reporter, parliamentarian and a historian. These officers from the executive committee. It is their duty to carry out the wishes of the total club membership and to represent the total club membership without allowing personal or minority group opinions to influence their action.
3. Executive position term length based on club constitution
4. Elected officers will work collaboratively with the adult advisory committee.
5. Duties of the executive
 - a. **President**
 - i. Conduct orderly and efficient meetings according to parliamentary procedure.
 - ii. Maintains order, keeps business moving and discussions on topic at meetings
 - iii. Prepare an agenda before each meeting in consultation with the secretary and organizational leader.
 - iv. Chairs the 4-H club meetings.
 - v. Votes only to make or break ties.
 - vi. Signs the minutes after adoption.

- vii. May be a co-signer of club cheques (age dependent based on bank rules)
- viii. Helps develop the club's program plan for the year.
- ix. Serves as ex-officio member of club
- x. Can act as spokesperson for the 4- H club.
- xi. **President/Vice President Handbook: [Microsoft Word - NB President Book.docx](#)**

b. Vice President

- i. In the absence of the president, perform the duties and exercise the powers of the president.
- ii. Assist the president as required, assists the president and performs any duties assigned by the president.
- iii. Should the president have to leave the club, the vice president will automatically become the new president.

c. Secretary

- i. Help the president prepare the agenda.
- ii. Handle all the club correspondence, and read pertinent items at meetings.
- iii. Record the minutes of each meeting and share them with the club membership in a timely manner.
- iv. Calls the roll and records attendance.
- v. Reads the minutes of the previous meeting.
- vi. Handles all club correspondence and reads important items at meetings.
- vii. Prepares year-end summary.
- viii. **Secretary Handbook: [Microsoft Word - NB Secretary Book.docx](#)**

d. Treasurer

- i. Keep accurate, up-to-date records of club finances and report to the club at each meeting (electronically or hard copy).
- ii. Administer the club finances, issue co-signed cheques, and receive and pay bills.
- iii. Prepare year-end financial summary, and current inventory of assets (including location), and submit to club-appointed adult reviewers.
- iv. The treasurer's records will be given to the historian, or general leader if a historian has not been elected, at the end of the club year.
- v. Receives all monies; makes deposits and pays bills promptly; records all transactions.
- vi. Signs cheques with one other officer.

- vii. Keeps an accurate record of receipts and expenditures.
- viii. **Treasurer Handbook:** [Microsoft Word - NB Treasurer's Book.docx](#)
- e. **Club Reporter**
 - i. Inform radio, newspaper and other media outlets of club activities.
 - ii. Assist in maintaining the club's electronic and social media information (i.e. website, Facebook page, etc.).
 - iii. Collaborate with the club leadership team, or identified adult, to protect member privacy as appropriate.
 - iv. Keeps a scrapbook of clippings, reports and photographs of club activities.

Nominations:

Nominations can be done in informal and formal ways. Formally, clubs can have nominating committees who approach people to run for executive positions prior to elections.

- The committee looks at the responsibilities of the executive positions to be filled and decides who would be strong candidates for each position.
- The committee approaches the individuals about letting their name stand for the executive position. The committee members should fully understand the roles, responsibilities and time commitment of the executive positions so they can answer any questions from the potential candidate.

Informally, members can approach others who they feel would be a good fit for certain positions and see if they are interested. They can then discuss the role using information found above or speak with someone who held the position previously for more information.

Election Night:

- If the Club uses a nominating committee, the Chairperson of the Nominating Committee reads and moves the adoption of their report at election time.
- Whether a nominating committee is used or not, the Chairperson of the 4-H meeting calls for nominations from the floor by saying, "Nominations are now open for the office of _____." If a nominating committee is used, the Chairperson should say, "For (office), _____ has been nominated by the Nominating Committee. Are there any further nominations for (office)?"
- A member can nominate by saying, "I nominate (name)." No seconder is required.
- The Chairperson of the 4-H meeting says, "Are there any further nominations?", and pauses.

- If no further nominations are put forward, the Chairperson repeats, “Are there any further nominations?”, and pauses.
- For the third time, the Chairperson asks, “Are there any further nominations?” and pause.
- The Chairperson asks, “Will someone move nominations close?” or states, “As there are no further nominations, I declare nominations are closed.”
- The above steps are repeated for each executive position that needs to be filled.
- If nominations are moved, closed and seconded before other members have had the chance to make their nominations, the premature motion is ignored. More nominations are accepted.
- Once all nominations are completed, the earlier motion to close nominations can be voted upon without making and seconding the motion.

Voting:

Elections and Motions:

- In an election, if only one nomination is put forth for a position, a vote is not required. The individual is elected by acclamation.
- If more than one name is put forward for an office, a vote must be taken.
- If the Chairperson of the 4-H meeting is nominated for a position, they must ask another member to take over the Chairperson’s role during that portion of the election process.

Voting Methods:

- **Show of hands** - the most commonly used method of voting in 4-H Clubs. For voting during an election, the candidates are asked to leave the room and the Chairperson asks for a show of hands for votes on each individual. The Chairperson makes the count and announces the result.
- **Ballot** - secret votes on paper which are used for controversial motions and for elections. Someone must prepare, distribute, collect, and count the votes. The Chairperson would be a good person for this role.
- **Voice** - used at large meetings on routine matters that are unlikely to cause an argument. The Chairperson says, “All those in favor say “Aye.” “All those opposed, say “Nay.” The Chairperson judges the vote by the volume of sound. This method is not commonly used for 4-H elections.

Determining the Outcome of a Vote:

- In elections, the candidate who gets the most votes wins the office.
- Tied election votes may be broken by the Chairperson if they have not already voted, by taking the vote again to determine if the tie can be broken, by flipping a coin or another method determined by the Club.
- Generally, a simple majority (1/2 of the voting members present plus one) in favor of a motion passes the motion. Therefore, a tied vote defeats a motion.

Voting Rights of President:

The Club should decide on the voting rights of the President and put the decision in their bylaws.

Two methods are recommended:

- The President votes on all issues.
- The President does not vote except to make a tie (which defeats the motion, if the President deems it necessary) or to break a tie.

Taking Attendance:

Attendance must be taken at all 4-H events, activities, and functions to ensure the safety of the 4-H New Brunswick community and to maintain 4-H Member Requirements (e.g. 7-0% Participation). For safety and insurance reasons, leaders need to track who is at these events, activities, and functions. This includes people beyond the members. The attendance list can track this information if needed or it can be tracked in other ways. That is up to the leaders running the event.

The guardian must sign in and out their child/ member on the attendance sheet (if under 18) OR the member can self sign-in/ out if written consent is given by the guardians on the attendance sheet (see appendices for an example) or just a note from home that is signed and dated.

The attendance process will vary depending on the type of activity and event. Clubs may need to modify their attendance sheet to suit the needs of the activity or events. Having a designated person (or people) taking attendance at a time is expected to ensure everyone is checked in and out and information is relayed properly.

If hosting an event where members have brought a friend who is not registered in the 4-H program, you MUST collect emergency contact information for that member before allowing them to participate.

Club Communication:

- Communication within the club will be done over email, group chats, in-person meetings, online meetings, etc. Tips below.
- The rule of two applies when communicating with members in all methods
- Communication is always best done in person and in groups with someone taking minutes. If in person is not possible a video chat is the next best option.
- Written communication (texts and emails) are great ways to communicate information to a group of people, however, conversations are best had in person.
 - Texts and emails can often be misinterpreted by the absence of tone and facial expressions.
- Successful communication can be challenging at times and it is important to remain professional and patient.

Incident Reporting:

Incident reports help 4-H New Brunswick document injuries, near misses, and accidents. They help manage behaviors and help keep everyone safe and having a good time. The incident report submission process is a vital way of processing a situation, debriefing it, and moving forward.

If you are unsure if you should submit an incident report and are asking yourself, “is this incident bad enough?” Know that it is important for all incidents, big and small, to be reported so 4-H New Brunswick knows what is happening around the province. This helps 4-H New Brunswick provide support to help prevent the incidents from happening again. All incident reports are read, taken seriously, and stored through 4-H Canada.

Incident reports must be fact based and contain as much information as possible including witnesses, if applicable. If they are deemed intentionally untruthful they will be considered a breach in the Code of Conduct.

[Case IQ | Portal \(i-sight.com\)](https://i-sight.com)

Incident Reporting Guide: [4-H-Canada-Incident-Reporting-Quick-Reference-Guide-2023-FINAL.pdf](#)

A paper copy of the Incident Report is included in this document. Please note that all incident reports need to be submitted online and the paper copy is only meant as a way for people to take notes while away from a computer if needed.

If the incident involves conflict with others, follow **the Cooling Down Period:** the incident report should be submitted 24 hours after the incident takes place. This will allow time for the people involved to process and debrief the situation before they fill out the incident report. ****There will be no cooling down period if the incident is a safety issue or accident.** In those cases, an incident report and investigation need to be done immediately.

Code of Conduct Enforcement Process:

The Code of Conduct:

The 4-H Canada's Code of Conduct is the foundation to an enjoyable 4-H experience that must be upheld by everyone in the 4-H New Brunswick program or those that use the 4-H New Brunswick name. This includes all members, their families, leaders, volunteers of any kind, guests, and the rest of the 4-H New Brunswick community who are a part of an event, activity, and/or function. The Code of Conduct must be upheld whether it has been signed or not. However, it is the expectation that the Code of Conduct will be signed by everyone involved in 4-H New Brunswick. Please click here to review: [Youth-Safety_4-H-Canada_1211024-1.pdf](#)

The following process outlines how 4-H New Brunswick and the community upholds the Code of Conduct and enforces potential breaches.

Responsibilities

Every 4-H club is autonomous and therefore must manage its own affairs and resolve all of its own internal conflicts. Problems should be handled at the level at which they arise (club, district, and so on). 4-H clubs and beyond are responsible for upholding the image and philosophy of 4-H. They promote the merits of 4-H and provide leadership to the organization. 4-H Clubs and Districts can use the 4-H New Brunswick Code of Conduct Enforcement Process in the event of a conflict that cannot be resolved through basic conflict resolution. If a conflict is not able to be resolved at the level it is at, it needs to be brought to the attention of the Provincial Council through an Incident Report. Resolutions must be respected and abided by clubs and districts as well as everyone involved in the conflict.

Club or District Conflict Resolution Process:

The 4-H New Brunswick Conflict Resolution Procedure recognizes conflict as a normal part of all human interactions and reflects the responsibility of 4-H New Brunswick to help 4-H member and volunteers solve problems. Conflict is usually caused by a misunderstanding, personality clashes, and differences in values, goals or philosophical beliefs, unclear responsibilities or lack of resources. Healthy conflict can lead to positive change in organizations but negative conflict can be very destructive and can destroy an organization. 4-H New Brunswick is committed to providing 4-H members, volunteer and others involved with 4-H in the province a consistent, fair and orderly process when dealing with conflict. It is expected that 4-H Clubs and Districts shall accept responsibility for Conflict Management/Resolution and treat conflict situations as confidential issues.

4-H New Brunswick will assist leaders and members with reported incidents. If you have an incident occur that you want NB 4-H to investigate, you must complete an incident report online. Only reports completed and submitted will be reviewed by the Provincial Office.

a) Council Authority

1. The New Brunswick 4-H Council maintains the ultimate authority to determine who is eligible to participate in the 4-H program in New Brunswick and may overturn the decision of the Conflict Resolution Team if necessary, in order to maintain the integrity of the 4-H program. However, the Council shall honour the decision of the Conflict Resolution Team wherever possible and will give due regard to the Team's decision under the circumstances.
2. The Conflict Resolution Team can only take action for itself and the level of authority that they represent. The plan of action arising from their decision is restricted to the scope of that decision.
3. The New Brunswick 4-H Council reserves the right to impose greater restrictions on the offending individual(s).

b) Conflict Resolution Procedure

NOTE: If the conflict/complaint involves assault (physical, mental, sexual) or is of another criminal nature, immediately notify the Executive Director and the police.

1. A complaint is received by the appropriate person of authority.
 - a) Club level → General Leader
 - b) District 4-H Council level → District Council President
 - i. To be deferred to an adult member of the District Council Executive if the President is under the age of 19
 - c) Sanctioned or Interclub Event level → Event/Activity Committee Chairperson
 - d) Regional level (more than 1 District Council involved) → 4-H Provincial Office
 - e) Provincial level → 4-H New Brunswick Council Executive Director

2. Person of Authority meets with the individual(s) who raised the complaint or concern and assesses if there is merit in proceeding with the rest of the process. If not, document the discussion and forward to the 4-H Provincial Office for filing.

3. Creation of the Conflict Resolution Team.

a) Conflict Resolution Teams, as deemed appropriate by the appropriate authority, shall be appointed and may include the following: (recommended to consist of a minimum of three (3) and a maximum of five (5) people)

- Leaders, parents and/or senior and adult members
- District Council Executive and/or Board members
- Event/Activity Task group members
- 4-H Provincial Office- Executive Director
- New Brunswick 4-H Council Board members

4. Conflict Resolution Committee identifies and documents the problem(s)/issue(s)

a) Clearly identify and outline the problem.

b) Assess risks to youth, volunteers, reputation of 4-H and other 4-H stakeholders

c) Refer to the code of conduct and relevant 4-H policy to identify specific infractions.

d) Meet or consult with parties involved:

e) Meet with the individual(s) who raised the complaint or concern and capture important information including their ideal resolution to the issue.

i. Meet with the individual(s) in question to clarify issues and concerns and allow them to speak to the concerns identified. Identify their ideal resolution to the issue.

ii. Contact other individuals (if witness to a specific incident) or hold a meeting for affected individuals (e.g. club members) where necessary to fully understand the substance of the dispute.

iii. If meeting with youth, their parent(s)/guardian(s) must be present.

5. (Optional) Wherever possible, the Conflict Resolution Team shall call a meeting bringing the parties together to determine if a collaborative resolution to the complaint can be found. The Conflict Resolution Team may forego this step if it determines that a meeting between the parties is not advisable or is not likely to result in a suitable resolution.

6. Conflict Resolution Team comes to a majority decision.

a) Explore all reasonable alternatives

- b) Develop alternative solutions
 - c) Formulate a solution
7. Conflict Resolution Team implements a plan of action.
- a) Depending on the situation, meet with the individual(s) in question to discuss the team's decision and/or inform them in writing.
 - i. If possible, the Conflict Resolution Team shall present alternatives such as probationary period or options for changed behaviours.
 - ii. If individual(s) are to be removed from 4-H events or activities, or expelled from the 4-H club, it shall be very clear who is being excluded or expelled, what component of the program they are being excluded or expelled from and the reasons why.
8. Conflict Resolution Team records and documents all items relating to the complaint.
- a) Provide copies of all documentation of events leading up to and including the decision to: the individual(s) in question, the conflict resolution team, and the New Brunswick 4-H Council office.
 - b) Maintain all documentation relating to the decision for seven (7) years with the New Brunswick 4-H Council
 - c) The Council may share this information with other administrators and clubs within the 4-H program where necessary to ensure the health, safety and security of others, on a need to know basis.
9. Throughout the entire process, it is imperative that all involved:
- a) Treat one another with respect and dignity
 - b) Act in good faith and do not take sides
 - c) Document all discussions
 - d) Maintain confidentiality

Conflict Resolution Resources:

Avoiding Conflict

1. Review the Code of Conduct as a group (Organizational Leaders can check who has signed it online through the Club Page) become familiar with it and uphold it. ALL members and leaders must sign it when registering each year.
2. Review your constitution as a club (or District) each year with your new membership. The Constitution must include the Default Constitution and additions

beyond this should be simple and inclusive. Clubs should refer to the provincial project standards, district and or interclub standards. Clubs are not required to add additional standards.

3. Become familiar with the 4-H mission and vision, review it with the club and uphold them.
4. Program information and expectations should be outlined to the member's family at the start of the 4-H year.
5. Separate your role as a volunteer from any personal business. This avoids the perception that you are in a conflict of interest. Be a positive role model.
6. Practice a code of conduct based upon the purpose and philosophy of the 4-H program.
7. Keep confidential and sensitive information confidential. Protect the integrity of the people concerned.
8. Always keep the needs and safety of the members first.

Dealing With Someone Who Is Angry:

*Here are some suggestions on how to manage conflicts:

Acknowledge their feelings.

"I can see this is a problem for you." Don't say "I understand how you feel". You get angry sometimes too. You need to recognize that this is truly how the person feels at that point. This will give them the message that you are receptive to their situation.

Keep paraphrasing the facts.

Angry people spout a lot of phrases. Continue to just focus on the facts (for example who is involved, when this took place and what happened).

Don't get caught up in their behavior.

Sometimes angry people display aggressive behavior. If you feel that you are not in danger and that the person will not become abusive, then ignore the physical behavior (for example talking with their hands, facial expressions). If you are fearful that the person will harm you, then exit the situation as soon as possible. Let the person cool off before you continue to discuss the problem.

Handle the verbal "stuff".

Personal attacks, profanity, sarcasm, exaggeration - we tend to let our emotions run our thoughts. Try to ignore all the "stuff" and focus on the facts. This will also help you to stay

on track and not be distracted by the “stuff”. However, if you do not tolerate attacks or profanity, again, exit the situation and approach the person again after they have had time to control their anger.

Focus on the solution rather than the problem.

Let’s face it, the problem is in the past. Let’s try to keep moving forward. This may mean making amends or putting something in place so that the next time you encounter the situation you have a method of dealing with it.

Tips on addressing conflict in a club:

Conflict is a normal part of life. 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 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.

Small conflicts in your club can indicate larger problems. Always seek the cause. 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 proactive, 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. Use open communications in conflict resolution to help define problems and discover solutions.

Both parties need to state their problems. Hear them out. As the neutral person, look for areas of agreement. If you are not neutral, find someone who is. It will make the conflict worse if you are not seen as a neutral mediator. When you are trying to develop a plan of action, remember that you can only request behavior changes. You can’t change another person’s attitudes, perceptions or personality.

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 creative in seeking solutions.
- Propose a joint problem solving approach.
- Help the group look for an active solution where everyone wins.

Don't try to "save" the group. Allow them to work out their conflicts themselves as much as possible.

To manage conflict effectively, you need to:

- Describe issues clearly.
- Clarify what is being said.
- Paraphrase to confirm understanding.
- Analyze situations.
- Support others.
- Ask others what they are hearing.
- Listen responsively and attentively.
- Offer relevant information.
- Suggest alternatives.
- Accept other points of view.
- Avoid explaining the other's behavior.

Be easy on giving "advice".

Code of Conduct Enforcement Conclusion

4-H New Brunswick is committed to helping its clubs, districts, and regions undertake effective Code of Conduct enforcement. 4-H New Brunswick is dedicated to ensuring the process detailed above is upheld and will follow through with an appeal if and when required.

i-Sight link: [Case IQ | Portal \(i-sight.com\)](https://i-sight.com)

As noted throughout this section, you can always escalate your concerns to your District or to the Provincial level. For support with this, please contact the provincial office.

Branding Expectations and Enforcement:

Aligning the 4-H brand across the country builds a clear and cohesive brand for the 4-H movement in Canada that visually incorporates provinces and clubs.

The 4-H clover is so much more than just a logo. It represents the unique and distinct experience you have when interacting with 4-H. Strengthening and aligning the 4-H brand across Canada will help us more clearly define and articulate our role as Canadian leaders in positive youth development. But more importantly, it will support us in maintaining relevance with today's youth.

Resources to support and educate all on up to date standards:

[4-h brand guideline en.pdf](#)

[Club Logo Generator - 4-H Canada](#)

Links and information taken from [4-H Canada's Website](#)

If a club chooses to not follow Branding Standards, 4-H New Brunswick will notify club leadership and members via email that they are in breach and refer them to Branding Expectations. Should they continue to not follow approved branding, club funding will be withheld until a resolution is found.

Program Agreement: Behaviour at all 4-H New Brunswick Functions:

Members are expected to comply with the 4-H Canada Code of Conduct: [Youth-Safety 4-H-Canada_1211024-1.pdf](#) and actively participate in all endeavors in a responsible manner while upholding the 4-H New Brunswick Values: Integrity, Accountability, Respect, and Excellence.

During any 4-H New Brunswick event, activity, and/ or function, the 4-H New Brunswick community **must not**:

- Be under the influence, or in possession, of: alcohol, cannabis, or illegal drugs (see the Alcohol, Drugs & Tobacco Procedure for more information)
- Share medications, whether prescription or over-the-counter (Tylenol, Advil, Benadryl, etc.).
- Use any tobacco or vaping products (cigarettes, cigars, chewing tobacco, e-cigarettes, e-pens, etc.).
- Be in possession of a weapon, or replica of a weapon.
- Leave the program site without the permission of a staff member.
- Visit with delegates at times or in locations other than those specified as appropriate by program staff.
- Breach The Code of Conduct in any way.

Constitution:

Clubs and Districts are to follow the NB 4-H Club and District Constitution. This can be found on the NB 4-H website here: [Leader Resources – 4-H New Brunswick](#)

Constitution Guidelines

General:

- Clubs need to use the Default Constitution as their template.

Process for amendments:

- This constitution will be reviewed by the club each year.
- It is recommended that amendments are made once per year at a selected regular club meeting.
- Notice of amendments must be given at the previous regular club meeting. The suggested amendments need to be provided to the members in writing (email or print).
- A three-quarters majority is required to approve any amendment to the constitution.
- The date of amendment will be recorded at the beginning of the constitution.
- Multiple amendments are allowed at a time.
- Club Constitutions are submitted to the District before December 1st. However, amendments can be made after that date and re-shared with the District.

Club Finances:

As a club, you will be raising and spending money on everything from social events to Achievement Day. All existing clubs have bank accounts which key people will have access to and signing authority for. There are specific procedures and processes to follow around these and it is important to educate your club and all adults who will be making purchases and payments on how the process works.

Finance Terms:

Bank Reconciliation: The process of comparing and matching figures from the club's accounting records against those shown on a bank statement (mail or online).

Bank Statement/ Financial Statement: A written or online document issued by a financial institution outlining an account's transactions including deposits, withdrawals, interest earned or service charges.

Budget: A plan for spending money. A budget is an outline of projected income and expenses. The club should develop the budget together and refer to it when expenses arise. Clubs should not stray from the budget unless the club has approved the spending not indicated in the budget.

Cheque/ Checks: A written order directing a bank to pay money to the person that the cheque is made out to. Cheques need to be signed by two people with signing authority.

Club Dues: A charge or fee for membership. These are collected during Club Registration.

Deposit Slips: An itemized slip showing the exact amount of paper money, coin, and checks being deposited to a particular account.

Expenses: Money spent to carry out the activities of the organization. Expenses are approved through the club budget and are paid for out of the club's bank account. An expense can be reimbursed by a motion during a club meeting if not in the budget.

Financial Report: A formal record of the club's financial activities. This should track where money is going (in and out of the account). We recommend using a shared spreadsheet. Financial Reports should be audited at the end of each club year by an external auditor. Audits are not a pass or fail process, they are just to help educate treasurers on how to improve moving forward.

Interest: A fixed charge for lending or borrowing money. For example, when you open a savings account, the bank will pay you to keep your money on deposit at their bank, and interest is the payment you receive. If you need to borrow money from the bank, you will pay interest to the bank for the use of the money.

Receipt Book: A receipt book provides a Treasurer with the forms necessary to supply written confirmation of a payment made. A receipt book typically has two copies of each receipt, one copy to be kept by the person paid, one to be given to the payer. A receipt generally includes the payer's name, amount, date, and reason for payment. We recommend clubs purchase a receipt book so they are able to issue receipts (carbon less duplicates). These can be purchased online or often at local office supply stores.

Signature Card: A client signs a signature card when they open an account at a financial institution. It is what identifies the depositor, which is why it is important for these cards to be filled in and resigned every year.

Signing Authority: Members or screened leaders/ volunteers who are authorized by the bank to sign checks. See Signature Card for more information. Signing authority must be set up within two weeks of the member/ leader/ volunteer being voted in for that role. Once set up, the member/ leader/ volunteer must communicate that back to the executive.

Treasurer's Monthly Report: A written report, outlining the club's monthly financial activities, including the club's balance, income, and expenses. Refer to the Treasurer's Book for more info: [Member Resources – 4-H New Brunswick](#)

The Role of the Treasurer:

- Must be a Member in Good Standing
- Must have a guardian who is screened.
- Contact the bank that holds the club's accounts and fill in new signature cards. Each club must have at least two authorized signatures.
 - Any 2 of the president, vice president, secretary or treasurer will sign all cheques.
 - No two members from the same family will sign the same cheque.
 - Bring meeting minutes to the bank to show who the executives/ signing authority is.
- Obtain the club's receipt book and cheque books from the previous treasurer.
- New cheque books can be ordered from the bank and receipt books can be purchased online or at a general store.
- Process expenses (see below for details)
- Write out receipts to members for their yearly dues and any other money you receive from them.
- Fill in deposit slips (from the bank) for all income, and deposit these.
- Prepare a budget with your club leader and club executive. Present the budget to the entire club for approval. After approval has been received, ensure that all committee chairs are aware of their budget for their committees' planned activity.
- Send club dues to the District and Provincial Council.
- Keep records up-to-date.
- Prepare a Treasurer's Monthly Report for each meeting.
- Treasurer's Monthly Reports are to be shared at every club meeting (verbal and printed)
- Complete a bank reconciliation when the bank statement and cancelled cheques arrive in the mail (can be viewed online). Keep the bank statements and cancelled cheques together for future reference. These should be stored for seven years (passed on to future treasurers).
- Know when to transfer funds to an account that earns interest.
- Stop payment of lost cheques or stale dated cheques.
- Know what to do with club funds if the club becomes inactive.
- Prepare a Financial Report for the end of the club year. Complete Treasurer's portion of the club's Year End Summary in the Secretary's Record Book.
- Prepare a financial statement for review at the end of the year.

- Ensure that your club appoints someone to review your books, such as leaders, bankers, accountants. (eg: two adults not related to the Treasurer.) See the club constitution to determine if it names who the reviewer(s) must be.
- Have records reviewed before the club's Annual Meeting.
- Maintain the club inventory (list of items the club owns).

Bank Accounts:

All transactions must be done through the club's bank account and not done through personal bank accounts. If there is not already a bank account operating in the club's name, it is the responsibility of the Treasurer to open one.

Reconciliation:

Bank reconciliation is the process of comparing and matching figures from the club's accounting records against those of the bank's. The bank's records will be sent to you in the form of a monthly account statement, which should match your Treasurer's Monthly Report. Here's how to go about reconciling:

1. The bank sends a club statement once a month, along with a copy of the cancelled cheques. The first item on the statement is the closing balance of the month prior, followed by a list of income (deposit slip) or withdrawals (cheque issued).
2. If you find that a cheque has been issued but is not on the bank statement, you know that there is an outstanding cheque, which will likely appear on the next statement.
3. Bank statements and cancelled cheques should be filed away for seven years.

Reimbursement:

- Must be in the budget OR by a motion in club minutes
 - If the expense is under the amount approved then it can just be reimbursed.
 - If the expense is over what was in the budget or approved in the minutes then a new motion needs to be made for that additional expense.
- If it is a last minute expense (it is not in the budget or club minutes) and you do not have a quorum at that time you will have to wait until the next meeting to get the expense approved and get reimbursed.
 - Approvals can happen over email or group chats. As long as motions are member led and quorum is met.
- Reimbursements are processed when the receipt is given to the Treasurer. The Treasurer then writes a cheque to the person.

- The paper trail is the budget or the motion in the club minutes. No additional paperwork is needed.
- Reimbursements must be made as soon as possible
- Paid by cheque
- If the person seeking a reimbursement does not have the receipt they can fill out a Lost Receipt Form. This replaces the receipt as documentation and the Treasurer can then write a check.
- It is the recipient of the reimbursement's responsibility to deposit the check. It is best practice to resolve reimbursements in 6 months. If a cheque becomes stale dated, the club will vote on if it will be reissued.

Project Finances:

- If the Club Budget has allocated money to Projects or the Projects have their own money through fundraising, etc. then project members can make motions and can approve expenses independently. If this is not the case then the Club will approve expenses for the project members as a whole.
- When allocating money to projects, Clubs need to divide money based on member participation.
- When fundraising, consider your community and work as a whole club, not separate projects.
- Member's projects are being sold directly to them and so checks need to be made out to them directly.

Other Tips:

- Keep good records
- Keep relevant email correspondence with banks and funders so you can pass it on to the next Treasurer, General Leaders, etc.

Budgets:

On a Club, District, and Regional level, a budget is an estimate of income and expenses for a planned set of time which should align with a club's operating year. The club executive and the leader prepare the budget at the beginning of the club year. Please see the sample budget sheet below.

- A budget is determined by looking at how much money is needed for all activities that the club would like to undertake for the year. Refer to the club's program plan for estimated expenditures for activities planned during the club year. It should also

take into account the potential or planned revenues that includes the beginning balance of the clubs bank account.

- Check last year’s financial records for estimating what was spent on regular expenses.
- A motion must be made to approve the budget.
- A motion is also needed if an expense is not in the budget or is over the budgeted amount.

Budget Sample:

Estimated Income		Estimated Expenditures	
Cash in bank at beginning of the year	\$75.00	Rental of Meeting Room	\$30.00
Club Dues	\$100.00	Purchase of New Equipment for Club Use	\$35.00
Prize Money (eg. Best Float in the parade.)	\$50.00	Postage and Club Stationary	\$15.00
Donations	\$40.00	Donations to Service Organizations (eg: Unicef, Heart Fund).	\$50.00
Profit from Club Events	\$400.00	Regional and District Council Fees	\$75.00
Miscellaneous	\$50.00	Expenses for Achievement Day	\$55.00
		Tour	\$105.00
		Miscellaneous	\$100.00
Total Estimated Income	\$715.00	Total Estimated Expenditures	\$465.00

Program Plan:

A Program Plan is a written plan or calendar of all programs, events, and activities to participate in during the year. The purpose of the Program Plan is to keep everyone in your Club or District informed of what is happening and when.

- The Provincial program schedule will be shared on the NB 4-H Website: [Governance – 4-H New Brunswick](#)
- District Program Plans will be shared to the membership by the District via email and on their social media groups.

Club Program Plans must be voted on by the membership. Club members must vote which activities, events, and meetings are mandatory requirements for members to attend. When 4-H clubs are developing their Club Program Plan they should keep in mind any projects. E.g. Livestock have certain requirements for days on feed, funding deadlines, and program registration (District and Provincial).

All members must achieve 70% participation through attendance and involvement in Club approved programming which can include, but not limited to:

- Club Meetings

- Club Activities/Club Events
- Club Workshops
- Project Meetings
- Project Activities/Project Events
- Project Workshops

District and or Provincial activities designated as 'Club' activities

Beyond the Club:

The 4-H New Brunswick Community can sign up for opportunities such as, programs, events, competitions, and more that are interclub, run by the district, provincial, and countrywide.

Club: project work, social activities, meetings, learning workshops

Interclub: workshops, show and sales, social activities

District: workshops, district shows, learning days, fun days, council meetings

Provincial: summer camps, provincial shows, competition, learning days and workshops

National: member development programs, leadership development pillars, and more.

Standards for a Club in Good Standing:

- All Provincial Fees have been paid and received
- Everyone acting in the Leader/volunteer role is:
 - Screened (application form, police check for the vulnerable sector every 3 years, Commit to Kids, Youth Safety Training)
- There are enough Leaders for the club to meet rule of 2 and supervision ratios
- The club has ensured that:
 - 6 members minimum
 - All projects have an assigned leader that is trained and screened
 - All clubs have a minimum of 2 screened leaders who are not spouses
 - All members have filled out the appropriate forms and all leaders have filled out the appropriate forms.

If your Club is struggling to complete this list please contact the provincial office.

Non Complying Clubs – Clubs Not in Good Standing:

4-H New Brunswick is here to support clubs and help make the registration and administrative processes as straightforward as possible. There are many reasons why a club may not be able to meet the criteria for an Approved Club and Club in Good Standing.

Clubs need to become approved in order to meet the safety standards set by the province and 4-H Canada, as well as to be insured (see list under above for criteria).

Clubs need to be in Good standing to:

- Receive funding
- Run programs, events, or other at club, interclub, and beyond
- Participate at events and programs at club, interclub, and beyond (requirements must be met at District and Provincial levels at all times)
- If a club is not in Good Standing, the members of that club are not in Good Standing. If Good Standing is not met by the club, the members in the club will not get credit for the year.

*If a club is not in Good Standing it may preclude members from participating at any level.

This is enforced at the level the requirement occurs. E.g. Clubs cannot receive funding if they are not in Good Standing provincially.

Splitting of a Club:

Contact the Provincial Office if your club is splitting.

1. If this 4-H club decides, by majority secret ballot vote, to split into two or more separate clubs, the club which retains the former meeting location will also keep the original club name and accumulated years of club operation. If both clubs remain at the same location, the club with the largest membership during the first year of operation will keep the former name.
2. If the decision of the club is to split, all financial assets of the club shall be split according to the percentage of current members remaining with the club and the percentage of current members moving to the new club.
 - a. Physical assets (inventory) shall be split in a way determined fair by all parties.
 - b. If there is a disagreement over the distribution of physical assets they will be sold and all proceeds added to the account before being distributed according to the percentage of members in each of the “new” clubs. The sale must be overseen by an agreed upon, neutral, party.

3. If one or more members or families decide to leave the club of their own accord, without a formal vote to split the club, they are not entitled to any portion of the club resources.

Dissolution of a Club:

Contact the Provincial Office if your club is dissolving.

1. Upon a decision, by majority secret ballot vote, to dissolve a 4-H club:
 - a. **Club's physical assets:** If your club owns any assets (clothing, banners, signs, equipment, trophies, etc) these items must be disposed of in accordance with your club's constitution. If your constitution does not specify what should happen to the assets upon dissolution of the club, I recommend calling a final meeting of the previous year's membership to discuss this.

Most clubs have some 'personal' items, like the club banner, that do not have an easily defined monetary value but need a home. Some options would include donating these items to a local museum, 'auctioning' them to the families who have been involved in the club, storing them with a designated person for a designated period of time, donating them (ie Diabetes bin), or putting them in the garbage. Items that have a higher likelihood of realizing actual monetary values, for example a set of animal clippers, should be 'sold' (either through a club/community auction, Kijiji, private sale, etc) with the money being added to the financial assets in the club account(s).
 - b. **Club's bank account(s):** Any money remaining in the club's account(s) should also be dispersed according to the club's constitution. If you have been using the 4-H New Brunswick default constitution, the account(s) are to be closed and the money sent to the New Brunswick Provincial 4-H Council with instructions to hold the money for a maximum of 3 years, after which the money is to be distributed as per the club's defined wishes (donation to some part of 4-H, or another non-profit organization).

Whether your money is being sent to the New Brunswick Provincial 4-H Council, or some other local charity, the account(s) should be closed as soon as the decision not to reform is made. Leaving the money in your account(s) for even one year can easily result in those with the required signing authority being unavailable to make the necessary arrangements to close the account later. If your constitution indicates that money is to be held for a specified period of time, in hope that the club reforms it is best held as a

GIC by a 4-H group at a higher level (ie. the New Brunswick Provincial 4-H Council), where the account and signing authorities will remain current. If this is your chosen course of action, be sure to specify to the group holding your money how long it is to be held and what is to happen to it at the end of that time. Remember this money was raised for '4-H' and it is best if it remains with the organization at some level.

- c. **Club's paperwork:** There are certain things that should be maintained when the club ceases to operate. Just as you are required to maintain your personal financial records for a minimum period of time, the club's financial records should be kept for a minimum of 7 years. A decision must be made as to who will be the 'keeper' of the books. Other paperwork can be disposed of at the discretion of the club. There is no room for storage of such things at any of the 4-H offices so please do not send boxes of books, trophies, etc to us for storage. Clubs may scan and mail or email in copies of club documents and record to the Provincial 4-H Council. 4-H resources (record books, leaders manuals, certificates, etc) can be returned to the 4-H office. We will sort them, disposing of items that are no longer current, and restocking those that can still be of use.
2. If the club is dissolved through a lack of membership or leadership, the most recent active membership's club executive and adult advisory committee shall have the power to dispose of club assets and accounts as if there had been a decision to dissolve by vote. Quorum is required.

Hiatus of a club:

Contact the Provincial Office if your club is going on hiatus.

1. If the club determines that they wish to take a hiatus of one year:
 - a. The club account and assets shall be dealt with in the same manner as if there had been a vote to dissolve. Please see the section above.
 - b. The club will contact the District and Provincial Office to notify them of the Hiatus
 - c. The club will make a plan in case of dissolution (what will happen to assets, finances, etc.)

Projects:

4-H Projects are all about learning, challenging yourself, and having fun! All projects are themed about one or more of the 4-H Pillars:

- Community Engagement & Communication
- Science & Technology
- The Environment & Healthy Living
- Sustainable Agriculture & Food Security

There are clubs that are project specific, for example, a horse club where its members participate in the horse project solely. Other clubs do a variety of projects, these clubs are referred to as multi clubs. They can have multiple projects as long as they have the leaders to support those projects and the members interested in them. It's important for clubs to be flexible. Horse clubs can become multi clubs too if members are becoming interested in other projects. This is a way to keep members engaged. If clubs need support with this, reach out to the Provincial Office.

4-H projects are led by leaders that have an interest in mentoring youth through hands-on projects. Projects are available to members providing there is a leader to provide a learning experience for growth. Clubs may pick multiple projects to work on at a time depending on what their members are interested in.

Projects Resources:

Record Books are a vital part to all projects. Record books are available in a hard copy, or are downloadable on our website under Member Resources: [Member Resources – 4-H New Brunswick](#)

Leader manuals are available on our website under Leader Resources: [Leader Resources – 4-H New Brunswick](#)

Members are required to complete a record book for every project. Only NB 4-H record books found online under Member Resources will be accepted. If clubs wish to use other materials, they may do so, but keep in mind that no other forms of record books will be accepted.

4-H Project Resource Manuals:

4-H New Brunswick offers multiple different resources on our website: www.nb4h.ca

There is not an official way to work through the material provided in these project resources. They serve only as guides for what you can build, create, or teach your 4-H members. 4-H Project Leaders do not have to be an expert in the project subject matter. 4-

H Project Leaders organize (arrange resources if needed), plan, and ensure members are participating in the activities in the safest way possible.

Where to Find Resources

- Download Resources: Visit www.nb4h.ca. Check back often for updates to free resources you can download from the 4-H website.
- Print Resources: Organizational Leaders can order printed resources for projects. At the time of registration, order resources at no cost through the Provincial Office.
- Other 4-H Resources:
 - Fellow 4-H Leaders, Members, and Alumni. Networking is a great tool to find new ideas. Watch for 4-H New Brunswick events happening to meet new leaders and members.
 - For all potential project options, please visit: www.4-h-learns.org. On this site maintained by 4-H Canada, you can view and download resources from across Canada and the world at no cost. You would need to create an account, then find the materials under “Resources”, then “Library”.
 - Community Resources. There may be resourceful people in your community who are willing to share their expertise and knowledge with local 4-H members.
 - Community Organizations. Partner with community groups (youth or service groups), camps, or libraries for learning sessions to add to your project learning and exploration.
 - Online Resources. Find fun and interesting ideas online for how to get creative with your projects. Be sure to use safe and reputable online resources that are of interest to 4-H members. 4-H Canada continuously provides different activity kits and downloadable resources on their website: [4-H Canada | Home \(4-h-canada.ca\)](http://4-H Canada | Home (4-h-canada.ca))

Project Operating Standards:

As a Project Leader, become familiar with 4-H Project Standards. Project standards help guide 4-H members and leaders as they advance their projects for completion or competition.

All Projects have 4-H New Brunswick Project Standards. If the project you are leading does not have written standards provided by 4-H New Brunswick, this is an opportunity for you and your members to be creative and adapt as you go. If your project does not have an

official standard, keep in mind that you are still required to follow 4-H New Brunswick guidelines and procedures when representing 4-H as a Project Leader.

General Project Standards:

- i. Complete a record book with at least 4 months or records
- ii. Attend and participate in at least 70% of club and project meetings
- iii. Complete a communications component
- iv. Complete a judging component
- v. Community Project
- vi. For Livestock:
 - a. Show your project animal in showmanship. Livestock projects such as beef, dairy, sheep, goat, rabbit, and poultry will also have conformation classes on top of showmanship. Livestock projects such as light horse will have riding classes. Livestock projects such as draft horse and mini horse will have ringside dress and cart classes. Livestock projects such as canine will have rally classes.
 - b. Project animals need to be registered with the 4-H office prior to showing at any level (Achievement Day, Fairs, Provincial Show). You must show your animal at your Achievement Day in order to be able to show it at any Fairs, District competitions, or Provincial Show. Livestock that are not pre-registered with NB 4-H or have been shown at Achievement Day will be automatically disqualified from the competition.
- vii. For Non-Livestock:
 - a. All non-livestock projects will display items at their Achievement day. The project leader will pre-select a few items from the year that members must bring. For example, if the woodworking club made coat hangers, boot racks, coat racks and tool boxes throughout the year, the project leader can communicate to members that their coat racks and tool boxes will be judged at Achievement Day. Members then must bring their coat racks and tool boxes only to Achievement Day.
 - b. If members are wanting to bring items to further competitions like District shows, Fairs or Provincial

Show, then they can only enter items that have been judged at Achievement Day.

4-H members and leaders must be aware that clubs, districts, and regions may have additional rules or standards above the 4-H New Brunswick Project Standards. For more information, contact your 4-H district council or committees, or see your 4-H club's constitution.

Member Changing or Adding Projects:

4-H members may change or add projects within the club year if approved appropriately.

Initial approval is done by the project leader:

- Why does the member want to change projects? (lack of interest, stress, too much to do, etc.) Is there something the leader, club, other members can do to support them?
- Can the rest of the project be completed in a short period of time/ are they almost done? Can the member be given alternate assignments instead of finishing the project normally?
- If the project leader cannot find a way for the member to change projects then the change will not be approved. The project leader will then do their best to support the member with their project moving forward.
- If the project is already supported by the club and has a project leader assigned to it then it will be an easier addition.

Family Involvement:

When everyone is busy, it just makes sense to belong to an organization that brings the whole family together. 4-H clubs rely on volunteer leadership from each adult and 4-H member – that's how we make things happen. Youth and adults are all part of the 4-H family. Active family participation makes 4-H more fun and meaningful for everyone.

Here are some guidelines to keep in mind:

- Review the Code of Conduct as every 4-H follows, including family members
- Be on time for meetings, activities or events
- Support of the members and leaders (offer to help organize an event, be on a committee, etc.).

- If you have family members/friends joining meeting and events who are not registered with NB 4-H, please make sure to collect contact information on those additional participants in case of an emergency.
- As per the Code of Conduct in regards to being respectful:
 - Remain professional and respectful during all forms of communication
 - Accept the decision of the majority.

4-H New Brunswick's Strategic Plan:

View NB 4-H's Strategic Plan here: [Governance – 4-H New Brunswick](#)

Leaders and Volunteers:

What is a New Brunswick 4-H Leader:

Leaders are volunteers with training and screening. 4-H leaders must be at least 22 years of age as of January 1st. Leaders are elected by the members each year.

To read more about the roles and responsibilities of the Organizational Leader and the Project Leader, please refer to the 4-H Leader Package: [Leader Resources – 4-H New Brunswick](#)

Leader/Volunteer Screening/Training:

The safety and well-being of youth members is our shared priority across 4-H in New Brunswick, and it sits at the core of our 4-H Positive Youth Development Formula.

4-H New Brunswick is working in partnership with 4-H Canada to ensure that 4-H has consistent policies and procedures in place across the country to provide successful and safe programs for all youth, to safeguard the trust and loyalty of families, and to ensure leaders have the resources and training to feel supported and prepared.

Instructions on Leader Screening can be found on our website: [Become a Leader – 4-H New Brunswick](#)

Rescreening is required every 3 years. Leaders and volunteers can check their online profile to see when it is time for them to rescreen by downloading the club spreadsheet and looking through their leader screening. The Provincial Office will also send reminders when it is time to get re-screened. After an interruption in volunteering/ leading of 3 years or more, the volunteer must complete the full new leader screening process.

Who needs to get screened? Anyone wishing to lead or volunteer with the club. If parents are frequently attending meetings with their children, the club may ask them to complete their screening so the parent can act as a screened volunteer and help meet supervision ratios.

*All volunteers who wish to help with projects must also complete the screening requirements. The screening requirements are the same for leaders and volunteers.

The mandatory training that all screened leaders, volunteers and staff must complete:

- If applying for the first time as a new leader (apply online through the NB 4-H registration site. Contact the club Organizational Leader for the link and instructions to apply):
 - New Leader Application
 - Interview form (to be reviewed and approved by the Organizational Leader)
 - Three references
 - Signed Code of Conduct and Covid-19 Waiver
 - Commit to Kids training (self-directed)
 - Criminal Record Check and Vulnerable Sector Check
 - Youth Safety (self-directed)

*New Leaders are not able to act as a leader until all requirements have been met and they have been approved by the Provincial Office.

- If renewing your leader status:
 - Complete the registration form for the current 4-H year
 - Provide a new Criminal Record Check every three years
 - Complete the 4-H Canada Refresher training after three years from the date you completed your Commit to Kids training

*Returning leaders are not able to act as a leader until their screening is up to date and they have received confirmation from the Provincial Office.

*All volunteers (regardless if you are leading a project or not) are required to complete all screening requirements.

*Non-screened individuals can attend meetings and events to help, but are unable to count for the rule of 2 to meet the supervision ratios. The club must ensure that there is the correct amount of screened leaders/volunteers for each meeting or event.

4-H Risk Management:

Emergency Response Plan:

- The form is completed online by the trained leader at 4-h-canada.ca/youth-safety. The completed form will be sent directly to the provincial office.
- In the Activity Planning Form, the trained leader must outline emergency, unexpected and/or unusual circumstances, and the corresponding course of actions. The form should include EMS contact information for the location of the activity. It should also include:
 - the names of chaperones, trained leaders, and screened volunteers,
 - emergency contact information for the trained leaders/chaperones during the outing,
 - transportation and travel plans,
 - accommodation plans,
 - an overview of the activities, and
 - clear detail on when the 4-H program begins and ends, or when parents are responsible for supervision.
- Include specific actions required to support participants with a disability who may need assistance during an emergency. These actions must be determined through discussion with the youth, parents or guardians, and/or the adult before the event or activity.
- The provincial office will verify that the chaperones, trained leaders, and screened volunteers have the required training and screening, and that programming ratios, transportation, travel, and accommodation plans meet 4-H policy requirements. Following the review, the provincial office can forward a copy of the form from the iSight system to the trained leader.
- The Activity Planning Form is shared with all leaders and parents or guardians in advance.
- The Activity Planning Form is posted in an accessible location at the activity.
- If travelling with older youth who may be temporarily unaccompanied, ensure they have a copy of the emergency response plan and contact information.
- If youth are travelling independently for a portion of the activity, they should complete an Independent Travel and Waiver form.

When travelling, attending an activity in another community, or other adventures, identify a contact person that is not attending. They may be called on to assist with a situation or emergency and will have the contact information for all the families. Ensure they have the following:

- The Activity Planning Form that includes the Emergency Response Plan;
- A final detailed trip itinerary, including probable stopping points, contact information for accommodations, and the physical description of the group, such as size, tent colours, and automobiles; and

- The names and addresses of participants, their parents or guardians, and emergency contacts.

The Media:

In a crisis, it is important to provide a consistent and clear message. The 4-H New Brunswick Office or Designate will be the ONLY person to be in contact with the media, share information with partners and staff, and inform others as required. In all cases, staff, board members, and all others involved in the incident should not talk to the media, but direct them to the 4-H New Brunswick designate for a response. Depending on the situation and the strategy developed, the appropriate individuals and media will be contacted as soon as necessary and as often as required.

Weather:

Slip & Fall Prevention and Winter Maintenance

The majority of slip and fall incidents are usually the result of inadequate salting and sanding during the winter months. Slip and falls can also occur as the result of wet surfaces inside a building as the result of melting snow, rainy weather or even wet mopping.

Many incidents can be avoided by following an effective maintenance program. Having said this, one cannot avoid all slip and fall incidents, but if each 4-H organization maintains accurate documentation of its winter and general maintenance program, if a claim is presented, the organization's defence position should be favourable, as they have done their due diligence. The following are some risk management recommendations to consider:

Winter Months

If an outside contractor has been hired to clear the snow, the contract should clearly state when snow removal is to be conducted, or when salting/sanding is to occur. The activities of outside contractors should be documented in a maintenance logbook. During the progress of a snowfall, a regular inspection of all walkways, parking lots and roofs should be conducted to monitor the build-up of ice and snow. The date/time of the inspection, and any corrective measures should be documented in a logbook at each facility. Place safety cones around entrance ways, internal stairs or any other areas which may be wet from snow tracked in from outside. Mop up excess moisture and dry as soon as possible. Ensure staff is provided for snow clearing activities that may be required for after-hours use of the facility by others.

Summer Months

A visual inspection of all external walkways and stairwells should be conducted weekly, or after a heavy rainfall. The date/time of the inspection and any corrective measures should be documented in a logbook at each facility. During rainy weather, place safety cones

around entranceways, internal stairs or any other areas that may become wet due to foot traffic. Mop up excess moisture and dry as soon as possible.

To prevent injuries to people and to protect the 4-H entity and its staff and volunteers from negligence, the walkways (including paths created by pedestrians), steps, parking areas, and other paved areas must be cleared of snow, and if ice is present, salt and/or sand must be applied.

Further, a daily log book must be maintained to record daily activities including but not limited to:

- Date
- Name of staff or volunteer
- Time of arrival and time(s) of inspection(s)
- Weather conditions including temperature reading
- Areas inspected and findings
- Action required/taken and time completed
- Amount of sand and/or salt used
- Areas where sand and/or salt spread
- Subsequent activities, noting time(s) and action(s) taken
- Entries should be signed or initialled by the staff or volunteer involved.

Alcohol, Drugs & Tobacco Procedure:

As per the Code of Conduct, the 4-H New Brunswick community must refrain from using drugs or alcohol during any 4-H youth event.

If alcohol is found or if there is suspected drinking:

- Participants should be given the opportunity to anonymously or voluntarily turn in alcohol, and/or tobacco/tobacco products at the start of the activity for disposal by organizers. Honesty and trust is encouraged. Searches are discouraged. If leaders feel they must do a search, ensure witnesses are present and gain permission from a guardian if possible.
- The offender(s) will be asked to dispose of it. It will be confiscated.
- If a member is found to be intoxicated or exhibiting signs of being impaired, leaders or volunteers (2) will stay with the member until they feel better.
- Disciplinary action will be taken.

If drugs are found or if there is suspected illegal drug usage:

- Participants should be given the opportunity to anonymously or voluntarily turn in alcohol, and/or tobacco/tobacco products at the start of the activity for disposal by

organizers. Honesty and trust is encouraged. Searches are discouraged. If leaders feel they must do a search, ensure witnesses are present and gain permission from a guardian if possible.

- If a member is found to be intoxicated or exhibiting signs of being impaired, leaders or volunteers (2) will stay with the member until they feel better.
- Drugs found will be confiscated, the police may be notified, and disciplinary action will be taken.
- Cannabis (akin to alcohol use) is prohibited by members.

Alcohol at 4-H:

Adults are not allowed to consume alcoholic beverages at 4-H youth events, functions, and programs of any kind. This needs to be communicated to all guardians who will be involved in these activities so they do not breach the Code of Conduct. The use of drugs is strictly prohibited. The use of tobacco should be used based on the facilities rules and with discretion as these are events focused on youth.

[Incident reports](#) need to be filled out when appropriate.

As a youth focused organization, alcohol can only be served at special events that are focused on leaders, volunteers, or staff. Example: leader conferences, leader appreciation events, etc. If alcohol is being served it must be controlled: the location must follow the rules of the [L-10 - Liquor Control Act](#). The presence of minors is based on the type of liquor license ([Liquor Permits and Licences - Special Occasions and Events](#)) 4-H New Brunswick recommends that any registered member not handle alcohol at any time.

Submit an [incident report](#) if alcohol and/ or drugs are being consumed at a 4-H event, activity, or function.

Disciplinary action for members:

Due to this being a potential breach of the Code of Conduct, an incident report should be submitted when alcohol or drugs are found or there is suspected consumption. This is also the way 4-H New Brunswick documents all incidents.

Casinos, Bingos, and Raffles:

Visit [Charitable Lottery Licences and Permits](#) for information on applying, the processes, and rules for: casinos, bingos, and raffles. The rules laid out by GNB related to casinos, bingos, and raffles must be followed. E.g. Only adults can buy and handle tickets. Please

note: Clubs or Districts need to apply for their own license and cannot use 4-H New Brunswick's license.

Prizes for events must be youth focused and family friendly. If you receive non-youth focused or family-friendly items donated, e.g. a wine basket, use your discretion.

Fundraising should be youth focused, family friendly, and should involve the members of the club. If opportunities arise that are not, use your discretion. E.g. bartending, cleaning up after a wedding, etc. The club needs to follow the rules of the event and their liquor license, E.g. if minors are allowed or not.

Insurance:

4-H Insurance is provided through 4-H Canada. Clubs need to be registered and approved in the Online Registration system to be insured.

Contact NB 4-H if you have questions or require an insurance card for an event.

Activity Plan:

You need to complete an Activity Plan for:

- Beyond the Club (when more than one club is involved).
- Overnight
- Anything high risk (if you have to sign an additional waiver to participate)

Activity Plans need to be submitted **two weeks** prior to the event for it to be approved on time.

Completing an Activity Plan gets you thinking about the planning required around the event you are running: supervision, first aid, locations, participants, etc. This is a great way for you to prepare for the event!

To fill out an Activity Plan click here: <https://4-h-canada.i-sight.com/external-capture>

This is the same link to fill out an incident form.

If you have any questions about the process, check out: [4-H-Canada-Activity-Planning-Quick-Reference-Guide-2023-FINAL.pdf](#)

Districts:

In New Brunswick, there are 5 4-H Districts. 4-H New Brunswick Districts often follow the municipal county geographical areas. District 4-H Councils have representatives from their area. Districts provide workshops, fun days, and competitions for members.

District Councils are individual entities that require a representative from each club in the district to sit on the council. Each District Council must elect or appoint representation to the Provincial Council that they geographically belong to.

They may also:

- Initiate and coordinate events and activities for the benefit and enjoyment of 4-H members and leaders in their district such as: communication competitions, workshops, fun days and clinics.
- They also set expectations, rules or policy for these events and activities
- Collect fees from clubs on behalf of the District Council for insurance and offsetting costs for district activities and regional events.
- District Councils ensure communication between clubs, the district and regional councils is maintained. This includes information sharing and forwarding concerns and recommendations to the regional councils
- District Councils vote on their representatives to the Provincial Council and the Provincial Show Committee.

Districts in Good Standing:

To be in Good Standing a District must:

- Uphold the 4-H New Brunswick Reference Guide, the Code of Conduct, and support positive communication between clubs, District, and the Province.
- Support Clubs in obtaining their approved and Good Standing status each club year and help hold Clubs accountable if they are not approved or in Good Standing, this includes supporting their participation at a District and Provincial level.
- Participate at a Provincial level and fulfill the expectations laid out by NB 4-H.
- Have everyone on the executive committee screened and trained. Members do not need to be screened and trained.
- Fees have been paid and received by the required deadline

- Meeting minutes and Agenda (agenda if requested) for district meetings must be distributed to keep the clubs in the District.

Districts need to be in Good Standing to:

- Receive additional funding
- Districts cannot run District events and programs, no activity plans will be approved*

*This may preclude members from participating at any level

This is enforced at the level the requirement occurs. E.g. Districts cannot receive funding if they are not in Good Standing provincially.

District Council:

Each club must elect or appoint the number of representatives determined in the district council constitution. The club can send 2 voting members and 2 voting leaders to the district council.

District Councils must have a minimum of 2 clubs to be considered a district council.

Within the District, Clubs must:

- Elect representatives, as indicated in the local District Council constitution, to attend all district council meetings.
- An alternate will be elected to represent the club if one of the representatives is unavailable.
- Pay appropriate District 4-H Council fees.
- Abide by the district constitution to be a complying club
- Attend all district council meetings
- Strive to participate in district events (hosting and organizing) as needed by the district.
- Clubs that do not comply with these requirements will be reprimanded based on the violation and could be excluded from the district, making them a club not in good standing.

District Constitution: [Leader Resources – 4-H New Brunswick](#)

District Executive:

This executive is normally made up of a president, vice president, treasurer, secretary, and often a past president. These positions must be voted on by the district council membership.

District Representatives:

As your club representative for the District Council, you are responsible for ensuring that your club knows about district events and competitions. This is your opportunity to bring the concerns of your club to the District Council and have your voice heard. As a voting member, you represent the voting interest of your entire club– ensure you know how your club would vote on certain interests by ensuring your club is aware of the issues you will be voting on. A few simple ways to do this is to read your District Report and upcoming District Council meeting agenda at club meetings, discuss events and ask members what they'd like.

4-H New Brunswick:

4-H has been in New Brunswick since 1916. For our history and values, information on the 4-H Pillars, and on Positive Youth Development, please visit the website: www.nb4h.ca

4-H New Brunswick provides the following:

- Staff liaison with Districts/Clubs
- Provincial level programming
- Marketing, brand standards
- Leader training and support
- Leader screening
- The Online Registration System
- And more

The 4-H New Brunswick Board of Directors is made up of 14 members with the past president, president and staff who are non-voting members. The Annual General Meeting occurs in the fall. The board helps make all decisions on behalf of NB 4-H and works to provide opportunities for members and leaders. The board is made up of two voting members from each of the five districts and two voting youth members from the Youth Advisory Committee.

For more information go to [Governance – 4-H New Brunswick](#)

4-H NB Committees:

These committees consist of appointed representatives from each district and help plan, promote, implement and evaluate specific projects, programs and activities.

Current 4-H Provincial Committees include, but are not limited to:

- Youth Committee
- Program Review Committee

- Scholarship Committee
- Fund Development/Fundraising Committee
- Constitution/By-Laws Committee
- Beef Committee
- Dairy Committee
- Sheep Committee

If interested in joining a committee, please contact the Provincial Office.

4-H Canada:

4-H Canada (previously known as the Canadian 4-H Council) was created in 1933 to act on behalf of the 4-H movement in Canada. Operationally, 4-H Canada staff handles the planning, implementation and management of national programs, scholarships and more (text taken from [4-H Canada](#)). 4-H New Brunswick follows 4-H Canada's guidelines, policies, and procedures, such as, the Youth Safety Manual, the Code of Conduct, as well as, Leader Training and Screening standard.

