



4-H Alberta

Tip Sheet for General Leaders 2018-19 (and/or Club Registrars)



The general leader of a 4-H club has the primary responsibility to lead the club through its annual work. We encourage you to download and review the **4-H Alberta Leader Guide** (full Guide available at 4h.ab.ca), which contains a chapter detailing the roles and responsibilities of the general leader. Here is a brief summary of the role and responsibilities of the general leader:

General leaders have some very important responsibilities, including:

- ensuring that leaders are responsible to the club and are elected or approved by the 4-H members each year;
- ensuring that the 4-H Alberta registration and leader screening procedures are completed;
- supervising project leaders, assistant leader, club registrar, resource people, judges and members;
- communicating and recognizing that new leaders are on probation until all screening procedures have been completed and approval has been received from 4-H Council's screening committee.

The general leader is the coordinator of the club and duties may include the following:

- ensure that the other leaders have the information that they need to do their jobs;
- book facilities for meetings and other activities;
- complete club registration form and order club supplies;
- chair leader meetings;
- coordinate the program planning committee;
- recruit additional leaders.

We need your help! We are calling on general leaders and all 4-H Alberta participants to be vigilant in protecting yourselves and in working together to ensure the safety of our 4-H youth and the integrity of the 4-H Alberta program. Advocate for and promote the necessity and value of the screening process. We encourage you to talk about it and to pay close attention whenever something seems "not quite right." There is no denying that those individuals, who may pose a risk to our young people, seek out and target youth organizations such as ours. Screening helps us all to ensure the safety of 4-H members, Cleaver Kids, clubs and the program as a whole. The leader screening process includes completion of an online application with a declaration of agreement, a police check with vulnerable sector check, submissions from three references (or one reference for rescreening leaders). Screening must be completed by December 15 and this includes the references' submissions. **Until screening is completed, volunteers cannot work within the program without a screened leader present at all times.**

REGISTERING YOUR CLUB, LEADERS and VOLUNTEERS:

Refer to the registration forms emailed to you and/or the club registrar by 4-H Alberta. These include forms to register your club, members, Cleaver Kids, leaders and volunteers. All this data collection is important so that the program continues to be accountable and responsive as we strive for excellence. Remember that all leaders must be elected by the club and they must complete leader screening or rescreening by December 15. Volunteers do not need to complete screening but must always be in the presence of a fully screened leader when working with the 4-H program at any level.

It is very important to ensure that the leader, volunteer or member you may be registering does not already have an existing profile in the online registration system (ORS). DO NOT create a profile until you have confirmed that one does not already exist. This is the same for registering all leaders, members and volunteers. Always, check for an existing profile first.

Use this box to enter a leader's name and check whether a profile for the leader already exists. If the leader shows on the list that appears, select the leader and then click on the **SAVE** button here. If the leader is new and does not have an existing profile, then you create a leader and click on **Create Leader**. After completing leader profile, remember to click on the **SAVE** button as above. Use these same guidelines to add and/or create volunteer and member profiles under those particular menu tabs.

Checking on your leaders' screening status is important. Until a leader is fully screened, that individual is, in effect, a volunteer. Unscreened leaders and leaders due to rescreen cannot work alone with 4-H Members, Cleaver Kids, finances and/or in any position of trust and/or in any position that may be perceived (particularly, by young people) as a position of power or authority. **Until leaders are fully screened, a screened leader must always be present when that individual is working within the 4-H Alberta program.** Leaders must rescreen every 5 (five) years. In 2018-19, leaders with a screened date of 2013-14 or, in the ORS, a screened date of January 1, 2013, are due to rescreen.

How to check if your club's leaders are screened

Log in to the ORS and select the "Club Admin" tab. Then select the "Leaders" tab and you will see your club's leaders listed. The first item to the right of the leader's name says "**Screened**" and this is where you can determine if a leader has a current screened date.

If it says "Unknown", the leader does NOT have current screened status.

If it says January 1, 2013, the leader does NOT have current screened status AND is due to rescreen this 2018-19 year as it has been 5 years since last screened.

If it says January 1, 2016 (or January 1, 2014, 2015, 2017, 2018), the leader has a current screened status.

Remember that every 4-H Leader and 4-H Chaperone or Program / Supervisory Volunteer must undergo a **police check**, specifically a **Vulnerable Sector Check (VSC)** and, for new and rescreening volunteers, it must be dated within the current 4-H club year. This is the one item that must be submitted via Canada Post. We recommend that you scan and email it to us first before putting it in the mail. That allows us to enter it to your profile sooner and helps mitigate any postal issues.

Remind your leaders to watch for the email that explains the requirements and provides login details. Encourage them to read that email and complete the screening right away. 4-H Alberta has much information and many resources available at www.4h.ab.ca. Your 4-H Regional Specialist and the 4-H Alberta Registrar also serve as vital resources to you and your club. All 4-H Alberta Policies are available online at 4h.ab.ca. Also, visit the Leader Screening section and the FAQ's for more information. Subscribe to the monthly newsletter, SCOOP, for the latest news, views and opportunities.

Please do not hesitate to contact Leader Screening Coordinator at 4-H Council of Alberta for more details or for help determining the specifics of your clubs' leaders' screening status. Call **1.877.682.2244** or **780.898.3037** or email leaderscreening@4hab.com. **Commit to helping 4-H Alberta provide a safe place for youth to Learn To Do By Doing!**