



# Club Registration Checklist



Registering your 4-H Club has never been easier! **If you are re-registering a club, that club, its members and leader information, will be automatically filled in from previous years.** You simply need to confirm that the information is still correct, update information from existing members and leaders, and then add new members, leaders and volunteers to the system.

It's important that each Member and Leader in your club fills in the registration forms because we are requesting information that was not previously requested. Please keep the original forms with your club records for two years. This is required due to the Canadian Anti-Spam Legislation (CASL).

Use this checklist to ensure you have all the information you need before you begin the on-line registration process at [www.4habregistration.ca](http://www.4habregistration.ca).

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## Club Details

### General Information

- Name of Club
- Previous Names of Club (if applicable)
- District (Select from online list)
- Region (See Regional map on reverse)
- 4-H Courier Location (Select from the online list. This information is available on the 4-H website under the 'Local 4-H' tab.)
- Our club year is 2016-2017
- Club Type (Select from online list)

### Geographic Information

- Mailing address for receiving information from 4-H Alberta
- The street address or legal land description of the public location for club meetings. (We use this to create a "club map" for members wishing to join a club)

### Club Contact Information

This is the person who receives 4-H information (via mail and email) and shares it with the members, leaders and parents. The club contact must have a valid email account.

- Contact Name
- Phone number (include area code)
- Alternative Phone number (optional)
- Fax number (optional)
- Club Website or Facebook Page (optional)
- Club Contact Email address (The Club Contact **must** have a valid email address)

### Club Projects

You need to register each member in one or more projects. **Please see the back of this sheet for a comprehensive list of the projects available to 4-H Members in Alberta to ensure you have the correct information from each member.**

This is an important step as it affects your registration selections in the next steps of the online registration process.

### Leaders

Please ensure the Leader Registration forms are filled out completely to make your on-line registration process easier.

### Volunteers NEW

Please ensure the Volunteer Registration forms are filled out completely to make your on-line registration process easier. Adult volunteers are vitally important to the success of 4-H Alberta. Any adult registered in the online system, who has not been elected to be a Leader by the club, but who wishes to provide support to the club, district, region or provincial activities, shall be considered a Volunteer. They are to be registered as such by the General Leader. Many clubs currently have "Parent Volunteers" and these individuals belong in this general volunteer category.

### Members

Please ensure the Member Registration forms are filled out completely to make your on-line registration process easier.

## Club Sponsorship

- Club Achievement Event Date

## Banking Information (this information must be filled out each year)

- Bank Transit Number (5 digits)
- Financial Institution Number (3 digits)
- Account Number

## Financial Institution

- Name
- Town/City

### Regional Map



## Sponsor Checklist

Check box(s) on online Club Sponsorship application only if they apply to your club.

- Did your club send Thank You's for sponsorship funds received through the 4-H Foundation of Alberta?
- Did your club display sponsor banners at the appropriate sponsor club event and recognize their support in the local media?
- Did your club prepare and approve a yearly program plan and budget at the start of the club year?

## List of 4-H Projects

### Active Living

- Bicycling
- Health and Fitness
- Mountain Biking
- Nestboxes
- Outdoor Living
- Snowmobiling

### Agriculture and Environment

- Beef - 2 YR old cow/calf
- Beef - 3 YR old cow/calf
- Beef - Green Certificate
- Beef - Heifer
- Beef - Market Beef Carcass
- Beef - Market Beef Live
- Beef - Novice
- Beef - Pen Project
- Dairy - Calf
- Dairy - Green Certificate
- Dairy - Yearling
- Field Crop Green Certificate
- Field Crops
- Goat - Breeding Nanny
- Goat - Market
- Goat - Mature Nanny
- Goat - Pen Project
- Horse - Draft
- Horse - Drill Team
- Horse - Driving

- Horse - Endurance Riding
- Horse - English Dressage
- Horse - English Jumping
- Horse - English Vaulting
- Horse - Equine Green Certificate
- Horse - Green Horse
- Horse - Judging Project
- Horse - Junior Horse
- Horse - Minis
- Horse - Packing
- Horse - Polo
- Horse - Polocrosse
- Horse - Standardbred
- Horse - Western Cattle Events
- Horse - Western Ranch
- Horse - Western Reining
- Horse - Western Rodeo
- Horse - Young Horse
- Horsemanhip (L 1-3)
- Horsemanhip (L 4-7)
- Horticulture - Compost
- Horticulture - Gardening
- Horticulture - Perennials
- Horticulture - Soils
- Horticulture - Vegetable Gardening
- Judging - Multi Species
- Pheasants
- Poultry
- Sheep - Ewe Lamb

- Sheep - Green Certificate
- Sheep - Mature Ewe (2 YO)
- Sheep - Market Lamb
- Sheep - Pen Project
- Sheep - Yearly Ewe
- Sustainable Living Project
- Swine - Breeding Hog
- Swine - Green Certificate
- Swine - Market Hog
- Swine - Mature Sow
- Swine - Pen Project

### Cleaver Kids

- ### For the Arts
- Digital Photography
  - Performing Arts
  - Visual Arts

### In and Around the Home

- Crafts
- Entertaining in the Home
- Foods
- Interior Decorating
- Quilting
- Scrapbooking
- Sewing

### Science, Technology and Trade

- Engineering
- Entomology
- Small Engine
- Veterinary Science
- Welding
- Woodworking

### Small Animal

- Canine - Agility
- Canine - General
- Canine - Obedience
- Canine - Stock Dog
- Cat
- Pet
- Rabbit

### Take the Lead

- Creative Options (must provide a description of the project when registering)
- Entrepreneur
- Exchange
- Exploring 4-H
- Leadership (Please provide a description of the project when registering.)