



CANADA
4-H British Columbia

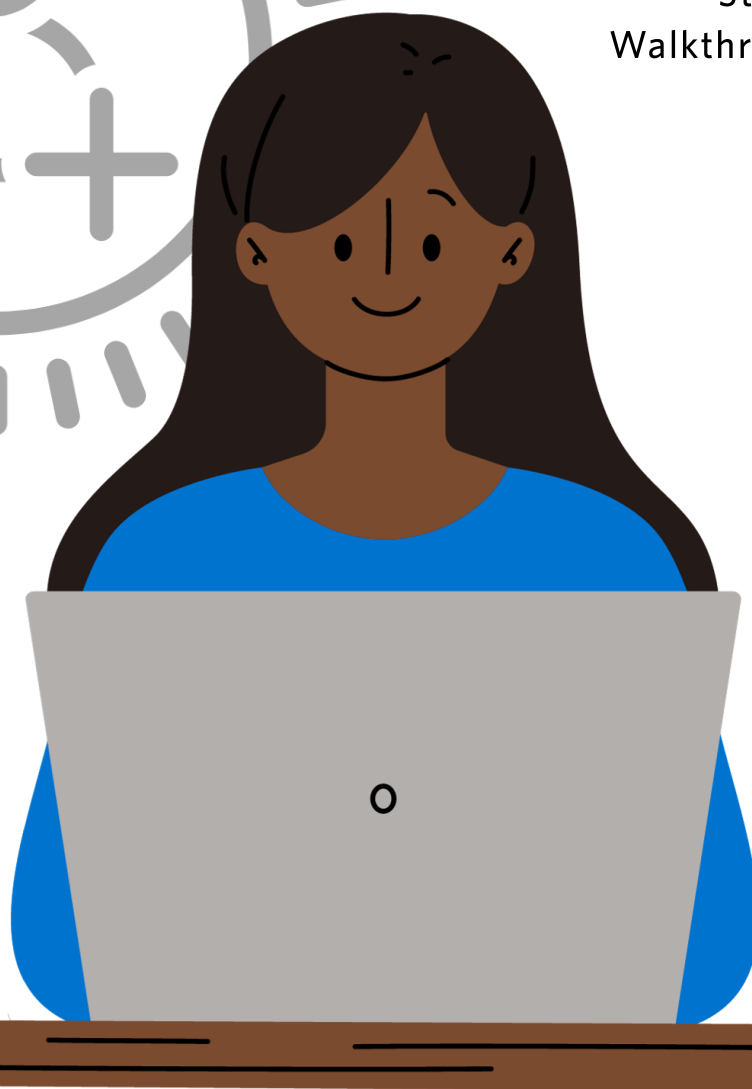
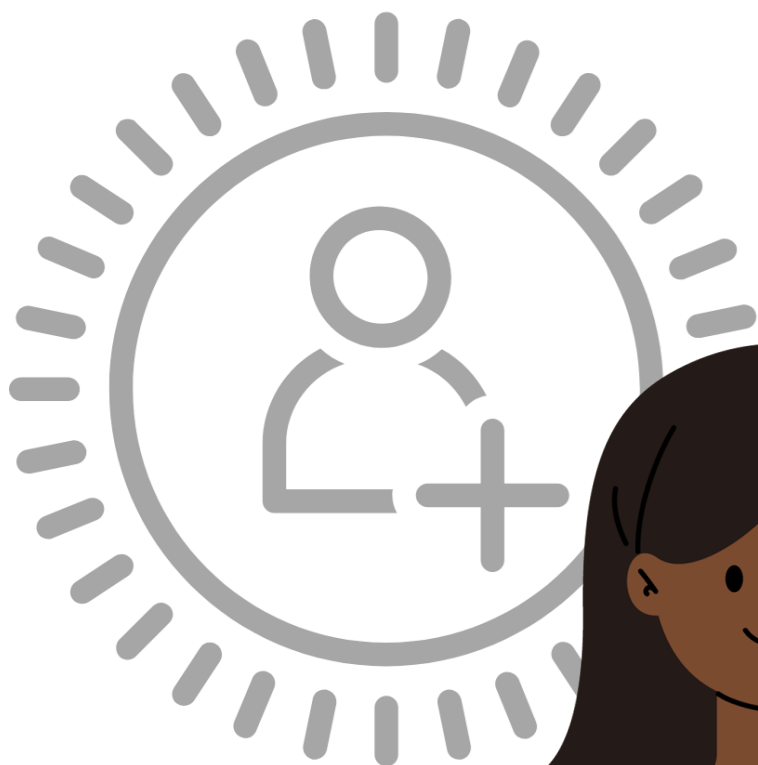
Online AgMent Application

User Guide

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1-866-776-0373

v. Dec 2023

General Tips

- **Once you've started, your application form cannot be saved: it will time-out if left open on your computer for an extended period of time.** It's a good idea to read through the application before you begin so you know exactly what is required, and to think about the required information in advance. See the checklist below.
- The form will work best if completed on a desktop computer or laptop— do not use a mobile device like a cellphone to complete the form.
- You can navigate through the form by clicking the “next” and “previous” buttons at the bottom of each page, or by clicking the tab buttons at the top of the form. You can complete these tabs in any order.
- **Please note:** AgMent Associates who are 19 years or older must possess a current Criminal Record Check. Instructions for obtaining a CRC can be found on Step 7 in the Step-by-Step Walkthrough.

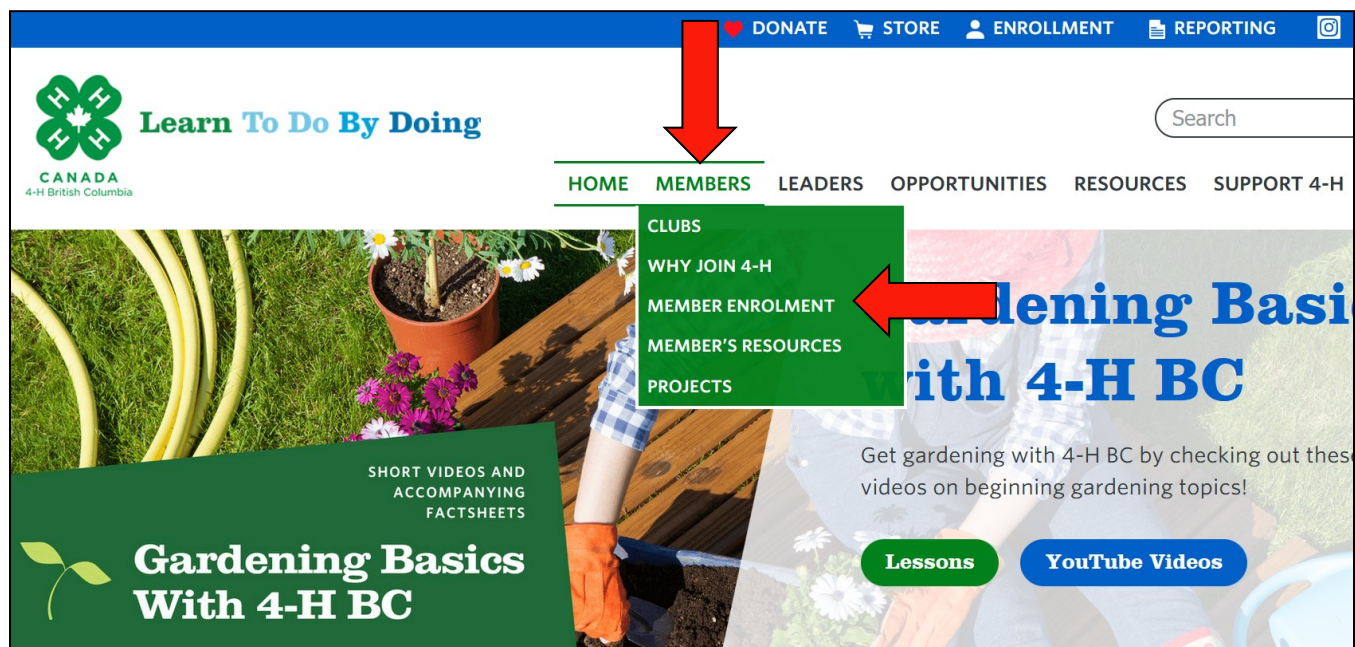
Material & Information Checklist

- Personal and contact information, such as:
 - * Full name
 - * Mailing address
 - * Phone number
 - * Email address
- The name of the Club you're joining, as well as the Region and District the club is located in.
- The name and email address of your mentor.
- Information about your project, such as your SMART goal, required resources, and the method you'll be using to measure and share your accomplishments.
- Assessment Fee of \$25.00 to be paid online with a credit card or to your club A Leader with cash or a cheque.



Step-By-Step Walkthrough

1. You can find the AgMent Application Form on the Member Enrolment page of 4-H BC's website. Starting from the 4-H BC homepage, mouse over the "Members" tab and click the "Member Enrolment" button.



2. Open the form by clicking on the "Online AgMent Application Form" button. A new tab will open in your internet browser.

4-H BC Enrolment

Member enrolment opens December 1st annually.

To prepare for enrolment, please contact the 4-H BC office at mail@4hbc.ca if:

- you have changed your email address since the last time you registered
- you would like to change the email address that is associated with your account
- you have forgotten your Username &/or Password

Please do not create a new account unless you are a new member and have not previously registered with 4-H BC.

[4-H BC Member Enrolment User Guide](#)

[4-H BC Member Enrolment FAQs](#)

Online Agment Application Form: [Click Here](#)

3. **Introduction tab:** Read through the 4-H BC Notification for Collection of Personal Information. In order to register as an AgMent Associate, you must agree with the conditions.

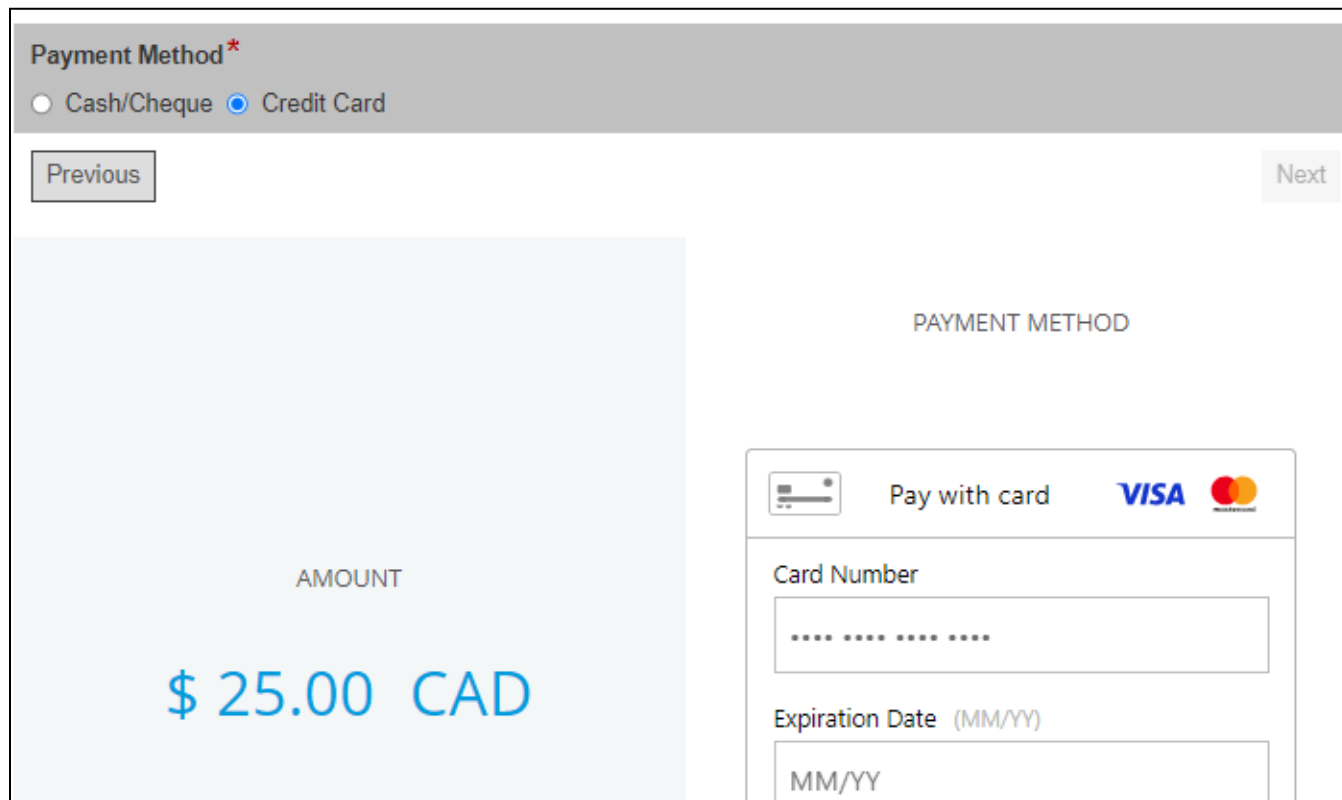


4. **4-HBC Information tab:** Use the drop-down menus to select your Region, District, and Club in that order. You will also need to provide your position (if applicable), the number of years you've been in 4-H, and your Mentor's name and email address. Please ensure that your Mentor's email address is entered correctly, as they will receive an automated email containing an Mentorship Agreement Form after you submit your Registration Form.
5. **Project Outline tab:** This tab requires you to enter some information about your project including your start and end dates, SMART goal, required resources, and the method you'll be using to measure and share your accomplishments. You'll also need to agree with the statement on the bottom of the page that outlines your responsibilities as an AgMent Associate.
6. **Screening tab:** Before you become an AgMent Associate, you are required to have a Criminal Record Check (CRC) on file with the 4-H BC Provincial Office. You can apply for your CRC online at <https://justice.gov.bc.ca/criminalrecordcheck> using the Access Code "TKQBNP6P6M". Your CRC will automatically be submitted to the 4-H BC office, and you will not need to attach anything to the Screened Volunteer Application Form (but you may attach your confirmation of application for your CRC as a screenshot if you'd like to).

If you are unable to apply for your CRC online, please reach out to the 4-H BC Provincial Office at 1-866-776-0376 or mail@4hbc.ca for more information.

8. **Code of Conduct tab:** Read the Code of Conduct for 4-H in Canada before adding your signature at the bottom of the page. All AgMent Associates must agree to comply with the standards set in the Code of Conduct.
9. **Consent tab:** Read the Promotional Release Consent terms and indicate whether or not you agree. You will also need to indicate if you would like to receive email correspondence from 4-H BC. Applicants are still eligible to become AgMent Associates even if they disagree.

10. **Payment tab:** Read the Refund Policy and indicate whether you would like to pay your \$25.00 Assessment Fee with credit card online or with cash/cheque to your club A Leader. If you select the Credit Card radio button, the online payment option will appear.



The screenshot shows a web form titled "Payment Method*". At the top, there are two radio buttons: "Cash/Cheque" (unselected) and "Credit Card" (selected). Below the radio buttons are "Previous" and "Next" buttons. The main content area is divided into two sections. On the left, under the heading "AMOUNT", it displays "\$ 25.00 CAD" in large blue text. On the right, under the heading "PAYMENT METHOD", there is a section titled "Pay with card" which includes the VISA and Mastercard logos. Below this, there are two input fields: "Card Number" (with a masked pattern of dots) and "Expiration Date (MM/YY)" (with a placeholder "MM/YY").

11. When you are finished with your form, click the "Submit" button on the Payment tab.

Thank you for applying to become an AgMent Associate! Your application will remain pending until you receive an email notification from sarah.vanheeswijk@gov.bc.ca to let you know if your application has been approved.

Have Questions? Contact the 4-H BC Provincial Office:

1-866-776-0373

admin@4hbc.ca

