



CANADA
4-H British Columbia

Parent Handbook



Publication #1925
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The 4-H Motto

“Learn to Do by Doing”

The 4-H Pledge

I pledge

My Head to clearer thinking

My Heart to greater loyalty,

My Hands to larger service,

My Health to better living,

For my club, my community, and my country.



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ABOUT THE CLUB

The 4-H club welcomes your interest. For those of you who are new to 4-H we hope this handbook will help you understand a little more about what 4-H is all about, and more specifically, what membership in our club involves.

We are first and foremost a 4-H club, then a _____ club, and for this reason we have certain activities that do not involve the 4-H project. 4-H gives young people an opportunity to learn how to become productive, self-assured adults who can make their community and country a good place in which to live. The goal of the 4-H program is youth development. The objectives of 4-H club work are knowledge, leadership, citizenship and personal development.

4-H is designed to develop the head, heart, hands, and health. Thus, the pledge:

I pledge my HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to larger service,
Any my HEALTH to better living,
For my club, my community, and my country.

Much of the success of any 4-H member is due to the interest and support the parents show towards club activities. We urge you to make 4-H a family affair.

4-H Leaders:

(name) (phone)

NOTES

**BRITISH COLUMBIA
GENERAL REGULATIONS
FOR 4-H CLUBS**



1. Club Membership

Youth who have reached their **6th** birthday before January 1st of the 4-H enrollment year, and who have not reached their **22nd** birthday before January 1st of 4-H enrollment year, are eligible for membership in a 4-H club, based upon enrollment in one of the following categories:

- (A) **Cloverbud Project** for 6, 7 and 8 year olds – youth who have reached their 6th birthday by January 1st of 4-H enrollment year, and who have not reached their 9th birthday by January 1st of 4-H enrollment year. (See Cloverbud Project Regulations #6301 for specific unit guidelines.)
- (B) **General 4-H Projects** for 9 to 19 year olds – youth who have reached their 9th birthday by January 1st of 4-H enrollment year, and who have not reached their 20th birthday by January 1st of 4-H enrollment year. (See 4-H project specific regulations for specific unit requirements.)
- (C) **Specialty Senior Projects:**
 - **4-H 20 & 21 Year Olds** – Young adults who have reached their 20th birthday by January 1st of 4-H enrollment year, and who have not reached their 22nd birthday by January 1st of 4-H enrollment year
 - [20, 21 year old 4-H members] may take only the following projects: Junior Leader Project, and/or Self Determined Project, and/or Senior Management unit in a Project. 20 and 21 year old members may participate in judging competitions but not communications competitions.
 - **4-H British Columbia Ambassadors** – Young adults who have reached their 16th birthday by January 1st of 4-H enrollment year, and who have not reached their 22nd birthday by January 1st of 4-H enrollment year [16 -21 year old 4-H members] and who meet the requirements, may be selected as a 4-H BC Ambassador (See 4-H BC Ambassador Program application form for details, 4-H BC Pub. #129). 4-H BC Ambassadors must be selected through a regional process. They will remain members of general 4-H clubs but will serve in their Ambassador capacity for their entire 4-H region.

2. Independent Projects

The AgMent project provides opportunity for older youth to complete a standalone professional development project independently, without joining a traditional 4-H club. AgMent Projects are for youth who have reached their 18th birthday by January 1st of 4-H enrollment year, and who have not reached their 25th birthday by January 1st of 4-H enrollment year (see AgMent regulations, 4-H BC Pub. #6700 for specific requirements).

3. Leadership

4-H club leaders must be age 22 and older. Leaders must complete the screening, registration and training as per the Provincial Leader Registration Policy (BC-03-01). Any adult working with 4-H members on a regular and ongoing basis (more than a guest speaker or judge who participates occasionally) should be registered as a 4-H leader.

4. Club Requirements

A 4-H Club Shall:

- (A) Consist of not less than six members between the ages of 6 – 21.
- (B) Have one or more registered 4-H Leaders age 22+.
- (C) Have an official 4-H club sponsor.

General 4-H Clubs may set their own calendar of events and activities for the year as long as they include the following minimum required elements:

- (A) Club Business Meetings run by 4-H Members
- (B) Communications

- (C) Judging
- (D) Project Work
- (E) Safety Education
- (F) Achievement Day

Participation opportunities in each element must be offered in 4-H clubs each year. Cloverbuds and Speciality Senior Projects are exempt from some of these elements; see specific project regulations for details.

5. **Enrollment**

Returning 4-H members and leaders must re-enroll annually by **January 15th** via the online enrollment system. District Key Leaders have until January 31st to sign off on enrollments, receive club membership assessment fee cheques, and mail a verified district enrollment summary with fees to the Provincial 4-H office.

New members, new leaders, or new clubs can enroll at any time (365 days) during their first year of enrollment. Key Leaders are to work with the Provincial 4-H office to support the enrollment of brand new individuals.

6. **Projects**

All 4-H Projects are divided into a “Unit” classification and specific regulations governing individual projects should be carefully reviewed by the club leader and the club member.

Members may choose to enroll in a **maximum of four units** in one 4-H year. These units may all be from one project, or from a variety of projects as long as the total number does not exceed four.

- “Project” is beef, clothing, junior leadership, self-determined, etc.
- “Unit” is Unit, 1, 2, 3, etc. of each Project.
- At the time of enrollment, members must select and identify the particular unit(s) they wish to enroll in.
- A 4-H member may only be enrolled in the same unit once in a 4-H year.
- A project animal or article may only be used to fulfill the requirements of one unit in a single year, unless an exception is noted in the specific project regulations.

A 4-H Club should endeavour to have a minimum of four members enrolling in any one project. A lesser number completing at Achievement Day will **not** eliminate them from achievement.

7. **Project Identification**

Only an animal or an article that is properly identified as a 4-H project and is an enrolled unit, shall be eligible to enter a 4-H Club Achievement Day, and appropriate 4-H event classes and competitions at fairs, exhibitions, shows and sales. Animal projects must be identified using project ID sheets (General ID Publication #395, Dog ID Publication #5402, Horse ID Publication #1020, Cavy ID Publication #1620)

- (A) 4-H livestock projects are subject to identification check on Achievement Day, and 4-H events. Projects must be the same as that identified on project identification forms. Incorrect identification will result in the 4-H member being disqualified.
- (B) Each 4-H project must be inspected **at least twice** by the club leader or someone designated by the leader, during the course of the project. In the case of animal projects, at least one inspection must be at the location where the animal is regularly housed. The other inspection of animal projects can take place at a field day or club event. Inspection of non-animal projects can take place at any suitable club activity or event where project work is taking place.

8. **Achievement Day**

All club members, except those enrolled in units specifically designated not to be, must exhibit their project at the Achievement Day of the club. If a member is unable to participate in the scheduled club Achievement Day due to extenuating circumstances (e.g. - family, medical, unavoidable project circumstances), the leader may at their

discretion offer an alternative Achievement Day that would allow the member to complete their project. Alternative Achievement Days are a privilege, not a right, and are offered at the discretion of the club leadership. Alternate Achievement Days must ensure that unit requirements have been met as per specific project regulations.

Units that do not have to be shown on Achievement Day, such as multi-livestock projects and senior management projects, should either be:

- (A) Exhibited at a field day, etc.; or
- (B) Inspected at home by the leader or someone designated by the leader.

Sale of completed 4-H projects is optional. If projects are to be sold please note:

- Projects are not eligible to be sold until after they have completed Achievement.
- A 4-H member is not allowed 4-H show rights of a market animal after the sale of the animal.

9. Achievement Certificate Requirements

Achievement certificates are awarded on the basis of work done by the club member throughout the entire year. Scoring is done by the club leader and/or designated person, based upon the following three categories:

1. **MANAGEMENT OF THE PROJECT:** (satisfactory or unsatisfactory)
 - An assessment to determine achievement of unit level standard of husbandry and care for livestock projects, or project work and skill for non-livestock projects.
2. **COMPLETION OF THE PROJECT:** (satisfactory or unsatisfactory)
 - A member must show their completed project at Achievement Day.
3. **COMPLETION OF RECORD BOOK:** (satisfactory or unsatisfactory)
 - A member must satisfactorily complete a project record book and turn it in to a club leader.

Note: Those members receiving “satisfactory” in all three areas will be awarded an Achievement Certificate.

Refer questions on the interpretation of any 4-H Club Regulation to your **4-H Key Leader**
or: **4-H British Columbia Provincial Council**
1150 Kalamalka Lake Road, Vernon, BC V1T 6V2
Toll Free: 1-866-776-0373 Email: mail@bc4h.bc.ca Website: www.4hbc.ca

Background Information to General and Specific 4-H Regulations

General and Specific 4-H Regulations are for each individual 4-H member and individual 4-H Club to complete a 4-H year and achieve. (They are not designed to be used across or between any two 4-H members or 4-H Clubs competing or achieving at an inter-club event or competition.)

General Regulations are provincial 4-H policy governing each/all 4-H members/Clubs.



CALENDAR OF EVENTS

Each 4-H club functions with a calendar of events that coincides with district, regional, and provincial 4-H programs. 4-H members and parents should request a calendar of events from the club leader so 4-H members are able to take advantage of all opportunities in the program.

The provincial 4-H program information and reports are published in the provincial 4-H newsletter. This newsletter is distributed electronically to 4-H family homes four times a year and is also available to download from the 4-H BC website www.bc4h.bc.ca.

NOTES

4-H PROJECTS

Over the year 4-H members will complete a project. Depending on the member's interests and the projects currently being offered in the club, the project can range from raising an animal, to growing a garden to creating a photographic display. Examples of projects in the B.C. 4-H program include: horse, beef, sheep, foods, junior leadership, gardening, poultry, dog, photography, and many more.

Each project is broken down into units. In some projects the units are defined by the details of the animal or item of focus. For example in the sheep project units include:

- Market Lamb
- Ewe lamb
- Yearling Ewe
- Ewe with Lambs...etc

In other projects the units are determined by the skill level of the member and the project. For example in the horse project units are defined by number, with each unit requiring a greater level skill than the one previous. In these skill-oriented projects each member and project will be placed in a unit for the new 4-H year. All new or returning members with new projects will be evaluated. The leaders and member will decide which unit would be most beneficial for the member to work on for that year. Unit placement will give the member a goal to work towards for achievement day.

The 4-H program has its own set of requirements for each unit. You will find these requirements in the specific regulations for each project. The project regulations can be requested from the 4-H club leader and should be referred to for clarification of expectations for your child's achievement. Please don't hesitate to contact a leader if you have any questions or concerns regarding the units.

4-H members should also obtain a copy of the 4-H project manual specific to their project to help them with project work.

SPECIFIC PROJECT REGULATIONS

Publication Title	Publication Number
Beef Project Regulations	#400
Cavy Project Regulations	#1601
Clothing Project Regulations	#2010
Cloverbud Project Regulations	#6301
Craft Project Regulations	#3500
Dairy Project Regulations	#503
Dog Project Regulations	#5401
Foods Project Regulations	#4001
Gardening Project Regulations	#601
Goat Project Regulations	#702
Horse Project Regulations	#1001
Junior Leadership Regulations	#5101
Leathercraft Project Regulations	#3600
Llama Project Regulations	#6201
Outdoor Living Project Regulations	#3801
Photography Project Regulations	#5201
Poultry Project Regulations	#1101
Rabbit Project Regulations	#1205
Self-Determined Project Regulations	#5001
Sheep Project Regulations	#1405
Small Engine Project Regulations	#5601
Swine Project Regulations	#1308
Woolcraft Project Regulations	#3526

Additionally project resource packages which include regulations are available for the following projects:

- Adopt-A-Grandparent
- Agroforestry
- Aquaculture
- Bicycle
- Environment
- Field Crops
- Honeybee

ACHIEVEMENT

Achievement certificates are awarded on the basis of work done by the club member throughout the entire year on their 4-H project(s). Scoring is done by the club leader and/or designated person.

Those members receiving “satisfactory” in all three of the following areas will be awarded an Achievement Certificate:

MANAGEMENT OF PROJECT (satisfactory or unsatisfactory)

An inspection by club leader or designated person to determine the “manner in which they project work is progressing”. During the year 4-H members will learn about the preparation and care of their project. For livestock clubs this is called “husbandry” and for non-livestock clubs it varies (i.e. display). This is one of the skills learned in 4-H that builds knowledge and responsibility in 4-H members.

COMPLETION OF PROJECT (satisfactory or unsatisfactory)

A member must exhibit his/her completed project at Achievement Day. For a project to be considered complete it must meet the requirements of the unit that the member is enrolled in. Another important 4-H skill is “showmanship”, or the ability to show or tell others about their project or what they have learned through their work over the year. Outstanding achievement should also “show” by looking at the completed project. 4-H members perfect showmanship as they work on achieving their goals through the 4-H year.

COMPLETION OF RECORD BOOK (satisfactory or unsatisfactory)

A member must satisfactorily complete a project record book and turn it in to a club leader. Completion of 4-H Record Book for each project is necessary to build skills in the areas of:

- goal setting for the year
- record keeping
- budgeting, inventory, depreciation and financial summary

Score cards are available for each of the above Achievement requirements.

NOTES

COMMUNICATIONS PROGRAM

The 4-H program aims at developing the whole person. Part of this development involves learning how to communicate effectively. The 4-H Communication Program includes four separate activities:

- Public Speaking
- Demonstrations
- Speak and Show
- Educational Display

Members will participate in one or more of these communication activities each year.

To help prepare for Communications Program activities members should get a copy of the **Communications Member Manual, Publication #1806**.

NOTES

PUBLIC SPEAKING

In the 4-H Public Speaking program junior members present a speech that is 3 – 5 minutes in length. It can be on any topic, but it is recommended that the member choose a topic that he/she feels confident with (i.e. a hobby, a trip, a pet, etc.)

4-H parents are encouraged to help, especially the younger members, with ideas for speech topics and also with practicing the speech to help them gain confidence and familiarity with the content. Generally, the preparation at home and a few hours practicing the speech is enough to help your child toward confident speech delivery. The timing, gestures and voice projection comes with time and experience each year. Parental coaching at a speaking competition is not encouraged.

Senior members must prepare and present a speech that is 5 – 7 minutes in length. Senior members also do an impromptu speech of 1 – 2 minutes on a topic chosen for them by the judges. There are opportunities to advance to district, regional and provincial levels with outstanding speeches.

Following is a copy of the public speaking score cards used by the judges. These score cards are also available on the 4-H BC website; www.bc4h.bc.ca

NOTES

DEMONSTRATIONS

Demonstrations are another opportunity to develop confidence in communication skills. Demonstrating is showing “how” along with telling “what” and “why”. A demonstration may end with a learned skill or a tangible finished product.

4-H members work together in teams of two to prepare and present a demonstration on how to make something or how to do a certain skill. Just like a speech, the topic is open to what interests the demonstration team and the audience. The demonstration should include an introduction, body and summary with an opportunity for the audience to ask questions at the end.

Members can be in senior or junior teams. A junior team would be two junior members; a senior team consists of two senior members or one junior and one senior member. Time limit for all demonstrations is 8 – 10 minutes. There are opportunities to advance to district, regional and provincial levels with outstanding demonstrations.

Following is a copy of the demonstration score card used by the judges. This score card is also available on the 4-H BC website; www.bc4h.bc.ca

NOTES

SPEAK AND SHOW

Speak and Show is a presentation that can be a demonstration or an illustrated talk that is delivered by one 4-H member. The topic must have an agriculture or food theme so that members learn and teach about what makes the 4-H youth program unique – it's connection to the agriculture industry.

The presentation can take the form of a demonstration in which the 4-H member teaches by showing and explaining things. The 4-H member describes what he or she is doing and makes something or shows a technique using ingredients, tools, etc. A speak and show presentation does not have to conclude with a finished product, the end result could be a learned skill or technique. The presentation can also take the form of an illustrated talk. In an illustrated talk, flip charts, posters, pictures, models, slides, flannel board, chalkboard, power point programs, or real objects are used as visual aids. There is no finished product. The result of the presentation is increased understanding of the topic. Either form of presentation is acceptable for a Speak and Show presentation.

The time limits for the presentations are Juniors 5 – 10 minutes, Seniors 10 – 20 minutes. There should be an opportunity for the audience to ask questions at the end. Typically Speak and Shows are presented at public events such as fairs or exhibitions rather than at club level competitions.

Following is a copy of the Speak and Show score card used by the judges. This score card is also available on the 4-H BC website; www.bc4h.bc.ca

NOTES

EDUCATIONAL DISPLAY

Educational displays are different from the other communications activities because they are the only option that has no speaking required. Educational displays teach a different type of communication skill than do speeches, demonstrations and speak and shows – visual communication. The educational display program provides individual 4-H members or groups of 4-H members the opportunity to design a visual display board that tells an interesting story using pictures, text, and maybe even small objects.

Educational displays are often displayed at fairs and exhibitions. In some areas there may also be opportunities to participate in club, district and regional level educational display competitions.

Following is a copy of the Educational Display score card used by the judges. This score card is also available on the 4-H BC website; www.bc4h.bc.ca

NOTES

4-H JUDGING

4-H members are judged or evaluated many times throughout the 4-H year. The 4-H judging program teaches members to become judges themselves and strengthens their critical thinking skills.

Judging is a tool that:

- teaches how to weigh the merits of various items
- teaches how to measure quality in items
- creates interest in new items and methods
- teaches clear thinking and decision making

Members are encouraged to take part in judging days at the club level, at practice days and at a district rally as well. They will be taught how to use the 4-H judging card and what points to look for in a class of four items or animals.

Judging is one of those skills that takes time and practice. Soon the 4-H member will gain experience and expertise in his/her own project as well as others.

Following is a copy of the Judging Card members will use to evaluate judging classes. The Judging Card is also available on the B.C. 4-H website; www.bc4h.bc.ca

To help prepare for 4-H Judging activities members should get a copy of the **Livestock Judging Guide, Publication #427** and the **Creative Arts Judging Guide, Publication #428**. See also the Comparative Judging DVD from 4-H BC and the Interactive Livestock Judging feature on the 4-H BC website.

NOTES

RULES FOR 4-H EVENTS

The 4-H program has specific rules regarding conduct and behaviour of the members. Basically, there are four rules which can be summed up as the SADD Rules. Namely, no sex, no alcohol, no drugs, and no destructive behaviour at any 4-H function, whether it be club level, district level, regional level, provincial level or even national level.

CLUB RULES

Ask your 4-H club leader to review the club rules.

FAIR/SHOW CHECKLIST

Many 4-H clubs participate in local fairs or shows. Although these are events and are not required by the 4-H program, participation in these events provides project management practice and an opportunity to spread 4-H awareness in the community.

Ask the 4-H club leader if there are specific guidelines or items required for you to bring to be prepared for the event.

NOTES

AWARDS

4-H members are eligible to earn awards for their 4-H work through the 4-H awards program. Awards are earned at either a junior or a senior level. To qualify for senior awards members must complete a Proficiency Certificate.

For more information on the 4-H awards program see the **4-H Awards Guide, Publication #128**.

PROFICIENCY CERTIFICATE

A Proficiency Certificate is an indication that a 4-H member has a complete working knowledge of Junior 4-H work. It is a privilege to write a Junior Proficiency exam; a privilege given by the Leader when he/she feels a member has a complete working knowledge of their project as well as general 4-H knowledge on topics including Public Speaking, Demonstrations, Judging, etc. It is a closed book exam.

Requirements to Write

- Any time following a member's thirteenth birthday.
- The member must have earned two badges.

Junior Proficiency Exams

Leaders are to make up exams based on Master Guides of questions and answers, and mark them. The exam will include specific project knowledge questions 80/100, that will test the member's complete working knowledge of their 4-H project. The second part is general 4-H knowledge questions 20/100 which include questions from the 4-H pledge, to 4-H Club Executive duties, to naming 4-H and agriculture dignitaries. A score of 60% is required to pass. The exam is usually written but may also take the form of an oral discussion between the member and leader. In all cases the exam will be closed book.

Junior Proficiency Deadline

To enrol as a Senior member, a member must write his/her proficiency exam prior to December 31st of the previous year. A member who writes his/her proficiency exam after December 31st **completes** the year as a Junior and is eligible to receive Senior Skill Certificates and privileges of the Senior 4-H program **the following year**.

Reasons for a member to obtain a Junior Proficiency Certificate

A member requires a Junior Proficiency Certificate to be eligible for the following opportunities:

- Provincial Programs
- Senior Level 4-H Awards
- External 4-H Grade 11 and 12 High School Credits

For more information about Proficiency Certificates see the **4-H Awards Opportunities Guide, Publication #128**.

EXTERNAL 4-H SCHOOL CREDITS

A B.C. Ministry of Education accepted External course is a Ministry authorized course developed or offered outside the British Columbia School System. Students receive course credit towards graduation for successfully completing an External Course. The External 4-H Grade 11 and 12 courses are of equivalent standard to other Ministry authorized senior secondary courses. The 4-H course can only be earned through membership and completion of requirements in the 4-H program. The end credit could be:

External 4-H 11

Project or Program Pin Certification

4 Credits

Applied Skills

External 4-H 12

Honour Club Pin Certification Applied Skills

4 Credits

For detailed information on the requirements for External 4-H Grade 11 or 12 credits see the **4-H Awards Opportunities Guide, Publication #128**.

Administration and Documentation for 4-H External Grade 11 and 12 Credits

Once members have completed the requirements for either External 4-H 11 or External 4-H 12 course credit they can request the certificate necessary to present to their school through their District 4-H Awards Coordinator as follows:

1. 4-H member must present the 4-H senior skill or other certificates that verify completion of the requirements of the course to District 4-H Awards Coordinator.
2. District 4-H Awards Coordinator will send a copy of the member's award card (with 4-H member home address) and with the necessary requirements for the course on it (already verified) to the B.C. 4-H Office.
3. An official certificate will be issued with one of the following three titles, including the student's name, program requirements, mark in percentage, verification signature and date.
 - 4-H Project Pin Certification
 - 4-H Program Pin Certification
 - 4-H Honour Pin Certification
4. 4-H member will receive the 4-H Program Pin Certification, 4-H Project Pin Certification, or 4-H Honour Pin Certification directly to their home address.
5. 4-H member has responsibility to take the certificate to their school counsellor to receive the course credit.

TRAVEL OPPORTUNITIES

There are many exciting travel opportunities available to 4-H members, leaders and volunteers.

To find the most current information please review the **Opportunities Guide and Application Package, Publication #129**. This publication is updated annually and is available on the 4-H BC website, www.bc4h.bc.ca

SCHOLARSHIPS

B.C. 4-H offers Provincial scholarship opportunities to outstanding 4-H members and alumni. To learn out more about what is offered and how to apply please review **Opportunities Guide and Application Package, Publication #129**. This publication is updated annually and is available on the 4-H BC website, www.bc4h.bc.ca

PARENT'S ROLE IN 4-H

Parents play an important role in the success of their child's 4-H career.

Parents can:

- Give support and encouragement
- Provide transportation to meetings
- Attend parent meetings and other functions
- Keep informed on 4-H information that comes to members
- Keep the 4-H calendar of events posted in your home
- Offer your services and ideas to assist leaders (this is very much appreciated). Be specific:
 - can you offer computer skills?
 - can you host meetings/provide refreshments?
 - do you have a little or a lot of time to offer?
 - can you consider assistant leadership and join the volunteer leadership team of the club?
- Show interest and enthusiasm
- Help guide your youngster, but don't do the job for him/her; let them become responsible for their own project

This last point is very important, as the 4-H motto is: *Learn to do by doing*. A member will learn more by doing something him/herself, not by watching a parent do it. Keep in mind that safety always comes first, not rules. If a child is in trouble or endangering others, by all means help out.

NOTES

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CANADA
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4-H British Columbia Provincial Council

Toll Free: 1-866-776-0373

Website: www.4hbc.ca