



4-H NOVA SCOTIA

2020 MEMBER / LEADER REGISTRATION

<https://4hnovascotia.ca/registration/>

REGISTRATION OCCURS ANNUALLY AT CLUB LEVEL:

- Members and volunteers register at the club level.
- Clubs determine which projects are offered for the upcoming year.

4-H NOVA SCOTIA WILL PROVIDE GENERAL LEADERS WITH 2 CLUB FORMS:

-CLUB FORM #1: CONTACT INFORMATION

- Contains contact information for prior year members and leaders to note any changes.
- Any changes to contact information can be made directly via an online link or on the form and sent to 4-H Nova Scotia. A master contact file (excel) is available upon request at info@4hnovascotia.ca

-CLUB FORM #2: PROJECT SELECTION

- RENEWALS: List of prior year members and leaders to record project selection for the upcoming year.
- NEW MEMBERS: Names added to this form with their project selection.
- The form also provides space to confirm Code of Conduct Form and Registration Fees have been collected.

CODE OF CONDUCT FORMS

Code of Conduct Forms must be signed by 4-H Members / Parents and by 4-H Volunteers. Original signed forms are collected at Club Level and sent to 4-H Nova Scotia in one file with Registration Payment by December 1st.

PAYMENT:

- Clubs determine their registration fee (Club Fees + 4-H Nova Scotia Fee of \$35/member)
- **CLUBS** submit payment (# members x \$35) directly to 4-H Nova Scotia by December 1st

NEW REGISTRATION:

- **NEW 4-H Families** will register via online link. Information can be provided hard copy if online registration is not an option. Note: Families do not have to have this completed prior to registering at club level.
- **Existing Household with NEW Member** will register via a separate online link (or hard copy).
- **All members** complete Code of Conduct, select projects & pay registration (check Club Form #2: Projects)

TIMELINES:

- December 1, 2019: Code of Conduct Forms and Registration Fee Payment to 4-H Nova Scotia.
- January 15, 2020: 4-H Nova Scotia sends updated 2020 Registration File to Clubs, Counties, AECs.
- March 15, 2020: Project Change Deadline: Project Add / Drop Submitted to 4-H Nova Scotia.
- April 15, 2020: 4-H Nova Scotia sends final registration files to Clubs, Counties, AECs.

Please call Cathy Caswell at 902-957-1858 or email cathy.caswell@4hnovascotia.ca for any questions. If you have a question, others may have the same question. The 4-H Nova Scotia Leaders Group on Facebook is also a place to ask.