

4-H NOVA SCOTIA 2018/19 REGISTRATION INFORMATION



Remember that there are two registration forms – one for Members/Cloverbuds and one for Volunteers.

Registering Members/Volunteers

- The registration form should be printed landscape, double sided for ease of use. If you require a printed copy please contact your club/general leader.
- **Volunteers must register each year with their club/county.** Volunteers who are not registered are not covered by 4-H NS insurance and are not permitted to volunteer with 4-H members. Registration is separate from screening (which is required once every 5 years).
- **All sections of the registration form (both sides) must be filled out.** Ensure that the Participation/Volunteer Agreement and Code of Conduct sections are initialed and that the bottom of the second page has been signed.
- **Registration fees are to be paid to your general leader/club at the time registration.** Please contact your club's general leader for club registration fees. *If you are new to the 4-H program and are unsure of which club to join or who your club's general leader is, please contact your region's Agriculture Leadership Coordinator (ALC). You will find our club map and a link to the ALC's contact information and their regions on the registration page of our website.*

Clubs/Counties/General Leaders

- The registration form should be printed landscape, double sided for ease of use. If your club requires printed copies please contact the 4-H NS office to have them sent to you.
- **Volunteers must register each year with their club/county.** Volunteers who are not registered are not covered by 4-H NS insurance and are not permitted to volunteer with 4-H members. Registration is separate from screening (which is required once every 5 years).
- **All sections of the registration form (both sides) must be filled out.** Ensure that the Participation/Volunteer Agreement and Code of Conduct sections are initialed and that the bottom of the second page has been signed.
- **All registrations are due to the 4-H Nova Scotia office by December 1.** This year, registrations will be entered and reports returned to clubs in the order they are received. The earlier your club sends in their registrations the earlier you will receive your reports back. Counties will receive their reports once registrations for all clubs in the county have been received and processed.
- Clubs/Counties are to send registration forms directly to 4-H Nova Scotia.
By mail: 4-H Nova Scotia, Attn: Registration, P.O. Box 30066 Robie PO, Truro NS, B2N 7J1.
By e-mail: carolyn.gibson@4hnovascotia.ca or By fax: 902-843-3980.
DO NOT send registration forms to your regions ALC (Dept. of Agriculture) offices. All registration information is now being input into our CRM database. This database allows both 4-H NS and ALC (Dept. of Agriculture) staff to access the most current information.
- If you find yourself waiting on late registrations, do not delay sending the bulk of your club's registration. It is important that we receive registration forms by December 1 to allow for data entry and development of programming. Late registrations can be sent separately if necessary.
- Clubs may pay directly to 4-H NS or the county may send one cheque for all of its clubs. This is at each county's discretion, ensure that you are aware of your county's procedure before making your registration payment.
- County's sending a cheque for registration fees should include a memo/note indicating for which clubs your cheque is paying.

If you have any questions about the registration process, please call 4-H NS at 902-843-3980 or email carolyn.gibson@4hnovascotia.ca.