



CANADA
4-H Nova Scotia

4-H Nova Scotia Leader Guide

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Welcome

Welcome to a new 4-H year! We are so grateful you have committed your time, energy and enthusiasm to the 4-H program, and more importantly, to 4-H youth. We're confident that you will find that you gain as much from being a volunteer as you give. Your efforts will be appreciated by members, leaders, parents and staff alike.

It is impossible to cover every 4-H program, event and rule in a manual. Remember 4-H is a learning experience and the only way to become more familiar with the rules and programs is to get more involved in the various 4-H activities. Most important, ask questions. If you are uncertain about an aspect of the program, be sure to contact 4-H staff.

Please note: This manual contains website links to information and forms which will always provide you with the most current version of the required documents. If you do not have internet access or cannot print a form, please contact a 4-H staff member and they would be happy to help you.

We hope you enjoy your year and that this manual is of assistance to you as you plan your 4-H year!

4-H Nova Scotia: An Overview

Who We Are

4-H Nova Scotia offers a family-oriented, community-based, youth development program. We help our youth "**Learn To Do By Doing**" in a safe, inclusive and fun environment, providing opportunities for leadership and life skills development, while promoting agriculture awareness.

Our Mission

4-H is a youth development organization which promotes leadership, encourages the care and responsibility of our resources, and builds positive life skills to secure a sustainable future for Nova Scotia.

Our Mandate

To advance the 4-H program to strengthen communities by providing life and technical skills to those involved; including members, leaders and parents.

Our Motto

"**Learn To Do By Doing**" outlines our values and applies to both members and leaders.

Our Pledge

I Pledge:

My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health for better living,
For my Club, my Community, my Country and my World.

Our Structure

4-H Nova Scotia is a registered charitable organization governed by a volunteer Board of Directors. 4-H Staff administer the operations on behalf of the Board. 4-H Nova Scotia has attained accreditation from 4-H Canada which provides access to branding, programming and support.

4-H Clubs are located throughout the province and are guided by one or more General Leaders. At the club level, Trained Leaders provide instruction and hands on opportunities to explore project skills.

Clubs come together for programming at a county level. County Councils collaboratively support this work and prepare members for competition at a provincial level.

Contact Us

If you have any questions or concerns, please don't hesitate to contact 4-H Nova Scotia:

Truro Office: 4-H Nova Scotia, 90 Research Drive, Bible Hill, NS B6L 2R2
Mail: PO Box 30066, Robie, Truro, NS B2N 7J1

Email: info@4hnovascotia.ca

Phone: (902) 843-3990

Fax: (902) 843-3990

REGIONAL PROGRAM COORDINATORS

Cape Breton Region 902-305-7478

Eastern Region 902-305-7475

Central Region 902-305-7473

Valley Region 902-305- 7472

South West Region 902-305-7471

The 4-H Nova Scotia website is a great resource for finding member and leader resources, opportunities in the 4-H community, and other important information for helping run a club.

<https://4hnovascotia.ca/>

Social Media

Social media is a large part of regular interactions with members and other leaders. It gives a platform for members to share input and activities on all levels. Clubs are encouraged to maintain their own social media pages to interact with members and receive input from members and leaders who are not always able to attend general meetings. These groups should be private closed groups on the club level to ensure a direct communication to members. Messages expressed through these platforms should be positive and encouraging towards all projects and ideas. Clubs and Counties must adhere to 4-H Canada branding guidelines, 4-H Canada Code of Conduct, and Youth Safety at 4-H in Canada policies.

Follow 4-H Nova Scotia on Social Media at:

@4HNovaScotia – Facebook Page

4-H NOVA SCOTIA LEADERS GROUP – Facebook Closed Group

@Official4HNS – Twitter page

@4hnovascotia – Instagram page

4-H Nova Scotia Membership Age Requirements

The “4-H Age” is the member’s age on January 1st of the current 4-H year. 4-H Nova Scotia welcomes youth aged 9 to 21 as members and youth aged 7 and 8 as Cloverbuds (for non-competitive participation).

Members are divided into age groups for competitions and project work evaluation.

Cloverbuds: Ages 7 and 8
Junior Members: Ages 9 – 13
Senior Members: Ages 14 – 21

Intermediate Members: Ages 13 – 15 (Only for Public Speaking, Camp Rankin and select conferences)

4-H Nova Scotia Privacy Statement

4-H Nova Scotia respects the privacy of its members, leaders, volunteers, donors, sponsors, staff and stakeholders. We manage your personal information in accordance with Nova Scotia’s Freedom of Information and Protection of Privacy Act and other applicable laws.

We are committed to ensuring the appropriate measures and safeguards are in place to protect the information provided to us for 4-H Nova Scotia programs. We follow legislative requirements with respect to privacy. We do not provide any outside party with your personal information without your consent, and will never rent, sell or trade mailing lists. We may disclose your personal information in circumstances where we are required to do so by law.

If you wish to be removed from our contact lists at any time, simply contact 4-H staff by phone at 902-843-3990 or at info@4hnovascotia.ca. We will gladly accommodate your request.

Please note: Trained Leaders and Screened Volunteers are required to receive communication regarding programming, training and screening requirements.

4-H Branding

All 4-H products should embody the distinct message and values that 4-H stands for. It is important that clubs, counties and the provincial organization all follow the branding guidelines set out by 4-H Canada to ensure we are representing the 4-H brand in the best way possible.

The 4-H branding guidelines (including colors and typography) apply to any 4-H items that may be produced by a club, county or province, including but not limited to:

- Newsletters
- Promotional Material
- Social Media Sites
- Documents
- Clothing: shirts, hoodies, hats, etc.

The Club Logo Generator and 4-H Canada Branding Guidelines can be found here: <https://4-h-canada.ca/brand-app>.

Meet Your 4-H Team

Regional Program Coordinators

Regional Program Coordinators (RPCs) have the responsibility of promoting, coordinating, and supporting volunteers, members, 4-H families, and community partners in the delivery of the 4-H Nova Scotia program. This includes:

- Provide day-to-day guidance, leadership, encouragement, and support to clubs, members, and leaders.
- Provide volunteers and members with organizational and program planning support.
- Represent 4-H Nova Scotia at community activities to enhance 4-H Nova Scotia's community profile.
- Network and cultivate relationships with a range of stakeholders and partners (e.g. funders, community groups, other organizations) to help achieve the goals of 4-H Nova Scotia.
- Develop strategies and program initiatives to attract and recruit members and leaders.
- Identify and evaluate the risks to 4-H Nova Scotia's constituents, property, finances, goodwill, and image.
- Ensure that club and county activities and initiatives are following terms, conditions, and limitations of insurance coverage.
- Ensure that club and county activities are following Youth Safety at 4-H in Canada policies.

4-H is a Family Affair - Parent/Guardian Involvement Welcome

Successful 4-H members have parents/guardians who not only witness the member's development and achievements in the 4-H program, but who are directly involved in helping their child grow and attain greater accomplishments.

There are certain things that every parent/guardian can be expected to contribute. It is essential that the parent/guardian(s):

- Support and encourage their child
- Get involved in your child's 4-H activities, understand and assist with what they are learning, and be a part of their success
- Understand what the 4-H member will be expected to do in order to complete their project work
- Cover the cost for projects undertaken by the member
- Transportation to and from 4-H programs and meetings and ensuring the Rule of Two is in place before leaving their child
- Offer to help at meetings and events
- Share a special skill, talent or time with the club
- Promote 4-H in your community
- Show appreciation to 4-H leaders
- Understand your role in promoting good sportsmanship
- Make sure that you stay informed, read emails, and follow up on any necessary correspondence
- Remember and reinforce that development of the youth is more important than winning an award
- *Parents are encouraged to become screened volunteers to help clubs meet supervision requirements.*

Volunteers

At the core of positive youth development is a safe, fun and inclusive environment with caring adults to support our motto: **“Learn To Do By Doing”**.

The ongoing success of 4-H Nova Scotia is determined by the dedication and hard work of our volunteers. At all levels in our organization, our strength is in individuals coming together to support the shared vision and values of the 4-H program. Whether the service is at the level of the Board of Directors, County Councils, Clubs or Special Events, each volunteer is responsible for creating an atmosphere that supports learning and development, where youth members feel safe and included. To each of you who supports this work, a sincere thank you!

Who Can Be a Volunteer

Volunteers must be at least 19 years old and complete volunteer screening to ensure the safety of our youth members. There are many opportunities to volunteer, so reach out to parents and community members to encourage their participation.

Volunteer Screening Requirements

As a youth serving organization, 4-H Nova Scotia has a moral and legal duty to provide its members with a safe and positive learning environment. It is critical that all 4-H Nova Scotia volunteers complete the screening process before being permitted to work with 4-H members. Volunteers include leaders, coaches, chaperones, event or activity volunteers – anyone who will be interacting with 4-H members.

All volunteers must renew their screening once every three (3) years.

Volunteers are required to submit the following documents:

1. Criminal Record check (including Vulnerable sector);
2. Child Abuse Registry check
3. Three completed reference forms.
4. Complete a new volunteer interview, conducted by 4-H Nova Scotia Staff.

The forms required for each of the screening components, further information and frequently asked questions can be accessed online at: <https://4hnovascotia.ca/leader-volunteer-screening/>.

Things to Remember:

- For both the Criminal Record check and Child Abuse Registry documents, the office must see the original embossed copies. Once the documents have been verified in the office they can be returned to the volunteer (a copy will be kept on file at the 4-H Nova Scotia office).
- The Criminal Record check and Child Abuse Registry must be dated within six (6) months of the date of receipt at the 4-H Nova Scotia office.
- Volunteers are encouraged to send their screening documents directly to the 4-H Nova Scotia office. This limits the number of people handling these personal documents and reduces the opportunity for them to be misplaced or delayed.

Leaders

In addition to screening, 4-H Nova Scotia Leaders are required to complete two training sessions. This is because the Trained Leaders are responsible for risk management, youth safety, and programming within the club or at an event.

Commit to Kids Volunteer Training

Our priority is to ensure that all youth who participate in 4-H programs and activities are safe and protected from harm. The *Commit to Kids* online training has been developed by the [Canadian Centre for Child Protection](#) for organizations like 4-H. The training provides up-to-date and relevant best practices to increase the personal safety of children and youth. All 4-H leaders and staff must complete the Commit to Kids online training as part of their screening process.

This online training will be free to all 4-H leaders, staff and board members. You can access it in 6 easy steps:

1. Go to [4-H LEARNS](#) and Sign Up or Log In. Under the LEARN tab, select VOLUNTEER TRAINING. Note: you won't be able to see this option until you log in.
2. Under the eLearning checklist item, select the Commit to Kids training, and click on the link that is specific to your province. You will be redirected to the Canadian Centre for Child Protection's Virtual Training Academy website ([vta.c3p.ca](#)).
3. Create your personal password for your account.
4. You will be asked to click a box to accept the End User License Agreement and release of your training progress to your provincial 4-H office and 4-H Canada.
5. You will receive a verification email. Click on the link in the email to complete your account sign up.
6. Once your account is created you can bookmark the link [vta.c3p.ca](#) in your browser to access the training during your period of access.

Good to know:

- The course will ask you to complete a pre-training survey. You must complete this survey before beginning the modules.
- The training takes about 2.5 hours in total. There are 8 modules in the course to complete (but the module titles Policies and Procedures is optional).
- You can take a break or pause between modules. When you resume, check marks will indicate the modules you have already viewed.
- You must complete quizzes in the modules. Once you achieve at least 80% on the Knowledge Validation Test, a notice will appear on the screen that directs you to download your certificate. Please download and save your certificate for your personal records and to ensure notice of your completion is automatically forwarded to 4-H Nova Scotia

Your province will receive confirmation that you have completed the training and received a certificate. Only your first name, last name and completion date will be securely shared for the sole purpose of verifying participation

Youth Safety at 4-H in Canada Training

Youth Safety at 4-H in Canada Training is provided in-person or online by 4-H Nova Scotia staff multiple times throughout the year. This training informs leaders about best practices and procedures to be followed in order to meet consistent standards for member safety. It reviews all policies contained in the Youth Safety at 4-H in Canada Document including:

- Code of Conduct Policy
- Inclusion Policy
- Screening and Training Policy
- Youth Supervision Policy
- Safety Assessment and Management Policy
- Misconduct Reporting Policy
- Duty to Report Policy
- Transportation Policy
- Youth Travel Policy and Procedures

The Youth Safety at 4-H in Canada Document is available here:

<https://4hnovascotia.ca/download/8497/>.

Project Leader: Expectations

Project leaders facilitate members' learning in a specific project. You don't have to be an expert in a project topic to be a leader! By following the project resources, learning along with your members and involving other project leaders, you can effectively guide members to successful achievement.

As a 4-H leader, you have the opportunity to mentor your club members and pass on life skills and knowledge. This mentorship role is something our youth members truly value, with members frequently mentioning the positive and life-changing impact of their leader. In addition to being a mentor, your role as a leader also includes modelling how to be a good mentor. Being supportive, positive, consistent, providing clear expectations, encouraging development, and celebrating successes are all things that members can learn from a mentor and then demonstrate in their own future mentorship roles.

The job of a Project Leader(s) includes:

- **Develop a caring relationship with members**
 - Become an advisor, guide and mentor.
 - Each 4-H member is a unique individual with unique needs. Take time to listen and consider the needs, interests and strengths of each member of your 4-H club.
- **Create a safe environment for 4-H members**
 - Help youth feel welcome and safe from physical or emotional harm.
 - Encourage participation and welcome the ideas of youth and parents.
 - Ensure adequate supervision at all club functions to meet the Rule of Two and Supervision Ratios as directed in Youth Safety at 4-H in Canada.
- **Provide opportunities for youth to build skills**
 - Help youth find resources to explore 4-H projects and activities further.
 - Provide meaningful learning opportunities where youth can experience success and develop self-confidence.
 - Model failure or frustration as part of the learning process.

- Be fair and consistent in enforcing guidelines and giving feedback.
- **Create opportunities for youth to value and practice service to others**
 - Encourage youth to consider the feelings of others.
 - Encourage youth to youth mentorship.
 - Help youth build connections within their community.
 - Allow youth to choose their service projects based on what is important to them and the needs of their community.
- **Allow youth to make decisions and lead**
 - Provide opportunities for youth to have decision-making power.
 - This can include:
 - How the club functions and its activities,
 - Creating a 4-H club activity calendar,
 - Welcoming and orienting new 4-H members,
 - Running meetings,
 - Developing committees,
 - Planning and conducting activities.
- **Create an inclusive environment**
 - 4-H Clubs are open to all youth, regardless of race, religion, socio-economic status, abilities or sexual orientation.
 - Welcome new 4-H members and share information with them and their families. Be open to new ideas and perspectives.
 - Follow-up with 4-H members who miss meetings.
 - Continually provide feedback to members. Give them advice and praise.
 - Have 4-H members provide feedback to you. Ask members how you can help them even more than you are now.
- **Keep up-to-date and engaged**
 - Read 4-H newsletters, provincial and national correspondence, and keep members and parents informed.
 - Be aware of 4-H projects available, help members select projects, and encourage parents to support their child's project work.
 - Participate in all required leader training and renewals.
- **Qualifications/skills needed**
 - Sincere interest in the safety and well-being of youth.
 - Desire to facilitate and motivate youth while nurturing self-esteem, decision-making skills, responsibility, and leadership.
 - Successfully pass the leader training process and complete volunteer screening.
 - Ability to organize information and materials and delegate responsibility.
 - Ability to work and communicate effectively both verbally and written.
 - Desire to motivate parents and other volunteers.
 - Interest in working in partnership with youth, other volunteers and professional staff in an educational setting.
 - Willingness to adopt the philosophy, policies, and procedures of 4-H Canada and 4-H Nova Scotia.

General Leader: Expectations

Each club must have at least one General Leader and many clubs have found that a team or group of Trained Leaders sharing the workload to be successful.

The job of the General Leader(s) includes:

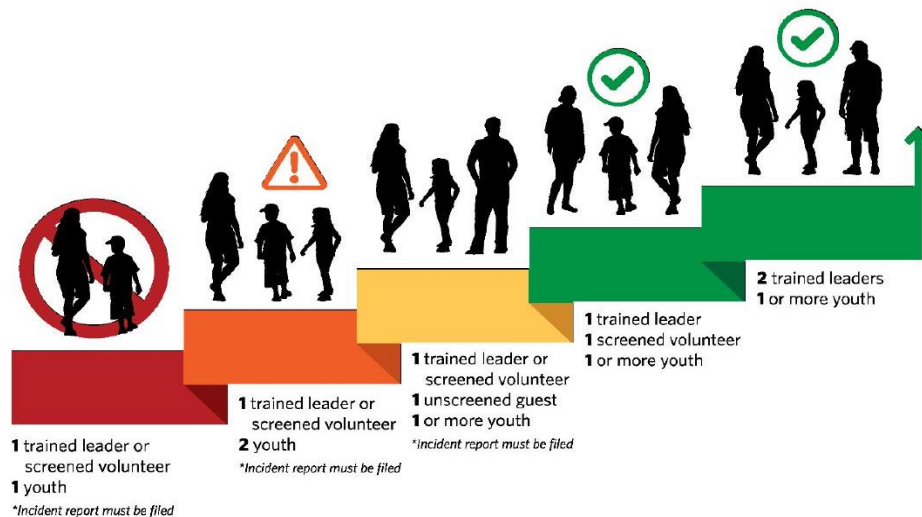
- **Organization:**
 - Getting the club started at the beginning of the club year;
 - Ensuring there are sufficient leaders and that they are screened and trained;
 - Ensuring any volunteers interacting regularly with members are screened;
 - Club registration;
 - Ordering and distribution of project material (newsletters and record sheets);
 - Election of club officers and helping them carry out their roles;
 - Representing the club on County Council, or ensuring the club is represented by another leader.
- **Administration:**
 - Keeping files for the club, secretary's books, treasurer's books and mail;
 - Keeping other leaders informed of club activities when required;
 - Ensuring member and leader information is provided to 4-H Nova Scotia when required;
 - Ensuring members are aware of opportunities available to them;
 - COVID-19 requirements;
 - Livestock Registration;
 - The livestock registration form is available to General Leaders from their Regional Program Coordinator and on the 4-H Nova Scotia website.
 - Members are required to submit their livestock registration information to their General Leader by May 1st. Completed Livestock Registration forms with club data are required to be submitted to the Regional Program Coordinator by May 15th.
- **Club meetings/activities:**
 - Overseeing program planning;
 - Working with committees to carry out the club meetings and activities;
 - Overseeing Achievement Day, Club Rally and other events or activity planning.
- **As a General Leader, you should:**
 - Host general meetings and get to know the members and their families;
 - Supervise members, leaders, parents and volunteers through meetings, emails, and other communicative interactions;
 - Have on hand or know the location of all documents needed for upcoming events;
 - Be knowledgeable in majority of 4-H related activities;
 - Represent your club on the County Council and participate in planning county events (or ensure club representation by another leader):
 - Actively communicate with the 4-H Nova Scotia office and your regions' Regional Program Coordinator;
 - Encourage and organize community service activities;
 - Encourage senior members to participate and assume leadership roles;
 - Divide up club responsibilities to other leaders and capable members;
 - Supply any materials needed to support the operations of club activities. Funds can come from the club treasurer, following a motion by the membership at a General Meeting.

Being a General Leader is a big responsibility and it is important to enlist the help of other leaders and volunteers when possible. For example: Club Rally, Achievement Day, Livestock Registration, and COVID-19 protocols are tasks which could be delegated.

Rule of Two

At all 4-H club and project meetings, programming, and events there must always be a minimum of two (2) screened adults, who are not spouses, regardless of the number of youth members in attendance. For the protection of all, there must never be a situation where an adult is one-on-one with a youth who is not their child or ward during 4-H meetings, programming, and events. The purpose of this policy is to protect youth members, leaders, volunteers, and staff in potentially vulnerable situations. The goal for 4-H programming is to plan for and achieve the rightmost green level of two screened adults with youth.

Spouses may be part of the club leadership team, but there must always be a third Trained Leader or Screened Volunteer present. This requirement is in place to ensure the Rule of Two can be followed, to protect all parties and to prevent any conflict of interest that may arise in the event of financial or other misconduct.



Programming Supervision Ratios

While the Rule of Two helps protect youth and leaders, safe supervisory ratios are also required to deliver a safe and meaningful program with youth. The table below outlines adult to youth supervision ratios (adult: youth) for different age groups. The total youth count must include all youth and children who are participating in the program, including 4-H members and any other youth guests.

	Daytime and Low-Risk Activities	Daytime and Low-Risk Activities	Overnight and High-Risk Activities	Overnight and High-Risk Activities
	Starting ratio with the Rule of Two (adult : youth)	Ratio for additional participants (adult : youth)	Starting ratio with the Rule of Two (adult : youth)	Ratio for additional participants (adult : youth)
4-H Members / Cloverbuds 6-8 years	2:10	1:5	2:10	1:5
4-H Members 9+	2:30	1:15	2:20	1:10
Senior 4-H members 15+	2:40	1:20	2:20	1:10

Volunteer Resources

Resources

4-H Nova Scotia values all of it's volunteers and strives to provide as many resources for their ongoing development as possible.

Additional Volunteer resources can be found at:

- 4-H Nova Scotia Provincial Office by email (info@4hnovascotia.ca) or phone 902-843-3990.
- 4-H Nova Scotia website (<https://4hnovascotia.ca/>)
- 4-H Nova Scotia Leaders group (<https://www.facebook.com/groups/1359477407527678>)
- Project Newsletters (<https://4hnovascotia.ca/projects-competitions/>)
- 4-H Chronicles (<https://4hnovascotia.ca/news/>)
- 4-H Learns (<https://www.4-h-learns.org/>)
- 4-H Leaders Learn (<https://4-h-canada.ca/leaderslearn>)
- 4-H Canada website (<https://4-h-canada.ca/>)

First Aid Courses:

4-H Nova Scotia has partnered with St. John's Ambulance to offer discounted rates for First Aid classes to 4-H members and volunteers. A class size of 10-18 participants are required to run a course.

Information on how to book a First Aid Class for your club or county can be found here: <https://4hnovascotia.ca/opportunities-events/first-aid-course/>.

Insurance

Insurance Coverage

Event plans must be submitted to 4-H Nova Scotia for pre-approval for the following activities:

- Multi-club or regional events (other than project work)
- Include 4-H organized transportation and/or accommodations, or
- Involve high-risk activities (i.e. skiing, water activities, paintball, shooting, woodsmen competition)
- Third party service providers that require a waiver.

Instructions for submitting an online event plan & the link for submitting an event plan are available here:

- Instructions - <https://4hnovascotia.ca/download/8488/>
- Form - <https://4-h-canada.i-sight.com/external-capture>

Activities that abide by all Youth Safety at 4-H in Canada policies are sanctioned 4-H events and have insurance coverage for youth, leaders, volunteers, staff and invited guests. An overview of what is covered by the policy is available here: <https://4hnovascotia.ca/download/14682/>.

Obtaining an Insurance Certificate (Proof of Insurance Coverage)

There may be times when a venue requires proof of insurance. Insurance certificates can be requested and issued for a one-time event/activity (for example an Achievement Day) or for a regular activity (for example general meetings once a month for the year).

To obtain a certificate of insurance, complete the **Insurance Certificate Request Form** available at <https://4hnovascotia.ca/download/6159/> and send it by email to info@4hnovascotia.ca or by fax to 902-843-3990. 4-H Nova Scotia will obtain the requested insurance certificate from the insurance company and return it to you once it is ready, you can then provide the insurance certificate to the necessary parties.

Tips for completing the Insurance Certificate Request Form

4-H Branch: The 4-H club or county requesting the certificate.

4-H Branch Contact: The contact person for the club or county requesting the certificate.

Location of Activity: This is the venue where the event/activity is taking place, please note that a complete address is required.

Certificate to be Sent to: 4-H Nova Scotia

Name and Address of Additional Insured: This would be the name and address of the venue/organization who is requesting the certificate. This will sometimes be the same as the location of the activity but may also include a property company or parent organization. Note that the address is required.

Behaviour

Code of Conduct

4-H Nova Scotia members, volunteers, leaders and parents are held to the standards set out in our Code of Conduct. The 4-H Code of Conduct applies to any participant in a 4-H activity, event, meeting or representing the 4-H program. Members, parents, volunteers and leaders are required to read and sign a Code of Conduct annually with their club registration. As a positive youth development organization, we are committed to providing 4-H members with meaningful experiential learning opportunities within an environment that is safe, inclusive and fun for all involved. This is the responsibility of everyone involved in any 4-H activity.

This Code of Conduct applies to:

1. 4-H youth members and their families;
2. 4-H trained leaders and screened volunteers;
3. Camp counselors and youth leaders;
4. Non-screened guests;
5. 4-H staff and governing leadership;
6. 4-H program partners;
7. Other participants or observers of 4-H events.

Canadian 4-H Code of Conduct:

I will:

Represent 4-H and myself in a positive way

- Use words, actions, and behaviours that are respectful, non-judgemental, and kind, towards all youth, leaders, volunteers, staff, families, and participants.
- Honour the 4-H Pledge and participate in the spirit of good sportsmanship, respecting rules and guidelines.
- Ensure all actions, including social media activity, is positive and reflects the integrity of 4-H.
- Act with honesty and integrity when dealing with property, monies, and other assets being used for 4-H purposes.
- Respect other youth, leader, volunteer and staff's, rights to privacy and the confidentiality of personal information.
- Provide appropriate animal care according to industry codes of practice (<https://www.nfacc.ca/codes-of-practice>).
- Abide by all federal and provincial laws.

Promote a safe, inclusive, and fun environment

- Be vigilant in ensuring an environment that is safe and protects youth, leaders, volunteers and staff from emotional, physical, verbal and sexual abuse.
- Refrain from using drugs or alcohol during any 4-H youth events.
- Make all reasonable efforts to ensure equal opportunity and access to participation for all 4-H youth members and abide by the 4-H Canada's Inclusion Statement.
- Uphold the 4-H motto "**Learn To Do By Doing**" in an environment that is friendly and fun.

Lead by example

- Adhere to the policies and procedures of 4-H Canada and provincial organizations.
- Act as a positive role model.

- Work collaboratively with all, including 4-H members, families, fellow leaders and volunteers, staff, and guests.

In addition, Trained Leaders, Screened Volunteers, and staff will:

- Fulfill their responsibilities as outlined in the position description, and act within the limitations of authority for the position.
- Maintain the confidentiality of any information regarding 4-H that was obtained as part of the position.

Acknowledgement

Provincial councils, regions, districts, areas, associations and/or clubs may have additional guidelines or policies. It is the responsibility of each 4-H participant to familiarize themselves with the rules that pertain to their individual participation in 4-H events and activities.

By signing this Code of Conduct, I acknowledge that I will comply with these standards and all 4-H policies applicable to my role.

I acknowledge that there are consequences to non-compliance with this Code of Conduct on the part of me or anyone accompanying me, at a 4-H activity or event. After an investigation, consequences may be applied as deemed appropriate and necessary, and may affect my ability to participate in 4-H.

I understand that if I observe behaviour that violates this Code of Conduct, I have a duty to report it to the authorities and/or 4-H where appropriate. Please reach out to your provincial 4-H organization for incident reporting forms and the filing process.

The Code of Conduct form is available at <https://4hnovascotia.ca/download/6447/>.

Conflict Resolution Tips and Procedures

Rationale

The 4-H Nova Scotia Conflict Resolution Tips and Procedure recognizes conflict as a normal part of all human interactions and reflects the responsibility of 4-H Nova Scotia to help 4-H members and volunteers solve problems.

Conflict is usually caused by a misunderstanding, personality clashes, and differences in values, goals or philosophical beliefs, unclear responsibilities, or lack of resources. Healthy conflict can lead to positive change in organizations, but negative conflict can be very destructive and can destroy an organization.

Introduction to Conflict

It is important to talk about what is bothering you whether at work or when volunteering. Don't take it home or stuff it away. Ignoring something doesn't make it go away. It makes it fester. Talking about conflict has almost no chance of succeeding if it's carried out in public. Nobody likes to be embarrassed in front of peers or made an example of in public. Your goal is to eliminate the tension created by conflict. Privacy will help you.

Remember: praise in public, correct privately.

Part A - Steps to resolve an issue, an incident, an event

Be prepared:

Start preparing to resolve a conflict by checking your own behaviour. What are your hot buttons? Have they been pushed? How have you handled the situation so far? What is your own responsibility in the matter? Own up. Take responsibility for your part in the conflict. Do a little soul searching, a little self-examination, before talking it out with the other party.

Don't wait:

The sooner you resolve conflict, the easier it is to resolve. Don't wait. Don't let the matter boil into something bigger than it is. If a specific behaviour has caused the conflict, promptness gives you an example to refer to and keeps you from building up hostility. It also gives the other person the best chance of understanding the specific behaviour you want to talk about.

Talk to the other person:

Plan what you want to say. It helps to visualize a successful, peaceful conversation. Compose a script, rehearse it, make notes to guide you through. Talking to the other person involves practicing an opening statement and issue description ahead of time, and then finding the time and place to have an open, two-way discussion with the other person. It's critical to open the conversation with a statement that encourages collaboration (and not defensiveness). And, when describing the issue to the other person, make sure you include exactly what happened, how it made you feel, and the negative impacts the situation has caused.

Neutral places are best. However, if you need to emphasize your role as general leader, county council president, or some other position, a public place which has seating which is more private or confidential may be appropriate. Try to make the place as neutral as possible by sitting so that there is no table or other obstruction between you and the other person, if possible. This removes physical barriers to open communication.

Be aware of body language:

Body language is a type of nonverbal communication in which physical behaviours, as opposed to words, are used to express or convey information. Such behaviour includes facial expressions, body posture, gestures, eye movement, touch, and the use of space. Use positive body language so that you appear more positive, engaging, and approachable.

Some examples are:

Have an open posture. Be relaxed, but don't slouch! Sit or stand upright and place your hands by your sides. Avoid standing with your hands on your hips, as this will make you appear larger, which can communicate aggression or a desire to dominate.

Use a firm handshake. But don't get carried away! You don't want it to become awkward or, worse, painful for the other person. If it does, you'll likely come across as rude or aggressive.

Maintain good eye contact. Try to hold the other person's gaze for a few seconds at a time. This will show them that you're sincere and engaged. But avoid turning it into a staring match!

Avoid touching your face. Relax your body. Look interested.

Share your feelings:

Nine times out of ten, the real conflict is about feelings, not facts. You can argue about facts all day, but everyone has a right to his or her own feelings. Owning your own feelings, and caring about others, is key to talking about conflict.

Remember that anger is a secondary emotion. It almost always arises from fear.

It's critical here to use "I" statements. Instead of saying, "You make me so angry," try something like, "I feel really frustrated when you..."

And remember to talk about behaviours, not personalities.

State your problem:

Give specific details, including your own observations, valid documentation, if appropriate, and information from reliable witnesses, if appropriate.

You've shared your own feelings about the situation, described the problem, and expressed interest in resolving the matter. Now simply ask the other party how they are feeling about it. Don't assume. Ask.

Discuss what caused the situation. Does everyone have the information they need? Does everyone have the skills they need? Does everyone understand expectations? What are the obstacles? Does everyone agree on the desired outcome?

Listen actively to the other side:

Listen to the other side. Once you've stated your side of the problem, you have to listen to the other person air *their* views and concerns. It's the only way to understand their point of view. It will likely be uncomfortable, but it's important that you never interrupt, that you give them your full attention, use positive body language (no crossing your arms or frowning), and paraphrase what you've heard to make sure you understand their point of view.

Always remember that things are not always what they seem. Be ready to be open to the other person's explanation. Sometimes, getting all the information from the right person changes the entire situation. Be ready to respond with compassion. Be interested in how the other person sees the situation differently than you do.

Find a solution together:

Ask the other party for their ideas for solving the problem. The person is responsible for their own behaviour and has the ability to change it. Resolving conflict is not about changing another person. Change is up to each individual.

Know how you want the situation to be different in the future. If you have ideas the other person doesn't mention, suggest them only after the person has shared all of their ideas.

Discuss each idea. What's involved? Does the person need your help? Does the idea involve other people who should be consulted? Using the other person's ideas first, especially with direct reports, will increase personal commitment on their part. If an idea can't be used for some reason, explain why.

Agree on a plan of action:

Work towards a solution. This step involves gaining agreement about the nature of the conflict, as well as the steps to be taken by both parties to resolve it. You should start by gaining agreement from the other person that there is a problem, and then make sure that you've both aired your concerns. Then it's time to explore win-win solutions. Resolving conflict means finding a solution that does something for *both* participants, so be ready to communicate openly about the options. Lastly, plan a course of action based on the solution you've both agreed upon.

Say what you will do differently in the future and ask the other party to verbalize their commitment to change in the future.

Express Confidence:

Thank the other party for being open with you and express confidence that your relationship will be better for having talked the problem out.

Part B – Conflict Escalation Process

If a sincere attempt has been made to resolve the issue with the other party and a resolution was not found, additional supports may assist with finding some common ground and a resolution. Both parties may agree on a third-party providing support, such as a General Club Leader, or it may be escalated to the provincial organization.

Escalate the problem, not the person.

Don't make the disagreement personal. You are escalating because the issue is a matter that must be resolved. Always inform the persons involved prior to initiating an escalation. You want all parties prepared, to ensure the escalation process is productive and focused on facts.

Confirm the following before escalating an issue:

- Any concerns of misconduct or youth safety must be filed as an Incident Report and will be reviewed by the provincial organization.
- Have you and the other parties repeatedly attempted to resolve the conflict (using the process in Part A) but have not reached a resolution.
- The person who has the issue/problem/conflict is responsible for escalating the matter. If you are the one who needs the other party to come around, you must initiate the escalation.
- Initiate the escalation within two (2) days of knowing the problem is unresolvable.

Provincial Escalation

Submit an incident report form. The Executive Director will notify the Provincial Board chair and the Conflict Management and Dispute Resolution Committee. The committee will connect with the involved parties.

Guidelines for Reviewing an Escalated Issue

The following steps will be taken by the committee to help foster a successful outcome:

- 1) Discuss the situation in a respectful manner with the individuals involved. Example: "I noticed you've been overly critical lately, which seems out of character for you—you're always patient!" Don't say, "You are being much too critical." This just gets the person's back up.

- 2) Be specific. If you say, “I noticed that on Tuesday the 15th, as well as Monday and Friday of last month you made several very negative statements,” the person realizes you are aware of the situation and that they have to address the issue. Their explanation is a perfect opportunity for you to listen and respond with empathy. Remember: you do not necessarily have to *agree* with someone to empathize with them. You are simply attempting to put yourself in that person’s shoes—if only for a moment—not condemning or condoning the behaviour.
- 3) Discuss how a conflict (or problem) impacts you, the club, or the project. “I am not sure you are aware of the full impact of the conflict between you and the others. The others are witnessing this, and it is making them uncomfortable... what do you feel is going on?” Remember, *you are asking not telling*.
- 4) Ask for the specific *cause* of the conflict. “From your perspective, what is happening here? You get along well with most everyone here so what is causing the conflict?” Remember to empathize again after their response, rather than say, “Yes, but you’ve got to get along.” The word “but” negates everything positive you just said. If you have to fall on a conjunction, pick “and.” “Yes, I can imagine the challenge this presents—*and* we need to come up with a solution. What ideas might you have?”
- 5) Ask for the solution. For instance, “What do you think you need to do to help solve this situation? What is your next step?” This brings in accountability.
- 6) Agree on the action to be taken. This step is often missed and it’s the most important one. Think of it as a recap. “So, what I am hearing you say is that you are going to talk this through with your team members (discuss details). By when were you thinking of doing that?” The last step is to close on a positive note and ask them to get back to you on the outcome.

Resolution

After an issue is resolved, both parties should abide by the decision made. Only if significant new information becomes available that could reverse the decision will the escalation be revisited or appealed. Otherwise, consider the issue closed.

Appeals Process

If an individual determines that the matter has not been resolved to their satisfaction, they have thirty (30) days to make an appeal, in writing to the provincial office.

The Executive Director will notify the Provincial Board chair and a review committee will be formed to consider and rule on the appeal. The Executive Director will report on the final outcome.

Sources:

- 1) Peterson, Deb. *A Step-By-Step Guide to Resolving Conflicts Peacefully*. ThoughtCo, Oct. 22, 2018, [thoughtco.com/steps-to-conflict-resolution-31710](https://www.thoughtco.com/steps-to-conflict-resolution-31710)
- 2) [crmlearning.com/blog/index.php/2016/11/4-essential-conflict-resolution-steps](https://www.crmlearning.com/blog/index.php/2016/11/4-essential-conflict-resolution-steps)

Reporting an Incident (Accident or Misconduct)

It is very important that incidents be reported to 4-H Nova Scotia. This includes any injuries, property damage or Code of Conduct breaches. 4-H Nova Scotia can provide support to those involved and coordinate investigation, insurance claims and make any adjustments to safety protocols required.

All incidents are to be reported to 4-H Nova Scotia using the following links:

Guide - <https://4hnovascotia.ca/download/8491/>

Form - <https://4-h-canada.i-sight.com/external-capture>

Hardcopy form: [Incident-Report-Form.pdf \(4hnovascotia.ca\)](#)

Important: The Incident Report Form should be filled out by the person most immediately involved in the incident. For example, if a volunteer is chaperoning an event and sees an incident occur, that chaperone should complete the incident report form (rather than the staff person responsible for the overall event).

Details are critical – be specific! Remember to record the names and contact information for anyone who may have witnessed the incident.

ISSUE	INCIDENT REPORT REQUIRED:
Observe, know, or suspect child abuse or child is in harm's way.	<u>Always notify authorities first.</u> Then complete an incident report if 4-H leaders or youth are involved.
Misconduct related to: -mishandling of finances, -breaking federal or provincial law, -using drugs or alcohol at a 4-H youth event.	Always. Refer to 4-H in Canada Youth Safety policy manual: <ul style="list-style-type: none"> • Misconduct Policy
Failure to uphold policy: -breach of confidential personal, health, or financial information -youth or adult is excluded from participating -failure to implement youth supervision practices (i.e. Rule of Two)	Always. Refer to 4-H in Canada Youth Safety policy manual: <ul style="list-style-type: none"> • Safety Assessment and Management Policy • Inclusion Policy • Supervision Policy
Risk to 4-H reputation and image.	Always.

ISSUE	ADDRESS LOCALLY:	INCIDENT REPORT REQUIRED:
Concerning actions, such as -disrespectful speech, action, or behaviour -unsportsmanlike conduct -not providing appropriate animal care	If able to address the issue at club or event with quick resolution or corrective coaching.	If this is a repeated issue or behaviour raises safety concerns.
Accident or illness involving any participants.	If very basic first aid treatment provided. A note on treatment is given to parents.	If there is an illness, injury, mental health concern, or if a vehicle is involved.
Property damage.	If it is easily repaired.	If it is unexpected, may involve insurance.
ISSUE	ALTERNATIVE RESOLUTION PROCESS	
Interpersonal conflict between youth or adults.	If conflict or grievance is related to misconduct, use the table above to determine if an incident report is required. Otherwise try to resolve at club or event first. 4-H Nova Scotia Problem Solving and Conflict Resolution Procedure offers tips and next steps if further support is needed. If this does not resolve the conflict or grievance, reach out to the Provincial office for support.	
Grievance about a 4-H project or program decision.		

Registration

Each member and volunteer are required to register annually with their club. This ensures that all members and volunteers are active in the provincial database, listed for activities, Achievement Days, County Shows and covered by insurance.

Please note:

- Membership fees are collected by the club. \$35 is the membership fee for 4-H Nova Scotia, however, clubs may collect additional fees to cover club expenses.
- Registration for new and renewing members occurs at club level to confirm acceptance into the program and for project selection.

Volunteers who are not registered are not covered by 4-H Nova Scotia insurance and are not permitted to volunteer with 4-H members. Registration is separate from screening.

Running a General Meeting

Club General Meetings should be held at regularly scheduled intervals. Most clubs hold General Meetings monthly however this is a decision that your club can make.

Some things to take into consideration are:

- How old are my members? With all youth, but especially younger groups, it is important to keep meetings interactive, and include changes in pace. Encourage your older members to interact and assist with your younger members to keep them all engaged.
- Avoid scheduling meetings on holidays and school breaks when possible to encourage a greater turnout.
- Parents play a large role in the member's commitment and creating a space for them at meetings and activities is important.

Planning your General Meeting Agenda

Recreation and Social Time – games, group building, fun activities

- This is an important time to build your 4-H family, make friends, and grow as a 4-H club.
- This may involve planned activities or unplanned time for 4-H members to self-direct and form their own connections. Planned activities are always something for the members to look forward to when attending meetings.

Business – members run the meeting, covering old and new business

- Business discussions are led by the club executive and membership with guidance from adult volunteers. There is a General Leaders Report.
- Meetings should be run by the Parliamentary Procedure Meeting Model.

Education/Work Session – hands-on learning, practicing skills

- This is learning a new skill or doing a project activity and is often dependant on the time of year (i.e. judging practice, speech and demo exercises, holiday or seasonal crafts, etc.).
- 4-H meetings should have variety. Having a meeting that involves lots of business discussion isn't the most entertaining for young kids. It's important that a recreation or educational program be included along with the business meeting.

Sample General Meeting Plan

1) Welcome members as they arrive	10 minutes
2) Call to Order	5 minutes
3) Business Meeting	30 minutes
4) Skill Building or Learning Activity	30 minutes
5) Social/Recreation Time	15 minutes

This is an example only – be creative and fun with your meetings!

Club Executive

At the beginning of each 4-H year the club membership should elect an executive. The executive should be made up of club members (not adults) who will run the business portions of the club's general meetings with guidance from the General Leader and other mentors.

These are the positions your members can run for at the start of the club year. Some clubs may choose to rotate positions regularly, so that everyone has the opportunity to experience each role.

President

- Chairs the 4-H club meetings.

- Prepares the agenda for each meeting after consulting with other officers and the club leader.

Vice President

- Assists the president and performs any duties assigned by the President.
- Chairs the 4-H club meeting if the President is not present.

Secretary

- Helps the President prepare the agenda and gives notice of meetings.
- Records attendance and keeps a careful record of all meeting minutes, club committees and committee reports.

Treasurer

- Keeps an accurate, up-to-date record of the club finances.

Club Reporter

- Shares information about club activities (e.g. social media, newspaper, radio).

Committees

- With so many great ideas and activities going on in your club, committees can be an effective way to share responsibilities and develop leadership skills. Committees can run long term (e.g. social committee, Achievement Day committees), or they can run on an *ad hoc* basis to address shorter term efforts (e.g. a community BBQ, park cleanup day).

Parliamentary Procedure – An Introduction

Parliamentary Procedure allows every member of your club to have a say in how the club is run and encourages members to develop leadership skills and learn how to work effectively in groups where people may have different ideas about what to do. Parliamentary Procedure also helps the club stay organized and on track of its goals and achievements.

‘Robert’s Rules of Order’ is an accepted guide to Parliamentary Procedure that your club may want to refer to.

A meeting usually follows this order:

- Call to Order, Land Acknowledgement, 4-H Pledge
- Roll Call
- Approval of Agenda
- Reading of Minutes, Corrections and Approval
- Business Arising from the Minutes
- Correspondence
- Treasurers Report
- Committee/Executive Reports
- New Business
- Work Session
- Adjournment
- Recreation

Presenting a Motion: A motion is a proposal that the entire membership take action or a stand on an issue.

1. Obtain the Floor

- Wait until the last speaker has finished and you have been recognized by the Chairperson.

2. Make Your Motion

- Speak in a clear and concise manner
- Always state a motion affirmatively. Say “I move that we ...” rather than “I move that we do not ...”

3. Wait for someone to Second your Motion

- Another member will second your motion or the chairperson may call for a second.
- If there is no second to your motion, it is lost.

4. The Motion is restated

- The Chairperson will say, “It has been moved and seconded that we ...” thus putting your motion before the membership for consideration and action.

5. The Motion is then Debated

- The Membership then discusses and debates the motion or may call directly for a vote.
- Once your motion is presented to the members it becomes “assembly property” and cannot be changed by you without the consent of the members.
- This is time for you to speak in favor of your motion, the mover is always allowed to speak first.
- All comments and debate must be directed by the chairperson
- Keep for the time limit for speaking that has been established.
- The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.

6. Putting the Question to the Membership

- The Chairperson asks, “Are you ready to vote on the question?”
- If there is no more discussion, a vote is taken.

Land Acknowledgement

4-H Nova Scotia encourages 4-H clubs and counties to use a land acknowledgement statement to open meetings and events. The statement used at provincial events is:

I would like to acknowledge that the land on which we are gathered is the unceded traditional territory of the Mi'kmaq of Nova Scotia.

Livestock Registration

The livestock registration form is available to General Leaders from their Regional Program Coordinator and on the 4-H Nova Scotia website. This form will include the members name, animal breed, birthdate and class etc. This information is important for Achievement Day and Exhibition planning to ensure space is available and animals are exhibited in the correct classes.

Members are required to submit their livestock registration information to their General Leader by May 1st. Completed Livestock Registration forms with club data are required to be submitted to the Regional Program Coordinator by May 15th.

In addition to general livestock registration; Beef, Dairy, and Market projects have separate registrations to complete for the following opportunities:

- Beef: National Junior Beef Heifer Show
- Dairy: Royal Dairy Classic Show
- Beef & Dairy: EastGen Atlantic 4-H Showcase
- Market Turkey Registration
- Market Beef Registration
- Market Lamb Registration
- Market Goat Registration

Community Service

Community Service projects should be a part of club activities throughout the year. It is a nice way of showing the community what 4-H members and leaders are doing, and putting back into your local area and making everyone more aware of 4-H. Some ideas include:

- Community Christmas Party/Carolling
- Clean a local hall/community centre
- Volunteer at community events
- Bingo at a senior citizen home
- Fundraiser for a charitable organization
- Recycling program
- Neighbourhood clean up

Project Work

Project Newsletters:

Each year, project newsletters are made available to leaders and members for each project. These newsletters indicate changes to the project from the previous year, as well as project requirements, tips, rules, etc. Be sure to read your project newsletters thoroughly so you know what the requirements are, when project deadlines are etc. Trained Leaders can use project requirements to organize meeting plans and topics for the 4-H year.

Record Sheets:

All projects have record sheets which must be completed in order for a member to complete their project work at Achievement Day and go on to exhibition or county day. Without a satisfactory record sheet, no project will be completed.

Project newsletters and record sheets are available here: <https://4hnovascotia.ca/projects-competitions/>.

Experiential Learning

With a motto of ‘**Learn To Do By Doing**’, 4-H upholds the practice of experiential education. Experiential learning is about creating opportunities for direct experiences and focused reflection in order to increase knowledge, develop skills, clarify values, and develop people’s capacity to contribute to their communities.

Experiential education occurs when 4-H members are:

- Meaningfully engaged and participate fully;
- Able to look at their experience critically and reflect on it;
- Able to reflect on what was useful or important in what they just experienced; and
- Encouraged to apply this new information to their lives.

Follow these 3 steps to Experiential Learning:

1. Do

- a. This is an experience you create or an activity you do with your members.
- b. Involve members in the planning of activities so they are eager to participate.
- c. Demonstrate the skill or explain the goals of the activity (including any risks and how to avoid them).
- d. Let the members dive in! Observe their experiences and let them 'Learn To Do By Doing'.

2. Reflect

- a. This is the pause after the activity to think about the experience, make connections and identify learning moments.
- b. Reflection can be individual and private, discussed as a group or done in partners.
- c. Ask open-ended questions to guide the reflection process.
- d. *Quick tip:* Closed-ended questions are meant to encourage short, factual, quick answers. Open-ended questions are designed to encourage full, meaningful discussion and answers using a member's own knowledge, experience and/or feelings.

3. Apply

- a. This is an effort to apply new skills and knowledge towards future experiences and real-life situations.
- b. Ask members, "What about the next time?" to encourage them to identify what is important about what they learned, and how they can apply it in the future.
- c. Ask members, "How would this work in another situation?" to encourage them to think about how transferrable some of their new skills and knowledge might be.
- d. Have members practice their new skills and report back.
- e. Try an experience that builds off of the previous one, and encourage members to share their new skills with family and in the community.

Teaching a Project

Through project meetings, Trained Leaders work with members to help them achieve project requirements. A member who successfully completes a project can improve their skills and gain feelings of accomplishment.

Important steps in teaching:

1. **Develop a plan for the year:** Design a meeting plan which will teach them the necessary skills to complete their projects.
2. **Consider your members:** Evaluate the number of members, their ages and their experience. It may be necessary to divide the group to meet supervision ratios and to teach members with different skill levels.
3. **The meeting place:** Wherever you meet, inside or out, at home or in a public place, the meeting venue should be comfortable. Members cannot concentrate if they are too hot or too cold, if

there are distracting noises, or if they have to sit or stand for too long at one time. Make sure members are advised on how to dress appropriately and break up longer sessions with a fun activity.

4. **Gain the interest of members:** This is easier with some parts of projects than others. For example, members in the livestock projects are usually interested in the animal itself, but may not show the same interest in record sheets. Members must be aware of the importance of the topics they are to learn to keep their interest.
5. **Start where members are:** At the start of the year find out what it is about the project that interests members, how much they already know and what their questions are. This will help you know where to start teaching and can help avoid teaching above or below the member's skill level, both of which can lessen interest. As you teach, make sure the topic being discussed, the terminology, charts and other teaching tools can be understood by all members.
6. **Involve every member:** Whenever possible, give every member a chance to become involved-through planning for the meeting and/or at the meeting itself. Members retain more information if they learn through practical experience. It has been shown that we remember:
 - a. 30% of what we hear
 - b. 80% of what we see and hear
 - c. 90% of what we actively participate in
7. **Make teaching practical:** The methods and equipment you use in teaching should be practical in the sense that they may be used by or are available to members. Whenever possible, in demonstrations, use real animals, machines, materials etc., rather than pictures.

Achievement Day

Achievement Day is one of the most important days in the 4-H year. Each club member will participate in their club's Achievement Day. It marks the end of the 4-H year and allows members to display to the public the projects they have worked on all year. Achievement Days are non-competitive with evaluation provided by 4-H Nova Scotia staff. At Achievement Day, members are presented with certificates showing the project(s) they have completed for the year.

Achievement Day Project Completion

Project completion at Achievement Day is based on the following system:

A Green project completion sticker will be given to a member who has completed:	A Silver project completion sticker will be given to a member who has completed:	A Gold project completion sticker will be given to a member who has completed:
<ul style="list-style-type: none"> • Record Sheet • Project Work 	<ul style="list-style-type: none"> • Record Sheet • Project Work 	<ul style="list-style-type: none"> • Record Sheet • Project Work
Plus, one of the following: <ul style="list-style-type: none"> • Communications • Club Contribution • Judging 	Plus, two of the following: <ul style="list-style-type: none"> • Communications • Club Contribution • Judging 	Plus, all three of the following: <ul style="list-style-type: none"> • Communications • Club Contribution • Judging

Project Work – Project work requirements (as outlined in the specific project newsletter) are evaluated according to standards for the project, with consideration to age and level of experience. A 1st, 2nd, or 3rd place ribbon will be given based on that evaluation. At Achievement Day, project work will receive a written or verbal evaluation.

If members choose to complete a large item which requires an excessive amount of time or considerable costs, it can be taken under consideration as counting for more than one project completion. Please contact your Regional Program Coordinator for approval prior to Achievement Day completion.

Record Sheet – Each member must complete a satisfactory record sheet. Record sheets may be hand written or typed. Record Sheets are evaluated at Achievement Day along with Project Work.

Communications – Members who participate in speaking and/or demonstrations will receive recognition on their Achievement Day Certificate. Each club has its own standards for communications, so members should confirm with the General Leader.

Club Contribution – Members are encouraged to be actively involved in their club, county, province, and community. The club contribution is an assessment on a member's attendance at meetings and events, attitude, effort, cooperation, and self-expression. Each club has its own standards for club contribution. Evaluation of this Achievement Day component is done by the Club General Leader and/or project leader(s). The standard for club contribution should be communicated clearly to all members by club leaders at the beginning of the 4-H year.

Judging – Members are asked to compare four (4) articles or livestock related to a project and evaluate them to place the class from first (closest to the ideal) to fourth (furthest from the ideal), and then give oral reasons on the class to an official judge.

Who Organizes Achievement Day?

Each Achievement Day will be unique. The 4-H club is responsible for planning the program in consultation with the Regional Program Coordinator. The club plans the program, determines the location and confirms the date with the RPC. The RPC will consult with the club as to when evaluation will start and brings evaluation forms, ribbons, certificates etc.

Your club may choose to have an open house for the general public where 4-H members can display their work to family and friends. Clubs may decide on a variety of themes, entertainment, refreshments, fundraising activities, decorations etc. for this event.

When is Achievement Day held?

Club Achievement Days usually start in late spring and continue into August. The time of year is often determined by the projects in the club (i.e. a club with horticulture would probably have a later Achievement Day than one with homemaking projects only).

What makes a good Achievement Day?

Members are the focus of Achievement Day and should have input on the planning process.

4-H Club Achievement Day Checklist:

Three to four months prior:

- Confirm date with Regional Program Coordinator

Two months prior:

- Make plans with club members, set up committees such as program and promotion
- Arrange location and book facilities (locations should have washroom facility and handwashing).

One month prior:

- Complete an Achievement Day Planning Form to update the Regional Program Coordinator on details

Two weeks prior:

- Confirm location
- Contact local paper and radio
- Advertise on social media
- Check committee work
- Finalize Schedule
- Project Leaders do a check in with members to ensure they are ready
- Confirm sound system (if required), ask a senior member to emcee
- Complete and return blue sheets to Regional Program Coordinator

Day Before:

- Set Up Tables
- Project drop off
- Members set up displays and group project items with the record sheet.

Day of Achievement Day:

- Arrive to let 4-H staff in for evaluation
- Answer any questions staff may have regarding projects
- Advise staff of any members with special needs or circumstances to be considered when providing evaluation and comments
- Oversee member safety and any on-site activities
- 4-H members and leaders need not be present during the life skills evaluation process
- Everyone should help clean up once the day is finished

If everyone has done their job, and brings their 4-H Spirit, you will have a successful Achievement Day. If you have any questions, don't hesitate to contact your Regional Program Coordinator.

County 4-H Leaders Council

4-H Trained Leaders and senior members are automatically members of the County 4-H Leaders Council. The Leaders Council promotes 4-H club work as well as plans and co-ordinates 4-H activities within your county. All leaders in the club should try to participate in county council meetings and activities on this level as clubs are often expected to help out with county activities.

County Council's main functions are to organize Awards, County Woodsmen Competition, Exhibition or County Shows, County Displays at Provincial Show, County Public Speaking Competitions, and County Tug-of-War.

Member Opportunities

4-H Weekend

4-H Weekend (Provincial Rally) is hosted annually, usually the first weekend of May at Dalhousie University, Faculty of Agriculture Campus in Bible Hill. The event is a celebration of all things 4-H and gives 4-H members and their families an opportunity to meet and socialize with others from across the province while competing in provincial level events.

The following happen at 4-H Weekend:

- Public Speaking and Demonstrations
- 4-H Nova Scotia Ambassador Competition
- Poster Contest
- Woodsmen Competition
- 4-H Night in Nova Scotia – presentation of the weekend’s winners, provincial and national travel award winners, scholarship announcements and the Friends of 4-H award presentations.

Public Speaking and Demonstrations

We practice Public Speaking to improve our member’s confidence, to aid in future career opportunities, develop critical thinking and research skills, have good communication skills, personal satisfaction, and be a better listener. Speaking in front of a crowd offers a great step ahead in life, whether to present a school project or to express intent for another reason. Overall, the practice in 4-H provides the members with an irreplaceable life skill.

The junior category also contains an Introducer and Thanker component. Introducers write a short introduction to the speaker, and the Thanker thanks the speaker (less than one minute). Senior speakers must also complete an impromptu speech.

Cloverbuds may participate in communications for practice at their club rally if they wish, but cannot move forward in competition.

Each club will choose a winner from the following categories to move forward to their County Rally. Winners at County Rally proceed to the Regional Rally competition and the Regional winners compete at 4-H Weekend for the provincial awards.

Competition Categories

1. Speech

- Junior Speech (9-12 4-H Age)
 - Introducer
 - Thanker
- Intermediate Speech (13-15 4-H Age)
- Senior Speech (16-21 4-H Age)

2. Demonstration

- Junior Demonstration (9-13 4-H Age)
 - Single
 - Double
- Senior Demonstration (14-21 4-H Age)

- Single
- Double

A junior member and senior member can complete a demonstration as a team, but would compete in the Senior Double Demonstration category.

Public Speaking information can be found on the 4-H Nova Scotia website at <https://4hnovascotia.ca/projects-4h/public-speaking/>.

Demonstration information can be found on the 4-H Nova Scotia website at <https://4hnovascotia.ca/projects-4h/demonstrations/>.

Entertainment information can be found on the 4-H Nova Scotia website at <https://4hnovascotia.ca/projects-4h/entertainment/>.

4-H Nova Scotia Ambassador Competition

Each year, 4-H Nova Scotia chooses two (2) Ambassadors who represent 4-H in Nova Scotia for the year.

Each club may choose two (2) Ambassadors to move onto the County Rally where two (2) winners are chosen to proceed to the Regional Rally competitions. The two (2) winning Ambassadors from each Region qualify to compete at 4-H Weekend to be the provincial Ambassadors.

4-H Nova Scotia Ambassador Duties:

- As a County/Regional 4-H Ambassador you will attend local 4-H council meetings.
- As a Provincial 4-H Ambassador you will be asked to help create the Thought for the Day program at the 4-H Nova Scotia Provincial Show.
- As a provincial 4-H Ambassador you will be the emcees for 4-H Weekend.
- As a county or regional 4-H Ambassador you will chair events in your local area.
- On 4-H day of the local exhibition you may be asked to read parade commentaries and announce award winners.
- You may be responsible for carrying the county banner in the opening and closing ceremonies at 4-H Nova Scotia Provincial Show.
- You may be asked to participate in county committees where your assistance will be appreciated to help the committee organize and carry out the event. At the awards day/night you will be the chair of events.
- During 4-H month (November) you should promote 4-H whenever you can. You may be asked to attend municipal, town or provincial events during 4-H month.
- You will need to help at your County Rally by chairing the day's events.
- As Regional 4-H Ambassador you will be asked to chair the Regional Rally and may be asked to help with special events or projects depending on the region

Visit <https://4hnovascotia.ca/projects-4h/4h-ambassadors/> for Ambassador Competition Rules, Interview Score Card and Impromptu and Sight-Reading Score Card.

Poster Contest

Interested in showing off your artistic talent in the poster contest? Design a poster using the current 4-H year's theme! There is no limit on the number of entries each club can have at their county rally. The winners in each category will go on to compete at 4-H Weekend.

The categories are **Junior and Senior Hand Drawn** and **Junior and Senior Computer Generated**. Cloverbuds are welcome to participate in the poster competition with all Cloverbud posters on display at 4-H Weekend. Make sure you use the current 4-H Nova Scotia Logo, and mount your design on a 12”x 12” piece of Bristol board.

More information and Poster Contest Guidelines are available at <https://4hnovascotia.ca/projects-4h/poster-contest/>.

Entertainment

Enjoy acting and entertaining? Get a group of 4-H’ers together to showcase your skills at your county and/or regional public speaking rally! One entertainment act will be selected per region to advance to 4-H weekend.

Entertainment Guidelines, Registration and Scorecard available at <https://4hnovascotia.ca/projects-4h/entertainment/>.

Woodsmen

Woodsmen practices begin in the winter/spring and lead up to county competitions. County teams compete provincially at 4-H Weekend in May. Woodsmen consists of a number of fun activities including Cross Cut Sawing, Pulp Sawing – Single and Double, Water Boil, Back Tank Race and Pulp Throw.

How to qualify: Each county chooses their team in their own way, but each club has an option to participate at a county woodsmen event first. Each County is eligible to send a team to both categories at 4-H Weekend: Woodsmen Skills Competition, and the Woodsmen Competition.

Visit: <https://4hnovascotia.ca/projects-4h/woodsmen/> for Competition Rules and Regulations and description of the Woodsmen Skills Competition.

Judging

Why do we Judge?


Judging is a great skill for youth because we use it in our everyday life. For example, you could be judging four pairs of footwear and rating the appropriateness for the current weather.

In 4-H, you will learn to compare four articles/animals from your project work. When you leave 4-H, your judging experience will continue to help you make good choices with critical thinking and examining skills.

Judging teaches 4-H members to make decisions based on quality, forming an opinion, expressing that opinion effectively and improves memory and public speaking skills. 4-H members compare and then give brief, interesting, and sincere reasons.

Judging information can be found on the 4-H Nova Scotia website at <https://4hnovascotia.ca/projects-4h/judging/>.

The 4-H Judging Card

		PLACINGS	REASONS	TOTAL			
Contestant's Name: _____		<input type="text"/>	<input type="text"/>	<input type="text"/>			
County/Club: _____							
Age as of January 1 st :	_____	Jr.	_____	Sr.			
Class:	_____						
Placing: 1 st	_____	2 nd	_____	3 rd	_____	4 th	_____

The 4-H judging card looks like the sample above. Here's how to fill it out:

1. The boxes marked placings, reasons, and total at the top are for the official judge. They will enter the score out of 50 for placings and reasons and calculate the total. Members are not to fill anything in them.
2. Members neatly print or write their first and last name on the card. This habit ensures that each member gets credit for their own hard work.
3. Include the club name as well as county on this line.
4. Remember that the 4-H age is as of January 1st of the current year. An easy way for members to fill this in correctly is to remember if they had a birthday since New Year's Day. Juniors are 9 to 13 years old, Seniors are 14 to 21 years old.
5. The name of the class being judged goes on the class line. Please try to be specific - use knitted potholders rather than crafts, centerpieces rather than flowers and so on. If unsure of the class name, ask the person in charge.
6. The spaces following 1st, 2nd, 3rd, and 4th are for the numbers on the articles in the class. After deciding on their order, put the number of the best article (top of the class) in the space after 1st, the number of the second best in the space after 2nd, the number of the third best in the space after 3rd, and the number of the last article in the space after 4th.

Judging Format

The judging format below is used in giving reasons and is accepted across Nova Scotia and Canada. It provides a structure for any set of reasons and any judging class. Once this has been mastered, giving reasons becomes somewhat simpler. The more you practice the easier it becomes.

Learn this format and use it when giving reasons at club, county and provincial judging events.

I place this class of _____ , _____
Name of Class *Placings, i.e. 4, 3, 2, 1*

I place _____ at the top of the class and over _____ because _____
Number *Number*

Explain why

I place _____ over _____ because _____
Number *Number* *Reasons*

I place _____ over _____ because _____
Number *Number* *Reasons*

I place _____ at the bottom of the class because _____
Number *Reasons*

For these reasons, I place this class of _____ , _____
Class Name *Placings*

For Example:

I place this class of skirts 1, 3, 2, 4.

I place 1 over 3 because it has a better overall appearance. The zipper is sewn straighter and is covered better. The hem has a smoother finish and not as visible from the outside as the others in the class. The fabric is more suitable than # 3.

I place 3 over 2 because it has better workmanship. The zipper is stitched straighter and covered better than # 2. The fullness in the hem is gathered more evenly giving a smoother hem line appearance. The seams are finished neater and of a more even width than those of # 2.

I place 2 over 4 because it is cleaner, however the workmanship is not as well done. It does not have any faults that would affect its wearability, therefore it is placed over # 4.

I place 4 at the bottom because it is dirty in a number of places. It does, however, have better workmanship than # 2.

For these reasons I place this class of skirts 1, 3, 2, 4.

Tips for Giving Reasons

Reasons support the placing and explain to the judge why the class has been placed the way it has. Reasons should be brief, impressive, interesting and sincere.

It's important to be:

- Confident in yourself and your placing.

- Clear and concise, using the main points that determined the placing.
- Accurate – do not give reasons that do not apply.
- Prepared, by knowing the project standards
- Organized – begin with the most important points and then mention the less obvious.
- Relaxed using gestures and a natural voice.
- Convincing.
- Generous by mentioning any good points of the last placed item.

It's important to use:

- The judging format.
- Correct terms, breed names and animal parts.
- Correct grammar.
- Gestures to emphasize points.
- Short sentences and be straight to the point.
- Good posture, standing straight and tall, looking confident.
- A strong voice, without being too loud or speaking too fast.
- **Comparisons.** This is the biggest factor in good reasons. In order to explain a placing, the items in the class must be compared. If you don't compare the items, you are merely describing the class. Comparing tells why one item or animal is better than another. **Hint:** use words ending with "er" such as taller, neater, straighter and the phrases "more than" and "less than" to make sure comparisons are being made.

It's important to look:

- The judge in the eye when speaking.
- At the judge, not the ceiling, floor or other members.
- Like you are having fun!

Camp Rankin

Camp Rankin offers co-ed summer camps for 4-H members, and friends, ages 9 to 15. Broken into five one-week camps (i.e. 3 one-week camps - ages 9 – 12 and 2 one-week-long camp ages - 13 – 15), the camp week begins on Sunday afternoon and ends the following Friday morning.

Camp Rankin was built in 1972 by volunteers as a Centennial project of the Richmond County 4-H Leader's Council. It was the first 4-H camp in the Atlantic Provinces. It is located on 60 acres of land at Cape George, near St. Peter's, Richmond County, Nova Scotia.

The camp has hiking trails, a beach, and a dining/recreation hall. Counselors, along with the director and assistant director, lead youth through 4-H skills sessions and traditional camp activities such as crafts, recreation, canoeing, drama, nature and healthy living.

Campers come home with amazing memories, experiences and lifelong friendships!

Volunteer and Employment Opportunities at Camp Rankin

Counselor-In-Training (CIT)

Counselors-In-Training attend each week during the camping season. Each CIT attends camp to help counselors and learn what it is like to be a camp counselor. This is an unpaid position although CITs attend at no charge.

Jobs at Camp Rankin

Each summer, 4-H Nova Scotia hires a staff to help run the five weeks of summer camps. These job postings are advertised on our website, social media and Indeed.com during the winter months each year.

Positions at Camp Rankin include: Camp Counselors, Camp Director, Assistant Camp Director, Cook and Assistant Cook.

Information about Camp Rankin and relevant forms are available online at <https://4hnovascotia.ca/opportunities-events/camp-rankin/>.

This includes:

- Camper Registration Forms, Counselor-In-Training Information and Application Forms
- Camp Rankin County Scholarships – available for one member per county.
- Daniel Arnold Memorial Scholarships – awarded to two junior members and one intermediate member.

County 4-H Days (Exhibitions)

4-H members who wish to compete with their completed projects after Achievement Day may do so at their County 4-H Day. Member projects are judged at a county level and winners can earn a spot to compete at the 4-H Nova Scotia Provincial Show. County Days are planned in partnership by your County Council and the RPC for your region.

Competitions

4-H Nova Scotia runs several competitions, both open and project specific. These competitions are optional, for those who wish to compete. Winners may advance from the County level to the 4-H Nova Scotia Provincial Show competitions.

Open Competitions

Wool Competition, Recyclable Competition, Record Keeping Competition and Giant Vegetable Competition are open competitions. All 4-H members are eligible to compete in the open competitions. All the competitions have junior and senior categories as well as a Cloverbud division.

Information on these competitions can be found at <https://4hnovascotia.ca/projects-competitions/>.

Project Competitions

Project competitions are open to members who are enrolled in that specific project. Competitions have both junior and senior categories. Participation in the competition is optional and not required for project completion. For members who choose to compete, winners from the county level may advance to the competition at 4-H Nova Scotia Provincial Show.

Information on project specific competitions can be found in the relevant project newsletters here: <https://4hnovascotia.ca/projects-competitions/>

Tug-of-War

Each county is eligible to send a Tug-of-War team to 4-H Nova Scotia Provincial Show. Generally, practices begin in Spring/Summer. Each county has their own method in selecting members for a county team, check in with your local coach.

Tug-of-War General Rules and Team Roster are available online at <https://4hnovascotia.ca/projects-4h/tug-of-war/>.

Theme Contest

Each year, 4-H members are invited to create a theme for 4-H Nova Scotia to use in the upcoming year. Your theme should be short, catchy, original, easily used for displays, graphics, posters, songs etc. It doesn't have to rhyme, previous themes include "4-H Grow with Us, 4-H More than You Ever Imagined or Learners Today, Leaders Tomorrow."

Entries will be accepted until September 1st. The application form and further details available online at <https://4hnovascotia.ca/projects-4h/theme-contest/>.

4-H Nova Scotia Provincial Show

The 4-H Nova Scotia Provincial Show is an annual showcase of all that 4-H has to offer. The Provincial Show is held annually on the last weekend in September/first weekend in October.

4-H members who have earned their place from their County competitions may compete for provincial titles at the 4-H Nova Scotia Provincial Show.

There are some projects which only compete at the Provincial Show level including:

- Market Steer - <https://4hnovascotia.ca/projects-4h/market-steer/>
- Market Lamb - <https://4hnovascotia.ca/projects-4h/market-lamb/>
- Market Turkey - <https://4hnovascotia.ca/projects-4h/market-turkey/>
- Market Goat - <https://4hnovascotia.ca/projects-4h/market-goat/>

Information on these competitions can be found here: <https://4hnovascotia.ca/projects-4h/#competitions>

Information and updates for the 4-H Nova Scotia Provincial Show, including Campground, Accommodations, Class List and Schedule (when available) can be located on the 4-H Nova Scotia website here: <https://4hnovascotia.ca/opportunities-events/provincial-show/>

Annual General Meeting

The 4-H Nova Scotia Annual General Meeting (AGM) is held each November, this is where key decisions are made for the province's program for the upcoming year. The AGM is also where new Board members are elected.

The AGM is attended by the 4-H Nova Scotia Board of Directors, 4-H Nova Scotia staff, NSDA staff and representatives from each 4-H county.

Each County may send the following representatives to AGM:

1. Leader Delegate (Voting)

This delegate must be a leader who is both registered, screened and trained with 4-H Nova Scotia and will attend the AGM to vote on behalf of the county they are representing.

2. Senior Member Delegate (Voting)

This delegate must be a registered senior member and will attend to vote on behalf of the county they are representing.

3. Observers (Non-Voting)

Counties may send up to two (2) Observers to AGM, they may be a trained leader or senior members and are there to observe the AGM process only. Observers do not vote or take part in the debate process.

Prior to AGM, delegates will receive information on resolutions to be discussed with their counties so that they are familiar with their county's opinions and positions on the respective resolutions. Delegates are expected to vote on resolutions on behalf of their counties and to report back to the counties on the activities and business that took place at AGM.

Information regarding registration for Annual General Meeting can be found on our website here when available: <https://4hnovascotia.ca/opportunities-events/annual-general-meeting/>

National Award Opportunities

4-H Nova Scotia partners with 4-H Canada to offer deserving 4-H members the opportunity to participate in National Conferences.

- US National 4-H Conference (ages 16-19)
- 4-H Canada Citizenship Congress (ages 16-21)
- 4-H Canada Members Forum (ages 16-21)
- National 4-H Dairy Conference (ages 15-18)

For more information on National Awards, visit <https://4hnovascotia.ca/benefits-of-being-a-4h-member/>

L.E.A.D. – Leadership Excellence Awards of Distinction – recognize outstanding 4-H'ers who show 4-H values in the way they live their lives. The awards honor youth who have become exceptional leaders through their 4-H experience, and who share the best of themselves with their community.

Four L.E.A.D. recipients are selected each year, one for each of 4-H Canada's Leadership Development pillars.

Each L.E.A.D. recipient receives:

- A \$20,000 scholarship for higher education (\$5,000 annually for up to four years)
- An all-expenses-paid trip to attend the 4-H Leadership Awards
- Ongoing mentorship from an expert in their field of study
- The opportunity to be a 4-H L.E.A.D. spokesperson

Kevin Grant Rural Youth Leadership Tour

Open to members of age 14 to 16

The goal of the three-day tour is to present 4-H members, between the ages of 14-16, with opportunities to meet community leaders and participate in tours with a business, agriculture and industry format. Visiting a part of the province they aren't from gives them a broader perspective on career opportunities and in turn they can confidently make decisions about where they choose to settle when they enter the workforce. Visit <https://4hnovascotia.ca/benefits-of-being-a-4h-member/> for more information.

Leadership Development Conferences

- Atlantic Intermediate/Senior Members Conference
- STFX Leadership Development Conference
- Visit <https://4hnovascotia.ca/benefits-of-being-a-4h-member/> for more information.

4-H Canada Science Fair

Find out more here: <https://4-h-canada.ca/sciencefair>

Scholarships

There are several provincial and national scholarships available to senior 4-H members planning to attend post-secondary institutions each year.

Provincial Scholarships:

- [4-H Nova Scotia Scholarship \(2\)](#)
- [Nova Scotia Department of Agriculture Scholarship](#)
- [George MacNeil Entrance Scholarship](#)
- [George MacNeil Returning Student Scholarship](#)

For more information visit: <https://4hnovascotia.ca/benefits-of-being-a-4h-member/>.

4-H Canada Scholarships:

- John Deere Canada
- TD 4-H Agriculture
- Canada Co-operative Wool
- Weston Family 4-H Agriculture
- Coca Cola Foundation

For more information visit: <https://4-h-canada.ca/scholarships>.

4-H Canada Leadership Summit

The Leadership Summit is an opportunity for volunteer leaders and provincial staff to connect with their peers, share knowledge and expand their skills - strengthening the 4-H movement across Canada.

Leader Award Application available at <https://4hnovascotia.ca/opportunities-events/award-trips/>. Deadline to apply is September 30th.

Job Opportunities

Summer jobs are a great way to build a great resume and obtain job experience after education. The job ads typically appear on Social Media, the 4-H Website, and Indeed.com.

- **4-H Nova Scotia Truro Office – Summer Student**
Key responsibility is to offer support in planning 4-H Nova Scotia Provincial Show.
- **4-H Nova Scotia – Camp Rankin Staff**
Camp workers are hired each year by the 4-H Nova Scotia office to work alongside our staff to implement the 4-H camp programs over the summer. Positions at Camp Rankin include: Camp Counselors, Camp Director, Assistant Camp Director, and Cooks.
- **Regional 4-H Summer Students**
Key responsibility is to support RPC in carrying out Achievement Days and County Shows

Annual Activities and Events

Event	Organized by Clubs	Organized by County Councils	Organized by Region	Organized by 4-H Nova Scotia
Public Speaking & Demonstrations	Club Rally	County Rally	Regional Rally	4-H Weekend
4-H Ambassadors	Club Rally	County Rally	Regional Rally	4-H Weekend
Woodsmen Competition		County Rally	Regional Rally	4-H Weekend
Poster Contest		County Rally	Regional Rally	4-H Weekend
Entertainment		County Rally	Regional Rally	4-H Weekend
Project Work Evaluation	Achievement Day (Non-Competitive)	4-H Day (Exhibitions)		4-H NS Provincial Show
Judging		County Judging Day		4-H NS Provincial Show
Project Competitions		4-H Day (Exhibitions)		4-H NS Provincial Show
Tug-of-War		4-H Day (Exhibitions)		4-H NS Provincial Show
Giant Veg./ Wool / Recyclable/ Record Keeping Competitions		4-H Day (Exhibitions)		4-H NS Provincial Show
Young Speakers For Agriculture				4-H NS Provincial Show
Market Steer/ Lamb/ Goat/ Sheep/ Turkey				4-H NS Provincial Show

Please refer to <https://4hnovascotia.ca/year-at-a-glance/> for further information on dates to remember and application deadlines.

Year at a Glance

October

Provincial Level

- Member Registration Opens
- Leader and Volunteer Registration and Screening and Training

County Level

- Council Meetings Start

Club Level

- Club General Meetings Start

November

Provincial Level

- National 4-H Month
- 4-H Nova Scotia AGM
- National Awards Applications (Senior Members)
- Kevin Grant Tour Applications (Intermediate Members)

December

Provincial Level

- Member and Leader Registration Deadline

Club Level

- Project Meetings Start

January/February

Club Level

- Public Speaking and Demonstrations

March

Provincial Level

- Kevin Grant Tour
- Atlantic 4-H Members Conference

County Level

- County Rally
- Ambassador Competition

Club Level

- Public Speaking and Demonstration
- Ambassador Competition

March/April

Provincial Level

- Regional Rally
- Camp Rankin Applications for Campers and CITs Due
- Camp Rankin Job Postings

County Level

- County Woodsmen Competition

May

Provincial Level

- 4-H Weekend
 - Provincial Rally
 - 4-H Ambassadors Competitions
 - Woodsmen Competition
- Livestock Registration Due
- STFX University Leadership Conference (Senior Members)

County Level

- Judging Competitions

June/July/August

Provincial Level

- Camp Rankin (Junior and Intermediate Camps)
- East Gen Showcase

County Level

- County Project Competitions and Tug of War

Club Level

- Achievement Days

September

Provincial Level

- 4-H Provincial Show
 - Tug of War
 - Young Speakers for Agriculture
- National Leader Award Applications (Leaders)