



CANADA
4-H British Columbia

Welcome to the Club!

Your Guide to 4-H



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The 4-H Motto

"Learn to Do by Doing"

The 4-H Pledge

I pledge

My Head to clearer thinking

My Heart to greater loyalty,

My Hands to larger service,

My Health to better living,

For my club, my community,

my country, and my world.



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For more information:

4-H British Columbia

1150 Kalamalka Lake Road

Vernon, BC V1T 6V2

Phone: 250-545-0336

Toll Free: 1-866-776-0373

Email: mail@4hbc.ca

Website: www.4hbc.ca

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Welcome to 4-H! - INTRO LETTER

As a new parent to 4-H, we welcome you to the 4-H family!

4-H British Columbia was founded more than 100 years ago and is a part of a vast network across Canada, with 4-H programs existing in more than 70 countries worldwide. 4-H provides youth with the guidance, resources, and opportunities to become contributing members of their community, their country, and the world by preparing them for various paths of life and encouraging them to find their sense of self, purpose, and responsibility.

As a parent, you play an important role in your child's participation and success in 4-H. This guide is designed to help you navigate through the 4-H year and introduce you to key aspects of the 4-H club, 4-H projects, and achievement. Additionally, this resource includes details on other areas of the 4-H program, including communications, awards, and more.

There is so much to discover in 4-H- welcome to the club!

ABOUT THE CLUB

4-H welcomes your interest. For those of you who are new to 4-H, we hope this handbook will help you understand a little more about what 4-H is all about. Use this page in your first club meeting to learn more about what membership in your particular club involves.

We are first and foremost a 4-H club, and then a _____ club.
(fill in project type)

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

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

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

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

4-H Leaders:
(Fill in the blanks)

Name	Phone Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTES

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

1. Club Membership

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

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

2. Independent Projects

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

3. Leadership

4-H club leaders must be age 22 and older. Leaders must complete the screening, registration, and training as per the Provincial Leader Registration Policy. Any adult working with 4-H members on a regular and ongoing basis (more than a guest speaker or judge who participates occasionally) should be registered as a 4-H leader or a screened volunteer. See Publication #115 - Volunteer Recruitment and Screening Instructions for information about screening requirements for 4-H leaders and screened volunteers.

4. **Club Requirements**

A 4-H Club Shall:

- (A) Consist of not less than six members between the ages of 6 – 21.
- (B) Have two or more registered 4-H leaders or screened volunteers age 22+. A minimum of one trained 4-H leader and one screened volunteer is required per club.
- (C) Have an official 4-H club sponsor.

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

- (A) Club Business Meetings run by 4-H Members
- (B) Communications
- (C) Judging
- (D) Project Work
- (E) Safety Education
- (F) Achievement Day

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

5. **Enrolment**

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

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

6. **Projects**

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

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

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

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

7. **Project Identification**

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

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

8. **Achievement Day**

All club members, except those enrolled in units specifically designated not to be, must exhibit their project at the Achievement Day of the club. If a member is unable to participate in the scheduled club Achievement Day due to extenuating circumstances (e.g. - family, medical, unavoidable project circumstances), the leader may at their discretion offer an alternative Achievement Day that would allow the member to complete their project. Alternative Achievement Days are a privilege, not a right, and are offered at the discretion of the club leadership. Alternate Achievement Days must ensure that unit requirements have been met as per specific project regulations.

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

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

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

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

9. **Achievement Certificate Requirements**

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

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

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

Refer questions on the interpretation of any 4-H Club Regulation to your **4-H Key Leader** or:

4-H British Columbia Provincial Council

1150 Kalamalka Lake Road, Vernon, BC V1T 6V2

Toll Free: 1-866-776-0373

Email: mail@4hbc.ca

Website: www.4hbc.ca

Background Information to General and Specific 4-H Regulations

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

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



NOTES

CALENDAR OF EVENTS

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

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

4-H PROJECTS

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

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

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

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

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

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

SPECIFIC PROJECT REGULATIONS

Publication Title	Publication Number
AgMent Project Regulations	#6700
Agroforestry Project Regulations	#6405
Aquaculture Project Regulations	#5801
Beef Project Regulations	#400
Bicycle Project Regulations	#5301
Cavy Project Regulations	#1601
Clothing Project Regulations	#2010
Cloverbud Project Regulations	#6301
Connecting Generations Project Regulations	#6101
Craft Project Regulations	#3500
Dairy Project Regulations	#503
Dog Project Regulations	#5401
Environment Project Regulations	#5901
Field Crops Project Regulations	#801
Foods Project Regulations	#4001
Gardening Project Regulations	#601
Goat Project Regulations	#702
Honeybee Project Regulations	#905
Horse Project Regulations	#1001
Junior Leadership Regulations	#5101
Leathercraft Project Regulations	#3600
Llama Project Regulations	#6201
Outdoor Living Project Regulations	#3801
Photography Project Regulations	#5201
Poultry Project Regulations	#1101
Rabbit Project Regulations	#1205
Self-Determined Project Regulations	#5001
Sheep Project Regulations	#1405
Soil Science Project Regulations	#6801
Small Engine Project Regulations	#5601
Swine Project Regulations	#1308
Fibre Arts Project Regulations	#3526
Tractor Project Regulations	#1501

NOTES

ACHIEVEMENT

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

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

MANAGEMENT OF PROJECT (satisfactory or unsatisfactory)

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

COMPLETION OF PROJECT (satisfactory or unsatisfactory)

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

COMPLETION OF RECORD BOOK (satisfactory or unsatisfactory)

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

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

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

NOTES

COMMUNICATIONS PROGRAM

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

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

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

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

NOTES

PUBLIC SPEAKING

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

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

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

The Public Speaking score card used by judges is available to leaders on the 4-H BC website in the Leader Secure Pages: www.4hbc.ca/secure-documents

NOTES

DEMONSTRATIONS

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

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

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

The Demonstration score card used by judges is available to leaders on the 4-H BC website in the Leader Secure Pages: www.4hbc.ca/secure-documents

NOTES

SPEAK AND SHOW

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

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

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

The Speak and Show score card used by judges is available to leaders on the 4-H BC website in the Leader Secure Pages: www.4hbc.ca/secure-documents

NOTES

EDUCATIONAL DISPLAY

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

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

The Educational Display score card used by judges is available to leaders on the 4-H BC website in the Leader Secure Pages: www.4hbc.ca/secure-documents

NOTES

4-H JUDGING

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

Judging is a tool that:

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

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

Judging is a skill that takes time and practice. Soon the 4-H member will gain experience and expertise in their own project as well as others.

The Judging Card is available on the 4-H BC Website in the Member Secure Pages:

[/www.4hbc.ca/secure-documents](http://www.4hbc.ca/secure-documents)

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

NOTES

RULES FOR 4-H EVENTS

The 4-H program has specific rules regarding conduct and behaviour of the members. “SADD Rules” is an acronym which describes the four basic rules, namely: no sex, no alcohol, no drugs, and no destructive behaviour at any 4-H function. These rules apply at club level, district level, regional level, provincial level, and even national level.

CLUB RULES

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

FAIR/SHOW CHECKLIST

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

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

AWARDS

4-H members are eligible to earn awards for their 4-H work through the 4-H awards program. Awards are earned at either a junior or a senior level. To qualify for provincial senior 4-H awards (senior skills certificates, pins, and external credits) members must complete a Proficiency Certificate.

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

NOTES

PROFICIENCY CERTIFICATES

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

Requirements to Write

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

Junior Proficiency Exams

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

Junior Proficiency Deadline

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

Reasons for a member to obtain a Junior Proficiency Certificate

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

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

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

EXTERNAL 4-H SCHOOL CREDITS

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

External 4-H 11: 4 Credits, Project, or Program Pin Certification, and/or Applied Skills

External 4-H 12: 4 Credits, Honour Club Pin Certification, and/or Applied Skills

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

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

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

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

TRAVEL OPPORTUNITIES

There are many exciting travel opportunities available to 4-H members, leaders, and volunteers. To find the most current information please review the **4-H BC Program & Opportunities Guide** and **Publication #129**. This publication is updated annually and is available on the 4-H BC website, www.4hbc.ca

SCHOLARSHIPS

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

PARENTS' ROLE IN 4-H

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

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

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

NOTES

4-H British Columbia Dictionary

This 4-H BC Dictionary is intended to assist in defining 4-H vocabulary used for mutual understanding in the 4-H program. Please Note: **Bolding** indicates the term is defined elsewhere in the dictionary.

4-H FAMILY FRENZY:	A 4-H workshop hosted by the Central Interior Regional Council to promote 4-H, for project education, and to have fun. Hosted in the Central Interior Region in September/October on a Saturday each odd year.
4-H TO THE EXTREME:	A 4-H workshop hosted by the Fraser Valley Regional Council to promote 4-H, for project education, and to have fun. Hosted in the Fraser Valley on a Saturday at the beginning of March each even year.
ACHIEVEMENT:	Satisfactory management of project , satisfactory exhibit of project on Achievement Day and satisfactory completion of a record book will earn a member achievement.
ACHIEVEMENT DAY:	An individual 4-H club event where members exhibit their projects . Projects are judged and/or evaluated as compared to each standard by enrolled 4-H unit . Record books are exhibited on this date for non-livestock clubs, or this is the last day for records for livestock clubs, and the books are due for marking soon after.
AGRI-CAREER QUEST (ACQ):	This provincial program is a five-day conference for 4-H members and students ages 16-22. Participants explore careers in the agriculture industry, with most of the program taking place on a charter bus to allow for agriculture tour stops of different regions of B.C. There is a career building component where participants learn how to market themselves through resume, interview, and networking skills.
ASSISTANT LEADER:	A registered 4-H volunteer adult who assists the leader in administration of a club. Registered as a "B" Leader.
AWARD OPPORTUNITIES:	Badges are available to junior members, Certificates are available to senior members, for skills earned in their projects and in the 4-H program . Members may also earn Project Pins, Program Pins and Honour Pins , as well as scholarships, Grade 11 and 12 Course Credit and travel opportunities. (Publication #128, 4-H BC Award Opportunities)
BADGES:	Junior members receive a badge for mastering project and program skills. A mark of 60% or more is necessary. (Publication #128, 4-H BC Award Opportunities).
4-H BC AMBASSADORS:	Twenty provincially selected member representatives from each region who are trained to promote awareness of 4-H opportunities in their region and around the province. They act as resource people for 4-H members, leaders, and the public.

CATCH THE CLOVER:	A 4-H workshop Saturday hosted by the Regional Council to promote 4-H, project education and fun. Hosted in the Kamloops/Okanagan region in October each even year.
CANADIAN 4-H COUNCIL:	A non-profit, non-governmental agency governed by a group of individuals representing the sponsoring organizations. The Council works in cooperation with provincial 4-H organizations to develop opportunities to encourage youth leaders to expand their 4-H experience through national and international conferences, exchanges, scholarships, and grants.
CERTIFICATES:	Senior members receive a certificate for mastering project and program skills. A mark of 75% or more is necessary. These are called Senior Skills Certificates. (Publication #128, 4-H BC Award Opportunities)
CHAPERONE:	An adult volunteer over the age of 22 that has completed a Criminal Record Check on file. One who provides adult supervision to ensure members are safe, exhibit appropriate behaviour and adhere to program community standards. The chaperone should have medical forms for all members present at the event.
CLOVERBUDS:	Enrolled 4-H members between the ages of 6-8 years old as of midnight December 31 st of the previous year. Four different project-varied units with no animal projects are available, and a scrapbook instead of a record book for achievement is required.
CLUB:	A club consists of not less than 6 members , has one or more club leaders , and has a local sponsor .
DANISH SYSTEM:	A system for placing judged class in which every competitor is placed in a 1st, 2nd, or 3rd row. This system is used at fairs in the 4-H classes as well as in the 4-H Project activities. Unlike the traditional line judging in which competitors are placed in order down a line, the Danish system allows the judge to choose a number of entrants for first, second and third ribbons. It is the judge's decision as to how many of each row(s) they award. Often in a smaller class there will be only a first, or first and second row. The row placing indicates first, second, or third against the standard of a true type animal or true type showmanship skills. The judge then identifies the first and second placing at the top of the first ribbon row to determine the competitors who will continue to the championship class or be awarded grand and reserve champion. Finally, the judge announces his/her reasons as the class exits the ring. The philosophy of the Danish Judging system and the 4-H program is that all participants are winners and deserve recognition for their work.
DEMONSTRATIONS:	Consist of a team of two members who demonstrate a finished product or learned skill for 8-10 minutes. Same time requirements for both juniors and seniors. (Publications #1805, Communications Leader Guide & #1806, Communications Member Manual)

DISTRICT:	Each 4-H Region is divided into 4-H Districts, usually depending upon geography. The club leaders in each District form their own District 4-H Council , which is the planning body for all District events. There are 31 Districts in BC. A District may also have a District Junior 4-H Council .
DISTRICT AWARDS COORDINATOR:	Keeps records of all members in their district , receives achievement forms, and requests for badges and senior skills certificates . Keeps a list of information on scholarships . Promotes the 4-H Award Opportunities .
DISTRICT JUNIOR COUNCIL:	A group of 4-H senior members who meet monthly to organize district social or promotional events or workshops. Must be enrolled with the 4-H BC Office annually.
DISTRICT PROMOTIONS COORDINATOR:	Coordinates 4-H promotion activities on a District level. Works with Regional 4-H Ambassador .
DISTRICT SAFETY COORDINATOR:	Coordinates safety awareness and activities on a District level. Liaison with 4-H club Safety Officers to share ideas and new programs.
DISTRICT COUNCIL:	A district council is made up of all registered leaders, sponsors, and interested people in the district . Must be registered with the 4-H Office annually. The duties of the council are: <ol style="list-style-type: none"> 1. Plan and fund all district activities, programs, and events. 2. Put on workshops for leaders and members. 3. Recognition Programs 4. Fundraise for the District 5. Send representation to the Regional Council
EDUCATIONAL DISPLAY:	Gives members the opportunity to learn to work together, organize their skills and explain ideas on a three-sided display board. Maximum size 120cm X 90cm X 180 cm (Publications #1805 Communications Leader Guide & #1806 Communications Member Manual).
ENROLMENT:	<ol style="list-style-type: none"> 1. Online enrolment for 4-H club members, leaders, and sponsors before February 1st annually. 2. A record of members' names and addresses for the purpose of mailing lists, project information and district quotas. Enrolment forms are to be submitted online before the end of January annually.
FACILITATOR:	A guidance role in a small group. One who leads members to accomplish their goals through shared responsibility, information, and encouragement.
FAIR:	Optional competitions for 4-H Clubs/members to participate in throughout the province.
FARM AND HOME SAFETY COMMITTEE:	A provincial committee made up of representatives from each of the 4-H Regions that manages a program that provides 4-H members and leaders with safety resources to learn about safety in their club and district .

FEES:	Members – \$125.00 per member annually. Leaders – \$25.00 per leader annually for the purpose of insurance. Fees are to be paid at the time of the individual member or leader's enrolment. Payment can be made with a credit card on the online enrolment form, or a cheque made payable to the club can be given to the club leader. The club pays any enrolment fees received to the Provincial Office with a club cheque.
FOOD FOR THOUGHT (FFT):	This provincial program is a five-day conference for 4-H members ages 14-15. Participants are encouraged to discover B.C. agriculture through tasting a variety of products and becoming more aware of the agriculture industry through exploring issues related to land, water, sustainability, and the rural urban interface.
FOUNDATION:	The 4-H BC Foundation is a fund established to invest for the growth and development of 4-H. Earned interest is used to support various 4-H activities and programs. Volunteer trustees administer it. (Publications #100, 4-H BC Foundation Developing Tomorrow's Leaders)
GRADE 11 and 12 COURSE CREDIT:	B.C. Ministry of Education accepted and authorized course credit received external of the school system within the 4-H program. The 4-H Grade 11 and 12 courses are equivalent to other secondary courses authorizing 4 applied skills credits each for each course. (Publication #128, 4-H BC Award Opportunities).
HONOUR PIN:	(Publication #128 4-H BC Award Opportunities) – a member will receive a 4-H Honour Pin if she/he has: 1. Earned two Project Pins , or 2. One Project Pin PLUS one Senior Management Certificate, or 3. One Project Pin PLUS one Self-Determined Project Certificate, or 4. One Project Pin PLUS three years of Junior Leadership , or 5. One Project Pin and one Program Pin .
HORMEL JUDGING SLIDE:	Used to calculate the placing score out of 50 on the 4-H judging card.
INSURANCE:	Blanket insurance policy is included with enrolment fees. (Publication #397, Insurance FAQ for 4-H in Canada)
INTERMEDIATE MEMBER:	Not a recognized age level but may be used in large 4-H events such as fairs. Generally, Juniors become 9-11 years old, intermediate 12-14 years old, and seniors 15-19 years old.
ISLAND 4-H RENDEZVOUS:	a 4-H Workshop hosted on a Saturday by the Vancouver Island Regional Council to promote 4-H and project education, and to have fun. Hosted on Vancouver Island at the beginning of April each odd year.

JUDGING:	A very important aspect of 4-H because it trains members to compare for quality. A class of 4 items/animals is compared and written or oral reasons are given for placing first through fourth (Publication #1923, A Guide to a 4-H Judging Competition & #427, Livestock Judging Guide & #428 Creative Arts Judging Guide). Members' judging skills are marked by an official experienced judge.
JUDGING RALLY DAY:	A judging event held at the District or club level in when all members meet for a day to judge projects . Usually, each member judges a class in their own project plus other projects offered in the district. Senior members may also judge an oral class in their enrolled project. Sometimes a fun class is also included.
JUNIOR LEADERSHIP:	Available to members at least 14 years of age with at least two years 4-H experience. Members are required to carry their project for 4-6 months and complete a junior leader record book (Publication #5101 Junior Leadership Regulations & #5102 Junior Leader Guide & #5110 Junior Leader Record Book). Project Leader and Youth Development Specialist must approve application form before March 31st of the current year.
JUNIOR MEMBER:	Members who have reached their 9th birthday by December 31st of the previous year and not completed their 4-H junior proficiency exam (age 13).
JUNIOR PROFICIENCY CERTIFICATE:	<ol style="list-style-type: none"> 1. To qualify, a member must be 13 years old and have two junior badges. 60% or more on a junior proficiency exam must be attained. 2. Qualifies member to earn senior awards and participate in Provincial events (refer to Publication #128 4-H BC Award Opportunities).
KEY LEADER:	Appointed by the District Council, to help with starting of new clubs, enrollment, and training of 4-H leaders, members and interested parents. Key Leader will assist with the administration of policy and procedures, within the district . A yearly contract is drawn up and approved at the District Annual General Meeting.
LEADER:	A registered 4-H volunteer adult, 22 years old or over, who organizes and coordinates a 4-H club and keeps records. A compulsory process for all new 4-H leaders or those who have had a break in leadership is Leader Registration. This includes online Leader Enrolment, a Police Criminal Record Check, and a personal interview. The criminal record check must be updated every 3 years. The Club registered "A" Leader is the designated leader in charge of administration and management of the club and resources. He or She works with Assistant Leader, Program Leaders, and Project Leaders .
LEADER HANDBOOK:	Club leaders who attend an Introduction to 4-H training session will receive the Leader handbook.

LEADER REGISTRATION:	All potential leaders must complete this process before they are officially enrolled. This includes completing the online Leader Enrolment Form, a police criminal record check, the three mandatory training courses and a personal interview.
LEADER TENURE:	Leaders are recognized with pins and/or certificates/award at the completion of 5, 10, 15, 20, 25, and 30 years of service.
LEADER TRAVEL OPPORTUNITIES:	Leaders may apply to be delegates at various conferences and events, both provincial and national. Applications forms are in Publication #129, 4-H BC Program & Opportunities Guide, and the application must be returned to a Key Leader for comments.
MEMBER:	Youth who have reached their 6th birthday by midnight December 31st of the previous year and who have not reached their 22nd birthday by midnight December 31st of the previous year, are eligible for membership in a 4-H BC club.
MEMBER TRAVEL OPPORTUNITIES:	Members may apply to be delegates at various conferences and events at provincial, national, and international levels. Application forms can be filled out online on the 4-H BC Website, and application deadlines are indicated in Publication #129, Opportunities Guide.
PROGRAM COMPETITIONS:	Includes Demonstrations, Public Speaking, Educational Display, and Speak and Show.
PROGRAM LEADER:	A registered 4-H volunteer adult who will assist the members to learn more about the 4-H program skills: Public Speaking, Speak & Show, Educational Display, and Demonstrations. Registered as a “D” Leader.
PROGRAM PIN:	A senior member may earn a program pin by completing four of the following five choices, or #6 (the Safety Program option): <ol style="list-style-type: none"> 1. Public Speaking Certificate – 75% or over 2. Demonstrations Certificate – 75% or over 3. Educational Display – 75% or over 4. Provincial Program Participation 5. Speak and Show – 75% or over 6. Farm and Home Safety – 4 senior skills More information in Publication #128, 4-H BC Award Opportunities.
PROJECT:	The animal or non-livestock project in which a 4-H member is enrolled, e.g., Beef, Clothing, or Junior Leader. NOTE: Members may choose to enroll in a maximum of 4 units in one year, in any combination of projects.
PROJECT/CLINIC DAY:	Mock Achievement Day held early in the project year, attended by all members in that project .
PROJECT LEADER:	A registered 4-H volunteer adult who will assist the members to learn about their project . Registered as a “C” Leader.

PROJECT LEADER'S GUIDE:	A publication specifically about the project that will assist the project leader in teaching 4-H members about the project.
PROJECT MANUAL:	A publication specifically about the 4-H project that will provide basic information to the 4-H member.
PROJECT PIN:	A 4-H pin presented to a member who has earned a Junior Proficiency Certificate in their project plus has earned four Senior Skill Certificates in the project . NOTE: Program Skill Certificates (Public Speaking, Demonstrations, Speak and Show, and Educational Display) do not count toward the Project Pin . (Publication #128 4-H BC Award Opportunities)
PROJECT REGULATIONS:	A publication that specifically outlines the project units and expectations for achievement .
PROVINCIAL 4-H OFFICE:	The official 4-H BC nonprofit organization office that hosts the staff and headquarters of operations. The toll-free office number is 1-866-776-0373.
PROVINCIAL CLUB WEEK (PCW):	This provincial program is a personal development seminar for 4-H members aged 16-19, usually regarded as the highlight of a career in 4-H. See Publication #129 Opportunities Guide and Application Package for application details.
PROVINCIAL COMMUNICATION FINALS (PCF):	A provincial program consisting of Public Speaking and Demonstrations. All provincial competitors (one of the Demonstration team) must have earned their Junior Proficiency Certificate prior to December 31 st of the previous year. Winners of regional competitions qualify. Information and application in Publication #129 Opportunities Guide and Application Package.
PROVINCIAL COUNCIL:	The Provincial Council is made up of elected representatives from each of the Regional Councils in the province, an Ambassador representative, a Youth Advisory Committee representative, the 4-H BC Manager, and the Youth Development Manager. The 4-H BC Provincial Council as a registered society is responsible for: 1. Provision of administrative and programming services to 4-H BC. 2. Receiving and acting on recommendations from Regional Councils. 3. Taking action to improve the provincial 4-H program by resolving problems and issues of a provincial nature. 4. Initiating new programs to meet identified needs of the provincial 4-H program. 5. Establishing all provincial 4-H policies. 6. Legal and budgetary operation of the 4-H BC Program. 7. Directing 4-H BC programming through strategic plans. 8. Maintaining contact with the Canadian 4-H Council on 4-H programs of a national and international nature.
PROVINCIAL LEADERSHIP SYMPOSIUM:	Held in October every even year. This conference gives both new and experienced leaders an opportunity to share ideas and learn more about the 4-H program. All leaders may apply.

PUBLICATIONS:	4-H Publications including project regulations, manuals, and record books, as well as promotional pamphlets and learning resources required for the club year. They can be ordered from the 4-H BC Office online, but many publications are also available for download on the 4-H BC website www.bc4h.bc.ca . Registered 4-H leaders can also check the secured part of the website for more leader publications.
PUBLIC SPEAKING:	Juniors – 3-to-5-minute speech Seniors – 5-to-7-minute speech, plus a 1-to-2-minute impromptu speech. (Publications #1805, Communications Leader Guide & #1806, Communications Member Manual)
RECORD BOOKS:	Member's – a member must keep a record of their project using a 4-H record book. See the specific Project Regulations for length of project. Record books can be ordered using Publication #154A Publications Order Form. Leader's – must keep records of members and attendance and submit "Achievement Application Form" as well as requests for "Badges and Certificates Form" to the District Awards Coordinator . (Publication #113, 4-H Leader's Record Book)
REGION:	British Columbia is divided into seven 4-H regions: Vancouver Island, Fraser Valley, Kamloops-Okanagan, Kootenays, Central Interior, Yellowhead West, and Peace River.
REGIONAL COUNCIL:	A Regional Council is made up of elected representatives from all districts within the region . The duties of the regional council are: 1. Work with Youth Development Specialist to coordinate regional activities. 2. Collect information from District Councils about 4-H needs, which require provincial discussion and solution. 3. Acquire and/ or administer funds for the promotion of the regional activities. 4. Handle problems of a regional nature. 5. Encourage involvement with Fair Boards and other worthwhile community organizations. 6. Send a representative to Provincial 4-H Council.
SAFETY OFFICER:	Member selected to raise awareness of safety issues at the club level and motivate club members to increase their safety awareness through workshops and activities.
SCHOLARSHIPS:	To apply for a scholarship, a member or alumnus must complete a Provincial 4-H Scholarship Application Form online by the annual deadline in April. See Publication #129, Opportunities Guide for a list of provincial scholarship and eligibility requirements. Other scholarships may also be available: check with your District Awards Coordinator .
SCRAPBOOK:	Required for achievement for a 4-H Cloverbud . Not the same as a record book .

<p>SELF-DETERMINED PROJECT:</p>	<p><u>Unit 1 – Junior</u> – 9–12-year-old members may elect to choose, plan, carry out and evaluate a project of their choice. Satisfactory completion will result in achievement after 4-6 months.</p> <p><u>Unit 2 – Group</u> –Two or more members of any age may choose, plan, carry out and evaluate a project of their choice. Satisfactory completion (to include individual record books) will result in achievement after 4-6 months.</p> <p><u>Unit 3 – Senior</u> –13-19-year-old members with a Junior Proficiency Certificate may choose to plan, carry out and evaluate a project of their choice. Satisfactory completion will result in achievement. A score of 75% or more is required for a member to be eligible for a Self-Determined Certificate after 10-12 months.</p> <p>(See publications # 5001 Self-Determined Project Regulations & #5010 Self-Determined Project Guide)</p> <p>NOTE: All Self-Determined projects must get written approval from the Project Leader and the Youth Development Specialist. Deadline for approval is March. 31st annually.</p>
<p>SENIOR MANAGEMENT:</p>	<p>Requires completion of a Senior Management project and record book. See specific regulations for designated Senior Management units found in specific project regulations. Satisfactory completion will result in achievement after 10-12 months of project work. A score of 75% or more is required for a member to be eligible for a Senior Management Certificate. All Senior Management projects must get written approval from the Project Leader and the Youth Development Specialist. Deadline for approval is March 31st annually. (Publications #140i, Senior Management Project Score Card; #5050, Livestock Senior Management Record Book; #5052, Non-Livestock Senior Management Record Book)</p>
<p>SENIOR MEMBER:</p>	<p>Members who have reached their 13th birthday by December 31st of the previous year and not yet reached their 22nd birthday by December 31st of the previous year are Seniors at a district level. However, they are not eligible to receive provincial awards or compete/apply at a provincial level until they have passed their Junior Proficiency exam.</p>
<p>SENIOR SKILLS CERTIFICATE:</p>	<p>Senior 4-H members who have their Junior Proficiency and completed required skills with 75% or over receive a certificate. A certificate may only be earned once. Senior skill certificates may be earned for project or program work. (Publication #128, 4-H BC Award Opportunities)</p>
<p>SPEAK AND SHOW:</p>	<p>A one-member agricultural or food themed presentation that can be a demonstration or illustrated talk.</p> <p>Juniors - 5-10 minutes Seniors - 10-20 minutes</p> <p>(Publications #1805, Communications Leader Guide & #1806, Communications Member Manual)</p>

SPONSOR:	A person or group of people willing to support a 4-H club financially or with other helpful resources.
SUPPLIES:	Each club can order from the 4-H BC store online at 4hbc-store.ca. the 4-H items available are great for either personal use or as club awards. Payment in full for items and shipping must proceed any order being shipped.
UNIT:	A classification within a project that is outlined to teach a member certain skills each year. For example, Fed Lamb, Ewe Lamb, and Market Lamb are units within the sheep project .
YOUTH ACTION (YA):	This provincial program is a five-day conference for 4-H members aged 14-15 that encourages participants to develop leadership skills, explore youth issues, and build self-esteem in a fun, hands-on learning environment. (Publication #129, Opportunities Guide)
YOUTH DEVELOPMENT SPECIALIST:	B.C. Ministry of Agriculture and Food staff member designated to assist with the development of the 4-H program in a region and the province. Areas of responsibility are, in order of importance: <ol style="list-style-type: none"> 1. Developing Provincial Programs 2. Leadership Training 3. Resource Development 4. 4-H Project Development 5. Regional Programs



CANADA
4-H British Columbia

4-H British Columbia Provincial Council

Toll Free: 1-866-776-0373

Website: www.4hbc.ca