

STARTING A 4-H CLUB



A new club's guide to Quebec 4-H



CANADA
4-H Quebec

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WHAT IS 4-H?



4-H is a global youth development organization that empowers young people through hands-on learning and leadership opportunities. Guided by the principles of “Head, Heart, Hands, and Health,” it helps youth build skills in communication, teamwork, and responsibility.

In Canada, 4-H serves youth aged 6 to 25 from all backgrounds, offering programs in areas like public speaking, agriculture, science, and community service. The motto, “Learn to Do by Doing,” encourages members to actively engage in projects that inspire growth and self-confidence.

Through clubs, camps, and competitions, 4-H provides a safe, inclusive space for youth to explore their passions, build friendships, and develop into confident leaders who give back to their communities.

Quebec 4-H Mission

4-H Quebec is a community based organization, which is dedicated to developing life skills such as leadership, cooperation, responsibility and independence for the English-speaking youth of Quebec through skill development and achievement.

4-H FACTS



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- **The Four Hs**
The four Hs represent our core values:
 - **Head:** managing, thinking
 - **Heart:** relating, caring
 - **Hands:** giving, working
 - **Health:** being, living
- **The 4-H Logo**
The 4-H logo in Canada is a four-leaf clover with the letter H on each leaf, a maple leaf in the centre and Canada written underneath. The logo can include the province name underneath the Canada and the name of the club above the clover. The logo can be reproduced in colour, Pantone® 7739 C, black, or white.
- **The Four Pillars of 4-H**
 - Community Engagement and Communications
 - The Environment and Healthy Living
 - Science and Technology
 - Sustainable Agriculture and Food Security
- **The 4-H Canada Motto**
 - Learn to Do By Doing
- **The Quebec 4-H Motto**
 - Leadership for tomorrow through learning today
- **The 4-H Pledge**
 - The pledge is said at the beginning of every meeting or 4-H event. It encourages a balanced lifestyle (intellectual, emotional, physical, spiritual), and reminds participants to always aim to be a good friend, mentor, community member and citizen. The pledge encompasses the ideals and main goal of the 4-H program; developing well-rounded, responsible and independent youth.

I pledge...

my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service and
my Health to better living
for my club, my community, my country, and my world.

4-H FACTS



Who is involved in 4-H?

- 4-H members are youth and young adults between the ages of 6 and 25. Potential members must meet these age requirements by January 1 of the current 4-H club year.
- 4-H leaders are adults who volunteer to assist with the delivery of the 4-H program.
- Parents and adult volunteers can be part of 4-H too. Families can enjoy the 4-H club activities and special events together.
- Communities can benefit from skills learned by 4-H members. Communities can play an active role by encouraging and supporting 4-H club efforts.



Projects

- Members can choose from a wide range of projects to complete each year. Such as:
 - Horticulture
 - Poultry
 - Culinary Arts
 - Rabbit
 - Beef
 - Goat
 - Market Projects
 - Sheep
 - Equine
 - Square Dancing
 - Dairy
 - Dairy
 - Public Speaking
 - Environment
 - Outdoor Living
 - Healthy and Wellness
 - Fine Arts
 - Sports and Recreation
 - Science and Technology
 - Photography and Digital Media
 - Community/Civic Engagement
 - Judging
- The possibilities are endless!



Annual Membership Fee

- The Quebec membership year runs from January to December. Members are required to renew their membership each year and pay a \$50 membership fee to the Quebec 4-H Provincial Office



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Age Categories

- CloverBud (6-8)
- Junior (9-12)
- Intermediate (13-15)
- Senior (16-21)
- Proven (22-25)

POSTIVE YOUTH DEVELOPMENT

At the centre of all 4-H programs is the **Positive Youth Development (PYD formula)**. Positive youth development is an approach to understanding and working with children and adolescents that focuses on building assets and celebrating strengths.

At 4-H, our positive youth development programming is centred around *learning to do by doing*, which empowers youth, and gives them the skills to contribute, create and lead for a lifetime, and the confidence, independence, and resilience to carry them through their academic and professional careers.

Our world-class positive youth development programs provide measurable impact as our members are supported by high-quality, skilled, and engaged leadership. Using the 4-H Canada positive youth development formula, we are enabling 4-H'ers to achieve their goals by equipping them with tools, opportunities, and support from caring adults so they can lead the way to a healthy, prosperous, and sustainable future for all.

Our honeycomb PYD formula is designed to create and empower future generations of responsible, caring, and contributing leaders.



POSTIVE YOUTH DEVELOPMENT



The formula is designed around three key elements:

1. A safe, fun, and inclusive environment
2. Caring adults
3. 4-H Canada's motto: 'Learn To Do By Doing'

These three key elements are at the core of 4-H Canada's PYD formula to ensure that all our members feel comfortable and encouraged to participate in activities, feel supported and valued by the adults involved, and feel encouraged to try new things, and apply their newly developed skills to their everyday lives.

Surrounding our core key elements, our PYD formula has *six key assets*:

1. Positive Values
2. Responsibility
3. Skill Mastery
4. Leadership Development
5. Planning and Decision Making
6. Sense of Purpose

These key assets are what 4-H strives to achieve in all our programs and activities, providing our youth with the confidence and tools to collaborate, act, and advocate for what they believe in.

GETTING STARTED

Before you start a club, you need to decide:

- What is the need for a club in your community and how can a club help that need
- Will the club be project-based or general
- How many meetings do you want to host per month/year (and when – day and time)
- Where will your club meet
- Are there other parents or adults willing to assist with your club (as needed)

Steps in Establishing a 4-H Club:

- Contact the Quebec 4-H Provincial Coordinator for support and required trainings for leaders.
- Recruit potential club members (and possibly other qualified adults/teens that can assist)
- Set a date, time, and location for the first organization meeting.

Advertise Your Club

- Tell others about 4-H via local media: radio, paper or news letter, and social media.

Awareness Meeting (Informal but Informative)

- Introduction to 4-H
- Share online registration information and cost
- Decide on when and how often you want to meet
- Decide on club name
- Discuss officer roles

Second Club Meeting Goals (Planning)

- Elect club executive
- Set goals for club
- Plan out club calendar

Basic Club Meeting Outline

- Pre-meeting – Bridges the gap between the time members begin to arrive & the time the meeting begins. (Can be either activities or refreshments)
- Business portion (10-15 minutes) – Members learn how to conduct a meeting and practice democratic decision-making.
- Educational Program (30-45 minutes) – Usually project work, but may involve special presentations or activities conducted by resource people, parents, or older members.
- Recreation/Refreshments (15-20 minutes) – Provides members an opportunity to develop and practice social skills

Advertise Your Club

- Tell others about 4-H!
- Local media: radio, television, local paper or news letter
- Social Media
- Host an Awareness meeting

Involve youth as much as possible. Make it THEIR club!

REQUIREMENTS OF LOCAL 4-H CLUBS

Requirements for a Club

1. Four youth members age 6 - 25 are necessary to form a 4-H Club.
2. Each 4-H club must have two Contact Leaders, 21 years or older as of January 1st of the membership year, who is not registered as a 4-H member. The Contact Leader is elected annually by the general 4-H youth membership and registered with the Provincial Office.
3. A 4-H member, 18 years or older, may be a junior leader.
4. 4-H clubs must endeavour to conduct business meetings using Parliamentary Procedures, which requires that only 4-H members propose, second and vote on motions during the club meetings.
5. A 4-H club executive must be elected from the general 4-H youth membership. The executive must include, but is not limited to, a President, Vice-President, Secretary and Treasurer.
6. All signing officers must be 4-H members in good standing, at least one must be a club executive member.
7. It is recommended that each 4-H club have their financial statements audited annually by an individual outside of the club.
8. The 4-H membership year extends from January 1st to December 31st.
9. The deadline to submit membership and leader registration forms and membership fees is February 1st of any given year.
10. Each 4-H club must hold at least one Achievement Day during the membership year.
11. Each local club will nominate at least one, maximum 2, 4-H member to the Provincial Board of Directors. Exceptions may be made for clubs who present their case to the Programs and Regulations Committee at the Annual General Meeting.
12. Each local club will report their completed project numbers to the provincial office at the end of the membership year.

Requirements for ACHIEVEMENT DAY

1. An Achievement Day must provide an opportunity for each 4-H member to display and/or demonstrate project/activity work.
2. A report must be submitted to the Provincial Office for the News Spreader within 30 days of the event.



CLUB ROLES & RESPONSIBILITIES

Registering Your Club The final step is to register your club with 4-H Quebec. At the organization meeting, make sure to gather all the information you will need to complete the New Club Registration Form.

- Who the leaders of the club will be
- Elect club officers as follows:

President

- Oversees all actions of the club including organizing and running meetings.

Vice-President

- Acts as an assistant to the president, must be able to assume the president's duties when required.

Secretary

- Records attendance and keeps a careful record of all meeting minutes.

Treasurer

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

Club Reporter

- Informs the public of club activities and events. He/she does so by notifying radio, television, magazines and school newsletters.

Other

- Your club may think of other roles that they would like to have included in your club's Executive Committee.

Need Help?

Reach out to the Provincial Coordinator for help and answers to your questions at any stage of starting up your new club.



BECOMING A VOLUNTEER

There are 3 levels of volunteering with a 4-H Club

1. Trained Leader
2. Screened Volunteer
3. Unscreened Guest

Each club is required to have a minimum of two Trained Leaders. To become a trained leader they must complete the following:

- ✔ Register with the Provincial Office
- ✔ Vulnerable Sector Police Check
- ✔ 4-H Canada Youth Safety Training
- ✔ Commit to Kids Online Training or Equivalent
- ✔ Signed Code of Conduct

All 4-H activities, whether they be in person or virtually, are required to comply with the Rule of Two.

Rule of Two Quick Guide



OUR TEAM



Quebec 4-H Executive Committee

Chair of Finance

- Connor Bryson

Chair of Programs and Regulations

- Keith Quinn

Vice-President

- Maeve McIntyre

President

- Christina Knox

Past-President

- Paige Frost




Provincial Coordinator


Gillian MacDougall

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