



# 4-H Ontario Policy Manual

## 4.2.1 4-H PARTICIPANTS

### Section 4.2 – 4-H Operating Policies & Procedures

Revised: June 12, 2021

## SECTION 4.2. 4-H OPERATING POLICIES & PROCEDURES

### 4.2.1 4-H PARTICIPANTS

*Note: Member policies apply to non-member participants  
(i.e., resource availability Participant Agreement Code of Conduct)*

POLICY	DATE PASSED, AMENDED OR REVIEWED
<p><b>O-M-01 – Provincial Youth Participant Requirements</b> <i>(Amended: June 12, 2021)</i></p> <p><b>a) Provincial Youth Participant Fee:</b> To be eligible to become a 4-H Ontario Youth or Cloverbud participant, an annual provincial youth participant fee will be collected by the provincial 4-H office. This youth participant fee is determined by the Board of Directors of the Ontario 4-H Council.</p> <p>In the case where a 4-H youth is enrolled in clubs in more than one 4-H Association, the provincial youth participant fee is to be collected on behalf of the home association only.</p> <p><b>b) Provincial Youth Participant Ages:</b> See B-CE-02 Enrollment Eligibility for Youth in the 4-H Program.</p> <p>Youth under 6 years of age, prior to January 1st of the current calendar year cannot be considered 4-H youth participants, nor can they participate in club activities or receive 4-H Ontario resources and awards. The 4-H Ontario insurance policy does not cover youth under 6 years old as 4-H youth participants. Families and leaders who allow underage participants to actively participate in the 4-H program are taking on significant personal liability risk.</p> <p><b>c) Club Youth Participant Lists:</b> 4-H volunteers must return copies of the club youth participant list to the Association Membership Coordinator immediately following their second club meeting. The club must be registered into the 4-H Ontario database immediately following the second meeting (or 4 hours) of the club.</p> <p>If additional youth join a club, following the submission of club youth participant list, it is the responsibility of the 4-H volunteer to inform the Membership Coordinator immediately of the change to ensure 4-H youth participants are registered as 4-H youth participants in the club.</p>	<p>1998/ 2000/ 2001/ 2003/ 2006/ 2014/ 2016 /2017/2020/ 2021</p>
<p><b>O-M-02 – Recognized Members</b> <i>(Reviewed: January 19, 2019)</i></p> <p><b>Please see: B-CE-02 – Enrollment Eligibility for Youth in the 4-H Program</b></p>	<p>1989/ 2000/ 2012/ 2013/ 2016/ 2019</p>
<p><b>O-M-03 – Membership &amp; Club Composition</b> <i>(Amended: June 16, 2018)</i></p> <p>4-H clubs are required to have a minimum of six (6) eligible members and two (2) consistent and dedicated 4-H Ontario Volunteers in Good Standing (Policy O-V-14)</p>	<p>1988/ 1995/ 2010/ 2012 / 2013/ 2014/ 2018</p>



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<p>involved in club leadership/activities.</p> <p>It is not necessary for all members of a club to take the same project. Before enrolling, a person who is eligible to be both a 4-H member and a Leader of a club, must choose to be either a member or leader of the specific club (with a 4-H Ontario screened leader that is 22 years of age or older prior to January 1st). A Youth Member cannot receive recognition as both a member and a Leader in the same club.</p> <p>Cloverbud participants are able to complete Cloverbud projects only. They are not able to participate in other club projects offered for 4-H members. Youth aged 15-21 years prior to January 1st may assist in a Cloverbud project as a Youth Leader.</p>	
<p><b>O-M-04 – Club / Project</b>  <i>(Removed: September 15, 2020)</i>  <b>See Policy B-BSR-16 – Club In Good Standing</b></p>	<p>1993/ 2008/ 2009/  2012/ 2014/ 2018/  2019/ 2020</p>
<p><b>O-M-05 – Resource Availability</b>  <i>(Removed: December 15, 2020)</i>  <b>See Policy B-BSR-16 – Club In Good Standing (refer to *Note)</b></p>	<p>1993/ 2012/ 2014  /2018/ 2020</p>
<p><b>O-M-06 – Meeting Time</b>  <i>(Reviewed: July 31, 2019)</i></p> <p>At least 12 hours of club meeting time is required for every project; including club business, specific project information and social recreation. The delivery format for that material is left to the discretion of the leaders.</p> <p><b>Note:</b> the best practice recommendation is that a club have multiple meeting times for each project.</p>	<p>1993/ 2008/ 2014/  2016/ 2019</p>
<p><b>O-M-07 – Achievement Program</b>  <i>(Updated: September 15, 2019)</i></p> <p>The Achievement Program is a chance to share what has been learned in the club and the project work completed. Each club must organize a program of interest to the members and the community and present it to the public as its Achievement Program. Each member is to have an active part to play in this program.</p> <p>This event may involve individuals, organizations and the community that support the club throughout the year. Each club has a unique way of showcasing their projects.</p>	<p>1989/ 2016/ 2019</p>
<p><b>O-M-08 – Project Completion</b>  <i>(Amended: November 15, 2018)</i></p> <p>A participant will complete a project satisfactorily by:</p> <ul style="list-style-type: none"> <li>• Participating in at least 2/3 of his/her own project meeting time; and</li> <li>• Completing the project requirements to the satisfaction of the Club Leaders; and</li> <li>• Taking part in the Achievement Program. (A participant will be allowed to attend an Achievement Program only if he/she has participated in at least 2/3 of the</li> </ul>	<p>1993/ 2014/2018</p>



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<p>meeting time of his/her own project prior to the Achievement Program.)</p> <p>Participants in projects that are part of a club that does not meet the requirements outlined in <i>Policy O-M-03 Membership and Club Composition</i> will not receive completion credit for the project even if the above criteria are met.</p>	
<p><b>O-M-09 – Access to 4-H Ontario Youth Programs</b> (Removed: September 15, 2020)</p> <p><b>See Policy B-CE-11 – Inclusion</b></p>	<p>2000/ 2008/ 2014/ 2016/ 2019/ 2020</p>
<p><b>O-M-10 - Participation by Members in National / International 4-H Programs and Activities</b> (Reviewed: July 31, 2019)</p> <p>Only 4-H members who are considered as “members in good standing” will be eligible to participate in national and international 4-H programs and activities.</p>	<p>2001/ 2008/ 2012/ 2016/ 2019</p>
<p><b>O-M-11 – Youth Leader/Youth Director Roles</b> (Updated: July 31, 2019)</p> <p>Whether you lead a food, safety, livestock, crops, horticulture or sewing project or even sit on your local association, you can find enjoyment from working together with a Youth Leader. As a 4-H Ontario Volunteer, supervising a Youth Leader is an important way the 4-H program encourages leaders to build young leaders.</p> <p>Club Youth Leaders are not considered a Volunteer in Good Standing. Club Youth Leaders are an addition to the minimum volunteer requirement in policies O-V-14 &amp; B-BO-21.</p> <p><b>Overview:</b> The 4-H Club Youth Leader and Youth Director projects should give senior 4-H members an opportunity to:</p> <ul style="list-style-type: none"> <li>• Put leadership into action at the club or association level</li> <li>• Further develop communication, interpersonal and organizational skills</li> <li>• Prepare to take on other leadership roles</li> <li>• Be a valuable resource to the 4-H program.</li> </ul> <p><b>Quantity of Club Youth Leader/Youth Director Positions</b> A 4-H club will have no more than one (1) Youth Leader per six (6) members for each project. Local 4-H Association Board of Director’s will have no more than two (2) Youth Directors complete per calendar year.</p> <p><b>Age of Club Youth Leader/Youth Director Positions</b> 4-H members completing a Club Youth Leader project must be between the ages of 15-21 prior to January 1<sup>st</sup> of the current calendar year and part of an active club. 4-H members completing a Youth Director project must be between the ages of 18-21 prior to January 1<sup>st</sup> of the current calendar year and part of an active club.</p>	<p>2006/ 2008/ 2016/ 2019</p>



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#### Youth Leader/Youth Director Position Training

Training for Club Youth Leaders or Youth Directors must be completed prior to the second meeting of their Club Youth Leader or Youth Director project. Returning Club Youth Leaders or Youth Directors must complete a re-engagement training every second year, at minimum, for successful completion of these projects. Current training options can be found in the 4-H Leadership In Action Resource Guide.

#### Streams:

Club Youth Leader Project has two (2) streams:

- ✓ Club Youth Leader
- ✓ Association Youth Director

#### 1. Club Youth Leader

The 4-H Club Youth Leader project offers **senior** members (age 15-21) an opportunity to develop skills and abilities, through the practice of leadership with the guidance of a 4-H volunteer leader. **Note:** members must be part of an active club in order to complete a youth leader project.

#### General Requirements:

4-H Club Youth Leaders will complete the project satisfactorily by:

- Participating in at least 2/3 of their own club meeting time
- Completing the project requirements to the satisfaction of the club leaders
- Taking part in an Achievement Program.
- Completing the Club Youth Leader Handbook; signed by leader(s) and submitted to local 4-H Association for final approval.

#### Specific Requirements:

- First time Club Youth Leaders must participate in a Youth Leader Training Opportunity (please see Leadership In Action Resource Guide or the 4-H Ontario website for details), where they will have an opportunity to gain further knowledge and/or skills.
- Re-engagement for Club Youth Leaders is through online learning modules or through participation at Provincial Leadership Camp or Future Leaders in Action Camp. Re-engagement must be completed at minimum every two years.
- Lead a number of activities at club meetings within a project club.
- As mentioned in the General Requirements - complete the 4-H Club Youth Leader Handbook.
- Take a leadership role in the club, association or region by completing one of the following:
  - Take an active part in the planning of the Achievement Program and participate by chairing, leading activities, introducing or thanking speakers, etc.
  - Visit a school and promote the 4-H program with a verbal presentation and/or exhibit.
  - Plan and co-ordinate a local 4-H activity, i.e. new member meeting, judging competition, field trip, tour, car wash, interpretative walk.
  - Volunteer as a presenter or group facilitator at Discovery Days



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<ul style="list-style-type: none"><li>○ Prepare an exhibit for the Achievement Program, a local fair or event.</li><li>○ A project approved by the club leader(s).</li><li>○ Local Associations may have additional guidelines.</li></ul> <p><b>2. Association Youth Director</b></p> <p>The 4-H Association Youth Director project offers senior members (age 18-21) an opportunity to gain parliamentary procedure knowledge as well as develop skills and abilities for being a part of an effective board of directors through the practice of leadership, communication and organizational skills.</p> <p><b>General Requirements:</b></p> <p>4-H Association Youth Director will complete the project satisfactorily by:</p> <ul style="list-style-type: none"><li>● Taking an active leadership role in the Association (for examples, see the Youth Director Handbook)</li><li>● Participating in at least 2/3 of the local 4-H Association board meetings</li><li>● Completing the project requirements to the satisfaction of the local 4-H Association Board</li><li>● Taking part in the local 4-H Association Annual General Meeting</li><li>● Completing the Youth Leader Handbook; signed by local association president and submitted to local 4-H Association for final approval.</li></ul> <p><b>Specific Requirements:</b></p> <ul style="list-style-type: none"><li>● First time Association Youth Directors must participate in a New Volunteer Orientation. For re-engagement, Association Youth Directors must attend and participate in a local Association Annual General Meeting, Volunteer Esymposium or Association requested learning opportunity. Re-engagement must be completed, at minimum, every two years.</li><li>● Run a small youth forum at a club meeting to bring a youth perspective to an issue the local association is interested in receiving feedback on and report findings to local association at a board meeting.</li><li>● As mentioned in the General Requirements- complete the 4-H Youth Director Handbook.</li><li>● Take a leadership role in the association by completing an assigned activity or activities at the request / need of the local association board of directors. Examples include:<ul style="list-style-type: none"><li>○ Visit a school and promote the 4-H program with a verbal presentation and/or exhibit.</li><li>○ Organization of judging night or Rally night</li><li>○ Assist in the organization of recognition / awards night.</li><li>○ Working with a committee to organize local volunteer training</li><li>○ Prepare an exhibit for the Achievement Program, a local fair or event.</li><li>○ Organize a leadership development meeting for youth leaders and / or club executives.</li></ul></li></ul> <p><b>Youth Directors for your Association Board</b></p> <p>When looking for Youth Directors, keep these points in mind.</p> <ul style="list-style-type: none"><li>● For senior member (18-21 years of age).</li></ul>	
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- Members looking for a leadership challenge.
- Familiarity with the 4-H program.
- Willingness to accept responsibility.
- Ability to get along with adults, peers and younger members.
- A sincere desire to be helpful to the club / association.
- Ability to plan ahead and carry out activities.
- Have they already experienced being a Youth Director? If so should the chance go to another?
- Have they had other opportunities to develop these skills? If so should the chance go to another?

#### **Guidelines for 4-H Ontario Volunteers serving as mentors to Club Youth Leaders or Youth Directors**

It is important that a “help-each-other” relationship be established from the start. A relationship of co-operation is the key to the degree of achievement a young person may reach. For high achievement, consider the following teamwork approaches:

- Sharing, rather than delegating responsibility. Let the individual have a share in the decision making rather than merely assigning them a task to carry out.
- Understand that both of you will have to give and take to get the job done.
- Make sure both parties clearly understand their responsibilities. Talk to the individual and find out how they would like to be involved. Together, determine the individual’s responsibilities.
- Provide the Individual with challenges and opportunities for growth without overburdening them.
- Give the Club Youth Leader/Director a chance to show their creativity, strengths and initiative, even if that means trying some new and different things with club members or association membership.
- Let the individual know that whenever they need guidance, support or just a friendly face that someone is available.
- Communicate clearly. Create an atmosphere in which opinions can be freely expressed.
- Share your resource materials with the individual(s), i.e. 4-H Volunteers Guide, the project guide for Leaders and Youth Leaders, constitutions, etc.
- Keep in mind that Club Youth Leaders/Directors are individuals. What works well for one may not work well for another. You will need to try to understand the individual(s) and what motivates them and be flexible with your working style.
- Provide positive feedback and evaluation comments.
- Club Youth Leaders/Directors need to see their strengths and places for improvement.
- Evaluation should not be a threatening experience. First, let the Club Youth Leader/Director evaluate his/her own performance, then, point out the areas where you felt their performance could be improved, as well as the strong areas.



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<ul style="list-style-type: none"> <li>• A formal evaluation should follow every presentation.</li> <li>• Informal evaluation should be a continuous process. A word of encouragement or praise here and a word of caution there is the type of guidance most Youth Leaders/Directors want.</li> </ul>	
<p><b>O-M-12 – Deadlines for Membership Information</b>  <i>(Amended: July 31, 2019)</i></p> <p>The deadline for all new membership enrolments is November 1<sup>st</sup> of the current year. All project completions must be received by 4-H Ontario by December 1<sup>st</sup>. For Associations with fall awards events, the deadline for completion is 30 days before the awards presentation.</p> <p>It is prudent to enter membership enrolment on an ongoing and timely basis as they are received up to the deadline. This facilitates timely distribution of Provincial Participant Cards, website IDs and passwords, and ensures members are registered for relevant mailings.</p> <p>An Association may set an earlier cutoff date for new membership enrolments. They have the option of submitting for the current year or having the registration held the following year. Once the Association deadline for awards has passed and the Awards Reports are printed, any clubs entered and completed will be included in the following years Awards Report. Projects submitted to be Projects held to be entered in the following year will be billed membership fees for the following year. Regardless of what year the project is entered it must still be submitted to 4-H Ontario immediately following the second meeting for insurance purposes.</p>	<p>2006/ 2012/ 2016/ 2019</p>
<p><b>O-M-13 – 4-H Ontario Camp, Conference and Competition Registration Policies</b>  <i>(Updated: September 15, 2019)</i></p> <p><b><u>Date of Effect</u></b></p> <p>To ensure the best experience for all participants at 4-H Ontario camps, conferences and competitions (referred to below as ‘programs’) the following policies will be in place.</p> <p><b><u>Registration Prior to Event</u></b></p> <p>Registration for all events is mandatory. Walk-in / day-of event registrations will not be accepted.</p> <p><b><u>Registration Requirements</u></b></p> <p>4-H Ontario must receive all required documentation, including registration forms, Participant Agreement Form 6.08 and any other noted documentation, completed in full and signed as well as the registration fee by the program’s registration deadline.</p> <p>Travel reimbursement forms must be submitted by the program registration date. For full details see Policy O-M-14 Travel Reimbursement.</p> <p><b><u>Processing of Registrations</u></b></p> <p>Registrations will not be processed until all components are received and will be processed in the order they are received as events are filled on a first come, first serve basis. A registration form sent by the deadline date does not guarantee event registration.</p>	<p>2011/ 2016/ 2019</p>



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<p><b><u>Confirmation of Registration</u></b> Confirmation will be provided to registrants upon receipt of all registration C</p> <p><b><u>Cancellations and Refunds</u></b> If a cancellation is received in writing two weeks prior to the beginning of the 4-H activity, a refund of the registration fee and, if applicable, any transportation fee, minus a \$50.00 administration fee will be given. Cancellations received after two weeks prior to the beginning of the 4-H activity will not be eligible for any refund. Exception to the two week notice of cancellation may be given in the event of participant illness or a death in the immediate family; a physician's note may be required to receive exception. If a registrant-specific item (i.e. t-shirt) has been ordered for a registrant who cancels, regardless of notice time, a refund for that item will not be given.</p> <p>As the registration fee for Discovery Days is less than \$50, and the registration deadline is less than two weeks in advance, there will be no refund.</p> <p>Refunds will not be issued in instances where the registrant is removed from the 4-H activity at the choice/request of the registrant or the registrant's parent/guardian after the start of the 4-H activity <b>or</b> if the registrant is dismissed from the 4-H activity for breach of 4-H Ontario policies including the 4-H Ontario Code of Conduct.</p> <p>Registrations received after a program reaches maximum capacity will be provided a full refund of all fees submitted.</p> <p>4-H Ontario reserves the right to cancel programs at any time due to inadequate registration. In the event of a program cancellation, registrants will be provided a full refund of registration fees.</p> <p><b><u>Registration Substitutions</u></b> No registrant substitutions will be accepted.</p>	
<p><b>O-M-14 – Travel Reimbursement Policy</b> <i>(Reviewed: July 31, 2019)</i></p> <p>4-H Ontario seeks to provide quality experiences for youth of all economic capacities and from all areas of the province. Therefore, 4-H Ontario offers reimbursement for travel costs incurred by 4-H members in order to attend a provincial program. A 4-H provincial program is one that is initiated, administered, planned by and the responsibility of 4-H Ontario staff. The parameters around travel reimbursement are outlined below. In order to ensure fair, transparent and equitable access to provincial programs, 4-H Ontario offers two ways to reduce transportation as a barrier to participation in provincial programs: 1) 4-H chartered bussing options from central locations for select programs and 2) Travel reimbursement for 4-H members.</p> <ul style="list-style-type: none"> <li>• Reimbursement is available for rail, bus, airfare or mileage when a 4-H member's home is over 200 km, one way from chartered bussing locations or the location of the program.             <ul style="list-style-type: none"> <li>○ If a 4-H member's location is within 200 km, one way, and 4-H chartered bussing options are available, travel to the closest 4-H bussing location or program location is not covered.</li> <li>○ If a 4-H member's location is over 200 km, one way, and 4-H</li> </ul> </li> </ul>	<p>2011 / 2013 / 2015/ 2016 / 2017/ 2019</p>





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<p>chartered bussing options are available, travel reimbursement applies to travel to the closest 4-H bussing location only.</p> <ul style="list-style-type: none"> <li>○ Mileage is calculated at the rate of \$0.25/km paid to the driver only, both ways, to and from the program location.</li> <li>● Meals, while travelling, are not covered. Taxi fares are not covered.</li> <li>● Applications for reimbursement must be received by the program registration deadline in order for the request to be considered.</li> <li>● Exceptions to the policy may be determined by 4-H Ontario staff to support 4-H members from more remote areas of the province. Allocations to support travel subsidies for 4-H members are set annually in the Council budget.</li> </ul> <p>●</p> <p><b><u>Allocations:</u></b></p> <table border="1" data-bbox="224 699 862 909"> <thead> <tr> <th>Total Travel Costs Between</th> <th>Potentially Reimbursed up to:</th> </tr> </thead> <tbody> <tr> <td>\$100 - \$249</td> <td>50%</td> </tr> <tr> <td>\$250 - \$499</td> <td>60%</td> </tr> <tr> <td>\$500 - \$749</td> <td>70%</td> </tr> <tr> <td>\$750 - \$999</td> <td>75%</td> </tr> <tr> <td>Over \$1000</td> <td>80%</td> </tr> </tbody> </table> <p><b><u>Application Process:</u></b></p> <p>To request travel reimbursement support, the 4-H member must complete Form 6.41 “4-H Ontario Travel Subsidy Form” and submit it to 4-H Ontario by the program’s registration deadline. The following details need to be provided:</p> <ul style="list-style-type: none"> <li>● Travel distance required to attend the program</li> <li>● Total estimated costs of travel at the time of registration submission</li> <li>● Demonstrated efforts to ensure the most economical means of travel have been sought out</li> <li>● How the experience will be shared with other members in the area upon return</li> <li>● Agreement that duplication of travel reimbursement is not being made from other sources</li> <li>● Travel reimbursement approvals will be made on a first-come, first-serve basis by 4-H Ontario staff.</li> <li>● 4-H members will be informed of approval amounts in writing within two weeks of the program registration deadline.</li> </ul> <p><b><u>Submission of Receipts/Documentation:</u></b></p> <p>Within thirty (30) days of attending the program, receipts/documentation along with Form 6.40 “Travel Subsidy Expense Statement” must be submitted to 4-H Ontario to validate and process the reimbursement. If submissions are not received within thirty (30) days of the program completion, the request will not be honoured.</p>	Total Travel Costs Between	Potentially Reimbursed up to:	\$100 - \$249	50%	\$250 - \$499	60%	\$500 - \$749	70%	\$750 - \$999	75%	Over \$1000	80%	
Total Travel Costs Between	Potentially Reimbursed up to:												
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<p><b>O-M-15 – Code of Conduct</b>  <i>(Removed: September 15, 2020)</i></p> <p><b>See Policy B-CE-12 – Code of Conduct</b></p>	<p>2014/2015/2017/ 2019/ 2020</p>												



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<p><b>O-M-16 – 4-H LEARNS Policy</b> (Reviewed: March 20, 2021)</p> <p>4-H LEARNS (Learn, Educate, Access Resources, Network, Support) is an online community for 4-H volunteer leaders and professionals to share ideas and access 4-H resource materials produced from all corners of the world. This educational platform will empower the Global 4-H Network to connect, share resources and best practices and to grow a global 4-H movement of positive youth development.</p> <p>4-H Ontario volunteers are required to obtain approval to use project resources from other provinces/countries posted to 4-H LEARNS. To have a project reviewed, volunteers must complete the following steps:</p> <ol style="list-style-type: none"> <li>1. Complete Form #6.28 Locally Submitted Projects - Approval Checklist for Local Associations</li> <li>2. Submit the completed form to the local association for review and approval.</li> <li>3. The 4-H association will submit the approved form to 4-H Ontario Coordinator Programming &amp; Resources for provincial approval.</li> <li>4. 4-H Ontario Coordinator, Programming &amp; Resources will alert both the local association and the volunteer(s) of the outcome and any further actions that may be required. This includes either a notification of approval or decline (i.e. if the project cannot be run in Ontario due to insurance coverage).</li> <li>5. If approved, the 4-H Association Membership Coordinator enters project information in 4-H Ontario Database as a 4-H LEARNS Project once the project has begun.</li> </ol>	<p>2017/ 2021</p>
<p><b>O-M-17– Locally Submitted Project Process</b> (Established June 16, 2018)</p> <p>Locally submitted projects can be created by 4-H volunteers wishing to run a 4-H Club on a topic not already offered by 4-H Ontario. 4-H Ontario volunteers are required to obtain approval from both their local 4-H Association as well as 4-H Ontario for a locally submitted project. To have a project reviewed, volunteers must complete the following steps:</p> <ol style="list-style-type: none"> <li>1. Complete Form #6.29 Locally Submitted Projects - Proposed Project Outline Worksheet.</li> <li>2. Submit the completed form to the local 4-H Association for review and approval.</li> <li>3. If approved, the local 4-H Association must complete and sign Form #6.28 Locally Submitted Projects - Approval Checklist for Local Associations.</li> <li>4. The 4-H Association will submit the approved forms 6.28 and 6.29 to the 4-H Ontario Coordinator Programming &amp; Resources for provincial approval.</li> <li>5. 4-H Ontario Coordinator, Programming &amp; Resources will give notice, within two weeks via email message, to both the local Association and the volunteer(s) of the outcome and any further actions that may be required. This includes either a notification of approval or decline (i.e. if the project cannot be run in Ontario due to insurance coverage, safety concerns, content concerns, etc.). This notice will come in the form of an e-mail message. In addition, a hard copy of the notice will be mailed to the 4-H Association for their files.</li> <li>6. If approved, the 4-H Association Membership Coordinator enters club information in the 4-H Ontario Database as a locally submitted project.</li> </ol> <p><i>Note: When submitting Form #6.29, submission of a project manual is also encouraged, although it is not a requirement for approval of a locally submitted project.</i></p>	<p>2018</p>