

4-H NOVA SCOTIA 2017/18 REGISTRATION INFORMATION



We are excited to roll out our new registration forms for the 2017/18 4-H year!

These new registration forms will help us to improve our programming and they have been designed to work with our new database, therefore **no registrations will be accepted on the old forms.**

WHAT'S NEW?

- There is now a form for Members/Clover Buds and a separate form for Volunteers. Remember all volunteers who will be working with 4-H members on a regular basis must complete a registration form with their club or county each year. This includes: general leaders, project leaders, county leaders, coaches and regular volunteers. This is separate from screening which must be completed once every 5 years.
- A Media Release, Communication Preferences, Participation/Volunteer Agreement and Inclusiveness Statement have all been added to the registration forms. We are now recording medical information to help us better serve our 4-H membership.

IMPORTANT NOTES:

- All sections of the registration must be filled out. Ensure that you have initialed the Participation/Volunteer Agreement and Code of Conduct sections as well as signed the bottom of the second page.
- **All registrations are due to the 4-H Nova Scotia office by December 1.**
- Registration forms are to be sent directly to 4-H Nova Scotia by the club or county (please check with your club/county for their process).

By mail: 4-H Nova Scotia, Attn: Registration, 60 Research Drive, Bible Hill, NS B6L 2R2

By e-mail: carolyn.gibson@4hnovascotia.ca or By fax: 902-843-3989

Do not send registration forms to your regions ALC (Dept. of Agriculture) offices. All registration information is now being input into our database. This database allows both 4-H NS and ALC staff to access the most current information.

- If you find yourself waiting on late registrations, do not delay sending the bulk of your club's registration. It is important that we receive registration forms by December 1 so as to allow for data entry and development of programming. Late registrations can be sent separately if necessary.
- Payment is to be made to 4-H Nova Scotia at the time of registration. Clubs may pay directly to 4-H NS or the county may send one cheque for all of its clubs. This is at each county's discretion, ensure that you are aware of your county's procedure before making your registration payment.
- County's sending a cheque for registration fees should include a memo/note indicating for which clubs your cheque is paying.

If you have any questions about the registration process please call 4-H NS at 902-843-3990 or email carolyn.gibson@4hnovascotia.ca.