

## 4-H Website Protocol

The 4-H Branch will create a link on our website to a club, district or regional website. It will be located on [www.4h.ab.ca](http://www.4h.ab.ca) under the heading 'links'.

1. Clubs must request, via email, to have a link to their club attached to [4h.ab.ca](http://4h.ab.ca). Send requests to [corinne.skulmoski@gov.ab.ca](mailto:corinne.skulmoski@gov.ab.ca)
2. All requests must include the name, address, e-mail address (if available) and phone number of the club general leader or district or regional president. The request must also include the name, web address and phone number of the member or leader responsible for maintenance of the e-mail site. (To be called the Club/District/Regional Web administrator.)
3. It is up to the club, district or region to ensure that content is:
  - 4-H appropriate in content and positive in presentation
    - Photos of club activities adhere to the Provincial 4-H program rules. There must be no signs of tobacco, drinking of alcoholic beverages, or inappropriate behaviour.
    - Photos of project work must adhere to project guidelines regarding rules and safety (i.e. appropriate footwear must be worn when working with animals)
  - Updated regularly (every second month recommended, twice per year required)
  - Original or adheres to copyright legislation. You must have written permission to post artwork, cartoons or information that is not your own. You may use, as is, the 4-H Cloverleaf logo.
  - Supportive of all 4-H members and programs
4. To protect personal privacy, the Web administrator is responsible for maintaining a record of signed approval forms of leaders and members whose names or pictures are published on the site. The ***“Release of Personal Information”*** form is attached. (It is recommended that clubs use only e-mail addresses for contact. If you wish to publish a telephone number or address, it should be for a club leader, not a member.)
5. The website must list an active contact e-mail address for the Web administrator.
6. Any banners that are connected to the site through agreement of the design company must be 4-H appropriate. All links connected to the site must also be 4-H appropriate.
7. Requests must list a minimum of two review dates per year. On those dates the Web administrator should review and update the information on their website.
8. The 4-H Branch will randomly review sites and may delete links, without notification, if the content does not adhere to this protocol.

**Release of Personal Information on the club/district/region website - Adults**

To ensure the integrity of our website and your personal privacy, please read this information thoroughly before signing. This form will be kept on record for three years. (For internal club use only.)

I agree to have the following appear on the \_\_\_\_\_ website.  
 (name of club, district or region)

Initial each piece of information that you are willing to have appear on the website:

\_\_\_\_\_ Name                      \_\_\_\_\_ Mailing address                      \_\_\_\_\_ Telephone number  
 \_\_\_\_\_ E-mail address                      \_\_\_\_\_ Photographs                      \_\_\_\_\_ Fax number

First name	Last name
Signature	Date
Mailing address	Telephone number
E-mail address	Fax number

**Release of Personal Information on the club/district/region website - Members**

This form is to be completed and signed by a parent or guardian. To ensure the integrity of our website and your personal privacy, please read this information thoroughly before signing. This form will be kept on record for three years. (The 4-H Branch recommends that members only allow the use of a name, photograph and web address on the site.)

I agree to have the following appear on the \_\_\_\_\_ website.  
 (name of club, district or region)

Initial each piece of information that you are willing to have appear on the website:

\_\_\_\_\_ Name                      \_\_\_\_\_ E-mail address                      \_\_\_\_\_ Photographs

Member's first name	Member's last name
E-mail address	
Signature of member	Date
Signature of parent or guardian if member is under 18 years of age	Date

Personal information on this form is used for publicity and administration of the 4-H program under the authority of the *Freedom of Information and Protection of Privacy Act*. Information provided is protected under the *Freedom of Information and Protection of Privacy Act*. If you need more information, contact the provincial 4-H office at 780/422-4444.