

MONTEREY COUNTY 4-H COUNCIL

May 21, 2018

Hello Gonzales 4-H club,

On April 17th, each club was able to choose their 2018-2019 council committee during the council meeting.

Your club will be responsible for:

1. COUNTY PRESENTATION NIGHT: 2 clubs

An event where members can give a 4-H presentation using the state's current Presentation Manual that will be judged as a qualifier to move onto sectionals. Each club is required to send judges that has registered presenters. The county provides the paperwork/online support while the hosting club provides logistics. This committee needs to provide data base management from the online registration. \$375.00 Budget

Club 1 Overall for facility, flyer, online registration support, setup, room set up and clean up

2. COUNTYWIDE DANCE: 1 club

Dance open to all enrolled 4-H members and may be held after Achievement Night (September) in the same facility. Club books a DJ, makes a flyer for all clubs, provides dinner type food for members, drinks, offers games or activities for non-dancers, provides adult chaperones for the night and hosts a sign in and sign out registration at the door. Take photos of the evening. Typically 7pm- 8:30pm. Budget is for music and food, drinks, cake or other. However, a fee at the door may be charged to make up for a council budget shortfall. \$400.00 Budget

June – council report of date and location given by club chair

July – flyers distributed to all clubs. Planning timeline begins. Council report given by club chair

August – RSVPs and possible payments ongoing. Council report given by club chair

Sept – event takes place by committee

Committee work is defined in conjunction with the 4-H Council and 4-H staff. Committees are expected to develop annual plans of work which include:

- Time lines of needed volunteer work
- Dates of events/functions
- Development and review of expected definitions. This may also include applications, promotional and outreach materials
- Working within a budget
- Giving reports at Council meetings

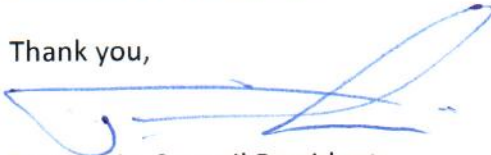
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Committees draft their annual plans of work and present them to the 4-H Council for input and approval BEFORE taking action or implementing the plan of work. Committees gather input for their plans of work from meeting minutes and suggestions of the 4-H community, Council and/or 4-H staff. Committees should coordinate all activities through the 4-H Council and the 4-H staff. County 4-H YDP staff and the County Director have final authority for the administration and operation of the county 4-H program.

The role of the Monterey County 4-H Council committees is to provide leadership by developing and implementing meaningful work for the youth. While committees work in partnership with the 4-H Council and 4-H Youth Development staff, the bulk of the decision making, planning and implementation lies in the hands of the committee. This structure allows for adult and member involvement in crafting the programs and management strategies to best serve the needs of the 4-H community. All committees must adhere to the mission, core values and policies of the University of California 4-H YDP. When possible, senior youth members should be appointed committee chairs.

Your club received a white binder with information to help get your club started. It will also be a place to keep and save information for the future of this committee. We appreciate your continued support of the local work 4-H work.

Thank you,



Tim Lewis, Council President

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf>)

Inquiries regarding ANR's nondiscrimination policies may be directed to John I. Sims, Affirmative Action Compliance Officer/Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.

4-H Council Committee Event Guide

Use this guide to determine what will need to do in order to have a successful committee/event. Please remember that some of these items may not apply to your committee/event.

MAKE EARLY PLANS!

Start your planning 2-3 months in advance

Completion Date	Task	By Who	Notes
8/16/18	Determine event goals	Rebecca Colleen Isela Maricela	Fiesta Theme Food ideas
8/16/18	Project a target audience		All 4-H Members
N/A	Receive approval for fundraising (if necessary)	N/A	N/A
8/16/18	Reserve a facility/venue that fits your event's needs (moveable chairs, A/V equipment, stage, capacity) send contract to county office	Rebecca Yofanda	LA. Gloria Cafeteria
	Ensure adequate volunteers to plan and carry-out the event. How many do you need?		18
	Determine publicity: flyers? Program? Brochures? Posters? Press release? Signs? Social media? Check in with county offices		Social Media Emails
8/16/18	Select possible dates for event . Include dates for planning meetings		Sept. 8th
	Meet with 4-H YDP staff to ensure that all the proper forms are filled out prior to your event (insurance use agreements, room reservations)		



fiesta

County wide 4-H Dance and Dinner

When: September 8th, 2018 6:30 – 9:00 pm

Where: La Gloria Elementary School
multipurpose room.

4-H dance and dinner for members

Eat, dance, play and celebrate the past 4-H year! Enrolled members will enjoy an of evening fun and relaxation.

This is a “drop off” event for 4-H members. Gonzales 4-H will provide all adult chaperones. However, a signed medical release form must be provided at check in. Clover buds must have a parent stay. RSVP is a must! Payment can be made by club, or by the members. For safety purposes, all members will be “checked in” and “checked out” by the chaperones provided. Appropriate 4-H dress required.

Hosted by Gonzales 4-H club and sponsored by the 4-H Leader’s Council.

RSVP to gonzales4h@gmail.com by September 4th, 2018

**\$5 DOLLAR
ADMISSION
INCLUDES:**

**DJ Music and
Dancing**

**Themed
Photo-Booth**

**Games and
Prizes**

**Adult
Chaperones**

**Dinner and
Sides**

Drinks

Candy



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Monterey County Leader's council END OF EVENT REPORT

Club in Charge: Gonzales 4H

Adult Chairs: Celeste Pineda, Marizela Zepeda, Ramona Diaz

Youth Chairs: Lucas Barba, Jesus Gonzalez

Name of event: Achievement Dance Date 9-8-18

Time 7:00-9:00 Location La Gloria Cafeteria

Money budgeted \$ 400 Actual money spent (with receipts) \$ 242.91

Fees charged 35 Add a separate additional page listing all itemization

Donations 3 \$ amount 370 for what decoration & food

From whom? The Gonzalez Family, The Freero Family, The Villaseca family have they been thanked? no

Add a separate additional page listing all donations

OUTPUTS: (results)

Number of *members* in attendance 80 number of *volunteers* in attendance 15

Number of Adults in attendance 10

Was this a chaperoned event? If so, number of chaperones 10
(Ratio of chaperones to youth listed above _____)

List or attach additional support materials that identify the following:

- Budget
- Menus
- Receipts
- Date(s) planning committee met
- Flyers, score cards, program, script and or forms made or used
- Spreadsheet or scanned copy list of attendees and volunteers
- Overview of Items made
- Schedule or event or timeline of planning
- Correspondence related to committee



MONTEREY COUNTY 4-H COUNCIL



Scholarships Offered

- Names and contacts of special guests
- Special staff (Nurses, lifeguards, cooks, etc.)
- Photos of layout, items or event
- Original committee description printed

What your club would do differently next time. Describe in detail what would be done differently and why:

It would have been easier if we had more family / club member help.

It would have been better to have experience in the area.

Was very new to all members and families.

next will be better prepared with the experience we ~~lost~~ went through.

Turn into the 4-H offices or the Council's Vice President



Monterey County Leader's Council

END OF EVENT REPORT

Club in Charge: Gonzales

Adult Chairs: Celeste Pineda, Marisela Zepeda, Ramona Diaz

Youth Chairs: Lucas Barba, Jesus Gonzalez

Name of event: Achievement Dance Date 9-8-18

Time 7-9pm Location La Gloria Cafeteria

Money budgeted 400 Actual money spent (with receipts) \$1292.41

Fees charged \$5 Add a separate additional page listing all itemization

Donations decorations food and drinks \$ amount \$370 for what →

From whom? Gonzales friends and Villaseca family have they been thanked? →
Add a separate additional page listing all donations

OUTPUTS: (results)

Number of members in attendance 70

Number of adult volunteers in attendance 10

Was this a chaperoned event? If so, number of chaperones 10 Ratio

List or attach additional support materials that identify the following:

- Budget
- Flyer
- Menus/ snack items
- Receipts
- Items made
- Schedule/program
- Scholarships Offered
- Names and contacts of special guests
- Special staff (Nurses, lifeguards, cooks, etc.)
- Location of where are photos stored



Set up decorations hours before event with volunteers



Get banners from county offices



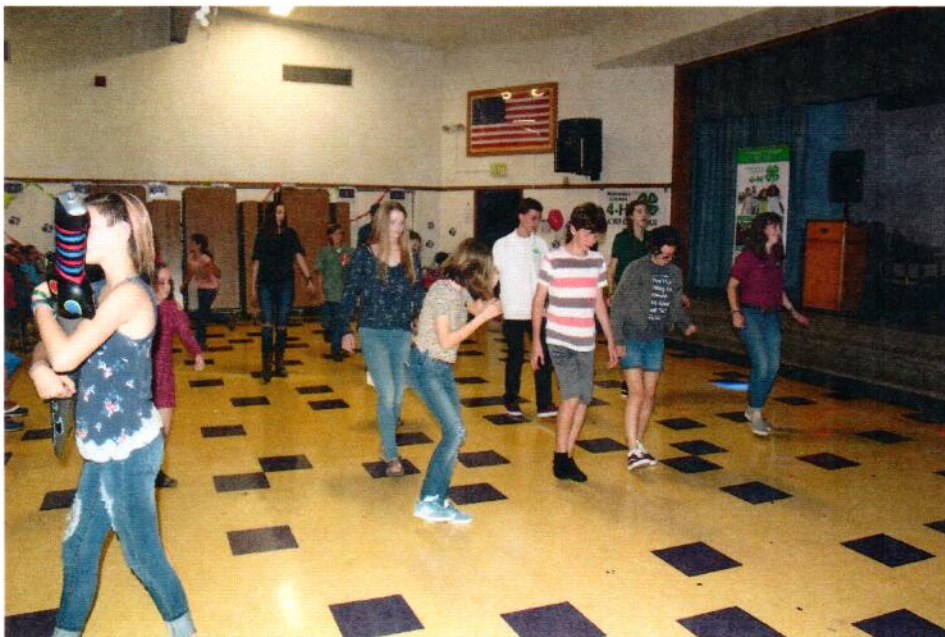
Make sure there is a sound system for the emcees to use. Get banners set up



Have tables set up for awards ceremony but make sure the floor can be cleared for dancing later.



Volunteers are needed to run the “check in” table for all guests. ALL people have to exit the building and re enter to sign into the dance. This is required for safety and emergencies! Members pay a small fee. Have a cash box. Have blank medical release forms ready for parents to sign. At the end of the night, the members without parent should be checked off. All lists are given to the county offices.



DJ needs a list of songs that are appropriate for young people. Ask for requests from members who go to the camp!

The club in charge of the dance is also in charge of the dinner. The fee taken at the door should add to the total spent on dinner. Make plans early!! If more money is needed for dinner and dessert- let the council know!

