

MONTEREY COUNTY 4-H COUNCIL

May 21, 2018

Hello Buena Vista 4-H club,

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

1. Your club will be responsible for: **COUNTY RECORD BOOK JUDGING: 1 club**
Club provides a committee of volunteers to review and hold the county record book competition held in August. Committee works with county offices to distribute the contest information, create the due dates, flyers, books the site, assign numbers and divide books into categories for judging. Coordinates with club that is hosting the Star Rank Verification with record books. Provides light refreshments for judges. Each club submitting record books must send allotted amount of judges. Provides all final tabulations and a report of each book completed. Target month is August. \$125.00 Budget
2. **FOOD BOOTH: 1 club**
The Monterey County Fair Food Booth will now be under the guidance and oversight of the Fundraising Committee, with the exception of one club to manage set up and clean up prior to and after the County Fair. Set up to include making sure the Fair has scheduled clean up of the booth prior to the weekend before the County Fair, loading in all supplies and setting up for the start of business. Clean up includes inventory and storage of all leftover supplies post County Fair. All clubs will continue to support the 4-H food Booth at the Monterey County Fair by volunteering for shifts. Every club will send a club representative to be an active part of quarterly planning.
\$50.00 Budget for committee; overall budget provided by Fundraising 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 Budgets
- Giving reports at Council meetings

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.

MONTEREY COUNTY 4-H COUNCIL

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

Monterey County's annual 4-H Record Book Contest 2018

HEAD • HEART • HANDS • HEALTH



4-H Youth Development Program



The 4-H Record Book gives members an opportunity to reflect on their year, measure their achievements and growth, set goals, and develop plans to meet those goals.

Take part in this annual contest by entering your Record Book now thru July 17th.

Members can enter a Record Book into this contest for awards

Contest: Saturday, July 28th, 2018

Location: Salinas Ag Conference Center
1432 Abbot St, Salinas

Time: Judges orientation begins promptly at 9am

Hosted by the Buena Vista Club
and the 4-H Leader's Council

To enter your record book look for the entry form:
<http://cemonterey.ucanr.edu/files/284937.pdf>

To become an adult judge/evaluator:
<http://cemonterey.ucanr.edu/files/284693.pdf>

UCCE Monterey County 4-H Program | 1432 Abbott St | Salinas | CA | 93901
831-759-7386 | lhofmannlurz@ucanr.edu http://cemonterey.ucanr.edu/4-H_Program/

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/aprcstaff/files/169224.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to Linda Marie Mantón, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.



University of California
Agriculture and Natural Resources

MONTEREY COUNTY 4-H COUNCIL

CHECK REQUEST FORM

Date: 7/27/17

Make check payable to:

Name: Kelly Urquides

Address: 23504 Belmont Circle

Salinas Ca 93908

City

State

ZIP

Description of Reimbursement: Food for County Record Book Judging

Invoice(s) or Receipt(s) Amount: \$ 119.69, \$ 26.24, \$ _____, \$ _____

Total to be Reimbursed: \$ 155.93

Please attach any supporting invoices, receipts, etc.

Event, function, or budget category: County Record Book Judging

Requested by: Kelly Urquides

MONTEREY COUNTY 4-H COUNCIL

CHECK REQUEST FORM

Date: _____

Make check payable to:

Name: _____

Address: _____

City

State

ZIP

Description of Reimbursement: _____

Invoice(s) or Receipt(s) Amount: \$ _____, \$ _____, \$ _____, \$ _____

Total to be Reimbursed: \$ _____

Please attach any supporting invoices, receipts, etc.

Event, function, or budget category: _____

Requested by: _____

Salinas #472
1339 N Davis Road
Salinas, CA 93907
(831) 424-4242

8J Member 111765615900

*****Bottom of Basket*****

E	782796	KSWATER40PK	2.99
E	6900000000	CA REDEMP VA	2.00
E	782796	KSWATER40PK	2.99
E	6900000000	CA REDEMP VA	2.00
E	736083	KS ORG LEMON	5.89
E	9700000000	CA REDEMP VA	0.20

*****BOB Count 3*****

E	201499	RED SEEDLESS	7.99
E	785161	GRN SEEDLESS	7.99
E	9702	CSR SLD KIT	3.29
E	9702	CSR SLD KIT	3.29
E	34423	COOKIES 24CT	7.99
E	15939	CRS SAND PLT	29.99
E	24311	VAR. MUFFIN	7.99
E	380991	QUICHE	10.99
E	12928	ROLLERPLATTR	29.99

TOTAL NUMBER OF ITEMS SOLD	12
SUBTOTAL	125.58
TAX	0.00

**** TOTAL 125.58

XXXXXXXXXXXXXXXXXXXX CHIP Read
AID: A0000000980840 VERIFIED BY PIN
Seq# 3996 APP#: 819469
EFT/Debit Resp: APPROVED -5.89
Tran ID#: 820800003996....
Merchant ID: 990472

119.69

APPROVED - Purchase
AMOUNT: \$125.58
07/27/2018 17:48 472 3 88 44

EFT/Debit	125.58
CHANGE	0.00

TOTAL NUMBER OF ITEMS SOLD - 12
~~XXXXXXXXXXXXXXXXXXXX~~ 17:48 472 3 88 44
OP#: 44 Name: BECKY

Thank You!
Please Come Again
Whse:472 Trm:3 Trn:88 OP:44

Total BOB Item Count - 3

1150 S. Main St
831-758-8233

Lucky

Cashier: Yasmin

Clerk# 144176

07/27/18

18:24:21

Member card number: XXXXXXXX4485

GROCERY

KEURIG DS CF REG 10.19 F

PEETS CF DMNG MED 6.99 F

Regular Price 10.99

STARBUCKS K-CUPS BLOND 8.99 F

Regular Price 9.99

DAIRY -- DELI -- FROZEN

SMPLY LEMNAD RSPBR 3.29 F

Regular Price 3.49

+DAIRY DELI CRV>24Z .10 F

SMPLY J ORANGE JCE 3.99 F

Regular Price 4.49

SSF HALF & HALF 2.69 F

SUBTOTAL 36.24

TOTAL TAX .00

TOTAL **36.24**

DEBIT TENDER TENDER 86.24

CASH CHANGE 50.00

NUMBER OF ITEMS 7

Total Savings on Sale Items 5.70

YOU SAVED A TOTAL OF 5.70

THAT IS A SAVINGS OF 14%

Lucky #747
1150 South Main Street
Salinas CA 93901
(831) 758-8233

07/27/2018

18:25:13

US DEBIT

Entry Method: Chip

CARD #:

XXXXXXXXXXXXXXXXXXXX

PURCHASE

-- APPROVED

AUTH CODE: 617918

Mode:

Issuer

AID:

A00000000980840

TVR:

8000048000

IAD:

06010A03A00000

TSI:

6800

ARC:

00

TC:

34CDC50DDOCC1B1A

MID: 992555

TID:

001 SEQ: 062234

Purchase:

\$36.24



University of California

Agriculture and Natural Resources | 4-H Youth Development Program

Monterey County Leader's Council

END OF EVENT REPORT

Club in Charge: Buena Vista 4-H

Adult Chairs: Kelly Urquides & Sonia Hatstrup

Youth Chairs: Anthony Federico

Name of event: Monterey County Record Book Judging Date 7/28/18

Time 9am-2pm Location Monterey County Ag Office - Large Conference Room

Money budgeted \$125.00 Actual money spent (with receipts) \$155.93

Fees charged \$0.00 Add a separate additional page listing all itemization

Donations Not Applicable \$ amount X for what X

From whom? X have they been thanked? X

Add a separate additional page listing all donations

OUTPUTS: (results)

Number of members in attendance 26

Number of adult volunteers in attendance 24

Was this a chaperoned event? If so, number of chaperones 2 Ratio 1 to 1

Not considered a chaperoned event but there were two committee advisors and two youth committee members present.

List or attach additional support materials that identify the following:

Budget & Agenda

Flyer

Menus/ snack items

Receipts

Items made (Club Submission Form, Contest Application, Thank You Letter, Pre-Judges

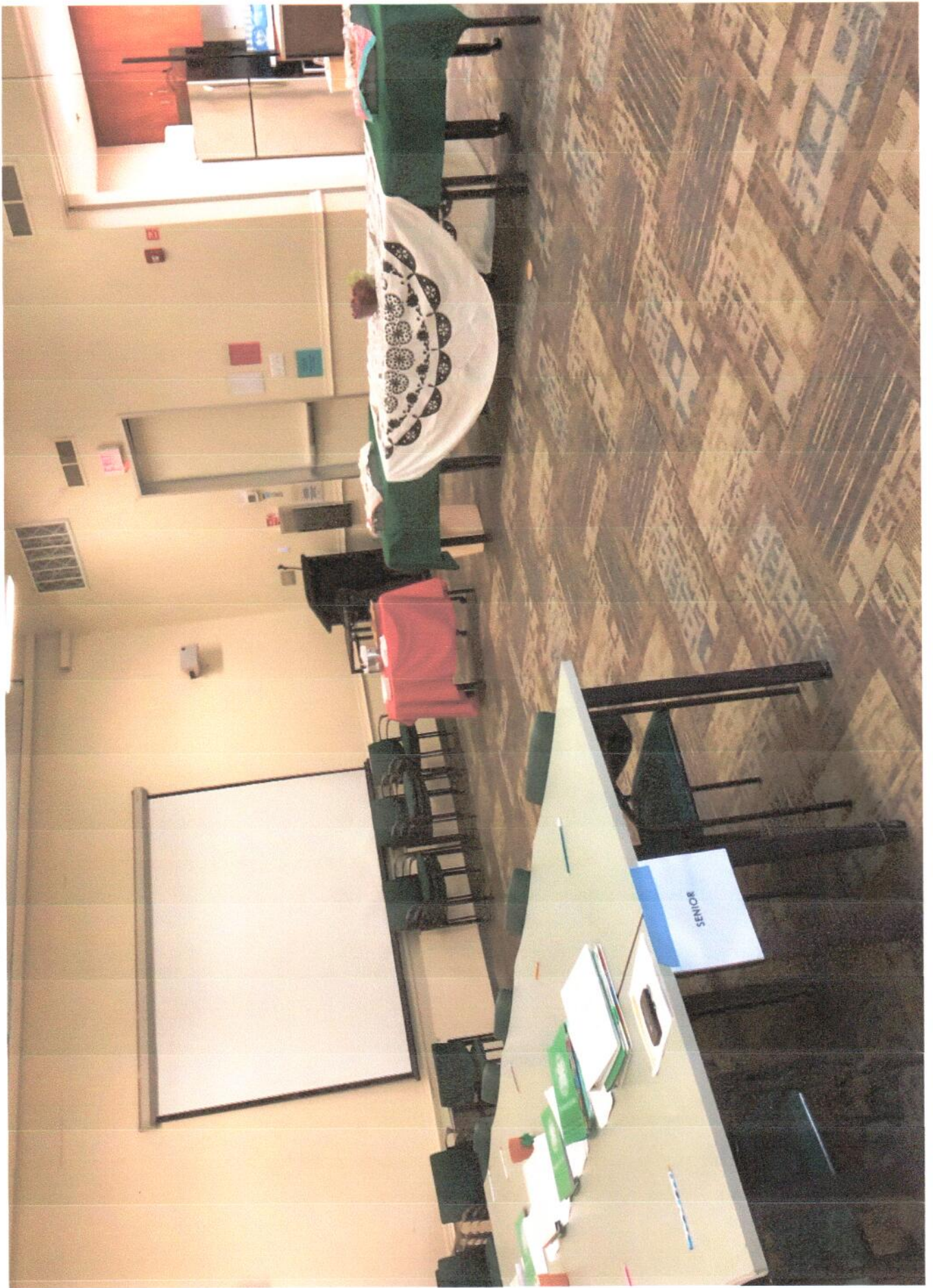
Schedule/program Letter, Certificates, Applicant List, Check In Attendance Sheet, Gold

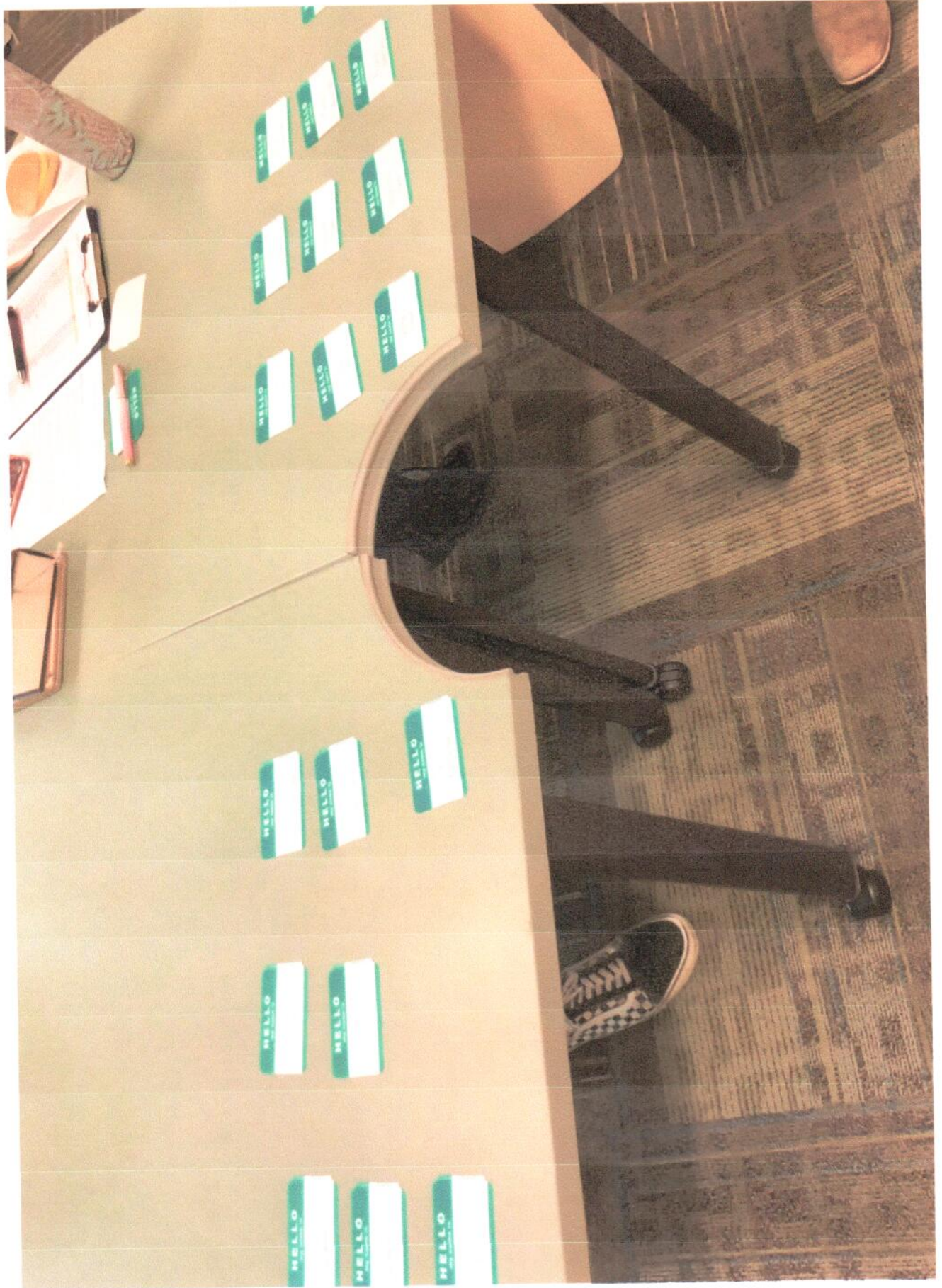
Seal Letter, Areas of Concern/Notes, Judges Comments)

Names and contacts of Judges

Location of where are photos stored - thumbdrive provided with all files







Monterey County 4-H Record Book Judging Event

Committee Agenda

July 13, 2018

Meeting notes in blue

Determine Dates (Submission & Contest)

July 17th Record Books with Contest Application & Club Submission Form due to County Office

July 28th Event to be held at Monterey County Ag Office Lg Conference Room

Reserve Facility

Reserved Ag Conference Center

Verified key pick up time and room availability

Create the following documents

Flyer *done, included in binder*

Club Submission Form *done, included in binder*

Contest Application *done, included in binder*

Judges' Thank You Letter *done, included in binder*

Pre-Judging Email Letter *done, included in binder*

Certificate *done, included in binder*

Contest Applicant List *pending receipt of club submission forms*

Event Check In Sheet *pending receipt of club submission forms*

Gold Seal Letter *pending Achievement Night date*

Budget: \$125.00 (décor, food & beverage)

Décor (advisors to provide tablecloths and trays)

Food (sandwiches, muffins, quiche, fruit, salad, dessert, candy) \$109

Beverages (water, juice) \$16

Plates, cups, silverware, napkins - to be provided by County

Create To Do List

2018 Monterey County 4-H Record Book Judging Contest Committee End of Event Report

Adult Chairs: Kelly Urquides & Sonia Hattrup

Youth Chair: Anthony Federico

August 21, 2018

We want to thank the council for sponsoring the County Record Book Contest held on July 28th beginning at 9am. There were a total of 79 record books submitted. The clubs should be very proud of all of them. Please also re-extend our many thanks to the volunteers that represented your club. They were hard working and very committed, as the event did not conclude until after 3pm. We had a total of 26 in attendance, two of which were committee youth members. In addition to the judges provided per the ratio, we had several clubs that emailed with additional adult members that were available to come help... if that was okay. Of course, yes, please and thank you. We provided assorted beverages, muffins, quiche, fruit, sandwiches and salad. We did have a little hiccup with the ovens not warming up. In all, the event was a success in that we were able to complete it. However, we strongly feel that there are a few items that need to be considered before next year's event.

The ratio of record books per judge needs to be adjusted from a 5:1 ratio to at least a 4:1 ratio. With books being judged twice, if it takes a half an hour per book then in theory it is still 4 hours of work per judge.

In addition, the evaluator's orientation needs to have an additional section stressing that the judge does not do verification. We answered questions regarding verification and stressed that only what is mentioned on the rubric line was being judged. But it seemed to consistently come up and we also saw it in the judges comments. We strongly believe that this is a large cause of what takes judging so long.

We totaled the scores as they were and requested a third judging at times when the scores fell in different levels.

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
4/17/18	Determine event goals	Advisors	Went over everything that was needed from last year.
4/17/18	Project a target audience		Not Applicable
4/17/18	Receive approval for fundraising (if necessary)		Not Applicable
4/26/18	Reserve a facility/venue that fits your event's needs (moveable chairs, A/V equipment, stage, capacity) send contract to county office	Advisor	4/19 Conference room requested; 4/26 Confirmed
7/13/18	Ensure adequate volunteers to plan and carry-out the event. How many do you need?	Club provided judges	Volunteers are required/provided by the participating clubs as a ratio to the number of record books that they are submitting.
4/26/18	Determine publicity: flyers? Program? Brochures? Posters? Press release? Signs? Social media? Check in with county offices Contest application & club submission form	Advisor	Flyer required. 4/19 Submitted for approval. 4/26 submitted changes; Lorin will make weblink updates
7/13/18	Select possible dates for event . Include dates for planning meetings	Advisors	July 13th Committee Planning date July 17th submission date July 28th event date
4/26/18	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)	Advisors	Had previously checked in with YDP for use of Ag Conference Room

SECURE FUNDING			
<i>It's difficult to raise funds, so start early. Remember that you cannot commit funds before you have them</i>			
<i>Completion Date</i>	<i>Task</i>	<i>By Who</i>	<i>Notes</i>
4/17/18	Prepare a detailed and realistic budget that projects all anticipated income and expenses related to the event. Give to Club leaders and officers.	County Council to Club Leader to Committee Advisors	\$125 budget provided by County Council
4/17/18	Check for any deadlines for club or county Council budget. Find out how the reimbursement will work	Advisors	Reimbursement form provided in binder packet. It will be turned in within week of event.
4/17/18	Work with (Council) to ensure that you are using the given money appropriately.	Advisors	Funds will be used to provide light refreshments per committee description.