

# MONTEREY COUNTY 4-H COUNCIL

May 21, 2018

Hello Lockwood 4-H club,

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

1. Your club will be responsible for **COUNTY PRESENTATION NIGHT:**

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 presenters. The county provides the paperwork support while the hosting club provides logistics. This committee needs to provide data base management from the online registration. \$375.00 Budget

Club 2 Tabulations, judges training, room monitor training and runner training and all judging information such as paperwork, forms, judges room assignments, score sheets, clipboards

*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.

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.

# MONTEREY COUNTY 4-H COUNCIL

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.



**Monterey County Leader's Council**

**END OF EVENT REPORT**

Club in Charge: Lockwood - Orientations and Tabulations

Adult Chairs: Staci Wilkins

Youth Chairs: N/A

Name of event: County Presentation Night Date 3/1/2019

Time 5:30 pm Location La Gloria School, Gonzales

Money budgeted 0.00 Actual money spent (with receipts) 0.00

Fees charged 0.00 *Add a separate additional page listing all itemization*

Donations 0.00 \$ amount \_\_\_\_\_ for what \_\_\_\_\_

From whom? \_\_\_\_\_ have they been thanked? \_\_\_\_\_

*Add a separate additional page listing all donations*

OUTPUTS: (results)

Number of members in attendance ?

Number of adult volunteers in attendance 4 - Lockwood only, not the entire event

Was this a chaperoned event? If so, number of chaperones \_\_\_\_\_ 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





University of California

Agriculture and Natural Resources 4-H Youth Development Program

Monterey County Leader's Council

END OF EVENT REPORT

Club in Charge: Lockwood - Orientations and Tabulations (Club #2)

Adult Chairs: Staci Wilkins

Youth Chairs: N/A

Name of event: County Presentation Night Date 3/1/2019

Time 5:30 pm Location La Gloria School, Gonzales

Money budgeted 0.00 Actual money spent (with receipts) 0.00

Fees charged 0.00 Add a separate additional page listing all itemization

Donations 0.00 \$ amount for what

From whom? have they been thanked? Add a separate additional page listing all donations

OUTPUTS: (results)

Number of members in attendance 3 volunteers from Lockwood

Number of adult volunteers in attendance 4 - Lockwood only, not the entire event

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

## **Club #2 wrap-up, County Presentation Night 2019**

Lockwood was able to successfully work with Gonzales 4-H in making 2019's County Presentation Night run smoothly. We got the volunteers we needed, although a few were at the last minute, and had all of the materials on hand to give to the evaluators, monitors, and runners. Schedule was too rushed to get volunteers checked in and orientations started at 5:30 since most people didn't start showing up until 5:30 and they congregated outside of the cafeteria as had been the norm for many years. Without early access to the cafeteria this year, procedures were a little more confusing for people.

Updated reports and samples in County binder for future club use.