

COUNTY COUNCIL COMMITTEE YOUTH CHAIR CHECKLIST

PLEASE USE THIS CHECKLIST TO ENSURE THE COMPLETION OF ALL YOUR RESPONSIBILITIES AS A COMMITTEE YOUTH CHAIR. THIS POSITION QUALIFIES YOU AS A MONTEREY COUNTY COUNCIL SCHOLARSHIP RECIPIENT. IF YOU HAVE ANY QUESTIONS, PROBLEMS, COMMENTS, OR IDEAS, PLEASE CONTACT THE COUNCIL VICE PRESIDENT RIGHT AWAY. FOR AGES 12 YEARS AND ABOVE.

- Coordinate with Parent Advisor(s) to plan event (in person or on phone)
- Set a date of at least one planning meeting that the chair attends and runs
- Give a report before the event at the Council meeting
- Give a report after the event at the Council meeting
- Give reminder phone calls or emails to all committee members or attendees prior to the planning meeting and event
- Attend the event you planned
- Record committee member's attendance
- Take photos of event and gave copies to Council
- Submit any receipts to the Council Treasurer within a month of event

OUR COUNCIL BUDGET WAS \$ 700 _____.

Turn this completed form in to the Council Vice-President

AS THE COMMITTEE CHAIR, IT IS IMPORTANT THAT YOU PLAN AND ATTEND ALL MEETINGS RELATED TO YOUR EVENT. IF YOU CANNOT COMPLETE YOUR RESPONSIBILITIES AS LISTED ABOVE YOU ARE REQUIRED TO FIND A REPLACEMENT. ANY QUESTIONS? SEE COUNCIL VICE PRESIDENT.

RETURN THIS CHECKLIST TO VICE PRESIDENT WITHIN 30 DAYS OF COMMITTEE COMPLETION



Name Cassandra Lopez

Date October 25, 2023

After event: The New Member Event committee met

and completed our obligation of reviewing event, paperwork

on (date & location) October 25, 2023, Greenfield

We (explain what you did) reviewed receipts and overall

budget expenses, looked over committee report

Here are how many club volunteers took part 13

Our receipts will be ready to submit to the council by _____

An article on the committee will be in the county newsletter on _____

My name is Cassandra and the Adult Advisors are Luz Arqueta,

Emma Lopez

Youth members who are the County Committee Chair are eligible to earn the County Youth Chair Pin. They may also apply for the Leader's Council scholarship in their senior year. This report is documented in the council meetings minutes as verification.



COUNTY YOUTH COMMITTEE CHAIR REPORT FORM

Name Cassandra Lopez

Date 9/30/2023

As the Youth Committee Chair, please be prepared to give a talk at the Leader's Council meeting before and after the event you were in charge of. This is a two sided form. (Must be ages 12 years and above)

Before event : The New Member Event committee

planning meeting will be/was held on September 30 at

(location) Greenfield (time) 5pm.

We will/did discuss the event schedule, time, place, budget, and who will help in the event.

We have :

- Made the flyer
- Found a location. It is Monterey County Agricultural Office
- Confirmed a date. It is October 21, 2023
- Set the time. It is 3-5 pm
- Wrote an article for the county newsletter on _____

Our budget amount for this committee is \$700⁰⁰

Here are some of the questions that have come up How many members can sign up?

My name is Cassandra and the Adult Advisors are Luz Argueta, Emma Lopez

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