

Monterey County 4-H Council Committee Guide

Proposed 2019-2020

ROLE:

The role of the Monterey County 4-H Council committees is to provide leadership by developing, implementing and evaluating programs and management services. 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 autonomy 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 co-chairs.

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

- Task time lines
- Dates of events/functions
- Development and review of applications, policies, procedures, promotional and outreach materials
- Budgets
- Council Reports

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

RESPONSIBILITIES:

- 1) **4-H Youth Development Staff:** The role of the 4-H Youth Development staff is to support committee chairs and members through education and guidance to ensure that all 4-H committees are successful, provide positive youth development experiences and allow adults and members to assume leadership.
- 2) **4-H Committee Leadership selection for 2019-2020**
 - a) Leadership for committees is determined annually at the April 4-H Council meeting where the proposed list of events and committees is approved for year. Or, a break out committee is formed.
 - b) This year, all club start over on their selection. Clubs will be asked to draw 1 to 15 number from a bowl.
 - c) After 15 clubs have selected their number, the club will announce the committee it would like in order of the number drawn. (if they chose to)

- d) After all 15 clubs have drawn, those with 30 or more members will use the number they had in reverse order. (if needed)
 - e) Clubs with 30+ members are responsible for two events.
 - f) Responsibility for an event means that your club and its membership (youth and adults) act as the lead contact for the event. This does not mean that only your club assists with the event. Part of your responsibility is to generate interest, leadership and support from others to assist you with the development, delivery and assessment of the event.
 - g) The committee chair is the point of contact for the event and the liaison between the committee, Council and 4-H Youth Development Program Staff. Committee Chair (youth and adult) should be aware of Council agenda and shall attend Council Meetings to present progress reports before and after their chosen event
- 3) **4-H Committee Members:** Are adults and members to work with the committee chair to develop, implement and evaluate 4-H educational program and management systems.

PROGRAM COMMITTEES/EVENTS and DESCRIPTIONS:

1. ACHIEVEMENT NIGHT: 1 club

Awards ceremony for the end of the 4-H year where county year pins, record book awards and star ranks are handed out in this September county wide event. Club to book facility, creates flyer, creates and send email invite to all clubs, plans theme of night, provides all volunteers to set up and clean up. The All Star(s) “may” be the master of ceremony, and or may put a power point of pictures together. Otherwise, the club is to prepare a presentation for the evening. The new All Star(s) and other leadership positions are announced. Leaders with significant years or contributions may also be recognized. The primary members may get certificates. Budget for facility and light refreshments. This committee “books” the venue for the following year. Evening event time is typically 5:30- 6:30pm. **\$250.00 Budget**

2. COUNTYWIDE DANCE: 1 club

Dance open to all enrolled 4-H members and may be held after Achievement Night in the same facility. Club books a DJ, provides dinner type food for members, drinks, 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 or provide s photo booth 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. Planning timeline starts before July **\$600.00 Budget**

3. BOWL- A-RAMA: 1 club

A county wide fun day to get clubs and members together for some friendly competition at the bowling alley! Club books bowling alley, is the point of contact, prepared sign in sheets and manages check in. club creates the flyer with information and purchases the prizes. Club oversee the fees charged. Event typically occurs in January. Planning timeline starts in late October. **\$400.00 Budget**

4. FASHION REVUE CONTEST AND STATE QUALIFER: 1 club

Revised 3/14/2019

A committee that hosts the local event. Holds planning meetings, confirms rules to contest match state's event, sets date and location of local contest, finds judges, works with 4-H YDP staff to set up online registration. Collaborates with office to create advertising and marketing materials. May offer "clinics" to clubs or Field day to encourage participation. Budget is for location, additional awards, advertising and refreshments. Planning Timeline starts 3 months prior. **\$200.00 Budget**

5. INTERVIEW CONTEST 1 club

A club to provide an Interview contest or activity. This to be held the same day and location as Fashion Revue. Holds planning meetings, confirms contest rules match state's event, work s with fashion revue committee to know date and location of event. Committee to finds judges, creates all registration paperwork or online registration. Collaborates with County office to create advertising and marketing materials. Budget is for awards, advertising and refreshments. Planning Timeline starts 3 months prior. **Budget**

6. FANTASTIC FIELD DAY: 5 clubs

Open to all enrolled members. Provides 4-H skills and judging activities. These may include; poster contest, dessert contest, judging contest, livestock judging and vegetable judging. Clubs must sign up to help to participate in the day's event. Planning Timeline for ALL clubs starts 3 months prior. Typically held in January or early February. **\$500.00 Budget**

CLUB 1 FANTASTIC FIELD DAY HOST COMMITTEE

A fun half-day event to involve members in skill development and judging activities. Events of the day may include: poster contest, dessert contest, judging contest, livestock judging and vegetable judging. Host committee is the point of contact and is responsible for booking location, planning the agenda for the day, creating an event flyer, preparing sign in sheets, and managing check in. Host will also create rules for, promote, and oversee the poster contest the day of. Four other Clubs must sign up to lead activities that result in the success of day's event. Host Club will lead meetings to be attended by supporting clubs. Host committee can plan lunch with resulting profits going to Council or may offer lunch hosting to a Monterey County 4-H group that needs a fundraiser. **\$500.00 Budget** (may be shared with supporting clubs and their sponsored activities)

CLUB 2 FFD PROJECT JUDGING CONTEST COMMITTEE

Work in coordination with FFD Host committee. Create a well-planned judging contest for event attendees to participate in. Judging categories shall be tied to 4-H project areas. Committee shall produce a minimum of 10 sets of 4 items to be judged (viewed and placed in correct order A, B, C, D), create participant judging sheets, set scoring cuts, and tabulate results of judging placement. This committee is also responsible for preparing the overall certificates to be presented to event attendees. Must provide a flyer with information by November council meeting. Committee representative must attend planning meetings called by Host club. May request funds from overall event budget.

CLUB 3 FFD DESSERT CONTEST COMMITTEE

Work in coordination with FFD Host committee. Create a well-planned dessert contest for event attendees to participate in – plan baked good categories, create flyer inviting members to enter baked goods, provide adult judges for entries, prep and serve entries for Members' Choice award. Additional educational activities may include a foods and nutrition judging contest. Contest options include a *People's Choice* or *Gold medal* contest. Committee is responsible for creating an "approved" and scoring participant judging sheets. *Gold medal* contest qualifiers results shall be provided to Final Tabulations Contest Committee. Must provide a flyer with information by November council meeting. Committee representative must attend planning meetings called by Host club. May request funds from overall event budget.

CLUB 4 FFD LIVESTOCK JUDGING CONTEST COMMITTEE

Work in coordination with FFD Host committee. Create a well-planned livestock judging contest or skills builder for event attendees to participate in. Judging categories shall be tied to local 4-H project areas. *Members can either choose to participate in judging or in skill building activity to familiarize themselves with what is required in Vegetable Judging* Committee shall prepare or procure method (poster images or video) for animals to be judged (viewed and placed in correct order A, B, C, D), create participant judging sheets, set scoring cuts, and tabulate results of judging placement. Tabulated results shall be provided to Final Tabulations Contest Committee. Must provide a flyer with information by November council meeting. Committee representative must attend planning meetings called by Host club. May request funds from overall event budget.

CLUB 5 FFD VEGETABLE ID & JUDGING CONTEST COMMITTEE

Work in coordination with FFD Host committee. Create a well-planned judging contest along with a skill building activity for event attendees to participate in. *Members can either choose to participate in judging or in skill building activity to familiarize themselves with what is required in Vegetable Judging.* Judging plan shall be tied to UCANR Vegetable Judging Contest Curriculum and the national Vegetable Judging rules. Committee shall provide a minimum of 25 items to be judged (identified by name) and 20 different items for the skill building activity, create participant judging sheets, and tabulate results of judging placement. Tabulated results shall be provided to Judging Contest Committee. Committee representative must attend planning meetings called by Host club. Must provide a flyer with information by November council meeting. May request funds from overall event budget.

7. 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 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 1 Overall for facility, flyer, online registration support, setup, room set up and clean up

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

(Dinner is not a council fundraiser and is optional by a club)

8. NEW MEMBER EVENT/ BEGINNING 4-H EVENT: 1 club

Plans are made for an event that is open county wide to all 4-H members with an emphasis on those entering the 4-H program. Needs to present the target audience plans to council membership for approval by September. Activity should include basic 4-H information and activities that have an educational value. This could include different small sessions.

Committee oversees plans, books site or facility, handles advertising & rsvps for members, plans refreshments, communicates with All Star(s). Planning timeline begins 3 months out.

Budget - \$200.00

9. ANIMAL FIELD DAY: 1 club

Create an educational field day for livestock that includes either large animals or only small (large is defined as swine, lamb, goat, beef. Small is defined as poultry and rabbits)

Educational elements must meet 4-H standards. Youth driven events may include speakers, poster contests or displays, identification games, non-competitive showmanship or showmanship skills, photo entries and so on. Club Responsible to find facility, providing refreshments (or for sale), may include a 4-H “whites” swap. (Other clubs or projects may be asked to provide educational support) 4-H office can provide online registration support.

Flyer approval or registration techniques to be approved by county offices. NO endorsement of products or services may be implied. May charge a small fee to enter. May create a lunch for a fundraiser. Planning timeline starts 3 months out. Date has typically been in January.

Budget \$250.00

10. COUNTY RECORD BOOK WORKSHOP: 1 CLUB

Developing a training for 4-H members who use record books. Needs to present the target audience plans to council membership for approval by September. Date(s) should be presented to the Council. May include a specific one date event or multiple events. Responsible to book facility, make flyer must provide all adult and youth volunteers to assist. Could create a general email for advance questions. Timeline for event should between January to April. Provide refreshments and supplies. **\$175.00 Budget**

11. PARLIMENTORY TRAINING AND SUPPORT COMMITTEE: 1 CLUB

A club to research and develop short trainings on Parliamentary Procedures for youth officers. A total of 6 trainings conducted by youth for youth are expected. These are to be delivered in 2 ways:

1. Presented at 6 out of the 10 council meetings
2. Performed on video to be placed on the 4-H County you tube video page.

Club is to submit plans to council exec board for final approval. First presentation is expected at the September council meeting.

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Committee is to use Robert's Rules of Order as the guiding document, but is encouraged to review all 4-H curriculum to find ideas. Budget ?

STEM COMMITTEE: 1 CLUB

4-H STEM activities combine the strengths of experiential, hands-on education and inquiry-based science learning with a positive youth development framework that addresses the developmental and educational needs of young people. This committee is to research and develop at least 5 activities for club meetings or project meetings using the 4-H state website as the guiding framework. Committee will present these activities at five Council meetings.

Host a County-wide STEM activity with emphasis on National Youth Science Day (October). 4-H Kits are provided. Planning to begin July, including ordering kits.

<http://4h.ucanr.edu/Projects/STEM/>

Budget ?

MANAGEMENT COMMITTEES and DESCRIPTIONS (Year long):

12. 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, books the site, assign numbers and divide books into categories for judging. Provides light refreshments for judges. Each club submitting record books must send allotted number of judges. **\$150.00 Budget**

13. COUNTY EXPANSION & REVIEW: 1 club

This committee is to serve as an advocate for underserved and underrepresented populations while ensuring the Extension program practices nondiscrimination and equal opportunity in partnership with the 4-H program staff. The committee would be responsible for program marketing plan, designing program features, and critically reviewing progress towards program goals. Other areas of review and expansion include assisting clubs to maintain reasonable membership numbers, looking for new ways to deliver the program that serve a community and staying current on the subject areas of the state-wide program. The County Expansion & Review Committee must meet at least twice a year in collaboration with the county staff representative. Meeting minutes are to be provided and kept on file at the county 4-H offices. Reports are given at the Leader's Council meetings. As of 2016, the committee is to consist of 7 4-H youth, 7 4-H adults and a selection of non 4-H adults and youth. **\$200.00 Budget**

14. INCENTIVES & RECOGNITION: 1 Club

The Incentives and Recognition Advisory Committee reviews, formulates and evaluates 4-H awards and opportunities. This committee ensures new recognition and competitive programs follow the principles of positive youth development, are open and fair to all, and meet the needs of youth in the county.

This also includes reviewing the criteria for Record Book contests, council scholarships awards, youth leadership applications, the Emerald Star, new club or council awards (Club

Book judging event) and thank you opportunities. Responsibilities also include oversight of the Achievement Night of pins and awards. This is an ongoing committee and could meet quarterly to complete work. **\$400.00 Budget**

15. ALUMNI RELATIONS AND OUTREACH COMMITTEE: 1 club

This committee will present at least 3 ways during the year to engage with Monterey County 4-H alumni to bring them back into the local program as volunteers, special guests, donors and or one time participants. This will include planning, building and providing a feature booth at 2 fairs. It may also may include: letter writing campaign, alumni search, special gathering, gathering old photos, creating new ways to bring in alumni volunteers, developing fundraising opportunities that target alumni, youth interviews to collect historical information. . Planning timeline for features booth starts 2 months from fair.

\$150.00 Budget

FUNDRAISING COMMITTEES:

16. COLOR ME GREEN RUN: 1 Club

In cooperation with the Fundraising Committee, this club will host the annual state-wide Healthy Living event that is open to members and the general public. Develop, plan and deliver the annual event on behalf of the Leader's Council and the Council's Fundraising committee. Guidance and oversight to be provided by the fundraising committee.

Responsible for booking facility, creating event flyer, waivers & registration paper work, refreshment purchase & set up, facility set up and clean up.

Provides logistics for day-of the event and provide all volunteers to run the event. Typically 5 adults and 8-10 youth. Sets up course and prepares dye packets. Sets volunteers on course to shower runner/walkers with colored dye.

Club may add other elements to the event such as 4-H community service, food, entertainment, prizes. Budget is for facility, tee shirts and dye packets. However, additional funds may come from registration fees. Planning timeline starts 4 months prior to event date. **Overall budget provided by Fundraising Committee.**

PROPOSED TIME TABLE:

WHEN	WHAT	COMMITTEE ROLE	4-H YDP STAFF ROLE
March (3 rd Tuesday)	Recruitment of committee chairs and members for next 4-H program year	<ul style="list-style-type: none"> Summary of previous year due to 4-H office indicating successes and recommended changes for next year 	<ul style="list-style-type: none"> Present recruitment materials to 4-H Council for approval Once approved, begin recruiting chairs and members
April	Committee Sign-ups	<ul style="list-style-type: none"> Present dates for 	<ul style="list-style-type: none"> Ensure process is

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(3 rd Tuesday)	Identification of next year event dates	approval and inclusion in annual calendar	followed as identified in Committee Guide.
June (3 rd Tuesday)	Identification and announcement of committee leadership		<ul style="list-style-type: none"> Committee leadership announced and committee chair meeting dates set for July
July (3 rd Tuesday)	Time-line planning	<ul style="list-style-type: none"> Committee leadership works to establish committee <i>plan of work</i> which identifies dates, times and locations Chair provides this information to the 4-H YDP staff for processing 	<ul style="list-style-type: none"> Meet with committee chairs to review plan of work. Reserve dates. Process use agreements
July	Committee Chair meetings; one for Program committee chairs, second for Management committee chairs	<ul style="list-style-type: none"> Chair or representative attend meeting with 4-H YDP Staff 	<ul style="list-style-type: none"> 4-H YDP Staff outlines roles, expectations, timelines and deliverables for all committees Develops/organizes committee binders for each chair
August (3 rd Tuesday)	Event time lines presented to Council	<ul style="list-style-type: none"> Chairs or representative present plans e 	
October - June	Planning, implementation and evaluation	<ul style="list-style-type: none"> Communication, meetings, announcements, resource securing 	

ACCOUNTABILITY

ITEM	COMMITTEE	4-H YDP STAFF
Education/Support		<ul style="list-style-type: none"> Provide education and support to committees Schedule check-in meetings/calls with chairs Offer advice and ideas Connection to resources Assist in problem solving
Communication	<ul style="list-style-type: none"> Provide text to 4-H YDP 	<ul style="list-style-type: none"> Promote in a timely fashion via all current means
Equipment	<ul style="list-style-type: none"> Reserve equipment such as projector, PA system, easels, dolly, etc. in a timely fashion Secure equipment 1-week prior to event Note equipment needing repair 	<ul style="list-style-type: none"> Shared Office/Council expense Assemble and maintain equipment needed Reserve equipment on check-out list Have equipment ready for

	<ul style="list-style-type: none"> Return equipment 1-week post event 	pick-up
Basic Supplies	<ul style="list-style-type: none"> Request use of event supply kit Secure kit 1-week prior to event Note items needing replacement in kit Return kit 1-week post event 	<ul style="list-style-type: none"> Office expense Assemble and maintain event kit that committees check out: (paper, pens, pencils, paper clips, clip boards, markers, stapler, staples, etc.) Reserve kit on check-out list Have kit ready for pick-up
Facilities	<ul style="list-style-type: none"> Complete meeting date requests and obtain facility use agreements 	<ul style="list-style-type: none"> Reserve meeting and event dates Process use agreements
Budget and Expenses	<ul style="list-style-type: none"> Adhere to budget allotment sent by Council Submit reimbursements to Council in a timely fashion using reimbursement request form 	<ul style="list-style-type: none"> Ensure expenses are in line with Council budget Submit reimbursements to Council Treasurer in a timely fashion
Printing/Copying (<i>anything over 25 total copies. i.e. applications, judging forms, letters, announcements, flyers</i>)	<ul style="list-style-type: none"> Council/committee expense 	
Postage (<i>5 pieces or more</i>)	<ul style="list-style-type: none"> Council/committee expense Need to provide envelopes 	

Mailing Labels		<ul style="list-style-type: none"> • Labels and printing done by office
Award/Recognition Purchases	<ul style="list-style-type: none"> • Committee Chair provides 4-H YDP Staff with list and totals of needed certificates, ribbons, medals, pins, etc. 2-months prior to needed date • Follow budget and expense guidelines above 	<ul style="list-style-type: none"> • 4-H YDP staff conducts and inventory of stock on hand and works with committee chair to place the order • Follow budget and expense guidelines above
Certificates	<ul style="list-style-type: none"> • Committee produces certificates • Can use the Council printer/copier at the UCCE Office • Make arrangements with 4-H YDP staff to gain access to equipment 	<ul style="list-style-type: none"> • 4-H YDP staff provides certificates and templates • Schedule times for committee chairs and members to utilize Council printer/copier

CLUB EVENT OR COMMITTEE DISCRIPTION
for County Council Events
2019-2020

	30+ members: 2 events	Youth	Committee 1	Committee 2
1.	Buena Vista			
2.	Chualar			
3.	Gonzales			
4.	Hilltown			
5.	KCBR			
6.	King City Rural			
7.	Lockwood			
8.	Mission			
9.	San Benancio			
10.	Spring			
	29- members: 1 event	Youth		
11.	Aromas			
12.	Natividad			
13.	Royal Oaks			
14.	Greenfield			
15.	Carmel Valley			