



University of California

Agriculture and Natural Resources 4-H Youth Development Program

**Monterey County Leader's Council**

**END OF EVENT REPORT**

Club in Charge: Gonzales 4H

Adult Chairs: Isela Fierro, Maricela Zepeda, Celeste Daniel

Youth Chairs: Lucas Barba & Leslie Zepeda

Name of event: Presentation Night Date 3/1

Time 6 PM Location La Gloria Elementary

Money budgeted 300 Actual money spent (with receipts) 268.26

Fees charged \_\_\_\_\_ Add a separate additional page listing all itemization

Donations \_\_\_\_\_ \$ amount 100 for what food

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

OUTPUTS: (results)

Number of members in attendance \_\_\_\_\_

Number of adult volunteers in attendance 22

Was this a chaperoned event? If so, number of chaperones no 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

MONTEREY COUNTY 4-H COUNCIL

CHECK REQUEST FORM

Date: 4/13/19

Make check payable to:

Name: Gonzales 4H

Address: \_\_\_\_\_

City

State

ZIP

Description of Reimbursement: Donuts / Gift cards

Invoice(s) or Receipt(s) Amount: \$ 126.23, \$ 145-, \$ \_\_\_\_\_, \$ \_\_\_\_\_

Total to be Reimbursed: \$ 271.23

Please attach any supporting invoices, receipts, etc.

Event, function, or budget category: Presentation night

Requested by: Robert Gullian

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: \_\_\_\_\_

## Monterey County Presentation Night Committee checklist 2019

### CLUB ONE – Gonzales Committee:

- ☐ Review current (October, 2016) 4-H Presentation Manual.
- ☐ Decide on due date of all online registration forms and give to county offices.
- ☐ Review day of schedule and confirm with county offices.
- ☐ Review 2019 flyer and approve by \_\_\_\_.
- ☐ Begin discussing any changes, etc with CLUB TWO and COUNTY in December .
- ☐ Assign volunteer to be a part of the online registration process with county offices. (no paper forms)
- ☐ Review Emcee Script.
- ☐ Review all Presenter Registration Forms from County after due date and begin to place in room assignments.
- ☐ Provide Club Volunteer responsibilities (how many judges, monitors and runners needed) to CLUB TWO.
- ☐ Provide Presenter list to County to make certificates by Feb 22, 2019.
- ☐ Email Community Leaders with list of Presenters registered by Feb 22, 2019.
- ☐ Assign Presenters to rooms. Provide room assignments to CLUB TWO in Excel spreadsheet by Feb 22, 2019.
- ☐ Provide or confirm the Evaluation forms for each presenter to CLUB TWO 2 on Feb 19, 2019 at County Council meeting.
- ☐ Receive final room assignments from CLUB TWO by \_\_\_\_, 2019 – use these to make room door signs.
- ☐ Make event program. Share with COUNTY and CLUB TWO for review one month before event.
- ☐ Make Quiet Area Signs to post on site the day of
- ☐ Pick up easels, flags, coffee maker ??? from County.
- ☐ Consider having post event Surveys.
- ☐ Write Thank yous to room monitors, runners and quiet area monitors.
- ☐ Feedback

### At Event:

- Set up and take down of Presenter rooms – take a picture before the room is rearranged so it can be put back the right way. Rooms need a table in front for presenters. Chairs and desks need to be rearranged in “audience” seating. Set up needs to be completed by 5:15.
- Set up and take down of cafeteria.
- Set up check in table.
- Set up “Flyer Table” - any informational fliers for upcoming events go here.
- Post all signs (from COUNTY) around event.



- Check in Presenters – Check in list provided by CLUB ONE. If a Presenter is not there by designated time, they will not present. Room door signs, tell CLUB TWO in orientation rooms to notify the judges and room monitors of the no show. Tell CLUB TWO in tabulation room of the no show.

#### CLUB TWO – Lockwood Committee:

- ☐ Review current (October, 2016) 4-H Presentation Manual.
- ☐ Check state evaluation forms for updates
- ☐ Assign volunteer to be a part of the online registration process with county offices. (no paper forms)
- ☐ Provide updated Club Volunteer Sign Up online form to County by December 1<sup>st</sup>.
- ☐ Begin discussing any changes, etc with CLUB ONE and COUNTY in December.
- ☐ Receive Club Volunteer responsibilities from CLUB ONE and Club Volunteer Sign ups from COUNTY. Contact Community leaders if clubs don't meet their responsibility by Feb \_\_\_\_\_. (My suggestion – dependent on CLUB TWO)
- ☐ Receive Presenter room assignments from CLUB ONE. Assign Volunteers to each room – Each room must have 2 adult judges, 1 junior judge, 1 room monitor and 1 room runner. Avoid assigning judges from the same club as presenters. Provide completed room assignments to CLUB ONE.
- ☐ Email Community Leaders and volunteers with volunteer duties and a link with Presentation Manual for them to review. Do this asap so judges can review and email you questions. State what time they must be there to sign in by and what time orientations start (Times will be provided by CLUB ONE.)
- ☐ Make name tags for all room judges, room monitors, room runners and quiet area monitors.
- ☐ Make Judges clipboards – Each should have a name tag, pencil, a room schedule, an evaluation form for each presentation in the room (found in Presentation Manual, provided by CLUB ONE), a matrix of 4-H Presentation Format (found in Presentation Manual, provided by CLUB ONE), a description of each type of presentation in the room (found in Presentation Manual, provided by CLUB ONE), a scoring key (found in Presentation Manual, provided by CLUB ONE) and a list of suggested questions (provided by CLUB TWO.)
- ☐ Make room monitor packets – each needs the room schedule, script, name tag, pencil.
- ☐ Write and mail Thank yous to adult and junior judges.
- ☐ Consider club Feedback.

#### At Event:

- Set up Orientation and Tabulation Rooms - take a picture before the room is rearranged so it can be put back the right way. Set up needs to be complete by 5pm.
- Check in all volunteers – Check in list provided by CLUB TWO. If a volunteer is not there by a designated time, go to the stage and ask if they are present. If not, announce that a volunteer from the same club for that no show is needed (example: if the no show was an adult judge from Gonzales then another adult judge volunteer from Gonzales is needed. If no one volunteers then open to any volunteer. If no volunteers then a presenter from that club can not present. It is the club's duty to provide enough volunteers). Any changes in volunteers must be changed on clipboards, room monitor forms and room door signs.
- Keep a list of people that walk up and volunteer – some members and adults may offer to help if needed, so keep a list of names and what they can do because there are always no shows.

#### COUNTY:

- ☐ Post Flyer (from COUNTY), Presenter Registration online Form (from CLUB ONE) and Club Volunteer Form on County website by \_\_\_\_\_ (from CLUB TWO).
- ☐ Circulate Emcee Script to review by January 31<sup>st</sup>.
- ☐ Ask
- ☐ Confirm certificates are made on cardstock by \_\_\_\_.
- ☐ Confirm event supply tubs that include labels, pencils, clipboards, seals, certificates, calculators, copier and paper ??? to CLUB TWO for preparation and Orientation and Tabulation rooms.
- ☐ Confirm County owned copier and paper for preparation. Signs (room, bathroom, ???), easels, flags, coffee maker ??? to CLUB ONE and CLUB TWO.
- ☐ Email blast with menu options and prices (provided by CLUB ONE).
- ☐ Provide Sectional Presentation Day Flyer, etc to CLUB ONE to lay out at event.
- ☐ Feedback

#### CLUB – Gonzales - Dinner and entertainment

- Food – provide menu options and prices to COUNTY for email blast.

Anything needed for Orientations and Tabulations will have to be discussed between CLUB TWO and COUNTY.



Presentation Night  
Gonzales 4-H Club Schedule

Friday, March 1, 2019  
La Gloria Cafeteria

**Scheduling**

Isela Fierro

**Easels & Flag pick up**

Alex Montes

**Donut Pick Up**

Christina Kaupp

**Food**

**Arrival Time: 5:00pm**

Chair: Maricela Zepeda/Celeste Daniel

**Shift 1**

**Arrival Time: 5:00pm**

Nico Montes

Angela Zepeda

Ariel Velasquez

**Shift 2**

**Arrival Time: 6:30pm**

Andrea Zepeda

Diana Daniel

Senae Martinez

**Room Set Up**

**Arrival Time: 5:00pm**

Chair: Lucas Barba

Bettencourt Family

Nelson Cisneros

Gonzalez Family

Natalie Madera

Brandi Diaz - Jaylin & Izaiah Diaz

Nathaniel Velazquez

Matthew Basaldua

Kaley De Leon

Camarena Family

Lombardi Family

**Check-In**

**Arrival Time: 5:00pm**

Chair: Leslie Zepeda

Rocio Ochoa/Jazella Ochoa

Ivonne Ruiz/Victoria Uribe

Lukinda Montes

Alena/Victoria/Priscilla Fierro

Vanessa Martinez

**Presentation Night  
Gonzales 4-H Club Schedule**

**Friday, March 1, 2019  
La Gloria Cafeteria**

**Games & Rec**

**Arrival Time 5:45pm**

Chair: Candice Camacho/Celeste Pineda  
Grace Camacho  
Caitlyn Pineda  
Valdez Family  
Mendoza Family  
De Lira Family  
Valle Family  
Chavez Melendez Family

**Room Take Down**

**Arrival Time: 7:45pm**

Laura Perez  
Jocelyn Ramirez  
Thomas Melendez  
Jocelyn Guzman  
Johnson Family  
Lopez Family  
Medina Family  
Santos Family

**Clean Up**

**Arrival Time: 8:00pm**

Arturo Uribe  
Bryanna Uribe  
Jasmin Villasenor  
Larry Bettencourt  
Britney palomares  
Itzel Palomares  
Yerba Family  
Robert Guillen  
Calabro Family



# 4-H GROWS HERE

## 2019 SCHEDULE

**CHECK IN:** Mandatory for all volunteers and presenters

(**NOTE** – the school cafeteria is used by an after school program until 5:45pm. Please be patient while waiting for the doors to open to the 4-H presenters.)

- 5:30 Check-in and orientation for **Evaluators** in room 32
- 5:30 Check-in and orientation for **Room Monitors** 33
- 5:45 Check-in and orientation **Room Runners** in room 33
- 5:45-6:10 Check-in for Presenters area – **Cafeteria**
- 5:50 Cafeteria opens to all
- 5:50 Food Sales (~~baked~~ **potatoes only**) by Gonzales 4-H begins
- 5:30-6:10 Classrooms will be open for Presenters to place their things in assigned classrooms
- 6:10 Presentation classrooms will be closed
- 6pm EVERYONE** must be in the cafeteria.
- 6:15- 6:30 General Assembly in the Cafeteria
- 6:20 Welcome**
- 6:25 Dismiss evaluators, room monitors, runners to assigned rooms**
- 6:30 Dismissal of audience**
- 6:30 Presentations Begin – Classrooms 34-40
- 6:30-7:30 Entertainment in the Cafeteria by Gonzales 4-H
- 7:30-8:00
- 8:05 (approx) **Everyone meet in the Cafeteria**  
**Cultural Arts & Share the Fun Skits**
- 8:30 (approx) **Closing Ceremony (Multi-Purpose Room)**  
**Awards – Thank You's - Closing Remarks**



## Presentation Night Schedule

- 5 Check in for Presenters, Judges, Room Monitors & Runners
- Note: All must check in before orientations
- 5:30 Food Sales by Gonzales 4-H
- 5:30 Room Monitors Orientation Room 11
- 5:45 Judges Orientation Room 10
- 6:00 Room Runners Orientation Room 9
- 5:45-6:10 Rooms will be open for Presenters to place their things in their assigned rooms
- 6:10 Presentation Rooms will be closed  
EVERYONE must be in the cafeteria.
- 6:15- 6:30 General Assembly in the Cafeteria
- 6:20 Welcome
- 6:25 Dismiss judges, room monitors, runners to assigned rooms
- 6:30 Dismissal of audience
- 6:30 Presentations Begin – Classrooms 33-42
- 6:30-7:30 Entertainment in the Cafeteria by Gonzales 4-H
- 7:30-8:00
- 8:05 (approx) Everyone meet in the Cafeteria  
Cultural Arts & Share the Fun Skits
- 8:30 (approx) Closing Ceremony (Multi-Purpose Room)  
Awards – Thank You's - Closing Remarks

January 4th, 2019

Dear 4-H Community,

The **Monterey County Presentation Night** is considered one of the most important events of the year for our local 4-H members. The planning and practicing begins now to develop 4-H public speaking skills that will last a lifetime.

Once again, the county-wide event will be held at La Gloria School in Gonzales on **Friday, March 1, 2019 at 5:30 pm**. The Gonzales and Lockwood 4-H clubs will be hosting the event.

The 4-H Presentation Manual was revised in October 2016 with slight updates. This current and correct version can be found at <http://4h.ucanr.edu/files/2193.pdf> This manual may be downloaded and/or printed from the California 4-H website. You will find all 10 styles of presentations that can be given along with checklists, tips, ideas and rules.

Members are strongly encouraged to relate the presentation to their current 4-H project work or 4-H activities. All members from 5-19 years can participate in Presentation Night. The primary members ages 5- 8 will receive participation certificates only.

Members 9 years and up are judged on their presentation using the Danish System of Judging (Gold, Blue and Red seal). Everyone participating will receive comment sheets from the judges to help them improve their presentation skills.

**Registration for County Presentation Night for presenters is now an online registration!**  
<https://ucanr.edu/survey/survey.cfm?surveynumber=26414>  
**This must be completed by February 12<sup>th</sup>, 2019.**

**All clubs are to provide Adult and Junior evaluators (judges) through the online registration. Each club is asked to provide 1 adult judge and 1 junior judge for every 4 presentations. Clubs with less than 4 presentations are asked to provide one adult judge as well as room monitors and room runners. Sign up here:**  
<https://ucanr.edu/survey/survey.cfm?surveynumber=22845>

See the flyer about this annual county wide event.

Please encourage your 4-H member to be active in this long standing 4-H tradition of building speaking skills, overcoming fears and being active in their 4-H work.

For additional information, please contact the 4-H county offices.