



University of California  
Agriculture and Natural Resources  
4-H Youth Development Program

## SAN BENITO COUNTY 4-H COMMITTEE SIGN-UP FORM

The San Benito County 4-H Program seeks interested appointed leaders and 9<sup>th</sup>-12<sup>th</sup> grade members to serve on the committees listed below for the **2016-17** 4-H program year. 4-H events and activities will not take place without committees and committee chairs. *These committees provide vital leadership for the events and opportunities that 4-H offers our youth in San Benito County.*

**Committees marked with a double asterisk\*\* require one senior member or adult volunteer participant from each club.**

Please return form to the 4-H office no later than **February 24<sup>th</sup>**

Youth Member       Adult Volunteer

Name: \_\_\_\_\_ Club: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Committee	Willing to be a Member	Willing to Chair /Co-chair
1. <i>Conferences and Travel</i>		
2. <i>Expansion and Review</i>		
3. <i>Fair Liaison Committee</i>		
4. <i>Fashion Revue</i>		
5. <b>**Incentives &amp; Recognition**</b> <i>Sub Committee: Scholarship and Bank-On-Us</i>		
6. <b>**Pancake Breakfast**</b>		
7. <i>Presentation Day (County and Sectional)</i>		
8. <b>**Record Book**</b>		
9. <i>Sunrise Breakfast</i>		
10. <i>Youth Development Center/4-H Farm</i>		
<i>Inactive Committees:</i>		
Camp		
Enrollment Fees		
Policy & Procedure		

### Committee Descriptions:

**CONFERENCES AND TRAVEL:** Assess transportation needs for the program year, make recommendations to the council on costs and modes of transportation to events, and assist the chaperones and youth in securing transportation needs. Organize and offer event specific orientations to review member code of conduct, dress code, and travel logistics for conferences such as State Leadership Conference and Leadership Conference of Regional Teens. \*Formerly Transportation/Travel

**EXPANSION AND REVIEW:** The function of 4-H Expansion and Review Committee (E&R committee) is to help expand 4-H Youth Development Program opportunities for members and adult volunteers, to help strengthen approaches to 4-H YDP delivery, and to add quality to the educational process.

**FAIR LIAISON COMMITTEE:** Responsibilities include working with the San Benito County Fair in the Livestock area as well as organizing the Youth Exhibits Building. Responsibilities Include organizing the Fair Clean-Up day annually, partnering with the Fair Board and or Heritage Foundation on implementing improvements that positively affect 4-H youth participants, and recruiting volunteers for building shift assignments during the fair. \*This Committee is a combination of the Animal Science/Fair Livestock



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Committee and the Youth Exhibit Building Committee, responsibilities can be sub-divided as committee members see fit according to area of focus (livestock, fair clean-up day, youth exhibits)

**FASHION REVUE:** Responsibilities include the organization and implementation of our county Fashion Revue event.

**\*\*INCENTIVES AND RECONITION\*\***

**SUB-COMMITTEE: SCHOLARSHIP AND BANK ON US:** Overall responsibilities include overseeing award-related activities. Items under purview are Emerald and All-Star applications and approvals, reviewing current scholarship and "Bank on Us" criteria, making recommendations for change (if necessary) to Council, reviewing all scholarship applicant forms to ensure criteria has been met, and assisting in selection of scholarship judges. (A Volunteer is not eligible to participate in/ vote on Scholarship related activities if any scholarship candidate is the Volunteer's family member. This volunteer committee member will be expected to disclose this information to the committee as a whole and abstain from any votes regarding scholarship).

**PRESENTATION DAY (COUNTY AND SECTIONAL):** Responsibilities include planning, promoting, and implementing Presentation Day. Every 3 years Committee responsibilities will also include planning, promoting, and implementing Sectional Presentation Day with a team of adults and youth from San Benito, Santa Cruz and Monterey Counties.

Sectional Presentation Day Rotation in the Tri-County area is as follows:

County	Year	Year	Year
San Benito	2014	2017	2020
Monterey	2015	2018	2021
Santa Cruz	2016	2019	2022

**\*\*PANCAKE BREAKFAST\*\*:** Responsibilities include overseeing the organization and planning of annual county fundraiser in conjunction with representatives from all community clubs. Keep council and clubs notified of plans and event details. Although committee chair responsibility rotates annually each club should identify one representative to participate on the committee and act as club liaison.

Committee responsibility rotates between clubs on an annual basis: The council approved rotation (with the proposed Pacheco addition) is as follows:

Club	Year	Year	Year
Paicines Clover	2006	2014	2023
Santa Ana	2007	2015	2024
San Juan	2008	2016	2025
Cienega	2009	2017	2026
Sunnyslope	2010	2018	2027
Union	2011	2019	2028
Fairview	2012	2020	2029
Pacheco	N/A	2021	2030
Ausaymas	2013	2022	2031

Rotation assignment approved on 11.24.14

**\*\*RECORD BOOK\*\*:** Responsibilities include annual record book review, county record book judging, maintaining/updating Record Book Events Quick Guide with office Staff.

**SUNRISE BREAKFAST:** Responsibilities include overseeing the organization and planning of annual sunrise breakfast which takes place each morning of the San Benito County Fair. This includes ordering food, trailer inventory, club shift assignments, and ensuring the event runs smoothly.



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Committee responsibility rotates between clubs on an annual basis: The council approved rotation is as follows.

Club	Year	Year	Year
Sunnyslope	2015	2024	2033
Union	2016	2025	2034
Fairview	2017	2026	2035
Pacheco	2018	2027	2036
Ausaymas	2019	2028	2037
Paicines Clover	2020	2029	2038
Santa Ana	2021	2030	2039
San Juan	2022	2031	2040
Cienega	2023	2032	2041

**YOUTH DEVELOPMENT CENTER / 4-H FARM:** Responsibilities include overseeing the use, maintenance, and development of the YDC/4-H Farm property.

**Role of Committees:**

The 4-H Council President and/or Executive Committee appoint all members of the committees and name the chair of each committee. All committees must adhere to the mission, core values and policies of the University of California 4-H YDP when planning educational events and activities. When possible, senior 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 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 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.

If you have any questions, please contact the 4-H Office: 831-637-5346

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