

Club Officer Training

CHAIRPERSON(S): _____

PHONE/EMAIL: _____

Event Paper Copy Supplies

Hosting Club to request for copies to be made two (2) business days in advance to pick up. If no request is made, master copy will be provided to make copies at alternative location using event budget.



ITEMS THAT NEED TO BE COMPLETED FOR EVENT

PERSON/GROUP RESPONSIBLE

2 Months Before		
***Secure location of event; get use agreement, forward on to 4-H YDP Staff to complete		Hosting Club
Get building opening & closing info and contact numbers for emergencies		Hosting Club
Publicity: <i>In the Clover</i> & Facebook		<u>Facebook</u> - Posting & opt. image due 48 business hours in advance to desired post date/time. <i>In the Clover</i> - Article & opt. image due 15th of month prior to monthly newsletter
Attend Leaders' Council update on progress		Hosting Club
Develop officer training material handouts for each club		Hosting Club
1 Month Before		
Officer Presentations - Identify Trainers		Hosting Club
Maintain RSVP list		Hosting Club
Create agenda for evening		Hosting Club
Decide who will facilitate event		Hosting Club
Attend Leaders' Council update on progress		Hosting Club
2 Weeks Before		
Create sign in sheet		Hosting Club
Create and print certificates (if needed)		Hosting Club
Week of Event		
Food at event (depending on budget)		Hosting Club
Identify and gather supplies: P/A System, Yellow Tote, extension cords, box of pencils. Other? Let 4-H YDP Staff know prior to pick up.		4-H YDP Staff
Pick up supplies from UCCE Office		Hosting Club
Day of Event		
Check-in building		Hosting Club
Set up		Hosting Club

Club Officer Training



ITEMS THAT NEED TO BE COMPLETED FOR EVENT

PERSON/GROUP RESPONSIBLE

	Clerk/Registration Orientation	Hosting Club
	Clean up	Hosting Club
	Check-out of building	Hosting Club
	Following the Event	
	Submit receipts to Council Treasurer at UCCE Office (within a week)	Hosting Club
	Return supplies to UCCE Office- within a week	Hosting Club
	Send thank yous to guest speakers, facilitators, etc.- within a	Hosting Club
	Attend Leaders' Council and provide a recap and eval	Hosting Club