

4-H Fun Night Annual Fundraising Event  
Duties/Responsibilities

## Fun Night Committee

**Duties and Responsibilities:** The committee should consist of an even amount of youth and adult volunteers. The purpose of the committee is to oversee all aspects of the fundraising event, in order for club chairs to succeed.

- Create master booth layout for Logistics to fill in with guidance from 4-H Office
- Create event budget; submit to 4-H Office to be included in council budget
- Determine which assignments (Logistics, Prize Booth, etc.) are considered for large or small clubs
- Create event theme and “tag line”
- Decide meal and price
- Assist concessions with offerings; water is mandatory per state policy
- Hold decorations meeting; invite all members and volunteers to participate (hours spent will count in youth Record Book); areas to decorate:
  - Ticket Booth
  - Entrance; inside and out
  - Stage and surrounding areas
  - Other?
- Be in contact with Dining, Concessions, Silent Auction and Prize Booth to be sure they are decorating their areas
- Be available for VIP Hour from 3-4PM; be sure club in charge is following through with their duties
- Man ticket booth the entire night
- Communicate with club chairs either by monthly meetings and/or email
- Receive helium donations for any balloons if wanted
- Pick up cardboard clover sign, 4-H tablecloths, and any other decorations from 4-H Office
- Assist Ticket Booth with play ticket check out, ticket sales or to relieve 4-H Program staff
- Be informed on club game booths from Logistics for doubling and safety concerns
- Ticket Salesperson Letters; create, mail, schedule and send thank you notes
- Prepare ticket cans for game booths and check out list
- Take ticket booth supplies to event and return

- Bag all monies from concessions, dinner, ticket booth, root beer float, silent auction, etc. – drop in night deposit with treasurer
- Count Play and leftover Win tickets for summary

Council Treasurer:

- Create summary with all deposits
- Bill clubs for Presale tickets (Due by March Leader's Council meeting)

## VIP Hour

Duties and Responsibilities: This may be a small club duty, but this duty could be the most important. The VIP Hour club host will be hosting senior and disabled members being sure all participants feel welcome and appreciated.

- VIP Hour from 3-4PM, the day of the event
  - Host/greet all attendees
  - Work with publicity to advertise VIP Hour;
  - Contact North Valley Services (NVS), Lighthouse, Senior Center, senior living, etc.
  - Approve all trinkets with NVS and Lighthouse prior to event
  - Be sure all clubs to provide trinkets for game play; have some extra trinkets in case clubs fall through (clubs who rely on the extra trinkets will be charged for what they use)
  - Seek donations for extra trinkets
  - Provide dinner at discounted price; work with the Fun Night Committee and be sure that the Dinner and Dining will be available
  - Be sure that the Concession Stand will be available
  - Contact TRAXX about senior route

# Publicity

Duties and Responsibilities: Making sure that the event is well advertised

- Stay in constant communication with the 4-H Fun Night Committee for support and ideas
- Encourage the sale of presale tickets to clubs and members; presale tickets serve as advertising and have the potential to raise thousands of dollars
- Create special contests with 4-H Office approval, consisting of art work created by 4-H members to be displayed around town – receive, judge, award, display at event; return to members
- Create Coloring/Poster contest with 4-H Office approval, write article for 4-H newsletter, receive, judge, award, display at local businesses and return to members
- Newspaper articles/radio and TV public service announcements
- School Flyers; work with 4-H office and disperse 2 weeks prior to event
- 2 large plywood signs and +/- 20 yard signs – disperse around town and return post event.
- Drop street banner (for Main Street location) 1 week prior to event with payment from 4-H Office and pick up following week with next year's contract from 4-H Office
- Chamber of Commerce and Fairgrounds Marquee signs
- Possible ideas: Burma Shave Signs out Antelope or Hwy 99
- Create event and VIP flyer depicting theme chosen by Fun Night Committee; have translated through UC
- Order Presale Tickets within council budget (determine # needed by # sold in previous year)
- Hand out Presale Tickets at Oct., Nov., and Jan. leaders council meetings
- Coordinate with Publicity chair to drop both the Street Banner and payment and pick up with next year's contract

# Fundraising

Duties and Responsibilities: To seek funds to cover Fun Night expenses and 4-H program support. *Club and assigned club chairs should seek their own donations for their specific needs.*

- Stay in constant communication with the 4-H Fun Night Committee for support and ideas
- Review prior years contact list (avoid sending duplicate requests to contacts made by previous events and activities)
- Set fundraising \$ goals – need to cover the expenses of facility rental, prizes, street banner hanging, ticket printing, top ticket salespersons cash awards and any other budgeted expenses
- Submit fundraising forms to 4-H Office for approval before seeking donations
- Form committee to make personal contacts to local businesses and people
- Track donations received – record: name, address, donation item/amount, sponsorship level and note when thank you has been sent
- Raise lots of \$\$\$ for our 4-H Program!!!
- “Clover Patching” (October to March – 6 months) *Coordination of several clover patches (consisting of 6 clovers per patch) to travel from one location (yard) to another location by request, seeking open donation amounts.*
  - Submit fundraising form to 4-H Office – approval needed before patches can travel
  - Recruit area coordinators – someone familiar with each area or community
  - Prepare 4-H newsletter and local newspaper announcements
  - Send announcements and forms to clubs (through council and emails)
  - Donations to be sent to 4-H Office for depositing in council account
  - Take pictures for facebook postings, patching itinerary tracking and thank you letters
  - Update donation ledger (send updated copies to 4-H Office)

- If necessary, provide the area coordinators with names and addresses to promote the project and keep the patches traveling nightly.
- Send thank you letters (with photos of their requested patching, if possible)
- Collect the “Clover Patches”, making any necessary repairs – store at the 4-H Office
- Donor Letters; revise (with 4-H Office approval), print, mail, visit, follow up, send thank you letters with receipts
  - Sponsorship levels:
    - Clover Star – donations of products of help
    - Emerald Star – Alumni donors
    - Bronze Star - \$1 - \$250
    - Silver Star - \$250 - \$500
    - Gold Star - \$500 - \$1,000
    - Diamond Star - \$1,000 and above
- Prepare end of event report – with total funds raised, suggestions for: what went really well and what changes could be made, submit to Fun Night Committee and the 4-H Office
- Send thank you letters to all donors
- Set aside mailing expense funds for next year
- Possible Ideas:
  - Seek out corporate sponsorships; contact the 4-H Office for guidance
  - Seek large sponsors – business and corporations (i.e. Walmart, Rolling Hills, Sierra Pacific, etc.)

## Logistics

Duties and Responsibilities: The purpose of the logistics team is to ensure the facilities and equipment needed by each of the clubs is available and ready for the clubs to perform their duties for the event and to ensure the facility is properly cleaned after the event.

- Please make sure to be in contact at all times with the 4-H Fun Night Committee for ideas/suggestions.
- Coordinate times for building to be open with fairgrounds and 4-H Office per contract
- Check with building maintenance staff; obtain contact #'s for fairgrounds from the 4-H Office
- Make sure building is clean for set up and clean when event is over
- Pick up "Sick Kit" and supplies, walkie talkies, traffic cones, and sandwich boards
- Make clubs aware of set up hours determined by Fun Night Committee – such as the following:
  - Friday, prior to event, from 6-10PM and Saturday day of event from 8AM-2PM
  - VIP Hour (3-4PM)
  - Regular Hours of event (4-8:30PM)
  - Clean Up hour (8:30-9:30PM)
- Make it clear to all clubs especially the club(s) hosting dinner; NO tear down until 8:30PM
- Booth Set Up; set up blue panels layout that the Fun Night Committee and 4-H Office created
- Check sound system
- Trash removal during and after event ends – bring liners and use dumpster rented by council



- Safety; no animals allowed, no smoking
- Traffic control
- Set up tables for dining, concessions, and silent auction, tables and tiered shelves for prize booth and cake wheel and any other special requests from clubs.
- Observe facility for any safety concerns; solve or consult maintenance and/or 4-H Staff
- Be available during the event to assist clubs with unanticipated facility needs or issues.
- Clean up all buildings, kitchen, restrooms, outside, etc.
- Secure location, complete contract per council budget (buildings, dumpster, Friday night set up, etc.)
- Acquire fairgrounds emergency contact and share with Logistics
- Inventory and order Play and Win Tickets within council treasurer
- Bundle Play and Win Tickets
- Get petty cash and night deposit instructions; with council treasurer

## Club Game Booths

Duties and Responsibilities: Oversea all game booth sign up.

- Consult 4-H Office for # of booths required from each club (*25 members and under = 1 game booth; 26 members and over = 2 games booths, per previous years enrollment*)
- Be in communication with the Fun Night Committee and the Logistics chair
- Start early contacting all clubs to obtain a description of their booth activities and any special requests for the booth – location, access to electricity, water, etc.
- Run all booths by 4-H Program Rep and the Fun Night Committee for safety concerns, keeping with the theme, and to reduce doubling of games
- Assign game booths to layout determined by the Fun Night Committee and 4-H Office
- Prepare ID cards to mark the booth assignments once the panels are set up by logistics chair

## Dinner – Kitchen

Duties and Responsibilities: Dinner will be separated into 2 parts due to the responsibilities. These two categories will be: Kitchen and Dining. This assignment will need 2 clubs working together.

- Menu and Meal Cost to be determined by Fun Night Committee; plan to feed 300
- Coordinate with Logistics chair and fairgrounds maintenance to be sure all equipment is in working order
- Food preparation/cooking
- Gather volunteer cooks and servers; must be food safety certified
- Food safety: Volunteers must be trained, recording temps, wearing gloves when handling food/serving
- Paper products - pick up any leftover paper plates, napkins, cutlery, etc. from the 4-H Office prior to purchasing new items
- Purchase food and beverages; gain donations of food or money and send thank you to all donors
- Cooking utensils, pots, pans, etc. must be sought, cleaned and returned; 4-H Office has 2 large water urns that can be used
- Clean up kitchen and serving area before leaving

## Dinner – Dining

Duties and Responsibilities: Dinner will be separated into 2 parts due to the responsibilities. These two categories will be: Kitchen and Dining. This assignment will need 2 clubs working together.

- Work with Logistics chair on table set up
- Decorate tables with event theme (table settings, tablecloths, etc.)
- Seating/serving people
- Schedule youth to bus tables and serve drinks from members of the chairing club – not from all other clubs
- Taking of tickets and money; adult volunteer must be present with youth
- Garbage control
- Clean all areas used for dining after event closes (no earlier than 8:30PM)

## Prize Booth

Duties and Responsibilities: Make sure that there is a variety of prizes available for all ages.

- Please be in constant contact with 4-H Fun Night Committee for support and ideas
- Schedule time to pick up prizes from 4-H Office
- Inventory prizes from previous year
- Determine amount of prizes needed
- Seek donations from businesses or toy drive, etc. with prior approval of the 4-H Office
- Create and make prizes; members have made PVC marshmallow shooters, rice sacks, fleece pillows – good for the members to feel ownership
- Purchase prizes in accordance with Fun Night Committee and Council budget
- Schedule workers for the entire time of the event to man the prize booth
- Set up prize booth per designated hours
  - Prize booth to remain closed and covered during VIP Hour
- Arranging and restocking of prizes during the event by ticket amount
- Return prizes to the 4-H Office

# Silent Auction

Duties and Responsibilities: Offer items to the public to bid on.

- Please be in constant communication with 4-H Fun Night Committee for support and ideas
- Seek donations, track donations, and write thank you letters to all donors
- Create rules/requirements of baskets and gain approval from 4-H Program Rep prior to the event
- \$25 minimum value per basket/item
- Collection of baskets from clubs (25 members and under = 1 basket / 26 members and over = 2 baskets) 4-H Office will provide the breakdown depending on enrollment
- Receiving of auction items – announce locations and times at council, to club leaders, newsletter, newspaper, etc.
- Set up/layout of items
- Bankers to handle money; must be 2 adult volunteers present
- Recruit volunteers to stay with items during the event to answer questions
- Items needed: Pens, tape, bid sheets (ask 4-H Office for any used in the past), etc.
- Decorate areas used and tables to event theme
- Create and post signs stating how the silent auction will operate and how the winners will be notified must be posted at event
- Return any “winning” items not paid at end of the event to the 4-H Office

## Concession Stand

Duties and Responsibilities: Concession stand is for snack type food only. Need to have healthy food options available to public.

- Please stay in constant communication with 4-H Fun Night Committee for support and ideas.
- Work with the Fun Night Committee to choose items to sell
- Seek donations for all items sold and write thank you letters to all donors
- MUST offer water per 4-H policy
- Be ready to go prior to VIP Hour (3-4 PM)
- Set up concession stand during designated times
  - Sanitation station
  - Supplies (napkins, cups, utensils, etc.)
  - Decorate concession stand to event theme
- Schedule of workers
- Return all unused donated/purchased supplies to the 4-H Office

## Hospitality / Entertainment

Duties and Responsibilities: Have entertainment to make event exciting and fun for all.

- Please stay in communication with 4-H Fun Night Committee for support and ideas
- Set up entertainment program
  - Entertainment should be related to event theme
  - Seek out entertainment
  - Coordinate a schedule so that entertainers understand what time they are expected to arrive
- Activities on stage or amongst crowd, in dining hall, etc.
- Sound system (coordinate with Logistics so everything is in working order and you know how to operate it)
  - Provide 'family friendly' music to play over sound system
- Ceremonies
- Make announcements from silent auction chair, visit and highlight game booths, dinner, prize booth, etc.
- Pick up "clover mascot" and acquire a volunteer to wear costume for periods of time during the event.
- Greet VIP Hour guests (3-4PM)