

# Monterey County 4-H Council Committee Guide

2021-2022- draft 2

## 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 timelines
- 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:

**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.

**4-H Committee Chairs:** Are adults and experienced youth members. 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. Youth Chair must complete council reports as documentation for the council scholarship eligibility. (Only one is allowed) Council will provide supporting documents. Youth Chairs will receive support and direction from the Council officers in August 2021.

**4-H Committee Members:** Are adults and youth members to work with the committee chair to develop, implement and evaluate 4-H educational program and management systems.

#### **4-H Committee Leadership selection for 2021-2022**

- 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 the year. Or, a breakout committee is formed.
- B. This year, due to COVID all clubs get to keep one. (or remove any) Prior to the Council meeting, the Council 1st Vice President will request Club Leaders to submit their keep one choice or choice to remove their current obligation(s). After all Clubs have chosen, a list documenting each Club's choice will be sent prior to the virtual April Council meeting.
- C. To save time and because we cannot do the selection in person, the Council Vice President will generate a random Club list to determine order for committee selection. This list will be sent along with the list assembled by the Vice President.
- 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. Review committee description and event calendar for best fit for your club. Please do not select a committee at a time that your club is inactive or has other obligations. Especially if it may be affected by Covid 19.
- G. 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.

**NOTE - these summer and fall dates could be subject to change due to COVID 19**

#### **PROGRAM COMMITTEES/EVENTS and DESCRIPTIONS:**

**1. ACHIEVEMENT NIGHT / DAY : 1 club                      Event occurs September, 2021**

This is the Awards ceremony for the end of the 4-H year where county year pins, record book awards and star ranks are announced in this September county wide event. Club is to book facilities, create flyer (or use existing flyer), create and send an email to all clubs, plan theme of night, provide all volunteers to set up and clean up. Club will coordinate with county offices and will provide all supporting documents or spread sheets. The All Star(s) or Youth Council team "may" be the master of ceremony, and or may put a powerpoint of pictures together. Otherwise, the club is to prepare a presentation for the evening using their own youth leadership. 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. They will review the emcee script Budget provided is for facility fees and light refreshments. (If more is needed, please ask!) Facility needs a stage, possible screen and possible podium. Committee must have their suggested plan to present before the council at the July council meeting. Planning timeline starts in June and flyer ready by July. Evening event time is typically 5:30- 6:30pm. \$250.00 Budget.

**2. COUNTYWIDE DANCE / PARTY : 1 club** **Event occurs September, 2021**

Dance/Party open to all enrolled 4-H members and may be held after Achievement Night in the same facility. Club creates the flyer (or uses existing) uses the 4-H rsvp system, books a DJ with music, 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. Possibly provides a photo booth for the evening. Club can choose the theme of the evening. Typically 7pm- 8:30pm. Budget is for music and food, drinks, games, crafts, cake or photo booth. However, a fee at the door may be charged to make up for a council budget shortfall. Club will coordinate with county offices and will provide all supporting documents or spread sheets. . Planning timeline starts in June and flyer ready by July. If event needs to be modified due to COVID, budget may need to be modified. Club needs to provide up to 8 adult and 5-8 youth volunteers \$600.00 Budget

**3. BOWL- A-RAMA/ SOCIAL EVENT: 1 club** **Event occurs October or November, 2021**

A countywide fun day to get clubs and members together for a social event. If COVID restrictions have not lifted for bowling, club is to plan another activity by September. Sample planning applies.

If COVID allows bowling: Club books bowling alley, is the point of contact, prepares member sign-in sheets and manages check-in and check out process. The club creates the flyer (or uses existing one) with information and purchases the prizes. Club will coordinate with county offices and will provide all supporting documents or spread sheets. Will also track RSVP. Club oversee the fees charged. Club needs to provide up to 5 adult and 4 youth volunteers. Planning Timeline starts 3 months prior. \$400.00 Budget

**4. FASHION REVUE CONTEST AND STATE QUALIFIER: 1 club** **Event occurs March/April, 2022**

This committee that hosts the local contest event as a state qualifiers. Club holds planning meetings, confirms rules to contest to 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 the County office to create flyer (or use existing one) May offer club visits with the committee to encourage participation. Club will coordinate with county offices and will provide all supporting documents or spreadsheets. Will also track entires. Sign up will occur with 4-H online system. Must include Community service activity for members to participate in. Budget is for location, additional awards, advertising and refreshments. Planning Timeline starts 3 months prior. Club needs to provide up to 4 adult and 4 youth volunteers \$200.00 Budget

**5. INTERVIEW CONTEST /EVENT 1 club** **Event occurs March/April, 2022**

A club to provide an Interview contest or "Skills builder "activity. Holds committee planning meetings, confirms contest rules to match the state's event. Committee finds judges, creates all registration paperwork or online registration. Collaborates with the County office flyer. Club will coordinate with county offices and will provide all supporting documents or spreadsheets. Will also track entries. Sign up will occur as an online system. The budget is

for awards, gifts and refreshments. Club needs to provide up to 5 adult and 4 youth volunteers. Planning Timeline starts 3 months prior. Budget \$200

### **FANTASTIC FIELD DAY: 6 clubs Event occurs February 1st or 2nd weekend, 2022**

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 Identification contest (or skills builder). Pre registration is suggested with small token entry gift. Planning Timeline for ALL clubs involved starts 6 months prior. Event typically held in January or early February. Club will coordinate with county offices and will provide all supporting documents or spread sheets. Will also track all and provide all entries in spreadsheet or report.

\$700.00 Budget (may be shared with supporting clubs and their sponsored activities)

#### **6. Club 1- Fantastic Field Day: Overall Host Committee & Poster Contest**

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 identification. 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. Club will coordinate with county offices and will provide all supporting documents or spread sheets. Will also track entries of all posters entered and results. Coordinate with sub-committees via meetings and emails. 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. Club needs to provide up to 10 adult and upwards of 20 youth volunteers

**Poster Contest:** Host will also create rules for, promote, and oversee the poster contest the day of. Uses standard rubric and judging with different age categories. Club will coordinate with county offices and will provide all supporting documents or spreadsheets. Will also track entries. Pre-registration is encouraged for the club to plan. Judging takes place the day of. Awards given the same day. Must provide a flyer with information by November council meeting. May request funds from the overall event budget. Club needs to provide up to 4 adult volunteers.

#### **7. Club 2- Fantastic Field Day: Contest and Event Tabulation Committee**

**Contest** - Work in coordination with FFD Host committee. Create a well-planned contest for event attendees to participate in. Judging categories shall be tied to 4-H project areas. Must provide a flyer with information by November council meeting. Club needs to provide up to 5 adult and 4 youth volunteers for contest.

**Tabulations** - This committee is also responsible for preparing the overall certificates to be presented to event attendees immediately after event. Committee representatives must attend planning meetings called by the Host club. Club will coordinate with county offices and will provide all supporting documents or spread sheets. May request funds from the overall event budget. Club needs to provide up to 5 adult and 4 youth volunteers for tabulations

### **8. Club 3- Fantastic Field Day: Baking Contest Committee**

Work in coordination with FFD Host committee. Create a well-planned dessert/ baking contest for event attendees to participate in – plan categories, create flyer inviting members to enter baked goods, provide adult judges for entries, prep and serve. Additional educational activities may include other baking related activities. Contest options include a *People's Choice* or *American style judged* contest. Committee is responsible for creating an “approved” and scoring participant judging sheets to submit for approval by September 2022. Must finalize all baked goods scoring the day of. Club will coordinate with county offices and will provide all supporting documents or spread sheets. Will also track entries. Pre-registration is encouraged for the club to plan. Must provide a flyer with information by November council meeting. Committee representatives must attend planning meetings called by the Host club. May request funds from the overall event budget. Club needs to provide up to 5 adult and 8 youth volunteers.

### **9. Club 4- Fantastic Field Day: 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 at least 4 species. *Members can either choose to participate in judging or in skill building activity to familiarize themselves with what is required in Vegetable Identification.* 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. Club will coordinate with county offices and will provide all supporting documents or spread sheets. Must provide a flyer with information by November council meeting. Committee representatives must attend planning meetings called by Host club. May request funds from the overall event budget. Club needs to provide up to 5 adult and 4 youth volunteers.

### **10. Club 5- Fantastic Field Day: Vegetable ID 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 approved Vegetable Identification Contest Curriculum and the national Vegetable 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 the Judging Contest Committee. Committee representatives must attend planning meetings called by the Host club. Needs to provide all materials, vegetables, seeds, or insects and set up the day of. Must provide a flyer with information by November council meeting. May request funds from the overall event budget. Club needs to provide up to 5 adult and 4 youth volunteers.

### **11. Club 5- Fantastic Field Day: Community Service Committee**

Work in coordination with FFD Host committee. Create well-planned, meaningful community service activities to share with youth and to possibly take part back to their club. Club will coordinate with county offices. May request funds from overall budget. Must provide a flyer

with information by November council meeting. Club needs to provide up to 5 adult and 4 youth volunteers.

**COUNTY PRESENTATION NIGHT: 2 clubs Event occurs first weekend in March, 2022**

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 have 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 and thank yous. Awards and certificates are provided by country offices \$375.00 Budget

**12. Club 1 - COUNTY PRESENTATION NIGHT Host Club-Overall** for facility, flyer, online registration support, setup, room set up and clean up. Can have a theme, decorations and coordinates with the county leadership team for the Emcee event. Club will coordinate with county offices and will provide all supporting documents or spreadsheets. Will also track entries. Sign up will occur with 4-H online system. If no country emcees are available, the club is to use their own youth. (Dinner is not a council fundraiser and is optional by a club. Confirmation is needed by November.) Club needs to provide up to 15 adult and 15-20 youth volunteers to assist.

**13. Club 2 -COUNTY PRESENTATION NIGHT Tabulations & Judges-** coordinates the sign ups and training for judges, room monitors and room runners. Arranges all judging information such as paperwork, forms, judges room assignments, score sheets, clipboards. Potential judges, room monitors and junior judges will use the online registration system Any support needed by Country offices is requested in advance. Club provides a complete list of placings at event and within 5 days of event. Club needs to provide up to 5 adult and 4 youth volunteers.

**14. NEW MEMBER PARTY: 1 club Event occurs October, 2021**

Plans are made for an event that is open countywide to all 4-H members ages 9 and up with an emphasis on those entering the 4-H program. Needs to present the target audience plans to council membership for approval by July. A committee reviews possible plans to present before council. Activities should include basic 4-H information and activities that have an educational value. This could include different small sessions using staff or other clubs. Games and icebreakers are expected. Committee oversees plans, creates flyer, books site or facility, handles advertising & rsvps for members, plans refreshments, communicates with All Star(s) or Youth Council. Club will coordinate with county offices and will provide all supporting documents or spread sheets.. Planning timeline begins 3 months out. Club needs to provide up to 5 adult and 6 youth volunteers Budget - \$400.00

**15. ANIMAL FIELD DAY: 1 club**

**Event occurs April 2022**

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. Committee youth prepared events may include speakers, poster contests or displays, identification games, non-competitive showmanship or showmanship skills, photo entries, etc. 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. Club will coordinate with county offices and will provide all supporting documents or spread sheets. Will also track entries. Sign up will occur with 4-H online system. 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 host a lunch fundraiser. Planning timeline starts 3 months out - January council meeting. Club needs to provide up to 5 adult and 10 youth volunteers Budget \$250.00

**16. COUNTY RECORD BOOK WORKSHOP: 1 CLUB Event occurs Mid February, 2022**

Develop a training for 4-H members who use record books. Needs to present the target audience plans to council membership for approval by September. This event should be interactive and youth friendly. Date(s) should be presented to the Council. May include a specific one date event or multiple events. Responsible for booking facility, make flyer, must provide all adult and youth volunteers to assist. Club will coordinate with county offices and will provide all supporting documents or spread sheets. Will also track entries. Sign up will occur with 4-H online system. Could create a general email for advance questions. Event should occur between January and April. Provide refreshments and supplies. Club needs to provide up to 5 adult and 2-4 youth volunteers \$400.00 Budget

**18. STEM EVENT COMMITTEE: 1 CLUB Event occurs October, 2022**

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. Host a County-wide STEM activity with emphasis on National Youth Science Day (October). 4-H Kits may be available to order online. Club provides all volunteers, planning, items and emcees. Can have multiple activities. Event includes refreshments. Planning to begin July. Club will coordinate with county offices and will provide all supporting documents or spread sheets before and after event. Will also track entries. Pre registration is suggested with 4-H online system. Club needs to provide up to 5 adult and 4 youth volunteers. Resources here: <http://4h.ucanr.edu/Projects/STEM/>  
Budget \$400

**MANAGEMENT COMMITTEES and DESCRIPTIONS (Year long):**

**INCENTIVES & RECOGNITION:**

*The Incentives and Recognition Advisory Committee* is made up of volunteers, youth members and council executive board members. This is an ongoing committee and should meet quarterly to complete work 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. Works with the Club Book Judging Committee, County Record Book Star Rank verification committee and County Record Book Committee. **County Advisory Committee** - 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 . **Budget \$100**

**19. Club 1-COUNTY RECORD BOOK JUDGING CONTEST (sub committee of I & R)**

Books due at country on July 20th, 2021 **Judging occurs on August 14th 2021**  
**Results due to county office no later than August 27, 2021**

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 via flyers and emails and books the facility by June. Committee gathers submitted information from country offices to create excel or google spreadsheets. This includes assigning numbers and divide books into categories for judging. Volunteers review books prior to event date to confirm accuracy and resolve issues. They open and prepare the building, have all copies made for judges the week prior. Gather certificates and medals from county offices. Provides light morning refreshments for judges. And a full lunch. Uses pre registration paperwork provided that a club leaders signs for all books. Books are dropped off at country offices for "chain of custody". Each club submitting record books must send an allotted number of judges. Club needs to provide up to 5-7 adult and 2-4 youth volunteers \$200.00 Budget

**20. Club 2- County Record Book: Star Rank verification (sub committee of I & R)**

**Review of all books occurs by July 26-30th**  
**Results due to county office August 6th , 2021**

The Star Rankings is a voluntary advancement program utilizing the Personal Development Report form, part of the 4-H member record book, as a goal setting tool, aimed at encouraging broad-based participation and achievement in the 4-H YDP. Committee gathers submitted information from country offices to create excel or google spreadsheets of members names and efforts. This committee meets with County Staff to review all submitted books, complete paperwork and compile results of Star Ranks earned for the year in a spreadsheet form in a timely manner. Record books cannot leave the country offices so the date must be set with staff to complete at the office. Works in tandem with the County Record Book Judging committee on best meeting dates. Up to 6 adults are needed. Budget \$50 for refreshments.

**21. Club 3- Club Secretary and Treasure Book Judging/ Training event (sub committee of I & R)**

**Judging occurs: July 22-30, 2021**  
**Results due to county office August 3, 2021**

All clubs turn in their year-end reporting through their club secretary and treasurer's books. Committee is to go through this contest to find the clubs who followed the provided criteria and are awarded a perpetual trophy. This event is also used as training for incoming club officers. Pre-registration using 4H system is recommended. This sub-committee provides: Oversight includes criteria & rubric created by country offices. (May), a two day judging/training event, time and location planning. Checklist and instructions for judges. (June) Provide committee to support judging. (July) Finalize all scores and provide a spread sheet for council and 4-H offices (July). Club will coordinate with county offices and will provide all supporting documents or spread sheets before and after event. Trophy is picked up and sent to awards store with final club names in a timely manner. Trophy is taken to Achievement night (August) One location is to be mid county and 1 day in S. Country. Need 4-6 adults per day. \$200 Budget



**22. COUNTY EXPANSION & REVIEW: 1 club      Event occurs All Year Long**

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. \$500.00 Budget

**23. . SERVICE LEARNING COMMITTEE: 1 CLUB**

This committee researches the mission, purpose and principles of 4-H Service Learning. The club members are to actively seek the steps of conducting their own 4-H service learning and document all the steps between July to October. This service learning activity is to have a minimum of 15 hours of effort. Committee. Committee will submit their ideas before the county staff and council prior to starting. Club will coordinate with county offices and will provide all supporting documents or spreadsheets. Will also track entire.

Works with Program staff to ensure the club's Service Learning plans are accurate before finalizing their efforts. Once the service learning activity is complete, the youth are to prepare a presentation. This presentation should be youth led and explain 4-H Service Learning in a way that young members can understand. This presentation can be:

1. PowerPoint with photos and written instructions
2. Written instruction packet that includes photos
3. Video with photos of their own efforts

Club needs to provide up to 3 adults for oversight of the activity and 4-7 youth volunteers to make the plan happen and finalize with the presentation. Budget \$200

**FUNDRAISING COMMITTEES:**

**24. COLOR ME GREEN RUN: 1 Club      Event occurs in March, 2022**

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. Fundraising committee coordinates event sponsors, sponsor recognition and marketing of event. Committee should use statewide 4-H color Run Manual.

Club is responsible for booking facility, creating event flyer, waivers & runner registration, ordering shirts and dye packets, purchase & set up of refreshments, facility set up and clean up.

Club provides logistics for day-of the event and provides all volunteers to run the event. Check in runners, set up a course and prepare dye packets. Volunteers are stationed 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 6 months prior to the event date. Typically 6-8 adults and 10 - 15 youth

Overall budget provided by Fundraising Committee.