



# Host Club – Countywide Event Planning

Coordinating with the 4-H Office Your Event Plans

## Placer County 4-H Office PROVIDES

- Facility Insurance Agreements
- Newsletter Articles
- Website Calendar posting
- Registration

We are here to help but with many projects and events happening within our county, it is important the following forms be provided by requested dates to allow time for processing.

### 3 options to access forms:

1. The links in this publication
2. On-line on the [Placer County 4-H site/forms](#),
3. Request to the Placer County 4-H office at 530-889-7386 or [placer4h@ucanr.edu](mailto:placer4h@ucanr.edu).

### Facility Insurance Agreements

***You are responsible for procuring the facility, the office processes agreements and insurance coverage.***

1. Contact facility to verify date availability. Place Hold for dates.
2. Ask if facility require contract or rental agreement to reserve space.
3. Submit unsigned contracts or rental agreement and Facility Use Request "FUR" (F1) to the office ASAP. (required no less than 14 days before advertising event to 4-H membership.)

**\*\* For liability reasons, DO NOT SIGN any contract to forms. \*\***

- Hard-Copy Fillable FUR (F1) ([click here](#)).  
E-mail it to : [placer4h@ucanr.edu](mailto:placer4h@ucanr.edu)
- Online FUR ([click here](#))

**New facility may take 2-3 weeks for processing**

### Newsletter Article

To be published Jan., March, May, July, Sept. & Nov.

- submit Event Details (F2) & any articles to CES [placer4h@ucanr.edu](mailto:placer4h@ucanr.edu)  
**Before the 15th of prior month of publication.**

### Website Calendar Page

- submit Event Details (F2)
- submit Schedule (F3)

**Submit no later than 1 week prior to posting [placer4h@ucanr.edu](mailto:placer4h@ucanr.edu)**

### Registration Survey on-line (Link will be posted on calendar)

- submit ([Registration Questions form](#) (F4) to the office, no later than **2 weeks prior** to registration opening date. Email it to [placer4h@ucanr.edu](mailto:placer4h@ucanr.edu)

ADDITIONAL  
SUPPORT FROM  
THE 4-H OFFICE

- Materials Needed
- Expenditures
- Donation & Fundraising Processing
- Awards – Certificates
- Event Budget
- Event Committees
- Event Feed Back

Placer County  
4-H Office  
Contact info

Email:  
[placer4h@ucanr.edu](mailto:placer4h@ucanr.edu)

Mailing address:  
11477 E Ave. Auburn, CA  
95603

Phone:  
530-889-7386

## Placer County 4-H Office PROVIDES

### Materials Needed

- You provide the master copy..
- Any materials required for events must be submitted to the office no later than 2 weeks prior of need date. Larger quantity will require up to 3 weeks notice.
- Use [Event Materials form](#) .

### Expenditures

If you anticipate having any expenditure for this event, please follow the [pre-approval expenditure process](#) and submit any request to the 4-H office before purchasing. This would also include purchases of awards.

### Donations & Fundraising Processing

- Donations into UC accounts require a Donor Letter with the donation.
- Volunteer is responsible for obtaining a [Donor Letter](#) before submitting to clerical staff for deposit. *(This does not apply to fundraising: exchange of goods for funds)*
- Clerical will prepare and send Donation acknowledgement letters and provide you with a list of donors.  
**Submit request to 4-H Office to less than 1 month prior event**
- 4-H Fundraising or soliciting donations requires approval from the 4-H Advisor and County Director BEFORE soliciting funds.  
Submit [Form 8.7](#) to the Advisor and a copy of signed document to clerical.

### Awards - Certificates

- Any certificates or awards will need to be requested to the 4-H office.
- For awards, a [pre-approval form](#) will need to be submitted before any expenditures- Include names of recipients

### Additional forms to assist you

- Committees : to help you plan and carry out the event
- Event Budget: to plan expenses within amount allotted for the event
- Event Feed Back: help us know what worked and what to improve for next time

### Equipment available to check-out from the office: (optional use)

- Portable PA system
- Cash Box
- Lab Kits

**FACILITIES USE REQUEST**  
**4-H CLUB or COUNTYWIDE EVENTS**

*Allow a minimum of 10 to 14 days for processing of any requests of established insurance agreements. \*\* NEW AGREEMENTS may take longer \*\**

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Program name: \_\_\_\_\_ Event Contact Person: \_\_\_\_\_

E-mail \_\_\_\_\_ \*Phone: \_\_\_\_\_

Do you want it published for event contact?  Yes  No

**FACILITY INFORMATION**

**Follow the steps below to secure a facility:**

- 1/** Contact the facility you wish to use.
- 2/** Ask them to hold the date(s).
- 3/** Determine cost.
- 4/** Is a Certificate of Insurance required?
- 5/** Do they have their own contract or application?

**DO NOT SIGN CONTRACTS or APPLICATIONS!**

If either is required, the contract or application is with "The Regents of the University of California C/O Cooperative Extension Placer Nevada".

It must be reviewed and signed by the County Director.

*If you sign a contract or application, you are personally responsible, not the University.*

**Submit contract with this form to the 4-H office staff.**

Does the facility have its own Facility Use Agreement or Rental contract?  YES  NO  Not Sure

Does the facility require a Certificate of Self-Insurance Coverage?  YES  NO  Not Sure

Facility/Agency Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Mailing Address (If different from physical): \_\_\_\_\_ City/Zip \_\_\_\_\_

Facility Contact Person name: \_\_\_\_\_

Facility Contact Phone: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

**EVENT INFORMATION**

**The following information is often required by the facility.**

Is event open to the public?  Yes  No Will admission be charged?  Yes  No

Approximately how many adults are expected? \_\_\_\_\_ How many youths? \_\_\_\_\_

Room(s) Requested: (include kitchen if Needed) \_\_\_\_\_

On-site equipment needed (chairs, tables, PA system, etc.): \_\_\_\_\_

Event Set-Up Time: \_\_\_\_\_ Event Departure Time: \_\_\_\_\_

Will the facility be setting equipment up?  Yes  No | If Yes, details: \_\_\_\_\_

Will you be serving food at the event?  Yes  No | If Yes, mark all that apply below:

Pre-packaged  Prepared in advance  Prepared on site  No Food

- If prepared on site, what are you serving: \_\_\_\_\_

#### ADDITIONAL INFORMATION about the EVENT

Will Registration be required?  Yes  No

- If YES, specify DUE DATE: \_\_\_\_\_
- If needed, please specify location for submission: UCCE Office, Mail, other: \_\_\_\_\_
- If a Registration/ Participation fee is needed, please specify amount: \_\_\_\_\_

Will any fundraiser take place at this event?  Yes  No / *If yes, approval is REQUIRED BEFORE advertising the event. SUBMIT FORM 8.7 to the 4-H office.*

Please provide basic information, such as: Activities, speakers, participants, topics, etc. (will be included in newsletter/website if applicable):

Any additional documents, such as another external registration form(s), application packets, or event flyer, will need to be submitted to the 4-H office to get approval.

If you provide the needed information, the office staff can format them for your event.

Would you need to have a registration form or application packet posted on the website for participants to download?  Yes  No

Any additional notes: \_\_\_\_\_

CES only: Please provide the UC ACCOUNT # to use for expenses (Facility, food, supplies): UC# L/ \_\_\_\_\_

## Web Calendar Event Details

Submit to CES 1 week prior to posting on web

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Day of the week: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location of Event (facility name): \_\_\_\_\_

Location Physical Address: \_\_\_\_\_ City: \_\_\_\_\_

**Has FUR been submitted?** \_\_\_\_\_ Event cannot be posted with location until FUR is final.

Event Contact Person: \_\_\_\_\_

4-H Club/Group: \_\_\_\_\_

\_\_\_\_\_

Contact Phone (\_\_\_\_\_) \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Is registration required? \_\_\_\_\_ - Please complete [Event Registration Survey](#) form.

IS there a cost to attend? \_\_\_\_\_

Event information, the details you want on the website. Use back of form if more space is needed:

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

## EVENT SCHEDULE (F3)

Submit to the Placer County 4-H Office

An event schedule should be submitted to the 4-H office for posting on the web calendar. This will help your volunteers and attendees prepare.

Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Time	Session	
	Set-Up	
	Starting Time	
	Clean up	

Notes:

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## Event Registration Survey

Submit to CES 2 weeks prior to post.

Event Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Registration Due Date (Survey close): \_\_\_\_\_

### Required Survey Questions:

- First Name
- Last Name
- E-mail address
- Phone number

### Additional Survey Options (select those you wish to be included)

- 4-H Club
- 4-H Member Age
- Mailing Address
- Affiliation
- County
- # Of guests
- Food Allergies: \_\_\_\_\_
- Credit Card payment accepted: \_\_\_\_\_ UC Account to use # L- \_\_\_\_\_

Any other questions specific to event:

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

## Event Materials needed

Submit to CES **1 month** in advance of event for staff scheduling purposes.  
Materials will be provided according to listed due date.

Event Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

4-H Staff will provide to event Coordinator or CES within **4 working days** after close of survey or at a predetermined date before event: \_\_\_\_\_

Excel spreadsheet with registration information

Sign-in sheet provided.

Participation Certificates

Due date material is needed: \_\_\_\_\_

Training packets and binders with multiple pages requiring printing and assembling:  
**submit 2-3 weeks prior to need.** Discuss in advance of assigning so clerical can prepare.

Handout formatting: **submit 1 week prior to due date**

Handout copies: **submit 1 week prior to due date**

4-H Event box (if available)

Other: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_



## EVENT BUDGET

Your Coordinator Group may determine a budget for this event. The Coordinator Group funds are a sub-account of the Placer County 4-H Council Account. Any needed purchases will need to be made and then reimbursed through the office and the Council Treasurer using a Check Request form available in this packet or from the office. The Treasurer will only reimburse from available funds. The Host Club will submit all original receipts and check requests, along with the budget at one time, and no later than 30-days after the event.

<u>Budget Item</u>	<u>Amount</u>	<u>Notes</u>
Decorations	_____	_____
Printing	_____	_____
Gifts	_____	_____
Refreshments	_____	_____
Facility	_____	_____
Awards	_____	_____
Office Supplies	_____	_____
Guest Speaker	_____	_____
Publicity	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total:	_____	_____

Notes:

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**University of California**  
**Agriculture and Natural Resources**

4-H Youth Development Program  
*Serving Placer County*

## ADDITIONAL FORMS:

*If you are anticipating a donation or planning on doing a fundraiser as part of the event, please see the information below and use applicable forms in the next pages.*

*(Forms are also available on line on the Placer County 4-Hwebsite)*

### Donation :

You are responsible for obtaining a Donor Letter before submitting to clerical staff for deposit.

*In-Kind gift donation or money donation.*

### Fundraiser :

4-H Fundraising or soliciting donations requires approval from the 4-H Advisor and County Director BEFORE soliciting funds. Submit Form 8.7 to the Advisor and a copy of signed document to clerical so we are aware.

Clerical will prepare and send Donation acknowledgment letters and provide you with a list of donors.

**Please note: Fundraiser forms must be submitted for review and approval to the 4-H office  
1 month prior event date.**