

# Monterey County 4-H Council Committee Guide

**2024-2025 DRAFT**

## **ROLE:**

The role of the Monterey County 4-H Council committees is to provide youth leadership opportunities while 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 Regional Coordinator 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. The 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 no later than July, 2024.

**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.

### **Selection for 2024-2025**

Clubs will assume responsibility of one committee regardless of Club membership count.

### **4-H Committee Leadership selection for 2024-2025**

1. At their March 2024 Executive Board meeting, the Board decided to continue with requiring one committee per Club to further allow Clubs to continue working on membership. The Executive Board also decided that Clubs would select a new committee for 2024-2025.
2. 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.
3. This year, clubs will be assigned a number that is randomly generated by an app. As the number is drawn, the club will choose the committee it would like. (the 1<sup>st</sup> Vice president will keep track of the committees drawn.). 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.
4. 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.
5. Each club will receive a letter stating the Club's committee assignment, expected duties and timelines. Club representatives are expected to disclose the receipt of their letter and acknowledgement of their committee task.

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

### **1. ACHIEVEMENT NIGHT / DAY: 1 Club                      Event occurs September 2024**

This is the County-wide awards ceremony for the end of the 4-H year where youth are recognized with county year pins, record book awards, star ranks, and special awards. Awards and recognitions for adult volunteers and community members are announced. Responsible Club is to book facilities, create flyers (or use existing flyers), create and send an email to all clubs, plans theme of the event, provides all volunteers to set up and clean up. Club will coordinate with county offices and will provide all supporting documents or spreadsheets. 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. 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 include a stage, possible screen and if available, a podium. Committee must have their suggested plan to present before the council at the July council meeting. Planning timeline starts in June with a flyer ready by July. Event duration is typically one hour. An emcee script will be a collaborative effort that includes program staff, the club committee, and the council. Script writing efforts begin in July and awards are added as other committees complete their efforts. Budget \$500.

An after event such as a party, dance or meal may be included. Committee may charge a small fee to cover costs. Goals, target audience, plans and Rsvp system to be discussed with Council board and county Program staff. Additional funds may be requested. Budget \$1,500.

## **2. FANTASTIC FIELD DAY: 6 clubs Event occurs February 1st or 2nd weekend, 2025**

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 a small token entry gift. The planning timeline for ALL clubs involved starts 6 months prior. Event typically is held in January or early February. Clubs will coordinate with county offices and will provide all supporting documents or spreadsheets. Will track all entries and provide all information in a spreadsheet or report. Budget \$1000.00 (may be shared with supporting clubs and their sponsored activities)

### **2a. Club 1- Fantastic Field Day: Overall Host Committee**

A fun half-day event to involve members in skill development and judging activities. Events of the day may include poster contest, baking contest, judging contest or skills builder, livestock judging or skills builder 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. Coordinate with sub-committees via meetings and emails. Host Club will lead meetings attended by supporting clubs. Committee to use the county RSVP system. 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.

### **2b. Club 2- Fantastic Field Day: Community service**

Work in coordination with the 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. Goals, target audience, ideas to be discussed with Council board and county Program staff prior to decision making. May request funds from FFD budget. Must provide a flyer with information by November council meeting. Club needs to provide up to 5 adult and 4 youth volunteers for day of set up, to lead the activity and to finalize what is created in a timely manner.

### **2c. Club 3- Fantastic Field Day: Event Tabulation and Poster Contest**

Tabulations- This committee is responsible for preparing the overall certificates to be presented to event attendees immediately after the 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 spreadsheets. May request funds from the overall event budget. Club needs to provide up to 5 adult and 4 youth volunteers for tabulations. A private location will be provided for the committee.

Poster Contest- Committee will co-establish 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 to taking in posters, judging and provide an educational rotation session with information regarding making a poster.

#### **2d. Club 4-Fantastic Field Day: Baking Contest Committee**

Work in coordination with the 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. The committee will provide an educational component for each rotation for the full amount of time. The Contest may be an *American judged* contest. The committee is responsible for creating an “approved” and scoring participant judging sheets to submit for approval by September 2024. Must finalize scoring the day of. 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. 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.

#### **2e. Club 5- Fantastic Field Day: Livestock Education Committee**

Work in coordination with the 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 Event Tabulations Committee. Club will coordinate with county offices and will provide all supporting documents or spreadsheets. 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 4 youth volunteers.

#### **2f. Club 6- Fantastic Field Day: Vegetable ID Education Committee**

Work in coordination with the 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.

### **3. COUNTY PRESENTATION NIGHT: 2 clubs Event occurs first weekend in March 2025**

A judged event where members shall use the state’s current Presentation Manual as a reference and give a 4-H Presentation in-person. Event to serve as a qualifier to advance to sectionals. Each club is required to send judges that have presenters. The county office

provides paperwork support while the hosting club provides logistics. This committee needs to provide database management from the online registration and write thank you cards. Awards and certificates are provided by county offices. **Budget \$375.** additional funds may be requested.

3a. Club 1 - COUNTY PRESENTATION NIGHT Host Club-Overall for facility, flyer, online registration support, setup, room set up and clean up. Encouraged to have a theme and decorations. Club may coordinate with the county leadership team for event Emcee. Club will coordinate with county offices and will provide all supporting documents or spreadsheets. Will also track entries. Sign up will occur with the 4-H online system. If no county 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.

3b. Club 2 -COUNTY PRESENTATION NIGHT Tabulations & Judges- coordinates 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. Must request Country office support in advance. Club provides a complete list of placings at the event and within 5 days of event completion. Club needs to provide up to 5 adult and 4 youth volunteers.

#### **4. NEW MEMBER PARTY: 1 Club Event occurs October 2024**

Plan a countywide event that is open to all 4-H members ages 9 and up with an emphasis on those just entering the 4-H program. Needs to present the target audience plan to council membership for approval by July. Club committee reviews plans to present before the 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 County Ambassadors. Club will coordinate with county offices and will provide all supporting documents or spreadsheets. Planning timeline begins 3 months out. Club needs to provide at least 5 adult and 6 youth volunteers. Budget **\$400.00**

#### **5. STEM EVENT COMMITTEE: 1 Club Event occurs October, 2024 (combine w/Hartnell STEM event?)**

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 should begin in July. Club will coordinate with county offices and will provide all supporting documents or spreadsheets before and after the event. Will also track entries. Pre-registration required with the 4-H online system. Club needs to

provide up to 5 adult and 4 youth volunteers. 4-H STEM Resources  
:<http://4h.ucanr.edu/Projects/STEM/> Budget \$500. (no expenses presented)

## **MANAGEMENT COMMITTEES and DESCRIPTIONS:**

### **6a. COUNTY RECORD BOOK JUDGING CONTEST (sub-committee of I & R) 1 Club**

Books due at country on July 16, 2024, Judging **occurs on a Saturday**  
**Results due to county office no later than August 26, 2024**

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 separating books into categories for judging. Volunteers review books prior to the event date to confirm accuracy and resolve issues. Volunteers have all copies made for judges the week prior. They open and prepare the building for event. Gather certificates and medals from county offices. Provides light morning refreshments, a full lunch, and thank you gifts for judges. Uses pre-registration paperwork provided that a club leader 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 that the committee manages. Club needs to provide up to 5-7 adults and may have a Youth Chair the day of. Budget \$500.00

### **6b. County Record Book: Star Rank verification and Sparks award verification (sub-committee of I & R) 1 club**

**Review of all books occurs by July 19-26th**  
**Results due to county office August 4th, 2024**

The Star Rankings and the Sparks award is a voluntary advancement program utilizing the Personal Development Report form or other award form, may be 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 county offices to create excel or google spreadsheets of members names and efforts. This committee meets with County Staff to review all submitted forms, complete paperwork and compile results of Star Ranks & Sparks awards 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.

### **7. Senior Graduation Recognition and Council Scholarship Committee 1 Club**

Senior Graduation Recognition- The Senior Graduation Committee recognizes graduating high school seniors for their 4-H involvement. This committee organizes senior yard signs, social media posts and a small gift item. New ideas are always welcome. To fulfill the commitment in a timely manner, the committee must follow the prescribed timeline which begins in March. Timeline with specifics available in a separate document. Committee to purchase yard signs and senior graduation swag.

Committee to make social media posts. Committee should plan on spending up to an average of \$65 per confirmed graduate. **Budget \$2,100.**

Council Scholarship- Committee to oversee Council Scholarship with the assistance of 4-H Staff. Forms/applications are reviewed and then placed on the county website and distributed to Club Leaders in March. The committee helps to manage incoming applications. The committee selects interview dates, invites interview panelists, organizes documents and forms for panelists. The committee schedules applicants for interviews. May provide light refreshments. At the conclusion of the interview, the committee to tabulate the results for submission to the County office, I and R chair, and Council Executive Board.