

Note from Santa Cruz County 4H Council:

These Committee Guidelines are being provided to help each Committee to achieve the best out come for their tasks.

We want you to know that every Committee or Event is unique and not every guideline or form provided will fit your situation. Also, you do not have to use all forms provided, if any. It is also not grounds for dismissal from the committee or event just because you chose to not use the forms.

Once the Committees and event positions are filled, you should receive a description of the Committee or Event you signed up for, along with a current approved budget if monies are needed, and the forms.

At any time if there is a question in your Committee or Event that needs attention, please contact the council President. The President can then guide you to where you can find the proper answer to your question i.e..County Council, Executive Committee, County office. Better to ask questions then to ignore a problem that could grow in size.

10/15/15

Santa Cruz County 4-H Council Committee Guidelines

ROLE:

The role of the Santa Cruz County 4-H 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 by making recommendations for approval, the bulk of the 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 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 time lines
- 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 taking action or implementing the plan of work. 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:

1. **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.
2. **4-H Committee Chairs:** Are adults and teen members appointed by the 4-H Council President and provide leadership to the members of their committee in developing, implementing and evaluating 4-H educational programs and management systems. 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.
3. **4-H Committee Members:** Are adults and members who work with the committee chair to develop, implement and evaluate 4-H education program and management systems.

COMMITTEES and DESCRIPTIONS:

1. **RULES AND PROCEDURES COMMITTEE:** Works with Council and staff in the reviewing and development of local policies and procedures to ensure fair and equitable rules and guidelines that allow all members and volunteers fair and equitable access to the 4-H YDP.
 - i. Chaired by the Council President
 - ii. Three people (appointed volunteers and/or senior members) from every club
 - iii. Two-year term
 - iv. Organization of the committee is at the discretion of the President i.e. one large committee to work on all tasks, or sub-committees based on duties.
 - a. *BUDGET:* Develop a detailed balanced budget for the 4-H FY
 - b. *BY-LAWS:* Compare against State 4-H template to ensure we are using most current version. Make recommendations for additions and deletions.
 - c. *CALENDAR:* Develop a calendar of event for the year that includes input from committees related to deadline dates.
 - d. *CONSTITUTION:* Compare against State 4-H template to ensure we are using most current version. Make recommendations for additions and deletions.
 - e. *GRIEVANCE:* Members to be determined on a case-by-case basis depending on issue. Only grievances related to Council programs, policies, standing rules and finances come before the Council. All other related issues or concerns are the responsibility of UC.
 - f. *STANDING RULES:* Compare against State 4-H policies to ensure we are in compliance. Make recommendations for additions and deletions.

2. **INCENTIVES AND RECOGNITION COMMITTEE:** Responsibilities include overseeing award-related activities, ordering pins, medals, patches, certificates, All-Stars Jackets. Reviews, formulates and evaluates 4-H Youth Development Incentives and Recognition, including youth, volunteer and staff statewide recognition. The committee also formulates non-competitive recognition while creating and coordinating new opportunities for members and volunteers.
 - i. Chaired by the Council Vice President
 - ii. At least one person from each club, giving one vote per club.
 - iii. Committee chair votes in the event of a tie or no representative from their club is present.
 - iv. Organization of the committee is at the discretion of the Vice President i.e. one large committee to work on all tasks, or sub-committees based on duties.
 - a. *ALL-STARS:*
 - b. *EMERAL STAR:*
 - c. *MEDALIST PROGRAM:*

3. **SCHOLARSHIP COMMITTEE:**
 - A. *CONFERENCE/EVENT SCHOLARSHIPS:* Develops and/or implements an open, fair and equitable process by which to award members and volunteers scholarships to offset conference registration and travel expenses. Assess event registration costs for the

program year, make recommendations to the council on costs and modes of transportation to events, assist the chaperones and youth in securing registration and transportation fees, conduct travel orientations, assist with the recruitment of appropriate chaperones, ensure delegates have followed and completed travel and event registration procedures.

- B. *EDUCATIONAL SCHOLARSHIPS*: Responsibilities include reviewing current scholarship criteria and making recommendations for change (if necessary) to Council, promoting scholarship process i.e. writing news articles, doing direct mail to eligible applicants, reviewing all applicant forms to ensure criteria has been met, assisting in selection of scholarship judges, establish interview date and location. (A Volunteer is not eligible to participate on this committee if any candidate is the Volunteer's family member) The committee determines the amount of each scholarship, depending on 4-H activity and the number of applicants.

4. RECORD BOOK COMMITTEE:

- A. *RECORD BOOKS*: Responsibilities include handling Member Record Book judging. Reviews record books, assigns numbers and divides into categories for judging. Each club submitting record books must send judges.

5. EVENT/ACTIVITY COMMITTEES

- I. All clubs are expected to take an event and chair with help from other clubs on the committee.
 - II. Large clubs (members 30+) will be expected to chair two events/activities.
- A. Awards ceremony for the end of the 4-H year where county year pins, record book awards and star ranks are handed out. Book facility, put event in county newsletter, send email invite to all clubs, plan theme of night. Out-going All Stars "may" be the master of ceremony, and may put a power point of pictures together. Otherwise, the club is to prepare presentations. The new All Stars are announced. Leaders with significant years are also recognized. The primary members get certificates.
 - B. CLOVER DELI: Coordinates the county 4-H fundraiser at the Santa Cruz County Fair. Duties include establishing schedules, organizing clubs to participate, ordering food, conducting promotion, developing the menu, shopping, equipment, supplies, shift Supervision, quality control, food safety, cash register training, z-tapes, banking, donations.
 - C. FUND RAISING Committee to explore, make recommendations and carry out large-scale fund development efforts to benefit the entire County 4-H Youth Development Program.
 - D. PRESENTATION DAY: Responsibilities include planning, promoting, and implementing Presentation Day. An event where members can give a presentation (a speech sharing or showing how to do something). Each club is required to send judges. The county office provides the paperwork support while the hosting club helps with the logistics. Identify

- tabulators, conduct judges training, room monitor training, runner training, entertainment or activity during tabulation and refreshment's.
- E. SNOW CAMP: Responsibilities include implementing a winter camp program. See California 4-H Camping Guide for expectations and resources. Develop, plan and deliver the annual winter camp including: Registration, Facility, PR materials, Classes/Activities, Teen and Adult Volunteer Staff Identification, Training and Preparation, Cooks, RN's, Shopping, Equipment, Fund Development.
 - F. SPRING FAIR: Coordinates the annual event by selecting date and location, identifying clubs to lead activities, developing the schedule, ordering food and conducting promotion. Activities to consider include: poster contest, dessert contest, judging contest, livestock judging and vegetable judging. Clubs must sign up to help to participate. Oversee Poster Contest, Registration, Lunch/food, Identification Contest, Final Tabulations, Certificates, Dessert Contest, Interview Contest, Livestock Judging, Vegetable Judging, Poultry Show, and Fashion Revue.
 - G. SUMMER CAMP: Responsibilities include implementing a countywide camping program. See California 4-H Camping Guide for expectations and resources. Develop, plan and deliver the annual 4-H summer camp including registration, facility, PR materials, program, classes/activities, Teen and Adult Volunteer Staff Identification, Training and Preparation, Cooks, Life Guards, RN's, Shopping, Equipment, Fund Development.
 - H. Sectional Presentation Day: Committee of two adults and two members from each of the three counties to coordinate event. Includes judge's paperwork, tabulators, conduct judges training, room monitor training, runner training, entertainment or activity during tabulation and refreshment's.
 - I. INTERVIEW DAY: This event is for medal interviews and scholarship interviews and can be any other addition to the day deemed fun i.e. Judging contest

6. PROGRAM REPRESENTATIVE COMMITTEES

The 4-H Program Representative is responsible for chairing and identifying members for the following committees which assist in further developing the local 4-H youth development program. These committees work to support not only the Council, but all programs in the County.

- a. EXPANSION AND REVIEW: This committee is to serve as an advocate for underserved and underrepresented populations, is responsible for developing a program marketing plan, working to increase participation in the 4-H program and reviewing progress towards goals related to new club, family and member development. The Committee must meet at least once a year, ideally twice and report at the Leader's Council meetings.
- b. VOLUNTEER LEADER DEVELOPMENT: Identifies needs of 4-H volunteers and provides them with materials, supplies, education, and support.
- c. CLUB BOOKS: A committee to review the club secretary and treasurer books, assign points and seals.

ACCOUNTABILITY

| ITEM | COMMITTEE | 4-H YDP STAFF |
|---------------------|--|---|
| Education/Support | | <ul style="list-style-type: none"> • Provide education and support to committees • Schedule check-in meetings/calls with chairs • Offer advice and ideas • Connection to resources • Assist in problem solving |
| Communication | <ul style="list-style-type: none"> • Provide text to 4-H YDP | <ul style="list-style-type: none"> • Promote in a timely fashion via all current means |
| Equipment | <ul style="list-style-type: none"> • Reserve equipment such as projector, PA system, easels, dolly, etc. in a timely fashion • Secure equipment 1-week prior to event • Note equipment needing repair • Return equipment 1-week post event | <ul style="list-style-type: none"> • Shared Office/Council expense • Assemble and maintain equipment needed • Reserve equipment on check-out list • Have equipment ready for pick-up |
| Basic Supplies | <ul style="list-style-type: none"> • Request use of event supply kit • Secure kit 1-week prior to event • Note items needing replacement in kit • Return kit 1-week post event | <ul style="list-style-type: none"> • Office expense • Assemble and maintain event kit that committees check out: (paper, pens, pencils, paper clips, clip boards, markers, stapler, staples, etc.) • Reserve kit on check-out list • Have kit ready for pick-up |
| Facilities | <ul style="list-style-type: none"> • Complete meeting date requests and obtain facility use agreements | <ul style="list-style-type: none"> • Reserve meeting and event dates • Process use agreements |
| Budget and Expenses | <ul style="list-style-type: none"> • Adhere to budget allotment sent by Council • Submit reimbursements to Council in a timely fashion using reimbursement request form | <ul style="list-style-type: none"> • Ensure expenses are in line with Council budget • Submit reimbursements to Council Treasurer in a timely fashion |
| Printing/Copying | <ul style="list-style-type: none"> • 25 or more total copies must be done outside of the office • Council/committee expense • Go to an outside vendor and | <ul style="list-style-type: none"> • 24 or fewer total copies can be done in the office |

| | | |
|-----------------------------|---|---|
| | be reimbursed | |
| Postage | <ul style="list-style-type: none"> • 5 pieces or more • Council/committee expense • Need to provide envelopes | <ul style="list-style-type: none"> • 4 or fewer pieces will be covered by office |
| Mailing Labels | | <ul style="list-style-type: none"> • Labels and printing done by office |
| Award/Recognition Purchases | <ul style="list-style-type: none"> • Committee Chair provides 4-H YDP Staff with list and totals of needed certificates, ribbons, medals, pins, etc. 2-months prior to needed date • Follow budget and expense guidelines above | <ul style="list-style-type: none"> • 4-H YDP staff conducts and inventory of stock on hand and works with committee chair to place the order • Follow budget and expense guidelines above |
| Certificates | <ul style="list-style-type: none"> • Committee provides information for certificates | <ul style="list-style-type: none"> • 4-H YDP staff prints certificates and templates |



University of California
Agriculture and Natural Resources

4-H Youth Development Program

The University of California prohibits discrimination or harassment of any person in any of its programs or activities. (Complete nondiscrimination policy statement can be found at <http://ucanr.org/sites/anrstaff/files/107734.doc>)

Inquiries regarding the University's equal employment opportunity policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 2nd Street, Davis, CA 95618, (530) 750-1318.

Committee Plan of Work

County Name:

Committee:

Use this planner to outline your committee work with specific attention to:

- Developing Citizenship, Leadership and Life Skills in youth
- Framing the program around Positive Youth Development
- Assessing and Managing Risk

1. **Committee Goal:** (A goal is a broad statement, not usually in measurable terms, which describes the end towards which all objectives are directed. Answers *WHY*)
2. **Committee Objectives:** (Objectives are specific statements which address a problem/need, are measurable, time limited and targeted to a defined population. Answers *When, How Much, Whom and What*)
3. **Strategy/Methodology:** (The specific approach taken to accomplish the goals and objectives. Answers *How*)
4. **Activities:** (The specific steps or tasks undertaken to accomplish each objective. Answers *What will be Done*)
5. **Outcomes:** (Precise statements describing what will be achieved, generally a condition, competency, or characteristic that can be measured in a relatively simple and direct fashion. Answers *What will be Achieved*)
6. **Indicators:** (An identifier or measurement of achievement relative to planned objectives/outcomes over a period of time. Answers *How Many and What Attitude, Behavior or Practice was Changed*)
7. **Monitoring:** (The routine tracking of defined variables as they relate to a specific objective. Provides on-going feedback on the quality and progress of the project. Answers *What, Who, When, How Much*)
8. **Evaluation:** (A focused appraisal to determine the significance and value of the project. Assess the extent to which the project achieved its outcomes. Answers *What Happened, Why and Was it Worth it*)

Backwards Planning

What is Backwards Planning?

Backwards planning is an effective time management tool that will help you create a set of instructions and a production timeline for your committee. By planning backwards, it is easier to confirm that every component, down to the smallest detail, has been accomplished.

How Do I Start Backwards Planning?

With backwards planning, you begin by **defining the end result** of a complex task (e.g., holding a BBQ). Then, working backwards to the beginning, you **record every simple task required to achieve the end result** on the Event Planning Calendar. Consequently, you develop a realistic timeline and a set of detailed instructions for success.

Steps to Successful Backwards Planning:

1. Make a list of everything that needs to be completed. The list should include:
 - a. Programs
 - b. Publicity Materials
 - c. Refreshments
 - d. Facility Reservations
 - e. Equipment Rentals
 - f. Permits
2. Assign due dates to these tasks. For example, if a room reservation or insurance use agreement form requires 3 weeks for approval, and must be completed and approved 1 week prior to your event, you will need to assign a due date that is at least 4 weeks before your event.
3. Using an event planning calendar, start with the last task on your list to be completed before the event. Enter it under the appropriate date on the calendar and consider any smaller components of the task that need to be completed as well.
4. If there are components of this task, work backwards with them and plot them on the calendar. For example, if your task is handing out flyers to promote your event, you will first need to make enough copies of the flyer for distribution. So, "Take Flyer to Copy Center" would be a prior task that you need to record on your planning calendar. To accomplish that task, you would first need to determine the design and text of the flyer, and so on.
5. Proceed with the next task to be completed until all tasks are listed on the event planning calendar.

Event Guide

Use this guide to determine what will need to do in order to have a successful committee/event. Please remember that some of these items may not apply to your committee/event.

| MAKE EARLY PLANS | | | |
|--|--|---------------|--------------|
| <i>Start your planning 2-3 months in advance</i> | | | |
| <i>Completion Date</i> | <i>Task</i> | <i>By Who</i> | <i>Notes</i> |
| | Determine event goals | | |
| | Project a target audience | | |
| | Receive approval for fundraising (if necessary) | | |
| | Reserve a facility/venue that fits your event's needs (moveable chairs, A/V equipment, stage, capacity) | | |
| | Ensure adequate volunteers to plan and carry-out event | | |
| | Determine publicity materials | | |
| | Select possible dates | | |
| | Meet with 4-H YDP staff to ensure that all the proper forms are filled out prior to your event (insurance use agreements, room reservations) | | |

SECURE FUNDING

It's difficult to raise funds, so start early. Remember that you cannot commit funds before you have them

| <i>Completion Date</i> | <i>Task</i> | <i>By Who</i> | <i>Notes</i> |
|------------------------|---|---------------|--------------|
| | Prepare a detailed and realistic budget that projects all anticipated income and expenses related to the event. | | |
| | Check deadlines for identified funding sources. | | |
| | Work with funding organizations (Council) to ensure that you are using the given money appropriately. | | |

MAKE ARRANGEMENTS

Use these checklists to arrange for all needs well in advance. Try to delegate tasks to members so that your committee works as a whole to ensure success.

Equipment Needs

| <i>Completion Date</i> | <i>Task</i> | <i>By Who</i> | <i>Notes</i> |
|------------------------|----------------------------------|---------------|--------------|
| | Venue | | |
| | Lectern | | |
| | Stage/Platform | | |
| | Trash Cans | | |
| | Cash Box | | |
| | Parking Permits | | |
| | Tables | | |
| | Chairs | | |
| | Head Table | | |
| | Coat Rack | | |
| | Barricades | | |
| | Fire Extinguisher | | |
| | Electrical Outlets | | |
| | Portable Toilets | | |
| | Tent/Tarp | | |
| | Food/Beverage Service (catering) | | |
| | LCD Projector | | |

| | | | |
|--|--------------------------------|--|--|
| | Microphone/Speaker | | |
| | DVD Player | | |
| | Sound System (Cd/Music player) | | |
| | Laptop | | |
| | Camera | | |
| | Screen | | |

| Supply Needs | | | |
|------------------------|-----------------------|---------------|--------------|
| <i>Completion Date</i> | <i>Task</i> | <i>By Who</i> | <i>Notes</i> |
| | Maps (for directions) | | |
| | Directional Signs | | |
| | Posters | | |
| | Cash Box/Change | | |
| | Trash Bags | | |
| | Name Tags | | |
| | Tickets | | |
| | Markers | | |
| | Printed Programs | | |
| | Flipcharts | | |
| | Paper | | |

| | | | |
|--|---------------------|--|--|
| | Pins/Tacks | | |
| | Stapler/Staplers | | |
| | Pens | | |
| | Pencils | | |
| | Tape | | |
| | Decorations | | |
| | Tablecloths/Linens | | |
| | Food | | |
| | Beverage Containers | | |
| | Plates | | |
| | Water | | |
| | Napkins | | |
| | Food Utensils | | |

| Event Arrangements | | | |
|---|--|---------------|--------------|
| <i>Completion Date</i> | <i>Task</i> | <i>By Who</i> | <i>Notes</i> |
| | Disability access | | |
| | Catering and/or Concessions (food permits?) | | |
| | Recycling | | |
| | Event Insurance | | |
| | Security | | |
| | Clean-up | | |
| | Parking and Transportation | | |
| PUBLICIZING YOUR EVENT | | | |
| <i>Develop your target audience, budget and detailed publicity plan early to ensure your event is successful!</i> | | | |
| <i>Completion Date</i> | <i>Task</i> | <i>By Who</i> | <i>Notes</i> |
| | Flyer/Poster | | |
| | Website | | |
| | Email list-servs | | |
| | Press release to the Free Lance | | |
| | Banners out in the community (Permit may be Required) | | |
| | Special invitations | | |
| | Announcements in meetings, etc. | | |
| | Distribution Plan | | |

COMPLETING THE PROCESS

| <i>Completion Date</i> | <i>Task</i> | <i>By Who</i> | <i>Notes</i> |
|------------------------|--|---------------|--------------|
| | Obtain feedback on the event | | |
| | Pay all bills | | |
| | Develop transition binder for your successor with timeline, estimated and actual budgets, sample publicity, program, receipts and all correspondence | | |
| | Send thank you notes | | |
| | Promptly negotiate and document any areas of concern | | |
| | Complete evaluation form | | |

END OF EVENT REPORT

INPUTS: (resources)

Club in Charge: _____

Adult Chairs: _____

Youth Chairs: _____

Name of event: _____ Date _____

Time _____ Location _____

Money budgeted _____ Actual money spent (with receipts) _____

Fees charged _____ **Add a separate additional page listing all itemization**

Donations _____ \$ amount _____ for what _____

From whom? _____ have they been thanked? _____

Add a separate additional page listing all donations

OUTPUTS: (results)

Chairman's name _____ Club _____

Number of members in attendance _____ number of volunteers in attendance _____

Was this a chaperoned event? If so, number of chaperones _____ Ratio _____

List or attach additional support materials that identify the following:

- Budget
- Menus
- Items made
- Schedule
- Scholarships Offered
- Names and contacts of special guests
- Special staff (Nurses, lifeguards, cooks, etc.)

OUTCOMES: (Impacts)

Identify the “so what” or measureable changes in clientele around the following outcome areas:

- Learning Outcomes (awareness, knowledge, attitudes, skills, opinions, aspirations, motivations)
- Action Outcomes (behavior, practice, decision making, policies, social action)
- Condition Outcomes (social, economic, civic, environmental)

FUTURE THOUGHTS:

What would you do differently next time?

Notes for next year:

REMINDERS:

1. Include sign in sheet for attendance
2. Provide Medical Release forms for youths dropped off at event