

Date: _____

Benton County 4-H Committee

Volunteer Application

Name _____

Address _____

Contact number _____ Email _____

T-shirt size _____

Do you have any relatives or acquaintances who are currently or have previously been on the 4-H Committee? If so which area and whom?

Applying for what project area(s): *Circle the area(s) that you feel qualified for:*

- Swine
- Beef
- Sheep/Meat Goat
- Dairy
- Statics
- Dog/Pet
- Horse/Pony
- Rabbit
- Poultry

Describe your experience working with youth?

List your qualifications for coordinating these project areas:

Would you be interested in assisting with other project areas in need of a superintendent?

MISSION

Purpose

The goal of the 4-H Committee is to act in partnership with 4-H youth in all Benton County 4-H program activities.

Role

The 4-H Committee will work to meet the developmental and educational needs of youth in the 4-H program. The Committee will ensure the integrity and effectiveness of the 4-H program.

ORGANIZATION

Authority

The 4-H Committee is a standing committee appointed by the Benton County Extension Council. It is formed to fulfill the Extension Council youth program responsibilities.

Officers

The Committee shall annually select the following officers: Chair, Vice Chair (i.e., Chair Elect), and Secretary.

The Chair shall preside at Committee meetings.

The Vice Chair (i.e., Chair Elect) shall preside in the absence of the Chair.

The Secretary shall keep minutes of all Committee meetings. The Secretary will submit detailed minutes to the Extension Council and ensure that all record keeping complies with Iowa open meeting law.

MEMBERSHIP

Members

Members will be appointed by the Extension Council. There will be the following mix of members:

- 4-H Committee Adult Volunteers: The 4-H Committee will consist of thirteen (13) individuals appointed from across the county;
- Extension Council Representatives: The Extension Council will appoint two of its' sitting members;
- FFA Leaders: Benton county FFA leaders will automatically have membership; and
- Youth Council Representatives: The Youth Council will appoint no fewer than three youth to membership. The Youth Council will have three voting seats.

All members will have an equal voice within the committee. All adult members shall be eligible for any office and shall have one vote.

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Terms

4-H Committee Adult Volunteers shall sit for a term of three years. They shall serve no more than two consecutive terms and cannot seek another term for at least one term (3 years). Every year, the terms of three members will expire.

FFA Leaders, Extension Council Representatives, and Youth Council Representatives shall sit for as long as they hold the position that gave them membership.

Appointment

They(volunteers) will be selected from a pool of nominees. Club members, leaders, retiring committee members, Extension Council members, and Extension staff may nominate individuals. Every effort will be made to ensure the committee membership reflects the diversity of Benton County.

ATTENDANCE

Members shall regularly attend and participate in committee meetings.

RESPONSIBILITY

Program Implementation

The Committee will actively participate in the implementation of all youth programming. This includes the recruitment of volunteers and developing partnership with community businesses and groups. The Committee will also provide support and ensure adherence to state and national 4-H policies that are aligned with and consistent with principles and practices of positive youth development.

Program Evaluation

The Committee will annually evaluate all 4-H programming. This includes but is not limited to the following:

- The 4-H program itself, to help plan future programs and determine activities, including evaluation of the 4-H Youth Program Committee;
- 4-H Recruitment and retention;
- New clubs;
- Recruitment of volunteers; and
- Fairs.

The Committee will share evaluation results with others who influence continuation of the 4-H program.

Public Relations

The Committee will inform the public of the breadth of all 4-H programming. The Committee will also serve as an advocate in local media, with government officials, and with any group that affects 4-H programming.

Financial Support

The Committee will work with the Extension Council and Extension Staff to ensure adequate funding of all 4-H programming. The Committee will also develop additional funding to support special opportunities.

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Reporting

The Committee Secretary, or a Committee designee, will provide the following reporting to the Extension Council:

- Agenda and Minutes of all meetings; and
- An annual report detailing the following:
 - Accomplishments of the recently completed year;
 - An evaluation of program strengths or areas for development; and
 - Goals for the upcoming year

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4-H Livestock Superintendent Description

QUALIFICATIONS:

1. A sincere interest in working with other volunteers and professional staff in an educational setting and a willingness to become familiar with and work with staff.
2. The ability to work with minimal supervision, but openly communicate with professional staff.
3. The ability to motivate youth and adults to assume leadership positions.
4. The ability to utilize conflict resolution skills.
5. The ability to organize information and materials and delegate responsibility.
6. The ability to accept and follow through with responsibilities.
8. Familiarity with the event
9. Must have successfully completed the 4-H volunteer enrollment process.

RESPONSIBILITIES:

1. Maintain the standards of the 4-H Youth Development Program by conducting oneself in a responsible manner and honoring confidentiality.
2. Serve as a role model and willingly share knowledge and involve youth and adults in the program.
3. Maintain close contact with Extension Staff.
4. Maintain sensitivity to the individual differences of 4-H members and volunteers such as differences in interest, abilities, personal needs, cultural heritage and family support.
5. Recommend assistant superintendent(s) for your area.
6. Work with 4-H staff to provide the judge's name, address and telephone number to the 4-H staff if you know of a good candidate.
7. Attend all Superintendent related meetings.
8. Evaluate your project area and make recommendations for improvements, repairs, etc.
9. See that exhibitors keep area clean and attractive during Fair week.
10. Be available to participants during Fair to answer questions and assist when needed. Participate with 4-H office to assure timely completion of all requirements and solutions to problems as they arise.
11. Check in all animals of species. Collect necessary paperwork on entry day.
12. Assign cages, pens or stalls for Fair week.
13. See that load out and removal of all animals is complete. Animals should not leave Fairgrounds before stated times.
14. See that exhibitors clean pens/stalls during, after and when animals are removed.

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15. Attend post fair review meetings.

16. Provide written notes and instructions on specific species requirements and practices to the 4-H Staff for recommendation and inclusion in the Fair Book.

17. Other tasks can be given to you as Superintendent by County Youth Coordinator prior/during fair.

PURPOSE:

To provide a positive learning experience for 4-H members and volunteers in the judging of livestock projects, and promoting a positive image of 4-H to the public.

Desirable skills:

Knowledge of livestock and judging procedures as well as the 4-H guidelines required for the project area.

Specific Tasks:

Follow timeline for show provided by 4-H staff which includes organizing, supervising and evaluating the event.

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4-H Project Superintendent Description

Primary Responsibilities:

1. Review the section of the fair book that applies to your area. Update, revise and/or make changes.
2. Request supplies you need for the fair from the Extension Office and work closely with County Youth Coordinator.
3. Serve as a resource to judge(s) in your area.
4. Serve as a resource to answer 4-Her's questions about Static Projects.
5. Be knowledgeable in all areas of Static Projects.
6. Other tasks can be given to you as Superintendent by County Youth Coordinator prior/during fair.
7. Attend events outside of Fair week.
8. Communicate effectively with the County Youth Coordinator, all information **MUST** be run by the County Youth Coordinator before implementation.
9. Help with State Fair selection and organization.
10. Taking or picking up projects from State Fair.
11. Work with County Youth Coordinator to help educate and develop trainings. Help with leaders meetings. Help pool volunteers.

PURPOSE:

To provide a positive learning experience for 4-H members and volunteers in the judging of all projects, and promoting a positive image of 4-H to the public.

Desirable skills:

Knowledge of all Statics projects and judging procedures as well as the 4-H guidelines required for the project area.

Specific Tasks:

Follow timeline for show provided by 4-H staff which includes organizing, supervising and evaluating the event.

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Superintendents are strongly advised to do the following:

- Complete a background check **(required)**
- Enter yourself in 4h Online **(required)**
- Attend weigh-ins if you are in livestock
- Attend all events related to your department (Communications Day, Building judging day, weigh-ins, check-ins etc.)

Extension Staff are available to provide the following resources upon request:

1. How to set up a strong leadership structure.
2. Create a vision for your project area.
3. Provide educational resources.
4. Expertise on developing quality educational experiences for youth.
5. Any other ideas or requests.

I have read the job description for the area(s) in which I am interested in being the support person for 4-Her's. I understand as a superintendent that I must follow all rules and instructions given to me by the Extension Office. Also, that no decisions will be made without the knowledge of the County Youth Coordinator or Extension Staff. **Decisions must be made in the best interest of ALL 4-H'ers.** I also understand that if deemed that my position on the 4-H Committee is creating conflict, I can\will be asked to step down in my position before my term is up.

Signature _____

Date _____