

Jefferson County 4-H Volunteer Committees

General Committee Guidelines

1. Each committee will have a chairperson.
2. All chairpersons will meet on a quarterly basis to collaborate and provide committee updates.
 - a. At two of these meetings, all committee members will meet to receive professional development on the topics of:
 - i. positive youth development practices
 - ii. current Data for Decision Makers trends
3. All committees will meet at least once a quarter but should meet more often if needed depending on the committee's efforts and/or time of year.
4. One person should be a part of no more than two committees.
5. Everyone must have a background screen to be on a committee.

Program Growth Committee

1. Review current Data for Decision Makers report to become familiar with the trends that are affecting youth and 4-H in Jefferson County.
2. Plan and develop a county 4-H program based on the needs of youth and the county.
 - a. Identify characteristics of youth living in the county (age, racial, and ethnic characteristics; social and economic situations; place of residence; etc.).
 - b. Identify needs, interests, and attitudes of youth in the county.
 - c. Be aware of state and national issues that impact and relate to youth in the county.
 - d. Identify youth-serving programs and organizations in the county (focus of the program; audience served; potential for cooperation in programming; and how to avoid duplication of services).
3. Develop County Action Plan with committee's suggestions.
 - a. Determine program priorities to identify which educational program efforts should be continued, which should be discontinued, and which new ones should be developed.
 - b. Evaluate the 4-H program yearly to help plan future programs and determine activities. This includes evaluation of the 4-H Youth Program Committee itself.
 - c. A variety of program opportunities should be available to all youth.
4. Share county action plan and evaluation results with others who influence continuation of the 4-H program (i.e. CYC, Recruitment Committee, Retention and Recognition Committee, etc.).
5. Provide support and adherence to state and national 4-H policies. Ensure county policies are aligned with and consistent with principles and practices of positive youth development.

Recruitment

1. Review current Data for Decision Makers report to become familiar with the trends that are affecting youth and 4-H in Jefferson County.
2. Assume responsibility for carrying out county action plan to meet the goals of program growth and development.
 - a. Provide active leadership to the county 4-H program.
 - b. Recruit volunteers to support the program.
 - c. Develop community partnerships.
3. Provide support and adherence to state and national 4-H policies. Ensure county policies are aligned with and consistent with principles and practices of positive youth development.
4. Attend community events on behalf of Jefferson County 4-H.
5. Inform people in the community about the benefits of 4-H program participation. Be an advocate for the 4-H program.
6. Help new and under-served youth and families develop an awareness of the 4-H program.

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Retention and Recognition

1. Review current Data for Decision Makers report to become familiar with the trends that are affecting youth and 4-H in Jefferson County.
2. Create an action plan for retention of existing 4-H members.
 - a. Examples: family fun night, 4-H appreciation, etc.
 - b. Develop specific action plan steps for the transition from Clover Kids to 4-H
 - c. Develop specific action plan steps to retain high school 4-H members
3. Recognize youth and volunteers for their service in frequent and unique ways
 - a. Examples of recognition – National 4-H Week, Awards Night, National Volunteer Week, social media, newspaper and radio, mailings, etc.
 - b. Review Record Books
4. Ensure county policies are aligned with and consistent with principles and practices of positive youth development.
5. Scholarships for Senior 4-H Members

Fair (three different committees)

1. Determine rule changes by October 1st to be presented to the Extension Council and Fair Board.
2. Provide support and adherence to state and national 4-H policies. Ensure county policies are aligned with and consistent with principles and practices of positive youth development.
3. Review fair book before it goes to the printer.
4. Identify individuals to serve as:
 - a. **Livestock Superintendents**
 - i. Collaborate with other superintendents for your department to find a judge for show day by April 1st.
 - ii. Pre-fair weigh-in and fair weigh-in responsibilities include helping with set-up, tear down, helping members complete their paperwork, recruiting volunteers, etc.
 - iii. Assign stall assignments at fair.
 - iv. Check-in all animals in your department at fair. Follow up with families about animals not present.
 - v. Review show program with other superintendents.
 - vi. Ensure show day runs smoothly – in the barn and in the show ring.
 - b. **Static Building Superintendents**
 - i. Set-up of the Static Exhibit Building prior to fair week.
 - ii. Help with check-in, ribbons and premium payout on Monday during fair.
 - iii. Help with check-out and tear down on Sunday during fair.
 - iv. Responsible for locking the Static Exhibit Building every day during fair at 9pm.
 - c. **Showmanship**
 - i. Host Educational Clinics
 - ii. Recognize youth at fair.
5. Attend all superintendent meetings (December, 2-3 weeks prior to fair, 2-3 weeks after fair).

Fundraising

1. Help raise additional funds to support the county 4-H Youth program.
2. Provide food booth at Jefferson County Fair (optional)
 - a. Obtain temporary food stand license
 - b. Plan menu, purchase and prepare food
 - c. Serve food with assistance from 4-H clubs

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3. Ensure county policies are aligned with and consistent with principles and practices of positive youth development.
4. Review current Data for Decision Makers report to become familiar with the trends that are affecting youth and 4-H in Jefferson County.
5. Work with Extension to do a budget.
6. If spending over budget need to make amendment to Extension Council