

Budget Committee

Date: _____

- ✓ Must include a panel of representatives including club treasurer and should include the club leader (co-leaders) and several other 4-H parents and youth.
- ✓ The goal of the committee is to review and revise the club budget according to need.
- ✓ Copy and present to the community club one month prior to vote on a **balanced and appropriate** budget plan for the upcoming year.
- ✓ In order for the year to operate on a working budget this budget should be completed by no later than the October community meeting of the current year or the spring before an upcoming year.

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of budget plans. Must be an active parent involved in club the previous year.

Name: _____ Phone: _____

Treasurer: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating balanced budget at budget meeting and completes tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Constitution & By-laws Committee

Date: _____

- ✓ Must include a panel of representatives including the club leader (co-leaders) and several other 4-H parents and youth.
- ✓ The goal of the committee is to review and revise the constitution and by-laws on a yearly basis for necessary changes and adjustments.
- ✓ Present a copy to Stanislaus County 4-H Office for approval before it is to be voted on by the community club.
- ✓ Make any changes that are not constitutional at county level. Cross-check county constitution and by-laws with the community club's to be sure that the community club's rules and regulation cover the minimum requirements set at county level.
- ✓ Copy and present each family with a printout detailing any specific changes in a clear manor.
- ✓ Policy Secretary if available must be involved in planning

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of changes. Must be an active parent involved in club the previous year.

Name: _____ Phone: _____

Policy Secretary / Youth Chairperson: _____
Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in revising constitution and by-laws meeting and completes tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Pumpkin Roll Committee

Date: _____

- ✓ Prepare a committee to plan and attend small fundraising and 4-H awareness activities at the annual Knights Ferry Pumpkin Roll on or near the first weekend in November.
- ✓ Contact Knights Ferry advisor about plans and goals.
- ✓ Contact Odd Fellows Hall to inform of plans for tennis court area.
- ✓ Detail a schedule of plans for event so that it can be pasted on to the next year’s plans for the same event to be continued.
- ✓ Create a sign up list so that club members can become involved (such as shift times, collections of materials needed).
- ✓ Review the current budget to determine resources available.
- ✓ Purchase items needed while remaining in budget. Contact club treasurer about re-imburements with the turning in of all receipts for event.
- ✓ Copy and present each family with a printout detailing any specific plans and needs in a clear manor or present ideas October community club meeting.

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of ideas. Must be an active parent involved in club the previous year.

Name: _____ Phone: _____

Youth Chairperson: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating useful and creative ideas to be used at the fundraiser/awareness event. Attend committee meeting and completes tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

October Fest – Blooming Camp Apple Farm Date: _____

- ✓ Prepare a committee to plan and attend small fundraising and 4-H awareness activities at the annual October Fest near mid October.
- ✓ Contact Blooming Camp about plans and goals.

- ✓ Detail a schedule of plans for event so that it can be pasted on to the next year's plans for the same event to be continued.
- ✓ Create a sign up list so that club members can become involved (such as shift times, collections of materials needed).
- ✓ Review the current budget to determine resources available.
- ✓ Purchase items needed while remaining in budget. Contact club treasurer about re-imburements with the turning in of all receipts for event.
- ✓ Copy and present each family with a printout detailing any specific plans and needs in a clear manor or present ideas September/October community club meeting.

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of ideas. Must be an active parent involved in club the previous year.

Name: _____ Phone: _____

Youth Chairperson: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating useful and creative ideas to be used at the fundraiser/awareness event. Attend committee meeting and completes tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Odd Fellow Hall Clean-up Committee

Date: _____

- ✓ Prepare a committee to plan and attend clean-up days at the Odd Fellows Hall, Knights Ferry at least once in fall and once in spring.
- ✓ Contact Odd Fellows Hall representative about plans and goals.
- ✓ Detail a schedule of plans for event so that it can be pasted on to the next year's plans for the same event to be continued.

- ✓ Create a sign up list so that club members can become involved (such as: people who are attending, collections of materials needed).
- ✓ Review the current budget to determine resources available. Check in with any other leaders (such as gardening leader) to make sure ideas are not overlapping.
- ✓ Purchase items needed while remaining in budget. Contact club treasurer about re-imbursements with the turning in of all receipts for event.
- ✓ Copy and present each family with a printout detailing any specific plans and needs in a clear manor or present ideas September/October community club meeting.

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of ideas.

Chairperson: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating useful and creative ideas to be used at the fundraiser/awareness event. Attend committee meeting and completes tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Rodeo Booth Fundraiser Committee

Date: _____

- ✓ Work at a team committee to complete list of tasks as needed:
- ✓ Create Sub Committees: Food, Clean-up, Sign-up/Calling, Equipment, Signage, Day Chairs (one day chairperson each day open for business).
- ✓ Youth should work alongside parents

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of ideas.

Chairperson: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating useful and creative ideas to be used at the fundraiser/awareness event. Attend committee meeting and completes tasks that are needed (at least 3 other 4-H parents and 3 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Schedule of Tasks (by: Sub-category):

- January –
 1. **Chairperson** -Contact the Oakdale Saddle Club for information update on what services they would like us to complete. Request to receive a concessionaire agreement from Oakdale Saddle Club (contact numbers change yearly).
 2. **Equipment** - Reserve hot dog steamer, beverage (thermal/warmer) and Coffee maker from 4-H county offices contact Mary Curie (4-H Secretary at 525-6800).
 3. **Chairperson** – Contact Joann Ratto at 4-H office (525-6800). Ask offices to send copy of insurance policy with a minimum of \$500 liability and Oakdale Saddle Club as additionally insured for this event to Committee Chairperson and forwarded to Saddle Club.
- February –
 1. **Sign-up/Calling** - Present the Rodeo Booth fundraising opportunity to the community club. Pass out sign-up list and send additional updated lists in March newsletter.
 2. **Committee** - Discuss with committee any promotional ideas if needed. In 2006 we offered 12 topping nachos and hot dogs to insure our product stood out from other vendors.
 3. **Contracts/Paperwork** - Contact County Health Department (3800 Cornucopia Way Suite C, Modesto, (209) 525-6700) for paperwork on retrieving temporary food service permit.

THIS FORM SHOULD BE KEPT ON RECORD FOR AT LEAST 3 YEARS AS A VALUABLE RECORD OF CLUB ACTIVITY

4. **Chairperson** - Contact Coca Cola representative and confirm with soda vendor the Orange Blossom 4-H Club attendance at the Rodeo. In 2006 contact representative was Greg Cliburn, District Manager, 524-4802, fax: 527-0559 P.O. Box 1520 Princeton Ave. Modesto, Ca 95352.
 5. **Food** -Begin searching for donation possibilities (food, serving trays and accessories). When collecting donations think of who (chips: Mission Foods, hot dogs: Alpine Meats, hot dog buns: Rainbow Bread, nacho cheese/chili: Tony's Fine Foods) make contact with Linda Peterson @ O'Brien's Market, Riverbank before calling any outside vendors. Items must be available for pick-up the Friday morning of fundraiser weekend.
 6. **Clean-up** - Set up date for Booth Clean-up. One week prior to fundraiser the booth must be washed down inside-out with soap and water. The window screens for the booth are located in the 4-H shed; verify screens are in good condition.
- March –
1. **Sign-up/Calling** - Confirm that all sign-up lists are filled in as needed, when complete forward lists to calling committee. Calling committee must call each attending member and remind them of time and date scheduled on the Thursday prior to fundraiser.
 2. **Signage** - Make signage as needed ex: menus inside and out (menu prices are set by Saddle Club call for current pricing). Past signage is available in 4-H shed. For making new signs, formatted signage is available on the computer data base at the 4-H Office under Publisher/Word File Orange Blossom 4-H. Computers, laminators and large-scale printers are available at the 4-H County Offices in Modesto (call for appointment Mary Curie 4-H Secretary at 525-6800).
 3. **Chairperson** - Make schedule with community club treasure so that start-up money needed is available and that the check book will be available at booth Sunday at completion of fundraiser (Sunday 5:00 PM). Check will have to be written to Saddle Club for set percentage (15%) of total sales as commission.
- April -
1. **Chairperson** - One week prior – **Booths open from 9:00 AM to 5:00 PM.**
 - a. Verify clean-up crew will clean booth and window screens, have cleaners leave screens in booth and place door lock on door.
 - b. Verify that calling committee has plans to call and remind attending 4-H families of scheduled times and dates.
 - c. Verify food donations and purchasing plans and insure their delivery to booth on the Friday morning of event.
 - d. Verify equipment deliveries, purchases, loans are planned for arrival the Friday morning of event (BBQ, hot dog steamer, beverage thermal/warmer, coffee maker, ice chest, red wagon).
 - e. Verify the signage is complete with accurate prices for delivery to booth the Friday morning of event.

f. Meet with club treasure and collect start-up cash

- Quarters
- Ones
- Fives
- Tens
- Twenties

2. **Chairperson** - After Event –

- a. Pay Saddle Club commission (15%)
- b. Send Payment Check to Coca Cola for soda
- c. Write-up profit statement to be presented at club meeting.
- d. Turn in all completed paperwork to the Club Leader or appropriate Club Co-Leader.

Fireworks Booth Committee

Date: _____

- ✓ Prepare a committee to plan the annual 4-H fundraising event held on the 4th of July and seven days prior.
- ✓ Acquire a City of Oakdale business license ask firework supplier or past committee chairperson for advice on paperwork needed.
- ✓ Detail a schedule of plans for event so that it can be pasted on to the next year's plans for the same event to be continued.
- ✓ Create a sign up list so that club members can become involved (such as shift times, collections of materials needed).
- ✓ Review the current budget to determine resources available.
- ✓ Purchase items needed while remaining in budget. Contact club treasurer about re-imbursements with the turning in of all receipts for event.
- ✓ Copy and present each family with a printout detailing any specific plans and needs in a clear manor or present ideas during the May community club meeting.

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of ideas. Must be an active parent involved in club the previous year.

Name: _____ Phone: _____

THIS FORM SHOULD BE KEPT ON RECORD FOR AT LEAST 3
YEARS AS A VALUABLE RECORD OF CLUB ACTIVITY

Youth Chairperson: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating useful and creative ideas to be used at the fundraising event. Attend committee meetings and complete tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Ice Cream Social Committee

Date: _____

- ✓ Prepare a committee to plan the annual Ice Cream Social event held during the first Community Club Meeting in September.
- ✓ Detail a schedule of plans for event so that it can be pasted on to the next year's plans for the same event to be continued.
- ✓ Create a sign up list so that club members can become involved (such as presentation schedule, collections of materials needed).
- ✓ Review the current budget to determine resources available.
- ✓ Purchase items needed while remaining in budget. Contact club treasurer about re-imbursements with the turning in of all receipts for event.

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of ideas. Must be an active parent involved in club the previous year.

Name: _____ Phone: _____

Youth Chairperson: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating useful and creative ideas to be used at the welcoming event. Attend committee meetings and complete tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Thanksgiving, Holiday Donation and Party Committee Date: _____

- ✓ Prepare a committee to plan the annual holiday events.
- ✓ Detail a schedule of plans for event so that it can be pasted on to the next year's plans for the same event to be continued.
- ✓ Create a sign up list so that club members can become involved (such as meeting times, collections of materials needed).
- ✓ Review the current budget to determine resources available.
- ✓ Purchase items needed while remaining in budget. Contact club treasurer about re-imburements with the turning in of all receipts for event.
- ✓ Copy and present each family with a printout detailing any specific plans and needs in a clear manor or present ideas during the October community club meeting.

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of ideas. Should be an active parent involved in club the previous year.

Name: _____ Phone: _____

Youth Chairperson: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating useful and creative ideas to be used at the event. Attend committee meetings and complete tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

End of Year Planning Committee

Date: _____

- ✓ Prepare a committee to plan the annual closing event held at the final community club meeting in June.
- ✓ Detail a schedule of plans for event so that it can be pasted on to the next year's plans for the same event to be continued.
- ✓ Create a sign up list so that club members can become involved (such as potluck foods to bring, group games, collections of materials needed).
- ✓ Review the current budget to determine resources available.
- ✓ Purchase items needed while remaining in budget. Contact club treasurer about re-imburements with the turning in of all receipts for event.
- ✓ Copy and present each family with a printout detailing any specific plans and needs in a clear manor or present ideas during the April community club meeting.

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of ideas. Should be an active parent involved in club the previous year.

Name: _____ Phone: _____

Youth Chairperson: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating useful and creative ideas to be used at the fundraising event. Attend committee meetings and complete tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Rodeo Parade Committee

Date: _____

- ✓ Prepare a committee to plan the annual promotional event held on Oakdale Rodeo Weekend.
- ✓ Acquire a position in the parade from the City of Oakdale event coordinator.
- ✓ Detail a schedule of plans for event so that it can be pasted on to the next year’s plans for the same event to be continued.
- ✓ Create a sign up list so that club members can become involved (such as parade attendees, collections of materials needed).
- ✓ Review the current budget to determine resources available.
- ✓ Purchase items needed while remaining in budget. Contact club treasurer about re-imburements with the turning in of all receipts for event.
- ✓ Copy and present each family with a printout detailing any specific plans and needs in a clear manor or present ideas during the March community club meeting.

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of ideas. Should be an active parent involved in club the previous year.

Name: _____ Phone: _____

Youth Chairperson: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating useful and creative ideas to be used at the promotional event. Attend committee meetings and complete tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Valentine's Day Committee

Date: _____

- ✓ Prepare a committee to plan the annual "Caring is Sharing" event held on or near Valentine's Day
- ✓ Contact the two senior care centers in Oakdale to confirm plans (Oak Valley Care Center phone: _____, Laurel Crest Manor phone: _____).
- ✓ Detail a schedule of plans for event so that it can be pasted on to the next year's plans for the same event to be continued.
- ✓ Create a sign up list so that club members can become involved (such as valentine judging prizes, collections of materials needed, making the valentine cards).
- ✓ Review the current budget to determine resources available.
- ✓ Purchase items needed while remaining in budget. Contact club treasurer about re-imburements with the turning in of all receipts for event.
- ✓ Copy and present each family with a printout detailing any specific plans and needs in a clear manor or present ideas during the December community club meeting.

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of ideas. Should be an active parent involved in club the previous year.

Name: _____ Phone: _____

Youth Chairperson: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating useful and creative ideas to be used at the fundraising event. Attend committee meeting and completes tasks that are needed (at least 2 other 4-H parents and 2 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Wildflower (Painted Highway Corridor Committee) Date: _____

- ✓ Prepare a committee to plan the annual beautification event held in November each year (seed must be planted in November for success).
- ✓ Acquire requirements for event from the Caltrans District 10 Office phone: _____).
- ✓ Review detail requirements, wildflower seed source and seed type.
- ✓ If new Committee Chairperson to event attend Caltrans Highway safety meeting.
- ✓ Complete and gather all safety requirements and equipment.
- ✓ Detail a schedule of plans for event so that it can be pasted on to the next year’s plans for the same event to be continued.
- ✓ Create a sign up list so that club members can become involved (such as meeting schedule, collections of materials needed).
- ✓ Review the current budget to determine resources available (seed costs, safety equipment provided by Caltrans).
- ✓ Purchase items needed while remaining in budget. Contact club treasurer about re-imbursements with the turning in of all receipts for event.
- ✓ Copy and present each family with a printout detailing any specific plans and needs in a clear manor or present ideas during the October community club meeting.

People Needed:

Committee Chairperson: Sets up time, date, location and agenda for the committee meeting, prepares or delegates other preparations for community club presentation of ideas. Should be an active parent involved in club the previous year.

Name: _____ Phone: _____

Youth Chairperson: _____ Phone: _____

Club Leader / Co-leader: _____

Committee Members: Assist in creating useful and creative ideas to be used at the fundraising event. Attend committee meetings and complete tasks that are needed (at least 1 other 4-H parent and 1 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____