

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-imbursments 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: _____