

# Holiday Donation and Party Committee

Date: \_\_\_\_\_

- ✓ Prepare a committee to plan the annual Thanksgiving, Holiday Donation and Party 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-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 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: \_\_\_\_\_