

**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 reimbursements 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: \_\_\_\_\_