

**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).

(Equipment) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(Sign-up/Calling) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(Contracts/Paperwork) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(Food) Name: \_\_\_\_\_ Phone: \_\_\_\_\_ (Food)

(Clean-up) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(Signage) 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.
  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.