

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 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 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: _____