

Highway Wildflower Committee**Date:** _____

- ✓ Prepare a committee to plan the annual beautification event held in November each year (seed must be planted in November for success).
- ✓ Acquire requirements for event from the Caltrans District 10 Office phone: _____).
- ✓ Review detail requirements, wildflower seed source and seed type.
- ✓ If new Committee Chairperson to event attend Caltrans Highway safety meeting.
- ✓ Complete and gather all safety requirements and equipment.
- ✓ 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 schedule, collections of materials needed).
- ✓ Review the current budget to determine resources available (seed costs, safety equipment provided by Caltrans).
- ✓ 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 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 fundraising event. Attend committee meetings and complete tasks that are needed (at least 1 other 4-H parent and 1 other 4-H youth).

Name: _____ Phone: _____

Name: _____ Phone: _____