

# Cape Girardeau County 4-H Council Committee Guide

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## **ACTIVE COMMITTEES**

### **AWARDS COMMITTEE**

This committee is responsible for the awards given for the year and meets once in October for an evening. Responsibilities include the following:

- Judge report forms – County and State
- Review Report Form Guidelines
- Give an oral report at the next 4-H Council meeting following the completion of the banquet.
- Select recipients for the following
  - The Danforth “I Dare You” award
  - Cape County Key award
  - Outstanding Project Leader award
  - Outstanding Community Service award
  - “I Tried the Hardest” award
  - Outstanding 4-H Leader of the Year (can only be won once by a 4-H volunteer)
  - Outstanding 4-H youth (under-14)
  - Outstanding 4-H youth (14-and-older)
  - “Marjorie Swan New Project Leader” award
  - Outstanding 4-H Club award

Assist Extension staff as needed in the following areas

- Setting up medals for banquet
- Contacting award recipients to ensure their attendance at the banquet.

### **BANQUET COMMITTEE**

This committee, composed of two to three people, is responsible for the Cape County Recognition Banquet held in the fall. The committee shall meet one to three times and correspond via email in the fall.

Responsibilities include the following:

- Work within budget guidelines set by 4-H Council
- Plan banquet decorations.
- Set up tables, decorations, awards table, and photo corner the day before the banquet.
- Research and make recommendations for catering
- Set price for the meal
- Present awards that have not been presented at another time, for example at the fair.
- Give an oral report at the next 4-H Council meeting following the completion of the banquet.

Assist Extension staff as needed in the following areas

- Set date for reservations to be mailed and to be received by Extension office staff.
- Decide who is presenting which awards
- Contact presenters.
- Choose site for banquet if other than the Extension Office
- Reserve date for next year.

Notes:

- ❖ Council President is the Master of Ceremony.
- ❖ Officers of the Council and Chairman of the committees present awards.
- ❖ In special instances, the sponsor of an award or family member of recipient may be asked to present it.
- ❖ Pledges should be led by Junior Leader Officers.

## **BENEVOLENT FUND**

Any family who is or has been active in 4-H and who has an immediate member of the family who recently became deceased will receive a sympathy card on behalf of the Cape County 4-H Council. Please notify Dortha Strack at 334-5693 if someone in your 4-H Club has recently suffered a loss of a loved one.

## **COUNTY ACHIEVEMENT COMMITTEE**

This committee, composed of two to three people, is responsible for planning and conducting the Cape County Achievement Day held in the summer. The committee shall meet in the spring two to five times and correspond via email.

Responsibilities include the following:

- The committee should give an oral report at the next 4-H Council meeting following the completion of the event.

Assist Extension staff as needed in the following areas

- Select a date
- Select the County Achievement judges.
- Go over the rules for the State Fair entry for demonstrations, electric, and general.
- Meet with the judges for a brief training before the beginning of the event.

Notes:

- ❖ Demonstrations
  - Rosettes may be given to one person in each age group based on the discretion of the judges.
  - One set of judges can judge more than one age group, but each age group may receive a rosette based on the judge's discretion.
  - Judges discretion – 2 Rosettes may be given if Judges feel there is a tie.
- ❖ Judging Contests (if they are held)
  - Have two or three people set up contests.
  - Two or three age groups.
  - Only one Rosette per group.
  - Ties must be broken for Rosette. This should be prepared for by having a tie breaking plan prepared. Ultimately this is the Judges' discretion – if a tie persists even after a tie breaker question. 2 Rosettes may be given for the same Judging category.

## **COUNTY FAIR COMMITTEE**

This committee, composed of two to three people, is responsible for planning and conducting the Cape County Fair held in the summer. The committee shall meet in the spring one to three times and correspond via email.

Responsibilities include the following:

- The committee should give an oral report at the next 4-H Council meeting following the completion of the event.

Assist Extension staff as needed in the following areas

Selection of the county fair judges.

Meet with Judges for brief training and questions prior to the event.

Ahead of time, decide on what Best of Show ribbons will be given. Also decide what and how many items will be mailed to the State Fair.

## **FASHION REVUE COMMITTEE**

This committee of one or two people is responsible for planning and conducting the Cape County Fashion Revue in the summer.

Responsibilities include the following:

- Work with the County Achievement Committee to arrange the place, date, and time.
- Select the Fashion Revue Judges.
- Plan and conduct the Public Fashion Revue for 4-Hers in the Clothing Project.
- Divide entrants into categories (same as the State Competition):
- Divide entrants into groups, under-14 and 14-and-over.
- Provide ribbons for the winners.
- Select the Fashion Revue winner that will attend the State Fashion Revue.
- The committee should give an oral report at the next 4-H Council meeting following the completion of the event.

## **DAIRY JUDGING COMMITTEE**

This committee is responsible for planning and conducting the Cape County Dairy Judging Contest in the summer.

Responsibilities include the following:

- Set the place, date, and time for the event.
- Contact dairymen to see if they will allow the event to take place at their farm. You will need two different breeds, if possible. Two or three classes (1-cow class and 1-heifer class per breed is suggested).
- Select an official judge to place classes and to help hear reasons (Reasons class should be a cow class).
- Pick up place cards, score sheets, and ribbons at the Extension Center prior to the judging event.
- Send judging results to staff.
- Chaperone or recruit chaperones for County Judging Team members to participate in the State Dairy Judging Contest at the MO State Fair in Sedalia.
- The committee should give an oral report at the next 4-H Council meeting following the completion of the event. The report should include detailed information concerning the committee budget, number of attendance at the event, etc.

## **FAIR STAND COMMITTEE**

This committee is responsible for the Cape County 4-H food stand and its operation during the SEMO Fair and at other events as needed. This committee shall meet in the spring/summer one to three times or as needed. Some duties may be conducted via emails.

This committee shall be made up of 4-H staff and one member from each club so that each club has a voice in this county-wide fundraiser.

Responsibilities include:

- Determine the menu and selling prices to be presented to the Council at the August meeting.
- Determining the storage location for the fair stand when not in use.
- At the end of each use evaluate the maintenance needs of the stand and present them to the 4-H Council for approval.
- Recruit workers/organize the work schedule for the fair stand.
- Set up and tear down of the fair stand at events.
- Inform 4-H staff of all events and happenings.

The Fair Stand Committee will work closely with 4-H staff to

- Make sure the fair stand complies with all the health regulations and submit all health department regulations.
- Open and close the stand properly.
- Train workers at the beginning of each shift.
- Order supplies needed and make sure unused portions are returned.
- Work with staff and Council treasurer in order to pay bills
- Have two people count/confirm money at the end of the day and make a deposit.
- The committee should give an oral report at the next 4-H Council meeting following the completion of the event. The report should include but is not limited to suggestions for next year, customer feedback, increase/decrease of prices, repairs needed etc.

Notes:

- Handle emergency maintenance needs that don't exceed \$300.00.
- Confirm with Council Treasurer the profit/loss from each event.

## **LIVESTOCK JUDGING COMMITTEE**

This committee is responsible for planning and conducting the Cape County Livestock Judging Contest in the spring.

Responsibilities include the following:

- Get information about the place, date, and time for the event in conjunction with the District FFA Livestock Judging event at Flickerwood OR Contact beef, swine, and sheep farmers to see if they will allow the event to take place at their farm. You will need beef, swine, and sheep classes.
- Select an official judge to place classes and to help hear reasons.
- Pick up place cards, score sheets, and ribbons at the Extension Center prior to the judging event.
- Divide entrants into Junior and Senior teams.
- Make sure that everyone receives a ribbon.
- Return judging results to the local 4-H staff.
- Chaperone or recruit chaperone for County Judging Team to attend State 4-H Judging Contest.
- The committee should give an oral and written report at the next 4-H Council meeting following the completion of the event. The report should include detailed information concerning the committee budget, number of attendance at the event, etc.

## **MEAT ID COMMITTEE**

This committee is responsible in the winter for teaching any eligible 4-H member who is interested in the skill of meat identification. From the 4-H members trained, the committee must select a junior and senior team to compete in the state contest.

Responsibilities include the following:

- Train 4-H members how to identify meats and compete in the Meat ID Contest.
- Hold training sessions and arrange for speakers and trainers (when necessary).
- Contact local stores and meat shops to see if they will help train 4-H members.
- Set up county contest if needed.
- Advise 4-H members where and when the contests and training are to be held.
- Grade county contestants.
- Select junior and senior teams from the highest contest scores.
- Submit names of the team members to the Extension Office.
- Take teams to the state contest or arrange for an adult to accompany the team.
- The committee should give an oral report at the next 4-H Council meeting following the completion of the event. The report should include detailed information concerning the committee budget, number of attendance at the event, etc.

## **POULTRY JUDGING COMMITTEE**

This committee is responsible for planning and conducting the Cape County Poultry Judging Contest in the spring

Responsibilities include the following:

- Set the place, date, and time.
- Get score cards and ribbons from the Extension Office.
- Select an official judge to place classes and to help hear reasons.
- Entrants do not have to be enrolled in a poultry project.
- Reasons will be required on one or more classes.
- Give out ribbons and Rosettes.
- Choose Junior and Senior winners.
- The committee should give an oral and written report at the next 4-H Council meeting following the completion of the event. The report should include detailed information concerning the committee budget, number of attendance at the event, etc.

## ***INACTIVE COMMITTEES***

### **BICYCLE RODEO COMMITTEE** – Currently an inactive Committee (11/08)

This committee is responsible for the Bicycle Rodeo planning and conducting. Responsibilities include the following:

Work with the County Achievement Committee to arrange the place, date and time.

Get three trophies, two for under age 14 for 1st and 2nd place, and one trophy for age 14 and older for 1st place.

All participants need to have a helmet and bring their own bike.

Ask police to check all bicycles for safety (if present)

Have a First Aid Kit on hand.

Provide water to drink.

Set up the Bicycle Rodeo course.

Award certificates and ribbons to participants (at the County Achievement Awards Ceremony). Total points up after each event in case there is a need for a tie breaker.

Award green ribbons to Clover Kids.

Store the equipment needed for the Bicycle Rodeo.

Have Jr. Leaders assist with the event.

Order trophies/medals one month before the event.

The committee should give an oral and written report at the next 4-H Council meeting following the completion of the event. The report should include detailed information concerning committee budget, number of attendance at the event, detailed list of “winners”, etc.

### **4-H CAMP COMMITTEE** – Currently an inactive committee due to state guidelines

This committee works with 4-H staff to assist in camp planning and conducting.

Responsibilities include the following:

- Meet in March or April to bring together ideas and to assign each committee member a list of contacts and ideas to follow up on.
- Select group names, make name tags, and confirm schedule and guest program presenters.
- Select craft project and other activity supplies. Make a list of who will provide each supply or items needed for each program or activity.
- Schedule meeting with committee about 2-3 weeks after camp. Review evaluations from camp and make a list of ideas and ways to improve camp next year.
- Pick and confirm dates for next year’s camp.
- The committee should give an oral report at the next 4-H Council meeting following the completion of the event. The report should include detailed information concerning the committee budget, number of attendance at the event, etc.

### **FORESTRY/WILDLIFE CONTEST COMMITTEE** –Currently Inactive Committee (11/08)

Committee Guidelines -

This committee is responsible for the Cape County Forestry and Wildlife Contests planning and conducting.

Responsibilities include the following:

Forestry Contest

Set the place, time and date for the event.

Follow state rules and guidelines (they differ from FFA).

Oversee the Forestry Contest preparation, set-up, and conduction.

Hand out ribbons, name the team members, and report the results to the Extension Office (important).

Chaperone or get someone to chaperone team members to the state contest and arrange transportation for the team between the campus and the contest grounds. Report the results to the Extension Office.

Option: Hold county workshops on forestry.

Outdoor/Wildlife/Conservation Contest

Set the place, time and date for the event.

Follow state rules and guidelines (they differ from FFA).

Oversee the Wildlife Contest preparation, set-up and conduction.

Hand out ribbons, name the team members and report the results to the Extension Office (important).

Chaperone or get someone to chaperone team members to the state contest and arrange transportation for the team between the campus and the contest grounds. Report the results to the Extension Office.

Option: Hold county workshops on wildlife.

Note: Forestry and Wildlife Contests are two separate contests held separately at the University and it is not possible for one person to chaperone both contests at Columbia.

The committee should give an oral and written report at the next 4-H Council meeting following the completion of the event. The report should include detailed information concerning the committee budget, number of attendance at the event, etc.

## **HORSE JUDGING AND HORSE BOWL/HIPPOLOGY COMMITTEES**

### **Horse Judging**

Committee shall contact County Extension staff to receive a list of all members enrolled in Horse projects to be used as a basis to contact prospective members.

If there are enough members to comprise a competitive team the committee shall then:

Start meeting on a regular basis with members several months before state competition to prepare for that event.

Obtain judging guidelines from the American Quarter Horse Association and other relevant associations to give to members for reference.

Work with members on judging terminology and overall presentation skills.

Set up times with area horse owners for members to view different animals and apply skills they are acquiring.

Take members to area horse shows when possible to view and practice judging performance classes.

Contact Jackson FFA Chapter to have joint workouts and share resources when possible.

Accompany team to Columbia for state competition and to other locations as needed if the team should progress beyond the state competition level.

### **Horse Bowl/Hippology Team**

This can be county or area wide teams as state guidelines indicate that each region may be represented by two teams in each age division.

Committee shall determine number of members interested in Cape Girardeau County and contact 4-H staff in surrounding counties if level of interest indicates the need for area rather than county teams.

Cape County owns a copy of the Horse Industry Handbook which may be used as reference material for either county, area, or regional teams as needed.



Committee shall call state office and extension offices in other counties active in this program to obtain sample questions and other resource materials.

Committee shall start meeting with interested members on a regular basis several months (Jan/Feb) ahead of the competition in order to be prepared for the contests.

Committee shall accompany team members to Columbia for state contest and to other locations as necessary if the team should progress beyond the state level.

In the event that there should be more than two county or area teams that wish to represent the Southeast Region at the state competition, the committee shall work with the leaders of those teams to facilitate a run-off competition to determine which of those teams will represent the region at Columbia.

The committee should give an oral and written report at the next 4-H Council meeting following the completion of the event. The report should include detailed information concerning the committee budget, number of attendance at the event, etc.

## **PROMOTION/FUNDRAISING COMMITTEE**

This committee is responsible for promoting 4-H at the county level.

Suggestions include the following:

- Poster Contest
- Float Entry
- Essay Contest
- Make sure that the 4-H banners are put up in Jackson in September/October each year.
- Assist with fundraising projects as directed by the 4-H Council.
- Assist with 4-H promo booths at PTO School Open House, Parent Nights or any other
- 4-H promotional requests.
- Assist with 4-H Promo Booth at SEMO Fair.
- The committee should give an oral and written report at the next 4-H Council meeting following the completion of an event. The report should include detailed information concerning the committee budget, number of attendance at the event, etc.