



2007 NORTH CENTRAL REGIONAL VOLUNTEER FORUM, OCTOBER 11-14

Philosophy and Subcommittee Structure Volunteer Information Packet

Revised April 2005

I. NCRVF 4-H Leaders Forum

A. Philosophy

The 2007 Wisconsin North Central Regional 4-H Leaders Forum (NCRVF) is intended to equip participants with teaching skills which they can share with other volunteers back home. Workshop topics will be relevant to participants' needs and interests, including train-the-trainer, personal development, new program development, youth development education, exploration of different facets of the 4-H program, communication skills and volunteer middle management functions. Management training sessions will include supervision; organization of educational programs, events and activities; volunteer recruitment, screening, placement and support; and performance assessment and feedback.

The Wisconsin Forum will help 4-H volunteers discover the value of regional resources. Each state has its share of strong 4-H program offerings, trainers and new curriculum developments. But each state has areas of 4-H volunteer development which could be improved. Presenters will be encouraged to show how their programs can be replicated in the communities of participants.

A regional Forum should allow each state to benefit from the resources and outstanding programs available in neighboring states and at the national level. Therefore, one third of the 2007 program is to be provided by Wisconsin, one third will represent programs developed within the region and one third will focus on national trends and developments. Emphasis will be on projects, models and curricula developed by states in response to existing or emerging needs in youth development education and volunteer development.

Developing partnerships is essential to expand the youth resource base of a youth-serving organization and developing diversity within the program. Adult representatives from other youth-serving organizations will be invited to serve as resource persons or participants to expand these partnerships.

Finally, Wisconsin 4-H recognizes youth as viable teachers. At the 2007 NCRVF youth leaders will be given meaningful roles as teachers and planners.

B. Goals

1. To help 4-H youth and adult volunteer leaders participate in experiences that improve their ability to perform individual 4-H leadership roles
2. To help 4-H youth and adult volunteer leaders learn new skills, information, techniques and resources to enhance the quality of their local 4-H programs
3. To help 4-H youth and adult volunteer leaders become knowledgeable about a variety of successful 4-H programs, activities and systems through structured and unstructured opportunities
4. To help 4-H youth and adult volunteer leaders share with others the knowledge and skills learned at the Forum to multiply the impact of 4-H youth work in their home state, county and club
5. To provide opportunities and experiences that demonstrates youth adult partnerships, multicultural understanding and quality educational seminars based on 4-H curriculum.

II. Steering Committee

A. Structure

Steering Committee for the 2007 NCRVF to be held October 11- 14, 2007 in Milwaukee, WI, will include:

1. Seven Volunteer Leaders. Considerations for selection include but are not limited to current and past representatives from the state Adult 4-H Leader Council, participants in recent NCRVFs, indicated an interest with have a broad vision and understanding of the Wisconsin 4-H mission.
2. Youth Leader Council Vice President. This person will change with each year, but will be asked if they wish to stay on the committee
3. Additional Youth Representatives (a minimum of two additional)
4. One state 4-H Volunteer Leadership Specialist
5. One state 4-H Learning Resources Coordinator
6. Two county 4-H Youth Development Educators

The Steering Committee will select the chairs and determine structures of the subcommittees. They will use the national guide for planning leader Forums and the experience of recent hosts to help determine this structure. All Steering Committee members will be encouraged to participate in the 2005 and 2006 Forums.

Steering Committee will make final decisions on Forum specifics: Forum theme, Forum policies, Subcommittee structure, Budget and financial oversight, Keynote speakers

B. Goals

1. Plan, organize and implement a successful NCRVF Forum based on established criteria
2. Participate as an integral team of salaried and volunteer staff
3. Assume leadership and/or provide support for a specific function or set of responsibilities associated with conducting the Forum
4. Practice skills of delegation, supervision and empowerment by working with and through others to accomplish tasks
5. Gain practical experience in management and leadership skills that can be applied to future situations both within and outside Extension
6. Identify and focus on specific areas of personal growth and development; utilize the planning experience to strengthen these areas
7. Provide a balance of learning, fun and variety
8. Observe, learn, practice and reflect on management skills and theory developed through this valuable experiential learning process
9. Involve youth leaders in meaningful roles
10. Develop partnerships with other youth-serving organizations by involving adult representatives from those youth-serving organizations
11. Facilitate open communication to county 4-H Youth Development Educators

C. Job Description

Members

Co-chairs: Kay Lettau and Gloria Lukes

Members: Mari Omann, Kandi O'Neil, Sue Pleskac, Jill Lindert, Sally Schoenike, Agnes Wagner, Krista Woolever, Wayne Brabender, Glen Viste, Leah Lange, Melissa Gerner

Qualifications

1. An interest in promoting 4-H Youth Development in Wisconsin
2. Willingness to make commitment to the time needed
3. Organizational, management and leadership skills
4. Ability to work as a team

Support and Training

1. Some financial assistance may be available to attend planning meetings
2. Other expenses are tax deductible

Time Required

1. Attendance at all Steering Committee meetings
2. Time to carry out responsibilities (2-4 hours/week, more as get closer to Forum)
3. Attendance at 2006 NCRVF in Minnesota
4. Evaluation and final report preparation

Benefits

1. Learn more about Wisconsin 4-H programs and programs in other states
2. Gain new ideas
3. Develop skills in organizing a major conference
4. Develop skills in management and leadership
5. Work as a team with other leaders
6. Meet new and exciting people
7. Share in the feelings of enthusiasm and satisfaction of a job well done

General Job Requirements

1. Set goals and objectives of Steering Committee
2. Attend all Steering Committee meetings and the 2007 NCRVF
3. Promote the Forum in each county and district and across the state
4. Recruit leaders to serve as chairs of subcommittees
5. Meet with subcommittees as needed
6. Obtain a written monthly report from subcommittee chairs for the Steering Committee, including action plan, timeline and budget status
7. Educate, inspire and motivate leaders to perform tasks and develop a strong support group within their districts and counties
8. Select, contact, confirm and coordinate assembly speakers and programs
9. Select, contact, confirm and introduce keynote speakers who can relate to the theme and goals of the Forum
10. Orient state coordinators throughout the region and the Canadian provinces
11. Orient Wisconsin hosts and hostesses
12. Prepare evaluation sheets for each of the subcommittees
13. Collect evaluation sheets and prepare a Forum summary report
14. Send a copy of the summary report to the 2008 and 2009 host state chairperson, state 4-H Program Leader and National 4-H Council for use in future planning subcommittees

D. Officers

Co-Chairs: Gloria Lukes and Kay Lettau

1. Will not be members of any subcommittees, so they can oversee the total program
2. Plan and conduct all Steering Committee meetings (three face-to-face meetings annually, plus phone conferences)
3. Keep in contact with subcommittees to ensure that the timetable is adhered to and continuity occurs between subcommittees
4. Work with State 4-H Office on regular basis

Secretary: Mari Omann

1. Take minutes of every Steering Committee session
2. Send a copy to each Steering Committee member and the State 4-H Office, which will coordinate a filing system for all NCRVF communications

Co-Treasurers

Budget Treasurer: Agnes Wagner

1. Responsible for receiving all income and paying all expenses as authorized by Steering Committee
2. Work with Steering Committee to establish Forum budget
3. Set up bookkeeping procedure for all accounts associated with NCRVF
4. Work with Wisconsin State 4-H Adult Leader Council Treasurer to establish a process for fund collection and bill payment. If a special checking account is established, two signatures are required on all checks
5. Prepare financial statement for evaluation at all Steering Committee meetings
6. Obtain security or fidelity bond of at least \$100 when registration money begins to arrive (approximately Jan 1, 2007)
7. Prepare vouchers that chairs can submit with subcommittee bills for reimbursement
8. Serve as liaison between hotel facility and Steering Committee and subcommittees
9. Provide map of facility for Steering Committee and subcommittee chairs
10. Work with subcommittees on room assignments, especially A/V, Assembly/Ceremony, Registration and Seminars Subcommittees
11. Contact hotel staff with plans for specific events and activities (assemblies, room arrangements, meals, banquets, etc)
12. File all necessary information with appropriate government offices
13. Prepare final NCRVF financial statement

Fundraising Treasurer: Jill Lindert

1. Make contacts for securing funds within Wisconsin, using potential donor lists from subcommittees
2. Receive and account for all donations
3. Maintain estimated value of all contributions obtained through donors, including:
 - Material goods (real value)
 - Financial contributions
 - Time

III. Subcommittees

A. Job Description: Subcommittee Chairs

Purpose

Provide coordination and subcommittee leadership for planning and carrying out the North Central Regional 4-H Leaders Forum to be held in Wisconsin. Co-chairs will be youth adult partnerships.

Responsibilities

1. Make timely reports to the Steering Committee
2. Help select and orient subcommittee members
3. Prepare a budget for subcommittee operation, including a list of potential donors to meet subcommittee expenses or needed materials (before contacting donors, clear with fundraising treasurer to avoid duplication).
4. Meet with subcommittee members as necessary to complete assigned responsibilities
5. Keep Steering Committee informed of subcommittee actions by sending copies of minutes or correspondence to liaison on a timely basis
6. Write thank you notes to each subcommittee member
7. Coordinate writing of thank you notes to all donors who assisted subcommittee
8. Attend face-to-face meetings with Steering Committee and subcommittee chairs in addition to phone conferences as necessary

Contact Persons

1. Liaison on Steering Committee working with subcommittee
2. Other subcommittee chairs
3. Steering Committee co-chairs and co-treasurers

Resources Available

1. Information on past NCRV Forums
2. Assistance from respective county Extension staff members
3. Assistance from Steering Committee for additional resources

Time Required

1. Time period: March 2006 – December 2007
2. Attendance at subcommittee meetings and some Steering Committee meetings
3. Attendance encouraged at the 2006 NCRV Forum in Minnesota as a Wisconsin delegate
4. Attendance at the Wisconsin NCRV Forum, Wednesday, October 10 through Sunday evening, October 14
5. Help with evaluation during December 2007

B. Job Description: Subcommittee Members

Qualifications

1. Interest in promoting 4-H Youth Development in Wisconsin
2. Willingness to make a commitment to the time needed
3. Some experience in organizing events and activities
4. Will be youth adult partnerships

Support and Training

1. Provided through planning meetings, correspondence and phone calls by Steering Committee and subcommittee chair
2. Some financial assistance to attend planning meetings
3. Most direct costs will be budgeted and reimbursed
4. Expenses not reimbursed are tax deductible

Benefits

1. Learn more about 4-H Youth Development Program in Wisconsin and other states
2. Gain new ideas
3. Develop skills in organizing a major conference
4. Feel satisfaction for doing a job well

Responsibilities

1. Elect a recording secretary
2. Develop a time schedule
3. Develop an operating budget
4. Prepare list of potential donors
5. Make timely reports on action update, budget and time schedule to Subcommittee Co-Chairs

C. Assembly/Ceremony Subcommittee

Members

Youth Co-Chair:

Adult Co-Chair:

Steering Committee Liaison: Kay Lettau

Members:

Responsibilities

1. Responsible for the activities and program content of all Forum assemblies
2. Responsible for the three traditional ceremonies conducted at NCRVL Forums:
 - Opening flag presentation (need flag staffs)
 - Closing flag procession
 - Pinning ceremony (when volunteers receive their pins for participation) during the recognition banquet. Will need pins.
3. Coordinate room arrangements for assemblies
4. Coordinate (with A/V Subcommittee) equipment needs for program/speakers at assemblies
5. Prepare an agenda for each master of ceremony
6. Responsible for the head table at meals, including orienting presiders, pledge leaders and invocation presenters
7. Work closely with the Steering Committee, as well as A/V, Entertainment, Fundraising and Meals/Decoration Subcommittees
8. Send thank you notes
9. Prepare subcommittee budget and time schedule
10. Prepare list of potential donors
11. Prepare an evaluation of subcommittee work and give to Steering Committee for final report
12. Prepare meal count for non-conference registrants (i.e. seminar presenters, dignitaries, etc) by deadline and give to Meals/Decoration Subcommittee
13. Prepare Conference sign for podium and insure it is place
14. Stage design and set-up utilizing theme

D. A/V Subcommittee

Members

Youth Co-Chair:

Adult Co-Chair:

Steering Committee Liaison: Sally Schoenike and Wayne Brabender

Members:

Responsibilities

1. Responsible for all A/V needs throughout the Forum, including determine how much and what kind of equipment will be needed
2. Prepare and send forms to subcommittee chairs for equipment requirements, including easels, markers and flip chart paper
3. Prepare and send forms to county Extension offices to inventory their A/V equipment for possible use at the 2007 Forum
4. Work with budget co-treasurer to determine what A/V equipment will be available from hotel
5. Determine additional equipment requirements that will need to be met through other sources, such as, universities, schools, private companies and individuals
6. Recommend seminar room assignments based on equipment needs
7. Prepare inventory forms and identification tags for all equipment and accessories
8. Recruit and assign extra volunteers to assist subcommittee during Forum
9. Coordinate delivery, safe storage and checkout of A/V equipment
10. See that all A/V equipment works and is properly set up for seminars, assemblies, etc
11. Arrange for an A/V technician throughout the Forum
12. Secure copy equipment for on-site use during the Forum (see Budget Co-Treasurer)
13. Coordinate safe return of A/V equipment
14. Work closely with the Steering Committee, as well as Assembly/Ceremony, Fundraising, Hospitality and Seminars Subcommittees
15. Send thank you notes
16. Prepare subcommittee budget and time schedule
17. Prepare list of potential donors
18. Prepare an evaluation of subcommittee work and give to Steering Committee for final report
19. Arrange for spotlight

E. Entertainment/Recreation Subcommittee

Members

Youth Co-Chair:

Adult Co-Chair:

Steering Committee Liaison: Gloria Lukes

Members:

Responsibilities

1. Responsible for recreation and entertainment throughout the Forum (e.g. entertainment, "ice breaker" mixer games for Thursday of Forum with educational focus or diversity, choir, art sessions, and/or recreation each evening)
2. Get entertainment contracts signed (be sure to include all details and conditions)
3. Work closely with Steering Committee, as well as Assembly/Ceremony and Meals/Decoration Subcommittees on themes and times
4. Serve as hosts for entertainers and recreation activities
5. Work with Fundraising and Hospitality Subcommittees

6. Send thank you notes
7. Prepare subcommittee budget and time schedule
8. Prepare list of potential donors
9. Prepare an evaluation of subcommittee work and give to Steering Committee for final report

F. Fundraising Subcommittee

Members

Youth Co-Chair:

Adult Co-Chair:

Steering Committee Liaison: Sally Schoenike and Jill Lindert

Members:

Responsibilities

1. Responsible for raising funds for the general operation of the Forum
2. Identify companies and organizations which have a region-wide focus
3. Communicate with the advertising and public relations divisions of these firms to request gifts and financial support for NCRVF
4. Maintain an accurate list of all donations
5. Work closely with the Steering Committee, as well as all subcommittees, who must clear all potential donations with Fundraising Subcommittee first
6. Develop a plan to thank and recognize all donors
7. Prepare subcommittee budget and time schedule
8. Prepare list of potential donors
9. Organize and implement silent auction at Forum.
10. Grant writing to the WI 4-H Foundation
11. Work with Resource Center on Commercial Exhibitors
12. Prepare an evaluation of subcommittee work and give to Steering Committee for final report

G. Hospitality Subcommittee

Members

Youth Co-Chair:

Adult Co-Chair:

Steering Committee Liaison: Krista Woolever

Members:

Responsibilities

1. Responsible for arranging and coordinating a Hospitality Room and providing a warm, friendly atmosphere throughout the Forum
2. Determine Hospitality Room open hours and equipment needs
3. Prepare suggestions for travel, dress and free time activities; put into registration packets
4. Solicit donors for snacks/refreshments and recyclable paper products to serve them
5. Receive, inventory and serve snacks and refreshments
6. Schedule hotel space for state/province displays
7. Solicit displays from states and provinces; communicate kind and amount of space available
8. Arrange for Wisconsin display
9. Arrange for security and set-up/take-down of displays
10. Serve as official hosts and hostesses for states/provinces and guests
11. Design and post signs when Hospitality Room is open

12. Plan and coordinate welcoming packets and gifts
13. Arrange for doorprizes. Work with Fundraising Committee
14. Provide an information booth for messages, supplies and first aid
15. Prepare a list of changes from the state and province coordinators' meeting; make copies of list; give to coordinators to share in their individual state/province meetings
16. Be prepared to conduct state/province meetings if necessary
17. Provide for staffing and clean up of Hospitality Room
18. Work closely with the Steering Committee, as well as Assembly/Ceremony, Entertainment, Fundraising, Meals/Decoration and Registration Subcommittees
19. Send thank you notes
20. Prepare subcommittee budget and time schedule
21. Prepare list of potential donors
22. Prepare an evaluation of subcommittee work and give to Steering Committee for final report

H. Meals Subcommittee

Members

Youth Co-Chair:

Adult Co-Chair:

Steering Committee Liaison: Mari Omann

Members:

Responsibilities

1. Responsible for all meals and table centerpieces throughout the Forum
2. Choose menus
3. Develop a theme for each meal (optional)
4. Prepare seating arrangements for each meal, including head table
5. Responsible for table hosts (optional)
6. Determine who will provide table/room decorations and table favors (e.g., counties, districts)
7. Prepare meal tickets
8. Arrange for meal ticket collection
9. Coordinate any offsite meals
10. Responsible for final meal count for every meal.
11. Work closely with the Steering Committee, as well as Assembly/Celebration, Entertainment, Fundraising, Seminars, and Hospitality Subcommittees
12. Send thank you notes
13. Prepare subcommittee budget and time schedule
14. Prepare list of potential donors
15. Prepare an evaluation of subcommittee work and give to Steering Committee for final report

I. Publicity/Promotion Subcommittee

Members

Youth Co-Chair:

Adult Co-Chair:

Steering Committee Liaison: Wayne Brabender

Members:

Responsibilities

1. Responsible for meeting the publicity, promotional and program material needs of the Forum
2. Prepare a logo for use on all promotional and program materials
3. Plan and implement statewide promotion efforts for 2006 and 2007 through Wisconsin county 4-H offices, other youth serving agencies, and media outlets
4. Coordinate design, layout and printing of program materials, including brochure, advance registration program and final registration program
5. Prepare the Wisconsin invitation (song, powerpoint) to be presented at the 2006 Forum in Minnesota
6. Produce and distribute a promotional PowerPoint or DVD or video to Wisconsin districts/units, NCR states and Canadian Provinces one year before the Wisconsin Forum
7. Prepare print materials and signs as requested by committees (content should be in final form when submitted)
8. Develop Forum Website
9. Arrange for promotional photos to be taken during the Forum
10. Coordinate production of end-of-Forum powerpoint (optional)
11. Coordinate publicity with Milwaukee and Wisconsin news media during the Forum
12. Work closely with the Steering Committee, as well as all subcommittees
13. Send thank you notes
14. Prepare subcommittee budget and time schedule
15. Prepare list of potential donors
16. Prepare an evaluation of subcommittee work and give to Steering Committee for final report
17. Help with flag (opening ceremony) program

J. Registration Subcommittee

Members

Youth Co-Chair:

Adult Co-Chair:

Steering Committee Liaison: Agnes Wagner

Members:

Responsibilities

1. Responsible for organizing and conducting registration procedures for the 2007 NCRVF (including online option)
2. Contribute to Forum brochure, advance and final registration programs
3. Mail brochures, advance registration forms and housing information to all NCR state, province offices, and other youth serving agencies
4. Handle registration confirmations
5. Arrange for processing all registration fees with the budget co-treasurer
6. Prepare Forum registration packet, including roster of participants and resource people
7. Recruit volunteers to assist with registration activities at the Forum
8. Provide registration services throughout the Forum
9. Answer participant registration questions throughout the Forum
10. Coordinate apparel orders
11. Coordinate special identifiers ribbons (Hosts, Presenter, and others)
12. Coordinate assembly of welcome bags
13. Work closely with the Steering Committee, and Fundraising and Hospitality Subcommittees
14. Send thank you notes
15. Prepare subcommittee budget and time schedule
16. Prepare list of potential donors
17. Prepare an evaluation of subcommittee work and give to Steering Committee for final report

K. Resource Center Subcommittee

Members

Youth Co-Chair:

Adult Co-Chair:

Steering Committee Liaison: Kandi O'Neil

Members:

Responsibilities

1. Responsible for Forum Resource Center featuring tasteful, reasonably priced items that do not duplicate merchandise in the hotel shop
2. Establish hours for center that will not conflict with Forum program
3. Acquire and manage merchandise for sale
4. Recruit volunteers to staff the center
5. Sell conference souvenirs, such as, sweatshirts
6. Sell resource books on volunteerism
7. Provide oversight of the center
8. Arrange for sale or return of leftover merchandise
9. Work closely with the Steering Committee, as well as Fundraising, Hospitality and Registration Subcommittees
10. Send thank you notes
11. Prepare subcommittee budget and time schedule
12. Prepare list of potential donors
13. Coordinate commercial exhibit area that will include curriculum and multicultural education resources
14. Prepare an evaluation of subcommittee work and give to Steering Committee for final report

L. Educational Seminars Subcommittee

Members

Youth Co-Chair:

Adult Co-Chair:

Steering Committee Liaison: Sue Pleskac

Members:

Responsibilities

1. Responsible for planning, scheduling and directing all educational seminars during the Forum, including number of seminars, content and format
2. Include seminar tract on new curriculum from 4-HCCS
3. Include seminars on multi-cultural education
4. Have seminars taught about youth and adult teaching teams
5. Design and send a form letter "calling" for seminar topics and presenters from NCR states and provinces
6. Select seminar topics of current interest (goal: one third from Wisconsin, one third from other NCR states, one third from national)
7. Select knowledgeable seminar presenters
8. Survey presenters for seminar title, description, room arrangement and A/V needs (Important: give A/V Subcommittee chair the A/V survey results)
9. Make sure all workshops are listed in the Forum registration programs (title, instructor, description, room)
10. Arrange for presenter and keynoters gifts

11. Recruit, prepare instructions and orient room hosts to:
 - Welcome instructors, introduce them to seminar participants
 - Check attendance; make sure attendance does not exceed room limits
 - Give gifts to presenters and handle door prizes, if any
12. Coordinate with hotel for title signs at all workshop locations
13. Work closely with the Steering Committee, as well as A/V, Fundraising, Publicity/Promotion, Registration, Meals and Hospitality, and Tours Subcommittees
14. Send thank you notes
15. Prepare subcommittee budget and time schedule
16. Prepare list of potential donors
17. Prepare an evaluation of subcommittee work and give to Steering Committee for final report
18. Coordinate lodging & meals for seminar presenters
19. Communicate meal needs to Meals Subcommittee

M. Seminars-On-Wheels Subcommittee

Members

Youth Co-Chair:

Adult Co-Chair:

Steering Committee Liaison: Jill Lindert

Members:

Responsibilities

1. Responsible for coordinating educational seminar tour options
2. Determine tour objectives, locations, times, transportation and other logistics
3. Contact sites and make arrangements for tours
4. Provide brief written description of tours and their prices for registration programs
5. Develop guidelines, provide maps/directions and appoint a coordinator/guide for each tour vehicle
6. Work closely with the Steering Committee, as well as Fundraising and Seminars Subcommittees. Work closely with Registration and the Hotel.
7. Work with meals Subcommittee if an off site meal is scheduled
8. Send thank you notes
9. Prepare subcommittee budget and time schedule
10. Prepare list of potential donors
11. Prepare an evaluation of subcommittee work and give to Steering Committee for final report



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