

Waukesha County 4-H

Serving the Youth and Adults via 4-H in Waukesha County, Wisconsin

ORGANIZATION

WAUKESHA COUNTY 4-H PROGRAM COMMITTEES

PURPOSE:

To identify needs of members and leaders involved in the committee's area, to plan, conduct, and evaluate activities to meet those needs identified.

RESPONSIBILITIES:

~ Set Goals. Decide things they want to see happen in 4-H in their area of responsibility for members and volunteers.

~ Develop and plan program. Plan educational events and activities that will help reach the goals that have been set.

~ Identify resources. Help in carrying out the planned activity (local leaders, community resources, Extension resources, Resource Leaders.)

~ Identify times and places for the activity to be held, (well in advance). Complete paperwork as needed.

~ Provide leadership for carrying out the educational events and activities planned.

- Organize
- Promote
- Recognize
- Schedule
- Coordinate
- Communicate
- Involve

~ Identify people to serve as "coordinator" at activities

~ Provide information to the UW-Extension Office and to the 4-H Youth Development Educator working with the committee (schedule meeting rooms, publicize and send special notices concerning the event)

~ Evaluate the activity's value as to:

- Who and number participated
- Information presented
- What was learned by participants
- Evaluate or follow up
- Need to continue
- Tabulate evaluation

TIME COMMITMENT:

- ~ Varies with committee
- ~ Program committees usually meet one to two times a year, usually in the evenings
- ~ Task/Sub-Committees meet in the evenings and are usually seasonal with more meetings over a shorter period of time

QUALIFICATIONS FOR COMMITTEES:

- ~ Belief in 4-H and its purpose
- ~ Background and interest in project, program or activity area
- ~ Interest to help others, youth, adults, parents
- ~ Sensitivity to needs of participants
- ~ Ability to plan and carry out plans
- ~ Good organizational skills
- ~ Interest in developing leadership skills
- ~ Willingness to serve as coordinator or whatever it takes to get task done

4-H YOUTH DEVELOPMENT EDUCATOR ROLE WITH COMMITTEES:

4-H Youth Educator is available as a resource to project/program committees to:

- ~ Plan and conduct leadership training for people who serve on the committees
- ~ Provide advice, guidance and counseling
- ~ Assist in arranging needed back-up support from the County 4-H office

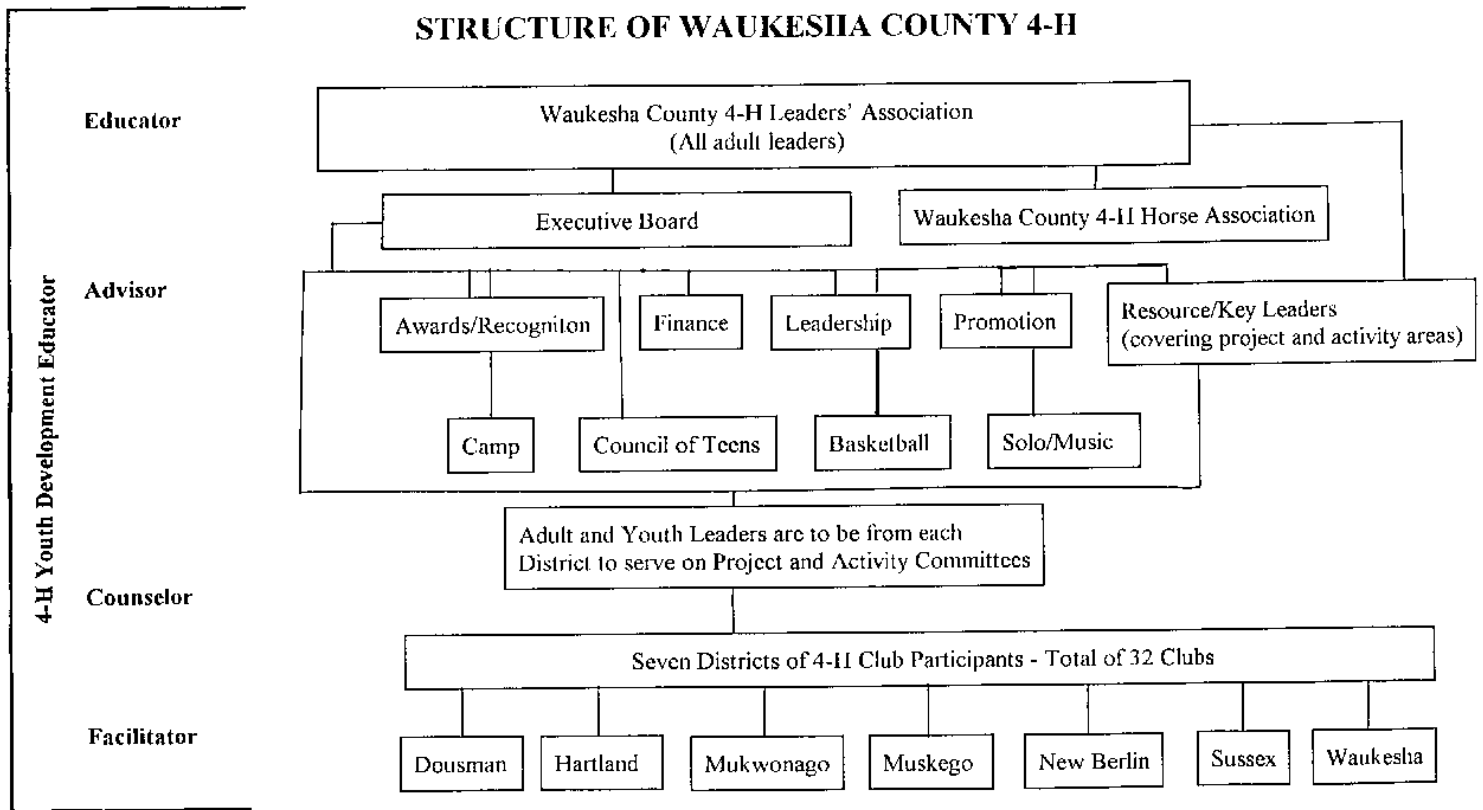
ADVISORS AND RESOURCES:

- 4-H Youth Development Educator or other UW-Extension Educator
- Resource Leaders
- Project Literature
- Various Materials and Equipment
- Community Based Resources
- Each chairperson or resource leader should have a copy of the Resource Convenience Kit (packet of information, forms, etc. to do jobs)

COMMUNICATION METHODS

~ The Clover Flyer is the official bi-monthly newsletter of the Waukesha County 4-H program. It is utilized to announce meeting dates, workshops, etc.

~ The One Liner is the newsletter to Club Organizational leaders used to share information



The Executive Board is mainly responsible for general 4-H policies and fundraising. Project and Activity Program Committees are responsible for planning, developing, conducting and evaluating programs related to the Project or Activity area.

PROGRAM COMMITTEES

AWARDS/RECOGNITION COMMITTEE

- Project Medals/Record Books
- ME Based Award Trips
- ME Based State Conference
- Scholarships
- Adult Recognition
- Medal and Pin Inventory

FINANCE COMMITTEE

- Literature
- Fund Raiser
- County Fair Kitchen/Dairy Bar
- County Fair Silent Auction

LEADERSHIP COMMITTEE

The Leadership Committee is responsible for guiding the direction of the clubs and organizing activities and training for club officers, organizational, project, key/resource and activity leaders. Information for clubs and leaders is provided through workshops, manuals and project literature. The committee is also responsible for maintaining good communication between the members, leaders and the Executive Board. The Leadership Committee in conjunction with the Council of Teens hosts the Family Fun Night.

PROMOTION COMMITTEE

The Promotion Committee is responsible for promoting 4-H and sponsors the 4-H food drive, sponsors the Ambassador and Shutterbug programs, the 4-H Open House/Project Fest and Clover Shoppe. It provides guidelines for National 4-H Club Week activities. At the Waukesha County Fair it is responsible for the Information Booth, Activity Tent, and the Youth-In-Action Stage.

ACTIVITY COMMITTEES

COUNCIL OF TEENS

The Council of Teens is the older member youth group (13 years of age and older) of the Waukesha County 4-H program. The Council of Teens usually meet monthly for activities and meetings. This group is advised by adult volunteers.

CAMP COMMITTEE

The Camp Committee is responsible for the Waukesha County 4-H Summer Camp program. This includes the promotion, as well as the development and execution of, the camp program held each summer at Camp Upham Woods at Wisconsin Dells. This committee is also responsible for Youth and Adult Camp Staff selection and training of all camp volunteers. This committee consists of both youth and adults and meets 6-8 times per year to plan and execute the Camp Program. The Camp Committee plans three separate camp programs for youth -- Junior Base Camp, Junior Wilderness and Senior Outpost.

BASKETBALL COMMITTEE

Committee responsible for the annual Basketball Tournament. Youth and adult leaders select the site, handle registration, pool players, find referees, schedule the brackets and seek sponsorships. Every registered player plays on a team. Younger teams are coed. Teams practice together and play the tournament in one weekend. There are five divisions based on grade.

MUSIC COMMITTEE

Organize the annual Band Jam and Solo Contest half-day morning activity. Individual solos are judged. Solos can be instrumental, vocal or spoken by individuals or duets. Everyone is welcome to join the Band Jam group where they receive their music selections in the morning, practice together and perform at noon.

DRAMA COMMITTEE

Organize the annual springtime Curtain Call. Clubs and individuals perform skits, one act plays, musicals and dance routines. The performances are critiqued by judges. The committee selects the site, prints the programs, determines the schedule, helps with set up at the building and finds the judges. They may also choose to perform again at the County Fair. Two performances are selected to perform at the Wisconsin State Fair.

PROJECT COMMITTEES

Some project leaders work to provide workshops, clinics, tours and project education. These are scheduled throughout the year. Some are once during the year, others meet regularly.