

# Club Management Memo



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## August 2000

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**TO: Club Managers**

**DATE: July 26, 2000**

**RE: August Club Manager Memo**

Thank you for serving as a Club Manager this year. We are nearing the close of the 4-H Calendar year and getting ready to begin the new one. This means there are a lot of Awards & Recognition activities. It will also be VERY important that someone from your club attend the Club Manger Training to ensure that your club chartering process goes smoothly.

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### Club Management News

#### **This May Be Last Newsletter!**

All 4-H Clubs must re-charter during August or September. 4-H members and adult leaders (see article below) must fill out new registration forms. Please help us by turning these into our office as soon as they are filled out. We will have nearly 1,000 of them to enter into the computer so we can generate our newsletter mailing list!

#### **Financial Report Needed by Clubs to Re-Enroll**

We must collect a financial report from each club before you re-charter. Please start gathering information on your budget, income and expenditures now. You will also need a copy of your bank statement for September 1999 and August 2000. (We don't need a copy of every month.) A Club Finance Report Form is enclosed with this memo. It will be a required part of the charter packet.

#### **Texas 4-H Volunteer Leader Registration Form Required**

All 4-H volunteer leaders who work directly with youth MUST now complete the Texas 4-H Volunteer Leader Registration Form. This form includes self-disclosure statements and reference information. I have enclosed a copy of the form along with a copy of the Q&A on the volunteer screening process that came from the Texas Agricultural Extension Service. This answers concerns that many of you may have about the forms. Please call me with any questions you may have about this process.

## Calendar Planning for New 4-H Year

I will not receive a District Calendar until after the District 10 Mega Meeting takes place in August. This makes it a challenge to finalize our Bexar County Calendar. I have tentative dates set for most events and trainings and will share those with you at the Club Manager Training Session. After getting feedback at that meeting and through the District 10 Calendar, we will print the 2000-2001 Bexar County Calendar.

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## CORE Program

The CORE Program is being offered by CEA Rene Mosqueda as an opportunity to enhance your knowledge and skills in Natural Resources. He has put together sessions to cover topics such as: aquatics, wildlife, conservation ethics, soil and water conservation and firearm safety. Dates: August 12th, September 16th and October 21st. Sessions will be at Boysville 4-H Meeting Room in Converse. For more information call Rene at (210) 467-6575.

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## Awards & Recognition:

### County Awards Program

**Thursday August 10th**

**Helotes 4-H Center, 7 p.m.**

We recognize all volunteers and 4-H members for their hard work during our annual Awards & Recognition Program. Scholarship winners and Gold Star Winners will be announced during the program. Scrapbook awards will also be announced. Please plan to attend.

### Club Scrapbooks

Congratulations to all clubs that entered a Club Scrapbook in our county competition. They were great! Results of the contest can be found in our August newsletter. The scrapbooks will be returned to clubs after the County Awards Program. They will be on display at a table that evening.

### Gold Star, Silver Star and Bronze Star Awards

Our Gold Star judges very much enjoyed the opportunity to meet nineteen of our most involved senior age 4-H members. All of them did VERY well during their interviews. Results of the selection process will be announced during the Bexar County Awards Program. Bronze and Silver Star selection is also complete. Results of that competition will be announced during the Bexar County Awards Program.

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## Record Book News:

### Record Book Results:

Our newsletter contains the results of our county Record Book Contest and the District Record Book Contest. All Club Managers deserve congratulations for working so hard with your 4-H members on Record Books. It is a great learning experience for the kids, but it can be a real challenge to motivate them to do the books. GREAT WORK!

### Texas State 4-H Record Judging-Exciting Trip Planned for First Place Winners

State Record Book Judging will take place on August 7th and 8th at College Station. The Texas 4-H Program will be awarding a trip to Washington D.C on Nov 23-28. for all of the first place state record book winners. Each winner

will be required to cover approximately \$500 of the cost of the trip.

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## **Training for Officers & Club Managers:**

### **Club Officer Training**

**Friday, August 4th**

**Boysville 1-4 p.m.**

Officers from each 4-H Club are encouraged to attend an afternoon of training on August 4th. This will prepare them to take on their duties as club leaders. The training is organized and taught by Bexar County Council Officers

### **Club Manager Training**

**July 31st or August 3rd**

**Extension Office**

We will review 4-H club management skills and distribute important paperwork and resources to Club Managers at each of these sessions. Please choose the one that is most convenient for you. You are welcome to bring lunch to the July 31st meeting. To help you stay organized, we will be providing a file box to new Club Managers.

### **District Mega Meeting**

**Saturday, August 12th**

**Hondo All Day**

The District Mega Meeting is a good time to provide input on how 4-H projects and contests are organized. It is also a key meeting to attend for 4-H members who wish to expand their leadership roles. 4-H members and leaders are invited to attend planning meetings for projects. 4-H members have the opportunity to run for leadership positions on various project committees.

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## **Please Help If You Can**

### **Newsletter Sponsors Needed:**

Sponsors are needed for the newsletter. Sponsors are recognized in several places and can place a full-page flyer as an insert. Cost of sponsorship is approximately \$75.

### **Printing Help Needed:**

Free printing of materials such as Officer Training Packets, Awards & Recognition Books, Curriculum Guides or other packets is extremely helpful!

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Please call me at 467-6575 or e-mail me at [k-guz@tamu.edu](mailto:k-guz@tamu.edu) with any questions. This Club Manager Memo and the next newsletter will be posted to our web site soon at <http://bexar-tx.tamu.edu>.

Sincerely,

Karen Guz  
County Extension Agent, 4-H

Bexar County

Enclosures:  
Sample of County Newsletter  
Financial Report

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