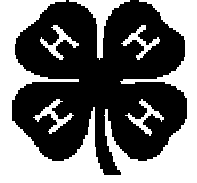


CLUB MANAGEMENT MEMO
3355 Cherry Ridge Dr. S-212, San Antonio, Texas 78230
July 2000



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TO: Club Managers

DATE: June 29, 2000

RE: July 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 to track as well as Record Books to judge. Please help your club families be aware of important events and opportunities.

Information in this issue:

- ❑ [New Requirements for Volunteer Registration](#)
- ❑ [First Aid Kit Check List](#)
- ❑ [Calendar Planning](#)
- ❑ [Leadership & Learning Opportunities](#)
- ❑ [Awards & Recognition](#)
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What's New In Club Management:

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.

First Aid Supplies for 4-H Events and Activities

A First Aid kit should always be available at 4-H events. We have two first aid kits at the Bexar County Office and many clubs have them as well. Please take the time before the start of the new 4-H year to check your supplies and replenish them. I have enclosed a list of supplies that should be in each kit. We have contact information for purchase of soft-carry case kits for any clubs that need one.

Calendar Planning for New 4-H Year

Thank you to the 4-H families who were able to attend our Calendar Planning Meeting. However, since turn-out was low, I will be sending out the calendar in draft form next month for review. When it arrives, please go over it carefully and compare it to your own calendars. Call me immediately to let me know about conflicts. It is impossible to have events be convenient for everyone, but we will try to accommodate you when we can.

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Leadership & Learning Opportunities

SPECTRA Teen Leader Application:

Our last Club Manager Memo and list of due dates anticipated that this information would come out soon and with a quick turn-around time. Interested youth should have contacted our office to request an application form. We now have this information and will send it to all who request it.

Teen Leaders will be responsible for assisting with career tract training sessions. All Teen Leaders will be required to participate in a Leadership Workshop to be held Saturday, September 16 at the T Bar M Ranch. Forms must be signed by a County Extension Agent to be complete and must be post-marked by July 15th. (Information and application is enclosed.)

4-H Ambassador Team Workshop

The Texas 4-H Center will be holding the 2000 Texas 4-H Ambassador Workshop on August 25-27th. (This is only offered every other year and alternates with the State Recreation Team Training.) The Texas 4-H Ambassador Program was designed to utilize older 4-H members to project a clear and accurate image of the Texas 4-H Program. Youth will learn how to communicate how 4-H has impacted them and others. Team members must be 14 years of age on or before August 31, 2000. Bexar County can send as many team members as wish to go if adult leader chaperones are available to attend with them. *Registration must be through Bexar County and must be submitted to the Bexar County 4-H Office by August 1st.* A brochure is enclosed. Cost of the program is \$70.00/person.

HOT Salsa Camp

August 1-3

Cost: \$10/youth

A three-day version of the HOT Salsa Camp is being offered on August 1-3 at Boysville. The camp will start each day at 9:00 and end by 3:30 p.m. This offers a unique opportunity for 4-H members to experience the new HOT Salsa Project during the summer. We will spend one day on Horticulture, one day on Food Safety & Nutrition and one day on Small Business and Marketing. Each 4-H member attending will receive a HOT Salsa T shirt and take-home their own salsa product. A flyer with a registration form is enclosed with this newsletter.

Gold Star Interviews Thursday, July 20th Extension Office, 10 a.m.-8 p.m.

This year our senior age 4-H enrollment figures resulted in our being granted five Gold Star recipients for Bexar County. 4-H members who would like to be considered for this prestigious honor should review the Awards & Recognition Handbook for the criteria they must meet. Each applicant will be asked to supply four copies of their Record Book and a completed Gold Star Award Biographical Sketch Form. Qualified applicants must be available on July 20th for an interview.

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Record Books:

I hope everyone is ready for the upcoming Record Book Judging! Based on the books I have seen and heard about, we should have a great set of them from Bexar County this year.

Judging Process for Bexar County Need Help on July 7th 9 a.m. – 4 p.m. The Adult Leaders of Bexar County decided to trade books with Atascosa County. We were able to make the arrangements, but had to promise equal trading of books. If our books greatly out-number the books from Atascosa, they will only be judging our senior books. If this is the case, we will judge junior and pre-junior books within Bexar County. We need help reviewing our books before they will go to Atascosa County. This must be done on Friday July 7th.

Judging of Atascosa County Books Need Help on July 7th!!!! 9 a.m.- 4 p.m. Atascosa County books will be judged by Bexar County on July 7th at the Bexar County Extension Office. They will need them completed that day so they can be returned late that afternoon in time for them to complete their District paperwork.

District Record Book Judging Volunteer Names Due July 10th District Record Book Judging will take place on July 25th at the Helotes 4-H Activity Center. Volunteers must arrive by 8:30 a.m. We must know the names of people who would like to judge District Record Books by July 10th. Bexar County is expected to bring at least 3-6 volunteers in addition to our agents. Because the judging is taking place in our county, this is a convenient time to get great ideas for your club's books. For those people who already have experience judging county books, please sign up to help judge right away.

Record Book Checklist These things MUST be done before July 7th at 10:00 a.m.

- ❑ **Books Must be signed by Club Managers or Project Leaders before they are turned in.** *Unsigned books will not be accepted.*
- ❑ **The “Member Recognition Application” should be filled out and turned in by July 7th.** A Club Manager signature is required for this form to be considered complete. This form is used to order medals and pins for Awards & Recognition.

It takes a long time to organize the awards and order supplies, so we must have the form on time.

- ❑ **Information Card:** A 3” x 5” information card must be filled out and stapled to the top front of each Record Book. We sent printed cards last month with appropriate blanks for you to fill in. Please call us if you need more of them.
- ❑ **Record Book Check Sheet:** The Record Book Check Sheet for Pre-Junior, Juniors or Seniors should be filled out and clipped to the inside of the front cover.

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. for all of the first place state record book winners. A highlight of the trip will be meeting with congressmen and touring the capitol complex. There will also be tours of monuments, historical sites and the White House.

Each winner will be required to cover approximately \$500 of the cost of the trip. The final cost and contribution by the member recipient will depend upon the final level of donor support. The trip will take place November 23rd through November 28th and will be chaperoned by 4-H faculty advisors and several agent chaperones. Bexar County will receive details on the trip within a week of the state judging if we have any 4-H members eligible for this 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. Council Officers will meet at noon before the training begins to review their activity and lesson plans.

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 which 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. The Club Managers who already have file boxes should please bring them to be updated.

District Mega Meeting Sat. 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. And, each county is assigned leadership for a District 10

4-H event. 4-H members from Bexar County will meet and be able to assign roles for our leadership event. Fall SPECTRA Teen Leader interviews take place at this meeting.

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Please Help If You Can

Donors Needed:

Donors are needed to help sponsor the newsletter. Sponsors are recognized in several places in the newsletter and can place a full-page flyer as an insert. The newsletter sponsor is also recognized on the Bexar County 4-H Web Site. Cost of sponsorship is approximately \$75.

Printing Help Needed:

It is a challenge to not exceed our copying allotment each month. We do not run out of paper, but out of our copy budget on the Extension Service copy machine. The newsletter alone uses up nearly all of our allotment. Free printing of materials such as Officer Training Packets, Awards & Recognition Books, Curriculum Guides or other packets is extremely helpful! *4-H members can use this as a service opportunity by finding area businesses willing to make copies for us. We can provide paper and the originals to take to the printer.*

Please call me at 467-6575 or e-mail me at 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: Adult Leader Registration Form Sample
 Q&A on Adult Leader Registration Requirements
 First Aid Supply List
 Honor Club Application
 Texas Ambassador Brochure
 HOT Salsa Camp Flyer
 Salsa N Such Newsletter
 Sample of County Newsletter

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