



# Club Management Memo



3355 Cherry Ridge, Suite 212, San Antonio, Texas 78230  
(210) 467-6575, fax (210) 930-1753

**TO:** Club Managers  
**RE:** September Club Manager Memo  
**DATE:** August 31, 2000

Congratulations on the start of a new 4-H year of activities. You will receive this Management Memo each month to provide information that you may need to distribute to your club members. We will include within the memo packet copies of applications and flyers for special events and opportunities. Please share these things with your club families and call us with any questions.

**In this issue:** Member Enrollment Forms  
Adult Leader Enrollment Forms  
Club Charters  
Chocolate Sale Kick-Off & Order  
Albertson's Community Partnership Program  
National 4-H Week  
District 10 SPECTRA  
4-H Opportunity Books & Record Book Forms – NOT IN YET!  
District 10 Calendar of Events – NOT IN YET!  
Resolution to School Boards  
4-H Supply Catalog  
Newsletter Donors Needed  
Group Insurance Forms  
Character Education Program – Late breaking news to share!

## **Member Enrollment Forms:**

Please send us your enrollment forms after your September meeting so we can begin getting the information into our computer system. If we do not have this information, we cannot send materials such as newsletters out to your club members. September is the LAST newsletter members will receive without re-enrolling in 4-H.

## **Adult Leaders Must Complete Enrollment Forms:**

This year all adult leaders are required to complete the yellow Adult Leader Volunteer Registration forms. Please make sure the parents and other volunteers within your club do this and include the forms when you turn in your charter packet.

**Club Charters:**

Club charters will be issued by the Bexar County Extension Office only when the entire "Charter Packet" is returned. There is a pink checklist of everything that must be included in this packet. Please review it and turn it into our office by September 30<sup>th</sup> to receive your charter packet at the October Adult Leader/Council Meeting.

**Chocolate Sale Kick-Off Party      Date: September 21<sup>st</sup>, 6:30 p.m.**  
**Location: County Extension Office**

Chocolate sales have been a very successful fund-raiser for the Bexar County 4-H Council for several years. Funds from the sales allow the Council to pay for a wide variety of 4-H activities such as: Awards, Curricula, portions of registration for trainings/events, supplies for programs and much more. A portion of the funds go back to clubs to support club activities. Please join us in this important effort.

**The Kick-Off Party is the time to send someone to get your chocolate order!! Last year we did not store any chocolate because everyone picked it up. So, this year we are depending on you to do the same.**

**The Kick-Off Party is the time to pick up your club's chocolate order. We need to know the following information by Monday, September 18<sup>th</sup>.**

1. Name of person to serve as Chocolate Sales Chairperson.
2. Names and number of volunteers from your club who will attend the Pizza Party. (We need people capable of carrying a lot of boxes to cars!)
3. Number of cases of chocolate your club will check out:
  - a. \_\_\_\_\_ Cases of bars
  - b. \_\_\_\_\_ Cases of mints
  - c. \_\_\_\_\_ Cases of caramels
  - d. \_\_\_\_\_ Cases of Chocolate Covered Almonds

**4-H Albertson's Community Partnership Cards**

Please encourage everyone who shops at Albertson's to use the Bexar County 4-H Community Partnership Cards. The cards can be scanned at any point during an Albertson's purchase. Bexar County 4-H then receives a percentage of the money spent. We split the funds with the clubs turning them in. *If your club has been saving receipts from Albertson's, please send them in right away. We are about to make a rebate to clubs.*

**National 4-H Week: The first week in October.**

National 4-H Week is a great time to encourage 4-H promotion activities by your club. Several options have been outlined in the newsletter. We will be requesting a National 4-H Week Proclamation by the Bexar County Commissioners again this year. If you think some representatives from your club might be available to help with this, please let me know. The proclamation usually takes place in the morning and is at the downtown Bexar County Courthouse.

**District 10 SPECTRA: Information Not out yet, but will be soon.**

If your 4-H members are interested in attending Fall District 10 SPECTRA to learn about Career Exploration, have them call Nicole to add their name to those who plan to apply. As soon as we receive application information, we will mail it out to those on the list.

**4-H Opportunity Handbooks: NOT YET AVAILABLE**

We have not yet received the 4-H Opportunity Handbooks. These and the Record Book Guidelines have not come out yet. We will notify Club Managers when they are available.

**District 10 Calendar of Events: NOT YET AVAILABLE**

We have not received our District Calendar of events. This will probably come out near the end of September. When we have important information from the District Calendar, we will print a Bexar County 4-H Calendar for all 4-H families.

**Resolution on 4-H by School Boards:**

We ask Bexar County School District Boards to grant extracurricular status for 4-H and to grant adjunct faculty status to Bexar County Extension Staff. We send the request to the districts listed below:

- East Central
- Southside
- Judson
- Somerset
- Northeast
- Southwest
- Northside
- San Antonio

Note...if we left out a school district, please let us know ASAP. We also appreciate your letting the school districts know you hope they will grant our request. Their cooperation is voluntary and is a great help to the 4-H program.

**New 4-H Supply Catalog:**

We have enclosed the new 4-H Supply Catalog. Check out the new items you can order.

**Newsletter Donors Needed:**

Bexar County 4-H sends its newsletter to approximately 750 homes in the community. We are always looking for sponsors to help us cover the cost of postage that is between \$75-90/month. Please let us know if you are aware of any area businesses or organizations that might like to be sponsors.

