

## **4-H Leader Awards & Recognition Banquet Committee Job Description**

### Purpose:

To make arrangements for the annual Fond du Lac County 4-H Awards and Recognition Banquet.

### Responsibilities:

Each of six 4-H districts in the county rotates on hosting the banquet. Typically there are 3 to 4 clubs in each district.

Select banquet location and date.

Secure caterer and make meal selections. It is buffet style. Contact Leader Association Executive Board before making a contract if there is a meal price increase from the previous year.

Banquet date, location, meal and cost are needed by Sept. 15 to go into the October 4-H Newsletter.

4-H members may attend the banquet at ½ the ticket price.

Secure entertainment or informational program. They may be reimbursed. (Check budget)

Assign person to lead pledges, do a reflection and serve as emcee

Each club may secure 1-2 door prizes. Clubs may purchase them, make them, or get them donated. The Extension Office will supply numbered tickets for door prize drawings. The committee hands out tickets as people arrive and then draws numbers.

Names of donors need to be to the Extension Office two weeks prior to the banquet so they can be printed in the program booklet.

Small tokens of appreciation may be given to Extension staff (two educators and four secretaries) if desired. Send receipts to the Extension office. If you do not use the appropriated funds for this purpose, the funds are not to be used elsewhere, i.e. decorations or door prizes.

The hosting clubs may supply any table decorations.

A list of persons registered for the banquet will be supplied to the host clubs for you to make nametags.

Committee needs to check off names and distribute nametags as people arrive at the banquet, and collect any payments that are due. People will arrive by 6:30 p.m. Meal is at 7:00 and program follows.

Programs are typed and copied by UWEX.

The Extension Office supplies flags.

If banquet is held at UW FdL, UWEX will submit room request and let custodian know table needs.

Committee members need to register for the banquet.

### Committee Chairperson Responsibilities:

The Chairperson is the representative on the Adult Leader Association Executive Board of the hosting district.

Chair the committee and its meetings.

Inform each of the district clubs in the year that they are hosts for that year. Set up meetings with them to plan the event. Initial meeting is often held in the summer.

Determine that banquet costs are in line with the Leader Association Budget.

Let the caterer know the number of reservations.

### Time Commitment:

Summer to November

### Resources:

4-H adult Leader Association Executive Board

Fond du Lac County 4-H Awards and Recognition Banquet Files

4-H Youth Development Educator and 4-H Administrative Assistant

### Budget Example:

\$12 per adult meal

\$75 for entertainment

\$60 for Extension staff