

VOLUNTEER ROLE DESCRIPTION

Fall in to 4-H Kickoff Coordinator

- Purpose:** To organize the Countywide Kickoff event which promotes 4-H to residents of Sawyer County.
- Success Criteria:** The event will provide information for new and current 4-H families and also for those who are looking at 4-H as a possible activity for their child. The event should involve 4-H clubs in the county. The event should be a mixture of fun and learning.
- Time Required:** 10-15 hours in planning and implementing the activity.
- Responsibilities:**
- Find a facility to hold the event.
 - Recruit 4-H clubs/projects in the county to participate.
 - Give 4-H clubs/projects in the county a list of possible booth/exhibit ideas as well as possible projects those attending the event might do.
 - Provide publicity for the event.
 - Develop a risk management plan for the event.
 - Recruit volunteers to assist with coordination of event.
 - Plan layout of the facility for the event.
 - Develop a program/agenda for event.
 - Send out confirmation letter to the participating 4-H clubs. Be sure to include set-up times, tentative program/agenda, and facility layout.
 - Be available as 4-H clubs come to set-up and visitors arrive.
 - Recruit help with set-up and clean-up of facility.
 - Send thank you cards to clubs/project leaders and prepare article for 4-H newsletter(s).
 - Complete final report that is turned into the Extension Office.
- Target Dates:** Yearly, generally held in September at the county fair grounds.
- Resources Available:** Support and assistance from Sawyer County 4-H Extension Agent/Staff
Support from 4-H clubs of the county
Use of equipment and materials from the UW Extension Office
- Training Opportunities:** Meeting with UW Extension 4-H Agent
- Report to:** Sawyer County UW Extension 4-H Youth Development Agent
- For Questions, Contact:** Lori Laberee, 4-H Youth Development Agent
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715-638-3237 or 1-877-699-4110
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