

## Club Committees

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### **4-H Promotion:** 2-3 members, 1 or more adults

*Plan & execute opportunities to promote 4-H in the community.*

Committee responsibilities year-round, with emphasis in Aug.-Oct.

Plan promotional activities & events.

1. Contact Extension Office & arrange for printing of club promotion flyer.
2. Participate in district-wide promotional event.
3. Complete committee report & report to club.

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### **Budget & Finance:** Treasurer is Chair, 2 or more other members, 1 or more adults.

*Develop club budget & organize & supervise fundraising project(s).*

October: Committee meets to develop budget for the year.

November: Presents budget to club for approval.

December: Distribute copies of approved budget to club members.

No later than January: Meet to discuss possible fundraising ideas & goals.

February: Decide on fundraising idea, & plan when & where.

Conduct fundraiser. Complete committee report & report to club.

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### **Club Tour:** 2-3 members, 1 or more adults.

*Plan pre-fair tour to showcase fair projects of club members.*

May: Conduct initial meeting to discuss ideas.

June: Finalize plans (what, when, & where) & schedule.

Get information to leaders for July calendar.

July: Announce at club meeting & remind members to bring projects.

Aug: Have tour & complete committee report.

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### **Club Service Project:** 2-3 members, 1 or more adults.

*Decide on club's service project for the year, develop plan, organize & supervise project.*

Timeline: Start as early in the 4-H year as possible.

1. Decide on project & develop plan.
2. Report to club regarding project.
3. Schedule & organize project.
4. Supervise execution of project.
5. Complete committee report & report to club.

