



Garfield County 4-H Council Officer & Advisor Application

Application deadline to the Garfield County Extension Office: **April 1, 2020**

Contact Information:

Name	
Mailing Address	
City, ST Zip Code	
Home/Cell Phone	
E-Mail Address	
Years in 4-H/Age	
High School/Schooling	
Shirt Size (Men, Lady, or Youth)	

**You must be a Garfield County 4-H Member to apply for these positions.
Do not attach additional pages to this application.**

Check the box(es) of the position(s) for which you would like to be considered:

- | | |
|--|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Vice President |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Historian | <input type="checkbox"/> Reporter |
| <input type="checkbox"/> Advisor (4-H Adult Leader only) | <input type="checkbox"/> Alternate Senator/Senator (2-year term) |

Please list what activities, committee participation, and/or office(s) you have been involved with in your club and/or council?

What one 4-H project, activity or leadership role has meant the most to you and why?

Describe your style of leadership that you would bring to 4-H Council.

What role(s) do you play as a committee or team member? What do you like the most about being a team member and what do you like the least?

Please list 2 references.

Please attach to this application 2 letters of recommendation. One is required from a 4-H Club leader.

Garfield County 4-H Council Officer/Advisor Responsibility Agreement

Congratulations on your nomination to the Garfield County 4-H Council. This experience will provide opportunities to gain skills in leadership and citizenship. As an officer/advisor candidate you will need understand the responsibilities that you are agreeing to if elected. Please review and initial the box next to the responsibilities and expectations of the office(s) you are nominating for.

Expectations Agreement for Council Officer/Advisor

- I understand meetings are scheduled every third Tuesday of the month (except December and June) and will attend.
- I will promote 4-H in Garfield County.
- I will attend officer training and help plan and facilitate leadership sessions.
- I understand I will need to serve on committees and help with fund raisers.
- I understand I will need assistance and will work closely with other officers, Leaders, and Extension Staff.
- I understand that I will need to attend leadership camp(s) throughout the 4-H year to learn and experience new ideas.

As President, (must be 14, 4-H age)

- I will be prepared to lead meetings by attending agenda building sessions.
- I will use Parliamentary Procedure running meetings.
- I will communicate with the Vice President and CSU Extension Office if I will be absent.
- I will work with advisors, 4-H Agent(s) and officer team to plan and execute Mini Trip.
- Attend LDC, District Retreat, State Conference and Mini-Trip
- Submit President record book for judging by September 15th

As Vice President, (must be 14, 4-H age)

- I will be prepared to lead meetings in the absence of the President by attending agenda building sessions.
- I will use Parliamentary Procedure running meetings.
- I understand I will serve on and chair committees and will follow through.
- Serve as the chair of the activities and program committee
- Attend LDC, District Retreat, State Conference and Mini-Trip
- Submit Vice President record book for judging by September 15th

As Secretary,

- I will keep an accurate record of all the meetings, including writing the motions as stated to assist the President.
- I will keep an accurate Council membership role and record attendance.
- I will be prepared to read the minutes of the last meeting and correspondence and turn in the minutes for each meeting to the Extension Office.
- I will inform the President and CSU Extension Office if it is necessary to be absent.
- Submit Secretary record book for judging by September 15th

As Treasurer,

- I will take charge of Council's monies and keep an accurate record.
- I will prepare or read the prepared report at each meeting.
- I will pay Council bills out of the treasury only as approved by the Council.
- Serve as the chair of the fundraising committee
- Submit Treasure record book for judging by September 15th

As Reporter,

- I will work with the Secretary to prepare a monthly report to go in the newsletter.
- I will promote 4-H events.
- I understand I may need assistance and will work closely with other officers, Advisors, and Extension Staff.
- Submit Reporter record book for judging by September 15th

As Historian,

- I will make a 4-H scrapbook to be displayed at the Garfield County Fair.
- I will provide history for and of the Garfield County 4-H program and council.
- I will work closely with the Secretary and Reporter to cover all 4-H events.
- Submit Historian record book for judging by September 15th

As Senator/Alternate Senator, (must be 14, 4-H age)

- I will represent Garfield County at State, Regional and District 4-H meetings
- I will attend LDC, District Retreat, State 4-H Conference
- I will be prepared to give a report to Council after each meeting.

Expectations Agreement for Advisor, (must be 21 and an active 4-H Club Leader)

- I understand meetings are scheduled every third Tuesday of the month (except December and June) and will attend.
- I will promote 4-H in Garfield County.
- I will attend officer/leadership training.
- I understand I will need to advise on a committee(s).
- I understand that I will need to assist the 4-H Agent(s) as a chaperone on leadership camps or 4-H Council events.
- I will help with flow of meeting and encourage participation—make it fun.
- I will work with 4-H Agent(s) to follow up with officer team to assure they are fulfilling their responsibilities, i.e. Secretary has minutes.
- Must attend majority of 4-H Council meetings and events. 4-H Council has 11 meetings and 11 events.

Garfield County 4-H Council Officer/Advisor Leadership Camps

Leadership Camps throughout the 4-H Year

- CLC – Colorado Leadership Camp
 - First weekend in November in Glenwood Springs
 - Registration is \$140, plus a dinner
 - 6th – 9th Grades
- LDC – Leadership Development Camp
 - Last weekend in January in Denver
 - Registration is \$175, plus lodging of \$80, plus 3 to 4 meals
 - 4-H Age 14 & up
 - Business and Formal attire is required for some of this event.
 - Required for President, Senators and Alternate Senators
- Youth Fest
 - Typically, the 2nd weekend in February in Larkspur
 - Registration is \$140, plus 3 meals
 - 4-H Age 10 – 13
- Youth Fest Counselor
 - Registration is \$80, plus 3 meals
 - 4-H Age 16 & up
 - Usually a District Officer is asked to fill this position, but can open up to other members.
- District Retreat
 - Typically, the 2nd or 3rd weekend in March in Glenwood Springs
 - Costs are approximately \$70 in registration, plus lodging of \$70
 - 4-H Age 10 & up
 - Required for President, Senators and Alternate Senators
- State 4-H Conference
 - Typically, the 3rd week in June
 - Registration is \$410, contest(s) is \$50, plus 3 meals
 - Business and Formal attire is required for some of this event.
 - Required for President, Senators and Alternate Senators
- Garfield County Mini-Trip
 - Typically, in July
 - Registration fees are \$150, plus spending money
 - 4-H Age 10 & up, without a parent
 - Required for President
- 4-H Council Officer Retreat
 - Typically, in June or July
 - Fees are covered by Garfield County 4-H Council
 - Required for all new officers
 - Past year officers are invited to attend

Garfield County 4-H Council Officer/Advisor Agreement Signature Page

As a nominated candidate and potential Garfield County 4-H Council officer, you will provide a vital role in the execution and accomplishments of the Garfield County 4-H Council.

This agreement is designed to help you understand your role and responsibilities to making this 4-H year the best. By reading, initialing and signing below you are agreeing to:

1. Confirming that you understand the basic time commitments and responsibilities for the office(s) you are nominating for.
2. You are committing to fulfilling those time commitments and responsibilities
3. Work as a team player within Council and committee work.
4. Requested and reviewed the Garfield County 4-H Council Bylaws
5. Understand Article III, Section 5 of the Garfield County 4-H Council Bylaws
 - a. "Officers cannot miss more than four (4) meetings in any one year and may not be absent for more than two meetings in a row. In a situation where this happens, the position will be terminated unless extenuating circumstances occur. Early notification must be given of any absence."

If you are unable to commit to the expectations of the office(s), you should consider being a club representative to the Garfield County 4-H Council and serve as a committee member.

I can and I will fulfill the expectations and duties for the office(s) for which I have chosen to nominate for.

Name (printed):	
Signature	
Date	

Parent Name (printed):	
Parent Signature	
Date	

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