

Aurora County Extension Annual Schedule – Subject to changes

## **4-H Year October 1 to September 30**

### **October**

- Record Books Due October 1
- Judge Record Books (leader committee)
- Compute premium money payout (office)
- Order awards (dependent on completion requirements) (award committee)
- Print certificates (office)
- Order Pins (office)

### **November**

- Recognition Event and entertainment

### **December**

- CWF Reservations due (State office determines)
- Leader meeting late December or early January
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### **January**

- Leader Meeting if not held in late December
  - \*Set Achievement Days Dates
- Send previous year County Scholarships to recipients, beginning of 2<sup>nd</sup> semester
- Notify members for current year Scholarship, due April 15

### **February**

- Leader Meeting

### **March**

- Leader Meeting
  - \* Workshops
- Rodeo Registration information sent out

### **April**

- Send out list for insurance payment to clubs
- Scholarship Applications due to the office April 15
- Camp registrations announced by State Office

## May-June

- Rodeo Registration Due to State Rodeo Secretary May 1
- Serve Central Electric Supper
- Set dates for Youth in Action, CDM/Hort Contests
- Early Project Completion – 10 - \$10 winners from 2 drawings
- T-shirt Design contest
- 4-H Enrollment for State Events Participation – May 31, 11:59 pm
- Animal ID into 4HOnline – June 1, 11:59 pm
  - Companion Animal has until State Fair Entry
- DNA Envelopes Due to Office, June 1
- Animal Lease Papers uploaded into 4HOnline – June 1
- Dog Project ID Affidavit & Vaccination Verification Form – uploaded into 4HOnline by June 1
- Horse Literacy Training – completed by June 1; marked by staff in 4HOnline
- YQCA/Livestock Literacy Certificate completed by July 1; marked by staff in 4HOnline
- Breed Registration Papers uploaded into FairEntry by County & State Fair Deadline
- State Horse Show Registration Deadline as stated in Horse Show packet
- State Dog Show Registration Deadline as stated in Dog Show packet
- State Fair Registration Deadline as stated in State Fair Book
- Companion Animal Identification into 4HOnline due as stated in State Fair Book
- State Livestock Judging and Skillathon Registration Deadline due as stated in State Fair Book
  
- Leader Meeting
  - \* Assign clubs for BBQ organization
  - \* Set BBQ ticket prices
  - \* Determine BBQ menu
  - \* Set top BBQ ticket seller awards (1<sup>st</sup> - \$15, 2<sup>nd</sup> - \$10, 3<sup>rd</sup> - \$5)
  - \* Assign work assignments for leaders and parents, members
  - \* Set dates for work days
  - \* Distribute premium collection list
  - \* Trophy selection committee meeting
  
- Present scholarships at respective schools (4-H advisor or 4-H leader)
  
- Club Member Insurance due for American Income Life May 15
  
- Contact Vet to be present at Horse Show & Achievement Days
- Read all the new State Fair requirements and rules (State Fair Book)
- Order ribbons if needed
- Continue to contact judges
- Horse Show (**special event insurance**)
- 4-H Camps
- Citizen Washington Focus Trip
- Special Foods/Top Chef Youth in Action
- Fashion Revue Youth in Action
- Communications Youth In Action

## **July-August**

- Special Event Insurance AIL
- County Exhibit registration due in FairEntry one week before Achievement Days
- State Fair Exhibit registration due in FairEntry as stated in State Fair book
- Send letter to families with instructions to enter county and state fair exhibits in Fair Entry
  
- Leader Meeting
- Order BBQ and Achievement Days items
  - \* 2# coffee
  - \* Creamer
  - \* Sugar
  - \* water/juice
  - \* Buns (800)
  - \* Dinner plates (600)
  - \* plastic forks (600)
  - \* napkins
  - \* Cups
  - \* Baked Beans or Salad from Ron's Market
  - \* Chips
  - \* Baggies for food exhibits (quart and gallon size)
  - \* Paper plates (small for food exhibits, large for hort exhibits)
  - \* Pickles
- Find someone to operate lunch stand
- Make posters to advertise Achievement Days
  - \* Bake Sale
  - \* Main Street
  - \* Window flyers
  - \* Ag Building posters
  - \* Committee Lists
  - \* BBQ signs/Achievement Day Schedule
  - \* Premium donors
- Pie Contest: advertise, get judges, prepare pies for judging; get prizes
- Review Deadlines

### County Staff:

- Contact Vet to be present at Achievement Days
- Contact Garbage Service (order one-barn area)
- Send reminder letter and information from fair book to Judges
- Prepare judges orientation meeting
- Review guidelines for exhibiting static exhibits
- Prepare Youth in Action entries for State Fair
- Select State Fair Judging Teams
- Make binders for each Static Exhibit Area to record placings, with instructions.
- Take supplies to ag bldg.: ribbons/stickers/staplers/tape, string
- Livestock show lists

## **Achievement Days**

- See separate schedule (special event insurance)

## **September**

- 4-H Member Record Books, Permanent Record, Pin Application Due to Extension office October 1

-Prepare and give to leaders (early September) (office)

- \* past county medal winner list

- \* Leader Annual Report due October 1

- Leader Meeting

- \* Review Achievement Days, making list of things liked and possible changes.

- \* Review State Fair

- \* Set Recognition Date

- \* Remind leaders of due date for 4-H Record Books, leader reports, October

- \* Select Friend of 4-H Award

- \* Hand out material for re-organization for the new 4-H club year

- \* Elect officers for new year (alt date: Dec/Jan meeting)

Leader Committees:

Grants & Fundraising

Awards & Premium

Achievement Days

Building & Grounds