

General Project Advisory Meeting
May 10, 2011

The meeting was called to order at 6:06pm.

Candi Bothum went over several forms that all 4-H leaders should know.

1. Short Term Event Volunteer Agreement
 - a. Used for clinics, driving youth, etc. wherever we have volunteers for a day. Not intended for overnight events.

2. Deschutes County Intent to Conduct 4-H Fund-Raising Activities
 - a. This insures coverage for those involved at a fundraising event

These forms should be filled out prior to events so those involved can be covered by DCLA insurance. The DCLA pays \$1200.00 a year for this insurance.

3. Checking Accounts:

All clubs should have a checking account. South Valley has no cost checking accounts. Other banks have charges.

 - a. Checking account should read DCLA-Porky Pig 4-H Club. Or DBA-Porky Pig 4-H Club.
 - b. Be sure that your club address is used not the Extension Office.

4. New Financial Report Forms:
 - a. 4-H Fiscal year runs 1/1-12/31 each year.
 - b. All income and expenses should be recorded. Beginning and Ending balances should be recorded and match bank statements.
 - c. The 12/31 bank statement should be attached when submitting the form.
 - d. Grants should be recorded as income and will require additional documents and addresses.

All forms are located at www.deschutes4h.com under Information and forms.

5. All changes to Exhibitor's Handbook should be submitted immediately in all project areas.
6. Presentation and Skills Contest has been reinstated at the upcoming State Fair for 7-12 graders. Check with Reasa Manzur to see how to get your youth signed up at the State event.
7. Candi has requested, that if anyone would like to do a presentation during our Deschutes County Fair, in the North Sisters Building, contact her. The days available will be Thursday, Friday, or Saturday. If only Wednesday is available, she will work that out. She would like to see as many as possible participate.
8. Senior info requested for the year-end slide show. Please submit no later than July 1, 2011.
 - a. Plans for college, trade school, etc.
 - b. 5 or so pictures, projects, family, interests, no alcohol in photos
 - c. Interests
9. Record book checks coming up. Newsletter has complete dates and times.
10. New agenda for awards and thank you notes:
 - a. Awards being received this year at County Fair or Horse Fair will not be distributed until thank you notes from our youth are completed. Assistance to write these notes will be provided during the County Fair and Horse Fair.

The meeting was called to a close at 6:36 pm.

Submitted by Lynne Shoffner DCLA Secretary.