Organizational Changes for 2017 Year

Funds issued:

- Check request forms, must be submitted at least 5 business days before they are needed for a club purchase. A receipt should be turned in no later than 5 business days after check is issued.
    - Forms are available at the office and on the website.
- Check request forms, with a receipt must be used to receive a reimbursement for a purchase. Allow at least one week for check to be ready.

Fund raising:

- An 'Application for Approval for Fund Raising Activities' form must be submitted two MONTHS prior to proposed event. NO fundraisers will happen without prior approval.
    - Forms are available at the office and on the website.
- One selling/drawing type fundraiser per club, per year. There will be one contact person in charge of the event (one volunteer or the extension office). Bake sales, car washes, tractor supply events, etc. are not limited.
- Clubs can have items sold for them at the annual auction to benefit their club.
- A '4-H Fundraiser Form' must be completed, signed by 2 people, and turned in to the Extension Office with all money from the event within 3 business days.

Volunteering:

- There will be 3 volunteer meetings a year. One in January, May, and September.
- Volunteer hours need to be submitted monthly. For example, the time it took for the club meeting to be planned (1 hour), the setup (30 minutes), the meeting (1 hour), and the cleanup (30 minutes) would be a total of 3 hours for the one meeting. An email with hours submitted is all that is needed.

Use of facilities:

- After a club sponsored event (i.e. club meeting, clinic, banquet, etc.) the classroom and/or auditorium should be left as it was found. It is NOT the Extension Office's responsibility to clean up after you. Depending on severity, a cleaning charge may be deducted from club funds.
    - Utilize the families! If you can assign jobs ahead of an event, it can make cleaning up much easier.
- Any damage that happens at a club function, should be reported to the office within 2 days via email or phone. This may or may not result in a charge to the family or club.

Agent office hours:

- Open door hours are the times that you can come and meet with Shaina or call her at the office. Appointments must be made for meetings or calls outside of open door hours. <u>If you are unable to make your appointment on time, you must reschedule your meeting.</u> Available open door hours for calls and visits are:
    - Monday: 2:00-4:00pm (subject to change in the event that Shaina works over the weekend)
    - Wednesday: 9:30-11:30am
    - Thursday: 2:00-4:00pm
- Phone calls, texts, and messages to personal social media sites (i.e. Facebook) outside of regular business hours will not be accepted or returned, including office holidays. If the office is closed there should not be any club meetings.
- Emergencies (medical emergency, building emergency, etc.) happen and exceptions can be made for such. Relay this information to parents as well. Shaina's personal cell phone should be contacted for EMERGENCIES ONLY.
- Repeated calls, texts, etc. during the agent's personal time may result in your number being blocked and possible dismissal as a volunteer.
- Emails are acceptable at any time; however, understand that the agent will probably not respond until the next business day.