

MISSISSIPPI 4-H VOLUNTEER LEADERS' ASSOCIATION DISTRICT COORDINATOR'S SUGGESTED OUTLINE FOR PLANNING A DISTRICT LEADER FORUM

1. Contact your District Program Director or Liaison. Ask about planning date for committee to meet and plan District 4-H Volunteer Leader Forum.
2. Discuss who should be on the committee with the District Program Director or District Liaison. You may have two to three alternates selected in case someone cannot come. The Past District Coordinator will serve as an advisor on the next years planning committee. The State 4-H volunteer should be contacted with planning meeting dates.
3. Contact all committee members by phone and give the time and place you will meet to plan forum. Send a follow-up card or letter about the meeting.
4. Meet and plan forum.
 - a. Decide on a date and time for the 4-H District Volunteer Leader Forum. Notify the state officer and association president as soon as a date/location is set.
 - b. Determine place forum will be held and check to make sure facility is available.
 - c. Plan program – workshops, food, business, opening remarks, evaluation, etc.
 - d. Determine how program will be evaluated.
5. Correspondence to 4-H volunteers (this will be mailed from the District Program Director's office or the liaison's office and from the county Extension personnel in charge of 4-H). The Extension professional will have a cover letter.
 - a. First letter, a minimum of 60-days prior to forum: give dates, time and place (send pre-registration form with letter with deadline for registration stated).
 - b. Secure a pre-registration from 4-H volunteers (you may have to call 4-H volunteers to secure pre-registration). Appoint a phone chairman in each participating county.
 - c. Second letter, two weeks prior to forum. This letter should include dates, time, place, transportation arrangement, tentative program and lunch arrangements.
 - d. Two days before, call all pre-registered delegates to confirm attendance. (Done by county 4-H volunteer chairman.)
6. Work with volunteers who have special program assignments at forum. (Make contacts within 3 to 4 days prior to forum.)
7. Make transportation plans.
8. Tasks before and during forum.
 - a. Check the facility and check with workshop presenter to see if they need equipment.
 - b. Have committee member assigned to be in charge of the lunch and have a committee member in charge of break refreshments.

- c. Have committee member assigned to prepare and conduct registration. They should have programs and nametags to hand out as everyone signs name.
 - d. The chairman should conduct a simple survey type evaluation and adjourn the meeting.
9. Tasks after the forum.
 - a. Write thank you notes to donors.
 - b. Write thank you notes to workshop presenters.
10. The District Coordinator is to notify the State Advisor as to the date, time and location of the District Forums as soon as that information has been determined.
11. The District Coordinator is to notify the President of the Mississippi 4-H Volunteer Leaders' Association as to the date, time, and location of the forum as soon as that information is determined.
12. The above suggestions apply to either a spring or fall forum. The District Coordinators are encouraged to have both a spring and fall forum if there is a need expressed by the volunteers in that district.
13. At the Spring District 4-H Leader Forum, conduct an election to elect a District 4-H Volunteer Coordinator for the following year.
 - Nomination forms are to be received seven working days prior to the fall forum in order for a ballot to be prepared.
 - The nominees are to be present at the forum.
 - The district coordinators must be paid member(s) of the state association.
 - It is suggested that the nominees give a one-minute speech as to their qualifications.
 - Notify the state advisor and the state president who the new district coordinator is, their address, and telephone number(s).
 - Training for the new district coordinator will be held at the Annual Volunteer Conference in February.
14. Collect dues from the State Volunteer Leaders' Association at the forum or any other planned activity(ies). You may want to include this in your registration information. Contact the state office for a list of those members who have already paid their dues. Send dues to state office with the names, counties, addresses and telephone numbers of new members. Also obtain membership cards from the state office prior to the forums.
15. Keep accurate records of money collected and spent. It is recommended that an account be set up for each district.
16. With the assistance of the Extension Program Director or Liaison, evaluate the District Leader Forum.
 - Complete a written report to be presented to the Extension District Liaison. This report should state goals of the District Leader Forum, improvement and changes to be made the following year, and complete report and outline of the

program and workshops conducted at the District 4-H Leader Forum.

- Present a copy of the completed report of the District 4-H Leader Forum to the secretary and the president of the State 4-H Volunteer Leaders' Association, District Program Director and the State 4-H Advisor.
- Keep a copy of the completed report in a folder to pass on to the next District Coordinator.

COUNTY CONTACT PERSON

County: _____

Volunteer Name: _____

Address: _____
[Street/Route/P.O. Box]

City: _____ State: _____ Zip: _____

Office Phone: _____ Home Phone: _____

E-Mail: _____

Mail Before: _____
[mo/dy/yr]

To: _____
[4-H Youth Agent]

Address: _____
[Street/Route/P.O. Box]

[City/State/Zip]

DISTRICT LEADERS FORUM MEETING REPORT FORM

Date: _____

District: _____

1. List goals selected.

2. Identify changes and improvements made (Report of Evaluation).

3. Number attended. _____

4. Number of new members who paid dues. _____

2. Name of new district coordinator, county, address, and telephone number.

Name: _____ County: _____
Address: _____
s: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Home Phone: _____

E-Mail: _____

3. Location where meeting was held.

7. Comments:

