

Coordinator

Month	Task	TimeFrame
All year	Fill out expense reports to reimburse leader's expenses	all year
All year	Submit newsletter articles - make sure to thank volunteers/sponsors/presenters	every newsletter
January	Complete enrollment forms - Intro letter, Information Sheet, Medical Form & Waivers - Need to be posted on 4-H web site early January	1st Week
January	Confirm presenters for hunting & ecology with coordinator	Early
January	Get prizes for classes - using gift cards if available	Early
January	Contact Instructors-identify changes in classes	Early
January	Get enrollment lists from 4-H office	Mid-month thru season
January	Begin Classes	Mid to late month
January	Start getting workers for Home Show Food booth	each session
January	Parent Treats - have 1 for each session each week - find a volunteer to make them	each session
January	Help encourage parents to be instructors & leaders	each session
January	Guessing Games - have 1 for each session each week	each session
January	Encourage older youth to be youth leaders	each session
January	Put together sign-in sheets for sessions (Archery/Rifle/Air Rifle)	each session
January	Info for State shoots & Certifications - web site slips to hand out	each session
January	Confirm Fair booth should happen with other instructors	end of month
February	Contact Critter's or other field trip sites to schedule dates	Early
February	Contact Winnebago Archers about June youth shoot	Early
February	get youth participation certificates and have them signed by last session - Air rifle ends a week early	before 5th session
March	Ask coordinators for equipment costs for the next year	Middle of Month
April	Schedule Budget meeting - create sample budget	Early
April	Fill out contract for Fair tent - Contact Fair Board Web site - not mailed	When Contract comes
May	Contact Brigade about dates and cost for next year - Keep in spring due to other commitments - Avoid Pizza making/other major 4-H events-start mid to late January	Middle of Month
May	Budget Due to Extension office	Middle of Month