Memorandum

TO: District 7 County Extension Agents

SUBJECT: 2014 District 7 4-H Leadership Lab (combined with District 10)
Theme: “Don’t be a Turtle... Get out of your Shell!”

OBJECTIVE: Leadership Lab is for delegates to bring back to the county what they have learned in order to train others. All agents are encouraged to work with teens who attend to see how you can integrate what they learned into the county program.

EVENT DATE: June 25th - June 27th (Wednesday-Friday)

LOCATION: Texas 4-H Center
Brownwood, TX

ENTRY DEADLINE: REGISTRATION DEADLINE ON 4-H CONNECT: June 2nd.
- 4-H Connect Registration - Open May 14th – June 2nd
  o Late Registration – June 3rd – 9th
DUE TO THE DISTRICT OFFICE BY JUNE 3rd:
- County Entry Form (Due to District Office)
- Release Forms (Due to District Office)
- Council Applications (Due to District Office)

Please find the Guidelines, Rules and Regulations for this event on the following pages. Please contact the District 7 Office if you have any questions or concerns.

Sincerely,

Garry Branham
District Specialist – 4-H & Youth Development

cc: Scott Durham
DISTRICT 7 4-H LEADERSHIP LAB

PARTICIPANT AGE
The participant must be at least 13 years of age by the date of Leadership Lab.

FEES
The cost will be $200 per person for youths and $150 for agents. This includes all meals beginning with lunch on Wednesday and ending with breakfast on Friday, insurance, activity fees, lodging and facility use fees. This fee DOES NOT include transportation. Counties will be responsible for coordinating transportation to and from Brownwood. NO REFUNDS after registration has been made on 4-H Connect.

REGISTRATION/4-H CONNECT
4-H Connect will be open for registration May 14-June 2, 2014. Late registration will be open June 3rd – June 9th, 2014 with an additional $20 late fee charged to the participant. Registrant must pay for the event using a credit card if they are responsible for paying for their entire fee. If counties wish to coordinate registration and pay for the event with one county check to the Texas 4-H Foundation, they may do so. There is no limit on registration numbers. We must abide by the 1:8 ratio for adult chaperones. Program assistants and adult summer interns are welcome to attend.

RELEASE FORMS
Every participant, youth and adult, will complete a Health and Release form packet. Heath and Release forms will be made available during the 4-H Connect registration process and on our website.

- Original forms must be submitted to the District Office by the due date which will be turned into the camp nurse.
- A copy of these forms should accompany the participant to and from camp.

WHAT TO BRING
- Pillow, sheets, towels, wash cloths, and a light blanket
- Spending money for snack bar, personal hygiene items (soap, shampoo, etc.), clothing and other personal items
- Swimsuit, Sturdy Shoes, Old tennis shoes/water shoes for the lake, Sunscreen, Chapstick
- We WILL be having a banquet this year so participants need nice church clothes, semi-formal or formal attire for the banquet.

WHAT NOT TO BRING
- Electronic Devices (including, but not limited to, cell phones, music players, video games, etc.)
- Fireworks, Ropes, Roping Dummies, Water Balloons, Water Guns, Silly String, etc.
- Expensive jewelry/accessories
- Excessive food/drinks

DRESS CODE
NO: “Daisy Duke” shorts, halter tops, spaghetti string tops, shirts/pants that show mid-riff, or clothing/caps etc. that advertises alcohol, tobacco products or anything else that is not appropriate. Please counsel your 4-Hers about bringing appropriate clothing.

AGENTS
Agents, you are not on vacation. You are here to build kids up and insure that they have the best camp experience possible. Please take your job very seriously. You will need to register through 4-H Connect and complete the Health & Release Forms.
Attached is a flyer to help you promote this event.

**Detailed Schedule**
To be announced.

**ELECTION OF OFFICERS**
One of the major events of lab will be the election of officers for the District 7 4-H Council. Interested applicants should submit one copy of the *District 7 4-H Council Officer Application Form* to the District Office by the due date. All applicants (if eligible according to standing rules) will be presented as candidates for the office(s) they choose. Nomination from the floor will not be accepted. All eligible applicants will be introduced and allowed the opportunity to give a talk on 4-H, the length of which will be up to three (3) minutes. Election will be done by secret ballot. An interview will also be conducted for each candidate running for office. Each candidate can bring one poster board size campaign poster - NO candy, gum, buttons, giveaways, etc. will be allowed.

Each person running for an office will receive more details from the District Office concerning the election.

**REQUIRED WORKSHOPS/TRAINING**
The District Council President, 1st Vice-President and Delegate-at-Large also serve as State Officers on the Texas 4-H Council and must be 16 years of age and not reached their 19th birthday on or before **August 31, 2014**. **State Officers are required to attend the State 4-H Council workshop.** If you cannot attend this training you **cannot** run for these three offices.

- **State 4-H Council Workshop** July 21-24, 2014 at Texas 4-H Center - Brownwood

All other officers must be 15 years of age and not reached their 19th birthday on or before August 31, 2011. **All District 7 Officers are required to attend the District 7 Officer Training.**

- **West Region Officer Retreat** July 24th-25th, 2014 Location TBA

**INTERVIEW FOR OFFICER CANDIDATE RULES**
- Each interview shall be no longer than six (6) minutes in length and shall be conducted during the allotted time for interviews.
- The interviewers shall be facilitated by the three officers who currently represent the District on the Texas 4-H Council: President, 1st Vice-President and Delegate-at-Large. The council advisors shall be present to monitor the interview. Interviews will take place in front of all voting delegates.
- If a current State Council Officer is running for a lower office the next year, he or she will not be allowed to conduct the interview.
- There will be four (4) questions per interview – three (3) predetermined questions related to the applicants leadership, community service and project work and one (1) question that will be drawn from a list of questions. All questions shall pertain to 4-H, the resume submitted by the delegate or the candidates future plans for the District after obtaining a position on Council.
- The dress for the interview shall be Business/Church.
- Every candidate running for office must be present at District 7 Leadership Lab to participate in the speech and interview portion to become an officer.