

September 2017

# Memorandum

TO: District 7 County Extension Agents

SUBJECT: 2017 District 7 4-H Fall Meetings:  
\*Project Development Committees  
\*District Council  
\*Adult Leaders Association

EVENT DATE: August 26, 2017 (Saturday)

LOCATION: Grape Creek Baptist Church  
9781 Grape Creek Rd  
San Angelo TX 76901

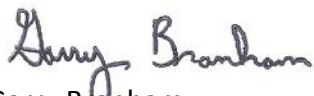
FEE: \$7.00 per person [This includes lunch!]

ENTRY DEADLINE: **DUE TO THE DISTRICT OFFICE BY AUGUST 15, 2017:**

- County Entry Form (Due to District Office)
- Payment – ONE county check (Due to District Office)

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

Sincerely,



Garry Branham  
Extension Specialist – 4-H & Youth Development

GB:ew  
attachments



4-H and Youth Development  
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*Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin.  
The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating*

## DISTRICT 7 4-H FALL MEETING

### **PARTICIPANTS**

Every parent, leader and 4-H member is invited to attend! The Project Development Committees, District Council and Adult Leaders Association will all meet on this day. Your goal should be to have at least 10 from your county want to attend! All 4-H members not accompanied by a parent must bring a completed *Minor's Release and Health History* form.

**All Agents should be in attendance for this meeting. If you are unable to attend, contact your immediate supervisor.**

We need your help in publicizing this meeting. **A sample letter and promotional flyer is attached**; PLEASE send out to all 4-H families. This meeting is not limited to delegates of Council and Adult Leaders. The more people we have involved in committee decisions, the more creative the 4-H program will be.

### **SCHEDULE**

The schedule for the day will be: (All agents should arrive by 8:30 am)

8:45 – 9:30	Registration
9:30 – 10:00	Morning General Session
10:00 – 12:00	District 4-H Council & Volunteer Leaders Association Meetings
12:00 – 1:00	Lunch – Provided by District 7 Adult Leaders Assoc.
1:00 – 2:30	Project Development Committee Training/Workshops Project Development Committee Business Meeting Orientation for new officers
2:30 – 3:00	Committee reports

### **REGISTRATION & FEE**

County Extension agents will need to compile all entries from the county. The registration fee will be \$7 per person which covers lunch, location, insurance and program materials. Please make one entry and one payment for the entire county on the enclosed County Entry Form and return to the District Office. County checks should be made payable to **Texas A&M AgriLife Extension Service**.

### **ATTACHMENTS**

- County Entry Form
- Sample Promotional Letter
- Promotional Flyer
- Map to Grape Creek Baptist Church
- Project Development Committee Rules and Guidelines
- Project Development Committee Position Descriptions (Chairman, Vice-Chairman and Secretary)
- Project Development Committee Co-Advisor List (Agent Position)
- Project Development Committee Co-Advisor Duties
- Minor's Release and Health History Form