

Task	Date completed
<p>Prior to the event decide on:</p> <ul style="list-style-type: none"> • Awards: what is the area policy re cost and type of tokens or awards used at zone and area level? • Thank you gifts: what is the area policy re: thank you gifts for volunteers and judges? Is there a recommended dollar value or suggested item? 	
<p>Budget</p> <p>Please see section 3 Budget for details on the budget and sponsorship.</p> <p>Your area council will provide you with your budget amounts for zone or area events. Clubs should pass motions indicating what can be spent for the club event.</p> <p>Remember – to be reimbursed for expenses you must have original detailed receipts and/or cancelled checks.</p>	
<p>Recognition for Volunteer and Judges, Awards for participants</p> <p>Will there be any? If so, what? Who will order/prepare them? In all cases, be aware of the budget for the event and the amount set aside for this line item. Will this be done by one subcommittee or split among several?</p> <p>Does your zone or area have trophies that must be gathered and engraved or purchased? Are there special sponsored awards that must be included?</p> <p>Tokens and Awards for Participants/Winners</p> <p>Your area council may have a policy in place regarding the amount that is spent per person, what the gift should be, and whether all participants receive, a token and winners receive an additional award. Please check with the treasurer, secretary or in the policies and procedures manual.</p> <p>Ideas include certificates, gift cards for local businesses (i.e. movies, bookstores, etc.), gift baskets, etc. Use your imagination.</p>	

You may wish to check out the provincial and national stores online:
Manitoba 4-H Council <https://4h.mb.ca/shop/>
or 4-H Canada <https://shop.4-h-canada.ca/>

If you are buying locally, please be sure that your supplier has access to the current 4-H logo for Manitoba or your area council. You can access information about using the 4-H logo <https://4-h-canada.ca/building-brand-and-identity-4-h-canada> or creating an logo at <https://4-h-canada.ca/brand-app>.

You will also find the logo for each area council on the USB included with this binder.

Participation and champion certificates: Confirm if this is your committee's responsibility OR if the registration committee will provide.

If using award certificates, they can be prepared long before the competitors names arrive as you know the categories as First place, Junior speeches; First place Intermediate 2-person visual presentation, Second place, Junior Speeches; Second place, Intermediate 2-person visual presentation, etc. If there are extra ones, it is only a piece of paper and some ink. This section has a template of a Champion certificate.

It is customary for each participant to receive a participation certificate as they are useful for portfolios and serve as a keepsake.

They can be prepared after the competitors' names are received. Using a spreadsheet for participants will allow you do a mail merge and print all the certificates at once if you prefer. The registration section has a spreadsheet and this section has the template for printing participation certificates.

These blank certificates are available from the Manitoba 4-H Council office in Brandon or an electronic version is on the Club Reorganization USB.

Gifts for judges and volunteers

The monetary amount spent for gifts for judges or volunteers and whether a gift is used varies from area council to area council. Please confirm what your area council has allocated in the budget for the event.

<p>Your area council may also have a policy in place regarding the amount spent per person or what the gift should be. Please check with the treasurer, secretary or in the policies and procedures manual. This section of the binder has some suggestions for recognition gifts.</p> <p>4-H Thank You cards Are available if you wish to use them from the Provincial 4-H Office in Brandon.</p>	
<p>Prior to the event:</p> <ul style="list-style-type: none"> • Confirm budget <ul style="list-style-type: none"> ○ Confirm if you are only responsible to purchase and prepare tokens/gifts, certificates and arrange for delivery to the facility OR if you are also responsible for organizing the items in advance of the presentations • Confirm estimated number of judges, volunteers and participants • Confirm if there are any gifts or tokens on hand from previous years and how they can be accessed. • Select the gifts and tokens; confirm with supplier how much lead time is required to have in time for the event • Verify the number of participants, judges and volunteers with the registration committee, judges committee and the volunteer committee • Order items • If needed, wrap and label items. Some area councils attach a tag with the name of the category and the sponsor's name if applicable. 	
<p>Day of the event...</p> <ul style="list-style-type: none"> • Arrange for all items to be at facility, sorted by category and clearly labeled. • If you are responsible: set up awards for presentation at award ceremony. • Confirm there will be a table to put certificates, items on at the award presentation? • Coordinate with the tellers/time keepers/MC's regarding the participant envelopes with comment sheets. 	

<p>Following the Event:</p> <ul style="list-style-type: none">• Pay outstanding bills if there are any (i.e. hall rental fee, caterer, if using, etc.) OR• Submit receipts and invoice to the area council treasurer• Update your section of the planning binder including what was purchased and where, costs, were there any leftover gifts and where are they stored. Recommendations for next event.• Arrange for any engraving that may be necessary.	
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