

Insert area council  
logo here

\_\_\_\_\_ date  
4-H Area Council  
Address  
Phone/fax number

Dear \_\_\_\_\_ 4-H Area Head Leaders:

The \_\_\_\_\_ 4-H Area Communications event is planned for (date) beginning at (time) with registration beginning at (time). The event will be held at the (location including address and town). It is located (insert directions).

The planning committee would appreciate your help in providing information about the competition to the members who will be representing your club. Your club may send on **one representative in each of the 15 categories**. I have enclosed 20 copies of a congratulations letter – one for the member/team participating in each category at area level plus two copies of page 4 of the fact sheet 4-H Communications-Speeches for the members participating in senior and adult public speaking categories.

Please complete the enclosed club result form and forward it to (insert address) no later than **(insert date) or as soon as your club communications event is completed, whichever is sooner**. This will give us time to prepare and print the program, as well as order the participation tokens. **If your club will not be holding its competition until after that date, please call me as soon as possible at (insert phone number or email)**. Please return the form (or call/email me) even if your club will not be sending competitors.

The planning committee is asking that each club find and confirm at least one judge for the competition as well as at least one adult/senior member volunteer for the event. The volunteer roles include chairing a competition, acting as a timer/scrutineer or managing the registration desk. Please be sure to include the names and contact information on the registration form. Volunteers will also be required to help set up and take down the rooms. **(this will vary by Area Council)**

**Just a reminder – this is the place to insert any local rules such as paying Area Council fees, taking part in council meetings or hosting communication events for members to be eligible.**

Good luck with your club's communications activities.

Sincerely,

Committee person