

Awards and Gifts Task	Date completed
<p><b>Before the event decide on</b></p> <ul style="list-style-type: none"> <li>• <b>Awards:</b> <ul style="list-style-type: none"> <li>○ Determine the Area policy regarding the cost and type of tokens or awards used at the Zone and Area levels.</li> <li>○ Be sure to follow the 4-H Canada/Manitoba Logo &amp; Brand Guidelines. (in this section). Your Zone/Area logos are available on the USB stick in the Area Council Logos Folder.</li> </ul> </li> <li>• <b>Thank You Gifts:</b> <ul style="list-style-type: none"> <li>○ Find out the Area policy regarding thank-you gifts for volunteers and judges. Check if there is a recommended dollar value or suggested items for these gifts.</li> </ul> </li> </ul>	
<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• <b>Reference Section:</b> <ul style="list-style-type: none"> <li>○ Please refer to Section 3: Budget for details on planning the budget and securing sponsorships.</li> </ul> </li> <li>• <b>Budget Amounts:</b> <ul style="list-style-type: none"> <li>○ Your Area Council will provide you with the budget amounts for Zone or Area events. Clubs should pass motions to approve the spending amounts for the club event.</li> </ul> </li> <li>• <b>Expense Reimbursement:</b> <ul style="list-style-type: none"> <li>○ To be reimbursed for expenses, you must submit original detailed receipts to your Area Council treasurer.</li> </ul> </li> </ul>	
<p><b>Recognition for Volunteers and Judges, Awards for Participants</b></p> <p><b>Awards and Thank You Gifts:</b></p> <ul style="list-style-type: none"> <li>• <b>Determine Awards:</b> <ul style="list-style-type: none"> <li>○ Will awards be given? If so, what kind? Who will order and prepare them?</li> <li>○ Ensure all awards and thank you gifts fit within the event budget.</li> <li>○ Decide if this responsibility will be managed by one subcommittee or divided among several.</li> </ul> </li> <li>• <b>Trophies and Sponsored Awards:</b> <ul style="list-style-type: none"> <li>○ Check if your Zone or Area has trophies that need to be gathered, engraved or purchased.</li> <li>○ Include any special sponsored awards as necessary.</li> </ul> </li> </ul> <p><b>Tokens and Awards for Participants/Winners:</b></p> <ul style="list-style-type: none"> <li>• <b>Policy Check:</b> <ul style="list-style-type: none"> <li>○ Verify with your Area Council's Policies regarding the amount to be spent per person and the type of gifts.</li> <li>○ Check if all participants receive a token and if the winners receive an additional award. Consult the treasurer, secretary or policies and procedures manual.</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Gift Ideas:</b> <ul style="list-style-type: none"> <li>○ Consider certificates, gift cards for local businesses (e.g. movies, bookstores), gift baskets, etc.</li> <li>○ Explore online stores such as <a href="#">Manitoba 4-H Council</a>, or <a href="#">4-H Canada</a></li> </ul> </li> <li>• <b>Local Purchases:</b> <ul style="list-style-type: none"> <li>○ Ensure local suppliers have access to the current 4-H logo for your club, Zone or Area Council. (Zone and Area Council logos are available in this binder and on the accompanying USB). Please be sure to follow all 4-H Canada Brand Guidelines. (copy in this section).</li> </ul> </li> </ul> <p><b>Participation and Champion Certificates:</b></p> <ul style="list-style-type: none"> <li>• <b>Responsibility:</b> <ul style="list-style-type: none"> <li>○ Confirm if your committee or the registration committee is responsible for providing these certificates.</li> </ul> </li> <li>• <b>Preparation:</b> <ul style="list-style-type: none"> <li>○ Award certificates can be prepared in advance for each category, such as First Place, Junior Speeches; Second Place, Intermediate Two-Person Visual Presentation, etc.</li> <li>○ If there are extra certificates, they are simply a piece of paper and some ink. A Champion certificate template is included in this section.</li> </ul> </li> <li>• <b>Distribution:</b> <ul style="list-style-type: none"> <li>○ Each participant customarily receives a participation certificate for portfolios and keepsakes.</li> <li>○ Certificates can be prepared after receiving the competitors' names using a spreadsheet for participants and a mail merge to print all at once.</li> </ul> </li> <li>• <b>Availability:</b> <ul style="list-style-type: none"> <li>○ Blank certificates are available from the Staples 4-H Manitoba online ordering system or electronically on the USB accompanying this binder.</li> </ul> </li> </ul> <p><b>4-H Thank You Cards:</b></p> <ul style="list-style-type: none"> <li>• <b>Availability:</b> <ul style="list-style-type: none"> <li>○ Thank you cards are available from the Staples 4-H Manitoba online ordering system if you wish to use them.</li> </ul> </li> </ul>	
<p><b>Before the event:</b></p> <ul style="list-style-type: none"> <li>• <b>Confirm Budget</b> <ul style="list-style-type: none"> <li>○ Verify if your responsibilities include only purchasing and preparing tokens/gifts, and certificates and arranging for their delivery to the facility or if you also need to organize these items in advance of the presentations.</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>● <b>Estimate Numbers:</b> <ul style="list-style-type: none"> <li>○ Confirm the estimated number of judges, volunteers and participants.</li> </ul> </li> <li>● <b>Check Existing Inventory:</b> <ul style="list-style-type: none"> <li>○ Determine if there are any gifts or tokens from previous years and how to access them.</li> </ul> </li> <li>● <b>Select Gifts and Tokens:</b> <ul style="list-style-type: none"> <li>○ Choose the gifts and tokens and confirm with the supplier how much lead time is required to have them ready for the event.</li> </ul> </li> <li>● <b>Verify Numbers:</b> <ul style="list-style-type: none"> <li>○ Confirm the number of participants, judges and volunteers with the registration committee, judges committee and volunteer committee.</li> </ul> </li> <li>● <b>Order items:</b> <ul style="list-style-type: none"> <li>○ Place orders for the necessary items.</li> </ul> </li> <li>● <b>Wrap and Label (if needed):</b> <ul style="list-style-type: none"> <li>○ Wrap and label items if needed. Some Area Councils attach a tag with the name of the category and the sponsor's name, if applicable.</li> </ul> </li> </ul>	
<p><b>Day of the event</b></p> <ul style="list-style-type: none"> <li>● <b>Arrange Items:</b> <ul style="list-style-type: none"> <li>○ Ensure all items are at the facility, sorted by category and clearly labelled.</li> </ul> </li> <li>● <b>Set Up Awards:</b> <ul style="list-style-type: none"> <li>○ If you are responsible, set up the awards for presentation at the award ceremony.</li> </ul> </li> <li>● <b>Confirm Table for Awards:</b> <ul style="list-style-type: none"> <li>○ Confirm that there will be a table for placing certificates and other items during the award presentation.</li> </ul> </li> <li>● <b>Coordinate with Event Staff:</b> <ul style="list-style-type: none"> <li>○ Coordinate with the chairs, timekeepers and MCs regarding the participant envelopes with comment sheets.</li> </ul> </li> </ul>	
<p><b>Following the Event</b></p> <ul style="list-style-type: none"> <li>● <b>Pay Outstanding Bills:</b> <ul style="list-style-type: none"> <li>○ Settle any outstanding bills, such as hall rental fees or catering costs, if applicable.</li> </ul> </li> <li>● <b>Submit Receipts:</b> <ul style="list-style-type: none"> <li>○ Submit all receipts and invoices to the Area Council treasurer for reimbursement or payment.</li> </ul> </li> </ul>	

Communications Event Planning: Awards and Gifts

<ul style="list-style-type: none"><li>• <b>Update Planning Binder:</b><ul style="list-style-type: none"><li>○ Update your section of the planning binder with details of what was purchased and where, the costs, leftover gifts, and their storage location. Include recommendations for the next event.</li></ul></li><li>• <b>Arrange Engraving:</b><ul style="list-style-type: none"><li>○ Arrange for any necessary engraving of trophies or awards.</li></ul></li></ul>	
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