

# 4-H Leaders Council Minutes

## February 1, 2021

Call to Order at 6:36pm

Minutes (Posted at <https://douglas.extension.colostate.edu/4-h/douglas-county-4-h-leadership-resources>)

### Treasurer's Report

- Balance of [REDACTED]
  - Paid \$60 to Awards with More for Achievement Night

### Fairboard Report (<https://www.douglascountyfairandrodeo.com/p/get-involved/fair-board2>)

- Went over the Douglas County Fair & Rodeo Junior Exhibitor Competition Rules
  - Posted: <https://www.douglascountyfairandrodeo.com/>
- Discussed 4-H camping – More to come

### CALF Report

- Still quiet and getting prepared for animals to start arriving in the coming months
- Former ranch manager, Rochelle, has moved to another state and wish her nothing but the best. We are pleased to welcome Linus Leppink as the new ranch manager.

### Old Business

- **Extension Office Hours** – Our doors may be locked, but we are here to serve you! Following local public health guidelines our office is staffed at a lower capacity than normal and our doors are locked throughout the day. However, we have staffing each business day from 8am-5pm and lunch from 12:30-1:30. Agents and staff are filtering into the office as need be. Please give them a call or email if you would like to speak to someone specifically to make sure we are there!
  - Manual ordering & pick up can be arranged through our office – send Sylvia an email and we will make sure we get members their manuals!
- **4Honline Update** – State is still working all the bugs out of the new 4Honline. The office is working hard to get you the information you need for your clubs. Continue to send report requests to any of us and we would be happy to run them for you! NOTE- Currently youth cannot add, delete, or edit projects so please send us an email and we will get things added/dropped/fixed asap.
  - **UPDATE:** Things should be unlocked now for youth and leaders to add/edit their own projects again! Let us know if you are still having problems and we would be happy to do it for you as well!
- **Douglas County – “Safer at Home: Level Orange – High Risk” – As of 1/4/2021**
  - Please see attached!
  - **NO 4-H GROUP, CLUB, or PROGRAMMING SHOULD BE CURRENTLY MEETING IN PERSON UNLESS THEY HAVE RECEIVED WRITTEN PERMISSION FROM AGENTS NICOLE OR KIRSTEN AFTER 11/20/20.**
    - All previous approved programs, meetings, trainings, lessons, etc. will need to be re-approved.
  - <https://tchd.org/818/Coronavirus-COVID-19>
- **2020-2021 4-H Enrollment – OPEN!**
  - 4-H Re-Enrollment: Returning 4-H Members may re-enroll up to **March 1<sup>st</sup>** with a \$25 late fee in addition to regular enrollment fee.
    - If a returning 4-H member fails to re-enroll on 4HOnline by March 1<sup>st</sup>, they will not be eligible to participate in county or state competitions, including the Douglas County Fair & Rodeo.
  - New 4-H Regular Membership Enrollment: \$50 enrollment fee and paperwork completed by **March 1<sup>st</sup>**

- New Enrollments will be accepted after March 1<sup>st</sup>; However, participation is limited to the Douglas County Discovery 4-H Activities; youth will not be eligible to compete at the Douglas County Fair & Rodeo or Colorado State Fair.
  - Cloverbud enrollment: \$20\* enrollment fee and may enroll at any point during the 4-H Year
    - \* \$20 enrollment fee for the 2020-2021 year only (Normally \$40).
  - ***Financial Assistance is available for families in need – families can contact one of our Douglas County 4-H agents (Nicole or Kirsten) to find out more information. Requests and any information kept in confidence. New this year – Additional funds available through a TANF grant (see flier attached)***
  - Register: <https://douglas.extension.colostate.edu/4-h/>
  - Leader Registration – BE SURE TO SIGN UP AS PROJECT ELADERS IF YOU INTEND TO!
- **4-H 101 & 102 Sessions!**
  - **4-H 101** ~ Went really well! We had around 50 individuals attend and quite a few register following the meetings!
  - **4-H 102** ~ ~~is focused on projects. It is designed for families interested in joining 4-H or new families that have just joined and would like more information. Sessions will include a general presentation about all the different 4-H project areas and what goes into completing a project and then a live Q & A session. Ambassadors will be present and we also would love to have a leader or 2 on from the area that can answer questions and provide expertise. We will still hold area specific sessions. We would encourage families based in the Highlands Ranch area to be present at the Highlands Ranch session and the same for leaders and volunteers. Please volunteer for the session based in your area.~~
    - ~~February 9, 2021 5:00 PM – 7:00 PM – Highlands Ranch~~
    - ~~February 16, 2021 6:00PM – 8:00PM – Castle Rock~~
    - ~~February 25, 2021 5:00 PM – 7:00 PM – Parker~~
    - ~~Families must register for the 4-H 102 session here:~~
      - ~~<https://douglassuextension.wufoo.com/forms/ztap73z1832jsk/>~~
    - ~~We are also looking for some youth & leaders to volunteer for this year's classes. Contact Maddie at [madelyn.granos@colostate.edu](mailto:madelyn.granos@colostate.edu)~~
    - **UPDATE:** As was mentioned in the meetings the 102's have actually been canceled for this year. There was low interest and the office is looking at how to re-work them for future years! Both Kirsten and Nicole have been working hard to compile project support documents and resources. Be sure to check out the project page of the Douglas County 4-H website for information!  
<https://douglas.extension.colostate.edu/4-h/programs-2/>
- **Leaders Council 2020-2021 Road to Leadership Excellence!**
  - This process is one the DC 4-H team hopes leaders will find engaging and beneficial. We know there has been instability in our Extension Office and we know we can do better. We are all here for the same reason: for the kids – But at the same time we all might get to that end goal of positive youth development in different ways. Together we will identify areas of weakness, what is lacking, what resources we need to continue forward making the best better. Attached are the Douglas County 4-H Leadership Model and Expectations.
    - October – January: Completed a survey on key concepts the extension office would like the DC 4-H Leaders Council to consider. Based on results, discussion, and additional thought was given to anonymous responses provided. Once we were certain to have all data gathered responses were

organized and some grouped by similar responses. Small groups were utilized to brainstorm some action items to address the concern.

- February – Prioritize our plan of attack – See Attached! **UPDATED LINK!!**
  - <https://douglassuextension.wufoo.com/forms/z1phc6rf1ncc479/>

## New Business

### • **Front Range Leader's Training**

- The front range agents are collaborating all winter/spring/summer to put on some virtual leader training for all volunteers in Colorado. These are of course not mandatory, but if a topic sparks your interest certainly feel free to attend! Our goal is to have these recorded and posted for later viewing as well!
- January's topic was "Keeping the fun in 4-H virtually" by Boulder County was run on 1/28/21 – We will post the recording when it is up.
- February's topic is, "4-H Money Matters" by Adams County
  - February 23<sup>rd</sup> at 6pm: <https://zoom.us/meeting/register/tjYtd-qspjMsG9a4jjiYHR3KRsvH7FHKAuVe>
- March's topic is, "Youth Resilience/Importance of Mental Health" by Douglas County – Date and registration link coming soon!

### • **Douglas County 4-H Policies for Success**

- This fantastic document was started by former DougCo agent Claudia. We so appreciate the hard work she put in, we have updated, and put it up on our website as a resource for those who have questions. Check it out: <https://douglas.extension.colostate.edu/4-h/>

### • **Beekeeping**

- NEW project this year in Douglas County!
- Deadline to sign up for this project is MARCH 1st, 2021.
- Sign up here for more information
  - <https://docs.google.com/forms/d/e/1FAIpQLSfMU3gCUT4gkbYwywrHEFNi7nOV6tFfMSEXsnxsiX5aVvhPCw/viewform>

### • **Cloverbud Fun Night – Reimagined Format -- March 17 from 4:30-5:30pm on Zoom.**

- See flyer Attached! Registrants will receive a box of activities to be picked up from the Extension Office! Cost is free to registered Cloverbuds! Call 720-733-6940 with questions.
- Register: <https://douglassuextension.wufoo.com/forms/m3qa54412t49sq/>

### • **Shooting Sports**

- Advisory Committee meeting is February 9 at 6pm (Zoom link is in blast). All Shooting Sports Leaders are encouraged to join.
- State Championship ribbons and pins are in Nicole's office ready for pick up. Please make sure you sign everything out.
- Shooting Sports Leader Trainings, please check the Thursday Blast under the "Shooting Sports" section for more information.
- Discussion- Questions about youth under 11 getting the completion course. Very few spots and parents are suggested to check the website and call frequently to see if any space has opened up. Historically, Eric Harper has run a completion course in DougCo, we will send the information out if he is able to do so this year. <https://www.hunter-ed.com/colorado/>

### • **Douglas County Youth Council 4-H Junior Livestock Show – "June Show"**

- June 4<sup>th</sup>&5<sup>th</sup> (set-up on the 3<sup>rd</sup>)
- Youth would like to include swine this year
- Currently planning for an in-person June Show. As always, due to COVID changes could be made. Could use youth and adult volunteers to help run it. Please have your volunteers contact Nicole at [nicole.speeding@colostate.edu](mailto:nicole.speeding@colostate.edu).

- Discussion – Questions about adding rabbits and poultry into June show this year. Comments reminding everyone that June show is for the youth to run and organize, everyone agreed. Kirsten will bring the topic up to Nicole and the youth in charge of June Show and it will be their decision. If they do not wish to include more species this year, the agents would be more than happy to assist clubs run shows later this spring to offer the experience to the Douglas County 4-Hers
  - Concluded that we all agree this program is about the kids and that June Show is to be organized and run by the youth with expert support from our volunteer leaders.
- **Super Saturday – Great educational & fun opportunity for you!**
  - Currently planned for Saturday, April 24th in person. As always, things could change.
  - Super Saturday is a day dedicated to hosting: Cake Decorating Contests, Creative Cooks Contests, Speech and Demo Contests. More details to come & will be sent out by Nicole.
  - Open to all 4-H youth in Douglas County! For the cake decorating contest youth do need to be in the cake decorating project, but the creative cook contests and the speech & demo contest are open for everyone!!
  - Nicole will be hosting 2 Super Saturday Q&A sessions via Zoom on March 30 (6-7pm) & April 20 (6-7pm) to help youth and leaders prepare for these contests.
- **Animal Projects & Shooting Sports & Bee Keeping – YOUTH MUST BE REGISTERED IN 4HONLINE FOR THE PROJECT BY MARCH 1<sup>ST</sup>!**
  - **Animal Tag-In/ID Dates**
    - March 6<sup>th</sup> – Beef Tag-In (MANDATORY) for all market animals who wish to compete at the Douglas County Fair & Rodeo. Breeding Beef must have ID submitted to 4Honline by this date. More information on the website.
    - April 1<sup>st</sup> – Swine Tag pickups begin
    - April 1<sup>st</sup> – Completed Horse & Dog ID's due in 4Honline
    - April 29<sup>th</sup> – Complete Swine ID's due
    - May 1<sup>st</sup> – Complete Cat & Llama ID's due in 4Honline
    - May 4<sup>th</sup> – Goat & Sheep Tag-In (MANDATORY) – More details coming soon. Breeding project animal ID's due in 4Honline by this date.
    - June 13<sup>th</sup> – Poultry & Rabbit ID Day
    - June 27<sup>th</sup> – Market Rabbit ID Day

If leaders would like project leader huddles, project meetings, workshops, educational zooms, etc. Please reach out to Kirsten or Nicole.

- **Horse Project**
  - New Horse Member Meeting Info Night – February 4<sup>th</sup> at 6:30pm via Zoom
    - Register here: <https://us02web.zoom.us/meeting/register/tZcrc-CppjovHtPzmn3AbZdKBAq7H69Hfafd>
  - Written Levels Test Study Session & Test Night – POSTPONED – Instead virtual Review Nights
    - February 11th at 6:30 - Level 1 Written Test Review Session
      - [https://us02web.zoom.us/meeting/register/tZUvc-urqzwjE93dD3Uymj6le\\_jooHRlnAb0](https://us02web.zoom.us/meeting/register/tZUvc-urqzwjE93dD3Uymj6le_jooHRlnAb0)
    - February 16th at 6:30 - Level 2 Written Test Review Session
      - [https://us02web.zoom.us/meeting/register/tZ0kc-yvrDsuGtGLb4\\_xKoxHS6szG4I4TNdX](https://us02web.zoom.us/meeting/register/tZ0kc-yvrDsuGtGLb4_xKoxHS6szG4I4TNdX)
    - February 24 at 6:30 - Level 1 (Open) Written Test Review Session
      - Level 1 focus, but can act as a second date for all other levels if individuals cannot make other sessions. I just ask for patience with the other levels as I get the level 1's squared away first.
      - <https://us02web.zoom.us/meeting/register/tZItcOuursjE9FKsqnFU3BZq6w2kpF0jmsS>
    - February 25th at 6:30 - Level 3&4 Written Test Review Session

- <https://us02web.zoom.us/meeting/register/tZwvdeurrijMpH9bP94dQgB16ioSF4P93f> -
- **Dog Project**
  - New Dog Member Meeting Info Night – February 17<sup>th</sup> at 6:30 via Zoom
    - Register here: [https://us02web.zoom.us/meeting/register/tZIVc-6hqTwjEtKTZX7jgoLczucKFFOBYy\\_b](https://us02web.zoom.us/meeting/register/tZIVc-6hqTwjEtKTZX7jgoLczucKFFOBYy_b)
  - Dog Project Youth Think Tank
    - Do you know a Douglas County 4-Her in dog project and interested in working collaboratively with fellow dog project youth to put on one or two Douglas County dog shows this year? Most excellent, we would love to have them!
    - Sign-up HERE and let us know when would work best for the first meeting.
      - <https://douglascsuextension.wufoo.com/forms/z1t6p7j10ldptt6/>
- **Youth Council Bulk Poultry Oder**
  - Not current organized – Is there someone who would be interested in heading this up?
- **Leader Council Executives**
  - On the back burner for our few months of work with Kelly – Would love to turn back over the reins to the leaders and incorporate an agent update/training session each month that aligns with the work we did with Kelly.

***Next Meeting: Monday March 1<sup>st</sup>, 2021***

While Douglas County is under Level Orange Restrictions all in-person scheduled programming will be moved to a later date or shifted to a virtual format.

## February

February 1<sup>st</sup> – Youth & Leaders Council

February 2<sup>nd</sup> – Ambassador Training (Check with Maddie)

February 2<sup>nd</sup> – Swine Educational Zoom @ 7pm

February 4<sup>th</sup> – New Horse Member Meeting Night – Via Zoom

February 6<sup>th</sup> – Douglas County 4-H: STEAM 1<sup>st</sup> Flight (Session 4)

~~February 6<sup>th</sup> – Livestock Education Series: “So you want to do a livestock Project”~~ Postponed

February 12<sup>th</sup> – Deadline to register for virtual LDC

February 9<sup>th</sup> – 4-H 102 (Highlands Ranch) @ 5pm – Virtual

February 11<sup>th</sup> – Horse Level 1 Written Test Study Session @ 6:30pm -- Virtual

February 13<sup>th</sup> – Douglas County 4-H: STEAM 1<sup>st</sup> Flight (Session 5)

February 15<sup>th</sup> – Presidents Day ~ Extension Office Closed

February 16<sup>th</sup> – 4-H 102 (Castle Rock) @ 6pm – Virtual

February 16<sup>th</sup> – Horse Level 2 Written Test Study Session @ 6:30pm -- Virtual

February 17<sup>th</sup> – Dog Project Member Meeting – Via Zoom

~~February 18<sup>th</sup> – Horse Project Levels Written Test Study & Test Night~~ – Postponed – See virtual study sessions

February 20<sup>th</sup> – Douglas County 4-H: STEAM 1<sup>st</sup> Flight (Session 6)

February 21<sup>st</sup> – Douglas County 4-H Buckle Series Horse Show

February 22<sup>nd</sup> – Douglas County 4-H Horse Steering Committee Meeting – Via Zoom

February 23<sup>rd</sup> – Swine Educational Zoom @ 7pm

February 24<sup>th</sup> – Horse Level 1 (Open to other levels as well) Written Test Study Session @ 6:30pm -- Virtual

February 25<sup>th</sup> – Horse Level 3/4 Written Test Study Session @ 6:30pm -- Virtual

February 25<sup>th</sup> – 4-H 102 (Parker) @ 5pm – Virtual

February 27<sup>th</sup> – Douglas County 4-H: STEAM 1<sup>st</sup> Flight (Session 7)

February 27<sup>th</sup> – Virtual LDC!

## March

March 1<sup>st</sup> – Deadline to sign up for 4-H for the 2020-2021 Year

March 1<sup>st</sup> – Deadline to sign up for animal projects, shooting sports, and beekeeping

March 3<sup>rd</sup> – Livestock Education Series – Tentative

March 6<sup>th</sup> – Beef Tag-In

March 10<sup>th</sup> – Cloverbud Fun Night – Reimagined Format

March 17<sup>th</sup> – Record Book Training Part I

March 21<sup>st</sup> – Douglas County 4-H Buckle Series Horse Show

March 22<sup>nd</sup> – Horse Steering Committee @ 6:30 via Zoom

March 23<sup>rd</sup> – Rocketry Project Workshop

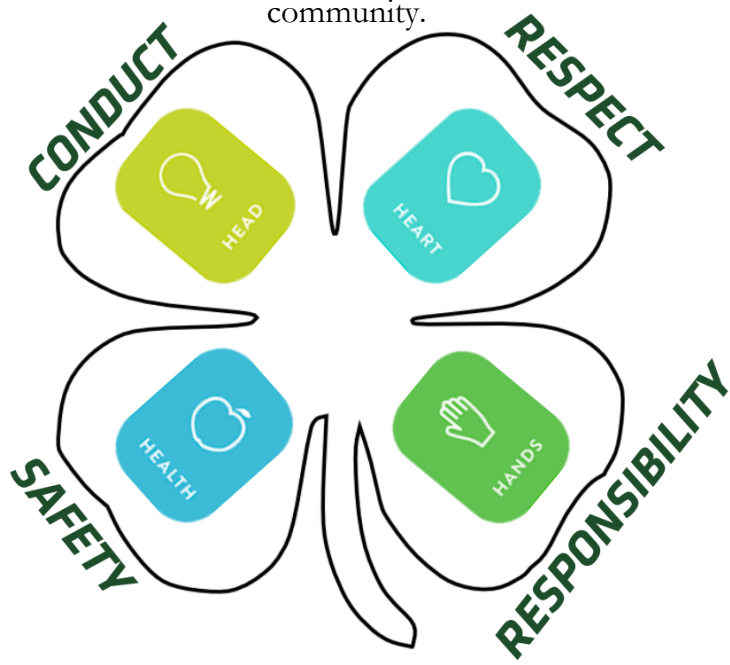
March 25<sup>th</sup> – Shooting Sports Advisory Committee

March 27<sup>th</sup> – Poultry Workshop

March 30<sup>th</sup> – Super Saturday Overview Session I

March 31<sup>st</sup> – Record Book Training Part II

The Douglas County 4-H Extension Team is recommending the creation of a visual version of the Colorado 4-H Code of Conduct and 4-H model of Hands, Heart, Head and Health into a combined visual to anchor the vision and goal for future behavior of those involved with the Douglas County 4-H community.



**Conduct**  
 Conduct themselves in a courteous, respectful manner, use appropriate language, exhibit good sportsmanship, and act as positive role models.  
 ✿  
 Abstain from abuse (physical and/or verbal) and harassment.  
 ✿  
 Adhere to program rules, curfews, dress codes, policies, and rules of the facility being used.

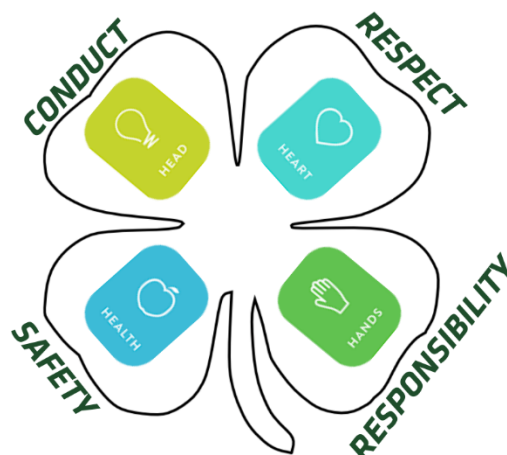
**Responsibility**  
 Accept personal responsibility for behavior including any financial damage.  
 ✿  
 Be responsible for any financial damage caused by inappropriate behavior.  
 ✿  
 Fully participate in scheduled activities

**Respect**  
 Respect others property and privacy rights.  
 ✿  
 Respect the rights and authority of parents, leaders and Extension Agents.

**Safety**  
 Adhere to principles and rules of safety  
 ✿  
 Abstain from illegal behaviors, use of alcohol, marijuana, illegal or illicit drugs, and tobacco including e-cigarettes and vaping device during 4-H events and activities

**Douglas County 4-H Expectations**

1. Douglas County Extension Team holds the Colorado 4-H Code of Conduct in the highest regard. Leaders, youth, families, and community partners who are found to be in violation with any points of the code of conduct will first be asked to meet with the Douglas County extension staff. Further consequences for violating any part of this code of conduct may include, but are not limited to: removal from participation in the event in which the code of conduct has been violated (at the individual's expense); sanctions on participating in future 4-H events; forfeiture of financial support for the event; removal from offices held, etc.
2. The Douglas County Extension team expects leaders, youth, families, and community partners to all work together towards the vision of Colorado 4-H: A world in which youth and adults learn, grow, and work together. The Douglas County Extension Team expects this to be done by empowering youth to reach their full potential by working and learning in partnership with caring adults.
3. The Douglas County Extension team expects all leaders, youth, families, and community partners to respect the Colorado 4-H policy that all of its programs and activities be offered without discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.
4. The Douglas County Extension team expects all leaders, youth, families, and community partners to work together as a team. As such, we expect small conflicts to be worked out in a timely manner amongst all appropriate parties. If a conflict is not resolved in a way where all parties involved are satisfied the Douglas County Extension team expects the conflict to be brought to their attention. The Douglas County Extension teams expects those involved to present the conflict with a potential reasonable solution.
  - a. Parents & Youth → Leaders
    - i. Project Leaders → Organization Leaders
  - b. Leaders → Extension Agents
  - c. Parents & youth → Extension Agent (If they do not feel safe or comfortable approaching leaders)
5. The Douglas County Extension team expects all leaders, youth, families, and community partners to treat each other with mutual respect. We understand that not everyone is going to always agree. However, we expect individuals in our 4-H community to work together respectfully.
6. The Douglas County Extension team expects all leaders, youth, families, and community partners to always keep the focus of all our effort on positive youth development.



### Upcoming Important Dates

Some dates subject to change as we work with CSU on COVID protocols



## Identified Action Items Per Question

#1.

- a. 4-H more known for agriculture and animals. Develop communication method to expand on all the things 4-H does.
- b. Developers a method for clubs to be more inclusive of other club projects members outside of state shoot practice

# 2 How do we want to be known in Douglas County?

- a. focus on youth development and leadership.
- b. positive youth development
- c. learn by doing making the best better
- d. get out in the community and show that 4-H is more than just animals.
- e. Set up an community event for all the different projects at calf and different 4-H clubs at fair.

#3 Theme: Clarity in communication & expectations

Action Items

- a. Communicate rules, deadlines, expectations early and clearly
- b. Video/Picture demonstrations and explanations for products (record books, showmanship patterns, what judges look for in market classes, etc)
- c. CONSISTENT communication (across everyone in the extension office & state office)
- d. Leader Manual (project vs. org) Job descriptions

#4

- a. Create an adult leader training program like there is for the kids
- b. Pairing new leaders with experienced leaders in something of a mentorship program

#5

- a. Have project and org leaders meet regularly to recognize youth making positive progress and accomplishments. Perhaps for publication in the Blast / website.
- b. On a regular / semi-regular basis as an agenda item for club meetings solicit whether anyone has a life lesson to share from the month.

#6

- a. Create literature/content to recruit volunteers to partner with our youth highlighting the high points of giving to the youth program
- b. Create a volunteer outreach program to engage more volunteers, using positive impacts and examples that have been mentioned
- c. Youth based outreach to help the leaders get out of the rut of teaching or leading a project. Renew interest and motivation to continue to be involved in the program in new ways.

#7.

- a. Knowing who to contact for questions.
- b. Conflict resolution techniques.
- c. Ideas on meeting format.
- d. Talk to other clubs on how they conduct a meeting.

#8

- a. Pair an experienced leader with a new leader to assisted with the process of leading.
- b. Have each leader make one slide about their 4-H story and what they are getting out of 4-H.
- c. Have leaders and older kids go to other clubs to help others.
- d. Rules for activities and shows are clearly communicated and are transparent prior to activity or show. Including any changes from previous years.

#9

How to improve efficiencies: reduce leader paperwork

Short term Solution

- a. Simpler Registration Steps from 4-H to Fair to future registrations - streamline
- b. Flowchart/Graph Visual Registration Process . Provide video of registration process for each area such as livestock, companion animal, shooting sports, general projects, etc.
- c. Confirmation of registration information (reports, identify missing/incorrect information) prior to deadline
- d. Easy access to registration information (do not push out reports in emails, rather have access to information)

Long term Solution

- a. Provide technology to watch members progress throughout the 4-H process for leaders / parents / members to help mentor
- b. Setup technology like registering for CSU college classes where leaders are teachers, members are students, and parents are parents
- c. Tracking progress digitally
- d. Replace paperwork for digital
- e. Maintain historical information on 4-H members previous years projects progression for those projects that are based on qualifications from previous years and provide to leaders

#10

- a. A list of project leaders and expertise areas
- b. More meet and great opportunities for leaders
- c. All information on website as a static resource, Blast is reminder to check website for updates

**Douglas County 4-H COVID Protocol as of 1/4/2021**  
*(always subject to change)*

**IMPORTANT:** Douglas County moved to Level Orange–High Risk COVID restrictions.

**NO 4-H GROUP, CLUB, or PROGRAMMING SHOULD BE CURRENTLY MEETING IN PERSON *UNLESS* THEY HAVE RECEIVED WRITTEN PERMISSION FROM AGENTS NICOLE OR KIRSTEN **AFTER** 11/20/20.**

All previous approved programs, meetings, trainings, lessons, etc. will need to be re-approved.

**Douglas County is at a Safer at Home: Level Orange – High Risk**

More information about Level Red: <https://www.tchd.org/818/Coronavirus-COVID-19>

**Level Orange Policy**

- 4-H groups, clubs and programming are **prohibited** to meet indoors
- 4-H groups, clubs and programming ***MAY*** be able to meet outdoors with groups **less than 10 people**.
  - Leaders & Parents count towards this number
- We *strongly* encourage moving to alternative & virtual options for ALL 4-H activities.

**If you get permission to meet face to face...**

- Everyone must maintain 6' of social distance between them and the next individual.
- Face masks are currently mandatory while inside and mandatory while outside if 6' of distance cannot be maintained.
- All additional policy points in the program-specific exception – Agents will send this once program is approved.

**Points of Contact:**

- **Kirsten** for all animal related practices/meetings/workshops/etc.
  - [Kirsten.Cowan@Colostate.edu](mailto:Kirsten.Cowan@Colostate.edu)
- **Nicole** for general small group meetings, club meetings, shooting sports practices, STEM workshops & general project/consumer science workshops.
  - [Nicole.speeding@Colostate.edu](mailto:Nicole.speeding@Colostate.edu)

**How to get approval for Face to Face meetings & programming:**

- **Step 1** – Contact the agent with the information below
  - **Leader Name(s)**
  - **Practice Location address and how social distancing is possible**
  - **Reason why event must be done face to face (why virtual is not a viable option)**
  - **Meeting Schedule/Expected meeting schedule**
  - **Participant/Expected Participant Numbers Total:** (ex: how will you handle if more than 10 want to attend)
  - **Expected Participant Attendance**
- **Step 2** – Receive **written** permission from the agent to hold that meeting, agent will add the information to the exception through CSU and send you the current rules & regulations for that type of activity.
- **Step 3** – Run your program, workshop, training, meeting using best policies as laid out in the exception paperwork. Take attendance of everyone present (including parents, leaders, helpers, siblings, etc.
- **Step 4** – Send attendance to agent following the meeting (We as agents need to send monthly updates to campus to cover all face to face programming that is taking place here in Douglas County)
- **Step 5** – If it is the same type of meeting (Example- Weekly dog practice or weekly horse ride nights) list all dates for the exception that you know of and keep agent updated of attendance and any changes that are made, you do NOT have to ask permission for each individual practice. IF you want to run a new or different type of event just send the above info for the new event to the agent and we will get you squared away.

Join Us For

# CLOVERBUD

Games

# FUN

Projects

# NIGHT

Projects

Snacks

**Date:** Wednesday, March 17

**Time:** 4:30-5:30 p.m.

**Where:** zoom

**Why:** To have FUN!

FUN

**Deadline:** Please register [HERE](#)  
by **March 3**. Free to all Cloverbuds.

FUN

Open to all 4-H Cloverbud members

FUN

Questions? – Call Nicole or Sylvia at 720-733-6940