



Olmsted County Timeline for 4-H Clubs

This document is to help you keep track of countywide events and communications and what to expect when. For the most up to date information read the Olmsted County 4-H Newsletter sent on the first of each month. The "Information for Youth and Adult Club Leaders" article will have specific information important to youth & adult leaders in your club and highlight upcoming events and deadlines to remember.

August/September

- **4-H Pins:** Receive communication from the 4-H office about requesting 4-H'er year recognition pins, if your club would like them
- **Youth Outcome Surveys:** Pick these surveys up from the office to be completed by returning 4-H'ers in grades 3+
- **Full Council Meeting:** now held in August - All clubs must have a youth & adult representative so we can elect officers and approve our county charter

October

- **Fall Festival:** Both a fundraiser and our achievement celebration (recognizing a variety of accomplishments including volunteer years of service and County Fair static project awards). Happens on the first Sunday in October. Clubs will get information in May from their club representative on the committee including tickets and volunteer sign-up information. Club Incentive - fulfilling your club volunteer shifts, auction donations, and selling tickets will qualify your club to receive a portion of the ticket sales back.
- **Club Charters due October 31:** Club charter document & financials due to the office.

November

- **Annual Volunteer Training & Officer Training:** Held virtually and in-person locally. At least one youth and one adult from each club must attend.

December

- **December 1** - Last newsletter sent to 4-H families that have not re-enrolled for the year

January

- **Full Council Meeting:** - All clubs must have a youth & adult representative
- **County Fair Communication** - First County Fair information is shared out and updated on the website

February

- *February 15 - **Market Beef & Dairy Steer Animal ID Deadline** (4HOnline)*
- Notify the office of your **club's representative on the Fall Festival Committee**.
 - The Olmsted County 4-H Fall Festival is the largest fundraiser for the Olmsted County 4-H program. The event includes a meal, silent and live auction, kids games and more. Club representatives will be responsible for keeping the club in the loop of how they will support the event and sharing their club's input with the planning committee.
 - Committee will meet 4-6 meetings from March-October, help distribute tickets to their clubs, help provide direction to one of the subcommittees (food, live auction, silent auction, marketing and activities), set-up for the event and help the event run smoothly.

March

- County Fair information mailed - Enrolled families will receive a packet of County Fair information in the mail including the Premium Book
- **Full Council Meeting:** - All clubs must have a youth & adult representative

April

May

- *May 15 - **Animal ID Deadline** (4HOnline)*
 - Tip: 4-H staff offer drop-in help nights with extended hours prior to the May 15 and June 16 deadlines. Encourage families to stop by for assistance or to verify their registrations are correct with staff.

June

- *June 16 - **Fair Registration Deadline** (FairEntry)*
- *June 16 - **Club Project Deadline** - (Register at: z.umn.edu/ClubFairRegistration)*
 - Tip: Plan ahead and have your youth leaders, reporter, or historian create a display on your community service project(s) for a Club Community Pride Project. This is a state fair eligible project.

July/August

- July 26: **Genreal Judging Day**
- July 28-August 3: **Olmsted County Fair**

County Role Sign-Up

- County Fair & Fall Festival details and sign-up will be shared out in late Spring (a \$ incentive will be given to clubs for completing their fair shifts as well as a \$ incentive for involvement in the Fall Festival)

| Role | Date | Role Description | #of People | Club Volunteer(s) |
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| Fall Festival Event Volunteers | Set-up on October 4, 2025 Event on October 5, 2025 | Sign-up at: | 2 shifts filled by 4-6 youth & adults | |
| August Full Council Meeting - Club Representative | August 21, 2023 | Attend Full Council meeting as a representative for your Club | Youth & adult | |
| Annual Volunteer & Officer Training | November 7- Volunteer Training November 14- Officer training | | Youth & Adult | |
| January Full Council Meeting- Club Representative | January 19, 2025 | Attend Full Council meeting as a representative for your Club Project Information Event (PIE) | Youth & adult | |
| March Full Council Meeting - Club Representative | March 17, 2025 | Attend Full Council meeting as a representative for your Club | Youth & adult | |

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| Fall Festival Committee Club Representative | Meetings March-October Notify office by February of your rep | Committee will meet approximately monthly to plan the annual event. Members will break into subcommittees providing direction for the event (food, live auction, silent auction, marketing, and activities. Club representatives will be responsible for communicating to their club how they can support the event and sharing their club's input with the planning committee. | Youth & adult | |
| County Fair Judges Assistant | General Judging Day (July 26, 2025) 10 am-3pm | Judge's assistants will help with putting ribbons stickers on projects, setting up displays of project areas, and any other assistance needed during the static judging process. | Older youth or adults. Can be one person or swap between multiple. | |
| County Fair Set-Up | Set-up shifts either Monday, July 21, 6:30-8:30 pm or General Judging (July 26) 3-5 pm | Monday Shifts - Job entails but is not limited to assembling displays, setting up tables for judging, and hanging signs General Final Set-up Shifts - Volunteers will wrap up the setting up of project displays for the start of the fair and any additional tasks to wrap up to kick-off fair week. | 2 adults & 2-3 youth | |
| County Fair Take-down | Sunday, August 3, 2024 4-5:30 pm | Sunday Take-down: Collapsing and wrapping up displays. Taking down signs and stanchions. | 4-5 adults/youth | |
| County Fair Security Shifts | Throughout fair - 3 hour shifts | The purpose of security is to help keep displays straight and organized. | Clubs will need to fill 1-2 shifts. Youth & adult | |

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| | | | (clubs may split shift between members as needed) | |
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Additional Volunteer Roles you may be interested in:

- **Youth & Adult Leaders Council Officers** - Meet monthly to provide direction to Olmsted County 4-H program.
- **Animal Science Project Development Committee** - provide leadership to Animal Science Educational programs and the fair. Information can be found in the November & December newsletters (and the website).
- **Blue Ribbon Auction Committee** - Provide leadership to Blue Ribbon Auction. Meet 2-3 times per year and assist during the auction. Youth and adults interested should reach out to Kristina. Members are on rotating terms, Some species currently have vacancies.
- **Project Bowl Coaches** - Project Bowl is an opportunity for youth to gather in teams and increase their knowledge in a certain livestock or wildlife project area. Coaches are needed to help coordinate team practices and support participants at contests. Support and practice materials are available and knowledge of the project bowl area is not a requirement.
- **Shooting Sports & Wildlife Instructor** - Contact the office if interested.
- **ATV Safety Instructor/Volunteer** - Contact the office if interested.
- **Share your interest in a one-time opportunity** - Contact the office for more specifics and to see if it's a good fit for you!