April 9, 2021

Hello General Leaders and County Project Committee leaders,

I have spoken or emailed with many of you and I wanted to follow up from the General Leader meeting a few weeks ago to all of you.  One of the main things on everybody's mind is having face to face meetings.  I am going to share details about that (and explain the attachments) after a few other announcements/updates.  I know this email will be kind of long, but please read through it and respond about record book pages and any questions about in person meetings/activities.

1. Some clubs and project area chartered committees still need to complete the **annual club/committee leader training** for this year and I will send an email to those clubs/groups with a few options to complete that in the next few months.  If you attended one of the statewide virtual workshops this winter about business, recreation, and/or education in meetings then that requirement is complete.
2. We briefly talked about the **charter goals** during the leader meeting.  If you need a reminder of what goals were indicated on your charter just send me an email.
3. ***Response requested* - Record book pages** - we are going to handle record book pages like we tried to do last year before COVID hit.  Please let us know, by email or phone, if you would like record book pages printed for all kids in your club, certain families, just new families/members, explorers, or none.  Any option is fine, the leaders' board just discussed not printing pages for everybody unless they want them.  If you can let me know by May 1 we will get those printed and work with each club to get them distributed.  If people want to do the pages online, they will be updated shortly for this year and can be found here <https://waupaca.extension.wisc.edu/4-h-youth-development/4-h-program-topics/record-book-pages/>, along with an information powerpoint I created last year for a virtual record book clinic.  Families are welcome to look through the powerpoint for record book tips.
4. There are a few **openings on the 4-H Leaders' Board for 1 year or 2 year terms.**  If you know of leaders who may be interested please let Penny know.  Appointments will be made for the positions at the May 13 meeting.

**Below is the in person meeting information**.

* As a reminder - program approval checklists are required for all in person events!
* The April/May guidance was in the last newsletter (page 2-3), I will not retype here.  Here is a link to the newsletter if you need to read it again <https://waupaca.extension.wisc.edu/4-h-youth-development/4-h-program-topics/4-h-newsletters/>.
* The leader that will be responsible for any meeting, workshop, etc. needs to watch a 17 minute video about extension covid guidance, etc.  Here is the link to the video and you want to scroll down and watch the video for volunteers, I think it is the 3rd video.  <https://fyi.extension.wisc.edu/covid19/video/>  Watching this video is a one time requirement, not for every form you turn in.
* I am **attaching the program approval checklist form**that needs to be completed for any in person event.
* The completed form is then forwarded to me to send to a state portal for approval.
* Forms can take up to 2 weeks to be approved sometimes.
* I am also **attaching 3 sample forms** that have been approved from local clubs in the last few weeks.  Feel free to use any wording from them.
  + one is trash/roadside pick up
  + one is inside club meetings with room capacity noted on the form (remember limit of 30% of room capacity up to 50 total people if capacity is large enough, like a gym or cafeteria)
  + one is for outside club meetings
* After you have a program approved, I will mail clubs/committees the signage that is mentioned in the form if you do not already have it, disposable masks if you think you will need any, and the check in form/post program contact log.
* I have also **attached the post program contact log** if you want to complete on the computer and email back to me.  As long as the participants are 4-H members/families you can simply indicate their names (all family members present) because their contact information is in 4-H online if we would need it.  Non 4-H individuals should have all information included on the form.
* The contact log needs to be sent to me after the meeting to upload to the state site
* Also **attached is some sample wording you can use to email to families prior to your meeting/event**with the wording that is mentioned in the program approval checklist.

If you want any of this information in hard copy mailed to you, just let me know.  Thanks for all you do and please feel free to reach out to me with any questions.  I hope families are excited to get back into some in person opportunities!

Penny

*Penny Tank*

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**Please note new email - penny.tank@wisc.edu**