



February 5, 2020

To: Project Superintendents

Re: 2020 Superintendent Commitment

I would like to thank you for your dedication to the youth of the Porter County 4-H Program. I am now asking you to recommit to your superintendent role for 2020, or bow out and allow another volunteer to take on a leadership role.

ANNUAL VOLUNTEER REENROLLMENT

Have you re-enrolled for the 2019-20 4-H year? Go to <https://in.4honline.com/>, step-by-step instructions are available for download in the green box on that page before you log in. Need help re-enrolling? Call us or stop by.

SUPERINTENDENT POSITION DESCRIPTION FORM

Enclosed you will find a volunteer position description for 4-H superintendents. Please read and reflect on the information contained in the position description. By agreeing to continue as superintendent, you agree that you have read and understand the position description and will work to implement the duties outlined in that document.

EXPECTATION: EDUCATION!

As is noted in the position description, educational activities are an important part of 4-H. Remember, the mission of 4-H is education! As such, I strongly encourage you to make a goal to conduct workshops for members of your projects. If you need any help securing resources, planning activities, inviting guest speakers, or scheduling meeting space, please contact us at the Extension Office. The Extension Office exists to work with you in delivering educational programming!

Does your project have a small enrollment and you think a workshop would not be a good use of time and resources? Make every effort to make yourself available to 4-Hers... write up an announcement for the Pandemonium to encourage 4-Hers to contact you if they have questions. Or how about get a list of your members and contact them individually to let them know you care? Maybe write up a "frequently asked questions" article for the Pandemonium that addresses some of the most-asked questions in your project. What about scheduling visits to a few of the 4-H clubs to share information on your project, and recruit members to participate in your project?

If you cannot commit to providing educational opportunities, answering and returning 4-Hers' phone calls and emails, maintaining a positive and approachable attitude when interacting with 4-H families, recruiting 4-Hers to enroll in your project, and otherwise being a positive force in delivering a constructive youth development experience to our youth, it is time for you to step down from you superintendent role.

READY TO RECOMMIT?

Once you've reviewed this entire memo and the accompanying position descriptions, complete the online Superintendent Commitment Form at <http://bit.ly/2020SuptCommit>. If you do not complete the form by February 21st we will assume you no longer wish to serve as a project superintendent.

WORKSHOP SCHEDULING & FOLLOW-UP

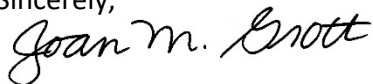
Please consider scheduling your workshops for the year now, particularly if you wish to use the 4-H Building. To schedule a workshop, please give Tammy a call at 465-3557 or send her an email at hartm115@purdue.edu. Please download the Workshop Sign-In Form at <http://bit.ly/4HVolResources> and record attendance at your workshops. Only 4-H members need to sign in. The information gathered is used in our annual federal reporting to maintain the support of the 4-H Program. Please return these forms to Tammy following each workshop.

DO YOU HAVE PROJECT HELPERS OR A COMMITTEE? LET US KNOW!

It is imperative that we know of any of the individuals who assist you, who play an active role in your 4-H project, and/or work closely with youth. For the safety of our members, all adults working in the 4-H program are required to go through our volunteer screening process. Further, individuals who we do not know are on your committee will not be eligible for such perks as a reduced-rate fair pass and coverage by 4-H and Purdue University insurance while volunteering at 4-H activities. Please follow the link at <http://bit.ly/4HVolResources> to complete your committee form online by February 21st. (A downloadable version of the form is also available at that site.)

We appreciate all you do for our staff and the youth of Porter County, and we look forward to receiving your completed forms by February 21st!

Sincerely,



Joan M. Grott
Extension Educator
4-H Youth Development

Enclosures: Position Description

Once you've thoroughly read this memo and the following position description, be sure to fill out your annual commitment form at <http://bit.ly/4HVolResources>