



**Junior AgFest Board  
Handbook  
2020**



## 2020 San Joaquin County Junior AgFest Board

### **Description of the San Joaquin County Junior AgFest Board**

The Junior AgFest Board will have members in grades 7-12 from throughout the San Joaquin County who represent both 4-H and FFA. The Junior AgFest Board exists to support and promote San Joaquin AgFest.

### **Membership**

The Junior AgFest Board is made up of representative members of 4-H and FFA from throughout the San Joaquin County in grades 7-12. Students must be supported by their parent/guardian, FFA or 4-H advisor, and their school principal.

### **Adult Advisors**

Lucinda Suttle, Jennifer Morelos, Halle Suttle, and Casey Frederick will act as the Adult Advisors for the 2020 San Joaquin County Junior AgFest Board. They, along with Junior AgFest Board members, will be available and will attend all AgFest meetings as requested/required by the board. Additional adult advisors may be named by the board.

### **Governance**

The Junior AgFest Board shall elect student leaders for the Junior AgFest Board including but not limited to president, vice president, secretary, and treasurer. These officers shall be responsible for the governance of the Junior AgFest Board. They will work directly with the Junior AgFest Board Advisors to meet all expectations outlined in this document. The Junior AgFest Board exists to enhance AgFest in ways that attract and involve the youth of San Joaquin County. The Board has no authority but may be asked to serve in an advisory capacity relative to issues of youth interests.

### **Expectations**

The Junior AgFest members are expected to:

- Attend all scheduled meetings held throughout the year.
- Communicate with an advisor asking to be excused if unable to attend a Junior AgFest Board general meeting.
- Become familiar with all aspects of San Joaquin AgFest.
- Attend AgFest and work the jobs for which they have volunteered.
- Conduct themselves in a courteous and professional manner.
- Clothing should not be revealing or offensive in nature. Please refer to the 2017 4-H Dress Guidelines for further clarification. Please note, though flip flops and sandals are listed as acceptable casual wear in the 2017 4-H Dress Guidelines, they are not recommended when working at AgFest. Closed toe with closed heel shoes are encouraged.
- As Junior AgFest members, who are sponsored by individual school districts, they are expected to adhere to all codes of conduct and behavioral guidelines of their home school district.
- Act as ambassadors of AgFest in their sponsoring school districts at all levels of the educational organization including all schools in the District. Members may be asked to deliver flyers and/or talk to other students, groups, classes, and clubs.

**The following is a list of duties and responsibilities that Junior AgFest members may be asked to organize, support, and/or manage:**

- Set theme for current year
- CAwards Ceremonies
- Giving tours
- Speaking to clubs, classes, and organizations about AgFest
- Organizing and managing youth activities, contests, demonstrations, and/or exhibits
- Selling AgFest t-shirts
- Helping with the Buyers' Breakfast on Auction Day
- Helping to set up, serve, and clean-up at the Farm to Fork dinner
- Handing out awards
- Helping with Clover Showmanship
- Maintaining handwashing stations
- Distributing lunches to show rings for judges
- Distributing ice and waters to auction arenas
- Helping judge for Clean Pen
- Working the Junior AgFest Board's informational booth and answering questions for AgFest participants.

## **Junior AgFest Board Job Descriptions**

There are two year term limits for all officer positions. An officer may shift to a different position after serving in a position for two years. A completed and signed (parent/guardian, FFA or 4-H advisor, and principal) application must be submitted prior to running for an officer position. All elected officers must submit a contract signed by themselves and a parent/guardian stating that they understand their duties as an officer. This signed contract should be submitted at the meeting following the election.

### **President**

Attends all Junior AgFest Board meetings.  
Attends all AgFest General meetings.  
Runs the Junior AgFest Board meetings.  
Communicates with advisors and Secretary regarding agenda.

### **Vice President**

Attends all Junior AgFest Board meetings.  
If the President can't attend the Junior AgFest Board meeting, then the Vice President will run the meeting.  
If the President can't attend the AgFest General meeting, then the Vice President will attend the meeting.

### **Secretary**

Attends all Junior AgFest Board meetings.  
Communicates with President and advisors and types up the agenda and meeting minutes.  
Agenda should be sent out one week prior to meeting.  
Meeting minutes should be sent out no later than one week after meeting.

### **Treasurer**

Inventories supplies and tracks all expenses and income for t-shirt sales and the auction breakfast.

### **Social Media**

A job for 4 or 5 members. They will be in charge of sending out information and pictures about AgFest on Instagram, Twitter, Facebook, SnapChat, and Remind. They will send out information highlighting exhibitors and current happenings.

# California 4-H Dress Guidelines

11/2017




University of California  
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Proper dress and grooming for an occasion is a matter of exercising good judgment. Dressing well for all 4-H occasions is a skill that individuals should gain knowledge of and value its significance. Adults, members and 4-H staff should encourage this important lesson.

### General Guidelines

4-H encourages youth and adults to express their individuality within the parameters of the below general guidelines. All clothing shall be neat, clean, acceptable in repair and appearance, and should be worn as appropriate for 4-H events and activities. Articles of clothing that display profanity, products or slogans that promote tobacco, alcohol, drugs and sex are prohibited. All participants at 4-H programs should wear clothing (including swimsuits when needed) that is not revealing. Clothing and bathing suits should cover all reproductive anatomy, including breasts, genitals, and buttocks. Any participant whose clothing reveals reproductive anatomy will be asked to change into clothing that is not revealing. Items of clothing that expose bare midriffs, cleavage (front or back), undergarments or that are transparent (see-through) are prohibited. Clothing and footwear should be worn that is appropriate for the activity performed and the terrain the activity is performed in. Additional clothing considerations/restrictions may apply for safety reasons (see 4-H Safety Manual and/or the adult in charge of the event or activity). These general guidelines apply to 4-H members, adult volunteers, program participants and those in attendance at 4-H YDP events, meetings and activities.

	<b>Casual</b> (Meetings, travel days, evening entertainment, camp, etc.)	<b>Business Casual</b> (County and sectional contests, conference assemblies, workshops, roundtable discussions, etc.)	<b>Business</b> (Visits to state capitol, interviews, etc.)
Examples:	<p>Jeans, khakis, shorts, skirts, t-shirts, tennis shoes, flip flops, sandals.</p> 	<p>Slacks or dress pants, button down shirts, polo shirts, blouse, dress/career shoes, boots.</p> 	<p>Suits with dress slacks or skirts, dress slacks with a shirt and tie, blouse, button down shirt, jacket or sweater, dress/career shoes, boots.</p> 

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