



# The University of Georgia

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## MEMO

September 17, 2009

To: Southern Region 4-H Volunteer Leader Forum Delegates

From: Jenny Jordan, Extension 4-H Specialist  
Volunteer & Teen Programs

**WOW!** We have a great group of leaders participating in this year's Southern Region Leader Forum. **Please read through the information carefully. Those of you have attended before will find that there are some changes this year.** For your convenience, I've also posted a copy of the letter and all the attachments on the Georgia 4-H Southern Region Volunteer Forum Webpage. The page can be accessed from the Georgia 4-H Webpage ([www.georgia4h.org](http://www.georgia4h.org)) Select Support 4-H and then Volunteers. On the volunteer page, you'll find the Southern Region Leader Forum link and a copy of this letter and its attachment. There is also a link to the tentative schedule and workshop descriptions on the site. **You will also find attached to this letter a checklist for you to be sure you've gotten all the details. You will also want to go online and print the delegate handbook for more information from the host state, Alabama.**

**Please read all of the information in this very long letter. For those who have attended before you will find that some things have changed this year.**

**When:** Southern Region begins on *Thursday, October 1* and ends *Sunday, October 4*. Please plan to arrive at the **at Rock Eagle between 1:30-2:15 p.m.** for Georgia registration in **room 1 of International Paper**. Our cabins and our materials will not be available until 1:30 pm. **Please do not arrive early.**

**State Meeting:** We will have our first state meeting and orientation at **2:30 p.m.** in International Paper. This is our first meeting together and we will want to give our first timers a warm welcome. Please be sure you arrive to the meeting on time.

**Part Time Delegates** should plan to pick up their registration packets at our state meeting location (IP #1). There will be a box labeled Georgia with your packet, program, cabin assignment, etc. I generally have phone service at Rock Eagle so you are welcome to call if you are confused. My number is 706-340-6647. **If you did not register as a part timer but will arrive after 2:30 p.m. on Thursday, please email me and let me know.**

**Fees:** If you have not paid in full for your invoice, please plan to bring a check payable to the Georgia 4-H Foundation with you. If you are unsure if you have an amount due, please feel free to contact me. I have attached a listing of each person and their registration status (part or full time). Several of you do receive funding from your county. While your county agent has received a copy of this note and invoice, please be sure that you are in communication with him/her concerning your fee payments. You will want to bring spending money for the week for souvenirs and snack items. Your meals beginning with Thursday dinner and ending with Sunday breakfast are included in the registration fees.

**Medical Forms** are required for each participant. Please complete the form included and plan to turn it in at registration. For part-timers, there will be a drop box with the registration supplies you can use for your form.

**Trade Items:** During the conference, you will find lots of volunteers trading pins, stickers and other state items. I will have a few items available for you to trade. If you would like to bring others, please feel free to do so. Trading is a tradition with the Forum and enables you to meet and greet others. Trade items need not be expensive and are given in the spirit of sharing. Some leaders make items to trade, others ask for donations from local chambers. If you have a question on trade items, please let me know.

**Shirts:** We will have state pictures made on Friday, and as is tradition, we will have a state shirt to wear. This year we again wear our red polo shirts. We will have shirts for sale for delegates. If you would like to “borrow” a shirt and not make a purchase you may do this instead. Our shirts are \$15 and will be available at each of our state meetings. If you have a shirt from last year, please plan to bring it.

**Dress:** Dress for the week is mostly casual. Alabama is hosting a tailgate party on Friday afternoon and a “Clovers Unlimited” dinner on Saturday. For tailgate, we would like everyone decked out in their bulldog finest—red & black required. For Saturday night, dinner is your casual best. This is different from past years.

**Tailgate Party Friday:** Each state is invited to participate in a tailgate on Saturday. We have been asked to create the best of the best in UGA festivities. Please bring all you have in red & black, chairs, and folding tables and decorations. We can have food to share as a state but we’re not feeding the entire delegation. I’ve seen your craftiness before and know if we all bring items we’ll be in great shape. I’m not sure that we will have power but beyond that the skies the limit. If you can email me what you know you will bring, I will post a list on our website to let everyone know what we have.

**BINGO:** We will be coordinating BINGO each night and need prizes. Bring anything you might like to win at BINGO.

**Housing:** Cabins have been assigned to Georgia by Rock Eagle. We will have one cabin of male adults and the others will be female adults.

Also, be aware that because of space, top bunks will be used. It is entirely up to those individuals in the cottage how top bunks are “assigned.” You are welcome to put mattresses on the floor rather than climb the bunk. Please do not place any of your items in a cabin until you have checked in. It is also important that we not trade cabins. In case of an emergency, Rock Eagle staff will look for you at your cabin assignment. I know this sound trivial but is the only way of locating Forum delegates.

Please be respectful of each other. We will be housed as a state and stay as a state. You will have leaders in your cabin you do not know well. Once someone has placed items on a bunk in the cabin he/she is assigned, he/she has reserved that bed. With that in mind, please do not save beds for those who have not yet arrived. We have accounted for that in the cabin assignments made. At the same time, do not remove other people’s things from beds.

Please keep in mind that some of our delegation will arrive on Friday. Just because there is a free bed in your room, it does not mean there will always be a free bed in your room.

**Coming Soon** is Georgia hosting the Forum..it's 2010 to be exact. With that in mind, we will need folks to spend some time assisting with our role in this year's Forum and asking everyone for ideas and suggestions throughout the event. During each state meeting, we will have a station to post your thoughts on things that have gone great, things you'd like to see done differently, and other ideas you have. This is our way of beginning to collect your thoughts, ideas and suggestions. We will begin putting our committee in structure in place after the first of the year and building our plans for 2010.

**This year we do have several jobs we need filled relative to our role as workshop coordinator.** If you interested in any of the jobs listed on the attachment for this year's Forum, please send me an email. For those slots not filled, we will be asking for your help at the Forum. These are all activities Georgia is coordinating and we need your help.

**Workshop Presenters:** We have several of you presenting from Georgia. This is our year to coordinate workshops and we do have lots of folks presenting. All presenters need to check in at Sutton Hall prior to your workshop. You will need to bring a cd or flash drive with your handouts to turn. If you only have hardcopy, please plan to turn those in place of your digital format. Keep in mind that distributing copyrighted material is prohibited. Once all the workshop information is collected it will be posted on the Regional website for sharing. If you prefer to simply prepare a synopsis of your workshop with your name and contact information that is acceptable, too.

**Announcements and Schedules** are posted also on the Georgia 4-H website ([www.georgia4h.org](http://www.georgia4h.org)). Please preview the site for ideas for workshops and such.

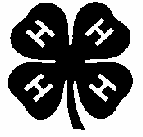
Please let me know if you have any questions. Email is always best but you are more than welcome to call my cell phone, too 706-340-6647. The office number (706-542-4H4H) is staffed Monday-Friday from 8 to 5 and can take messages, too.

We're looking forward to a great Forum!

c: Bo Ryles  
District Program Coordinators/4-H      County Extension Contacts

# Georgia 4-H Checklist

## Southern Region Volunteer Forum



*Just to summarize everything in this very long letter,  
here is a checklist of what you need to do and bring*

- ✓ Before the Forum, check the Georgia assignment list and volunteer by emailing Jenny ([jwj4h@uga.edu](mailto:jwj4h@uga.edu)) with your choice of jobs for the Forum. If we each pick one, we'll have all our Committee responsibilities covered. First come, first serve.
- ✓ Consider what bulldog best you have to bring to decorate for the Tailgate & email Jenny ([jwj4h@uga.edu](mailto:jwj4h@uga.edu)) with what you can bring for decorations. We also need food.
- ✓ Check the attached list. If your status as full time or part time is not correct contact Jenny ([jwj4h@uga.edu](mailto:jwj4h@uga.edu))
- ✓ Check in on Thursday between 1:30-2:15 International Paper 1. Bring:
  - Completed Medical Information & Release Form
  - Final payment if you still have any outstanding invoices. Checks should be payable to the Georgia 4-H Foundation
  - \$15 to buy a new 4-H Volunteer Polo (or you can borrow one for the photo if you'd rather)
- ✓ Part-time delegates check in at IP #1 upon arrival. Look for the box marked Georgia for your stuff. This will include your nametag, packet and program
- ✓ Workshop Presenters ~ Don't forget to check in at Sutton Hall's Information desk to let them know you have arrived and have a digital copy of your handouts.
- ✓ Don't forget:
  - Comfortable clothes
  - Bulldog Wear for Friday evening
  - Casual best for Saturday banquet
  - Trade Items
  - Donation items for BINGO prizes (optional)
  - Georgia (red & black) decorations for tailgate
  - Open eyes & ears for our future planning

**Georgia 4-H  
Southern Region Volunteer Forum  
Forum Opportunities**



Get your first choice of assignments by emailing Jenny ([jwj4h@uga.edu](mailto:jwj4h@uga.edu)) before the Conference. We'd love everyone to take one job and many jobs can use two people in each shift. More details will be furnished upon assignment.

- **BINGO caller** Thursday night Funshop OR Friday night Funshop  
*Call out bingo numbers, award prizes, have fun* Need 2-3 people per night
- **Board Game Room Host** Thursday night Funshop OR Friday night Funshop  
*Set up board games, check in to help as needed, clean up* Need 1-2 people per night
- **Fun & Fitness Game Room Host** Thursday night Funshop OR Friday night Funshop  
*Set up rock band & wii fit. Supervise & assist as needed. Take down at close of funshops* Need 1-2 people per night
- **Movie Room Host** Thursday night Funshop OR Friday night Funshop  
*Set up movie for viewers. Turn off at end of night* Need 1-2 people per night
- **Movie Room Host** Thursday night Funshop OR Friday night Funshop  
*Set up movie for viewers. Turn off at end of night* Need 1-2 people per night
- **Funshop Host** Thursday night Funshop OR Friday night Funshop  
*Assist funshop presenters as needed in their buildings* Need 1-2 people per night
- **Building Host Team** Friday 8:00-10:30 a.m. OR 1:00 -3:30 OR  
Saturday 8:00-10:15 OR 10:15-12:15 OR 1:00-3:30  
*Assist workshop presenters as needed in their buildings* Need 5-6 people per shift
- **Workshop Presenter Check in** Thursday 3:00-5:00 OR Friday 8:00-12:00 OR  
Friday 12:00-5:00 OR Saturday 8:00-12:00 OR  
12:00-4:00  
*Man workshop presenter booth, assist with compiling electronic media* Need 1-2 people per shift
- **Eatonton Tour** Saturday 1:30 Workshop until Mid afternoon  
*Journey into Eatonton for tours and shopping; assist Al Parker, CEA, as needed with tour and be on hand for Georgia Hospitality.* Need 1-2 people
- **Madison Tour** Saturday 1:30 Workshop until Mid afternoon  
*Journey into Madison for tours and shopping; Be on hand for Georgia Hospitality* Need 1-2 people
- **Natural History Museum Tour Leader** Saturday 3:00-4:00  
*Be on hand in the History Museum to help answer questions and direct guests. Orientation for tour leaders at 2:30 on Saturday.* Need 1-2 people

**Southern Region Volunteer Forum  
Georgia Delegation Registration Status**



<b>Last Name</b>	<b>First Name</b>	<b>Cabin</b>	<b>Room</b>	<b>Registration</b>
Bailey	Kelvin			Friday All Meals
Beatenbough	Karen	20	A	Full
Beeland	April	55		Full
Bentley	Candy	19	C	Full
Bentley	Eva May	19	C	Full
Boyd-Drew	Marilyn	19	B	Full
Braddy	Mark	22	B	Full
Brooks	P.C.	22	B	Full
Carswell	Shannon			Friday Conference Only
Carter	Willa	21	C	Full
Cauley	Joan	21	B	Full
Dickinson	Dwain	22	A	Full
Dzikowski	Mark	22	B	Friday-Sunday
Ellison	Stacey	19	A	Full
Erskine	Cindy	21	B	Full
Frost	Ricky	22	B	Full
Goldbeck	Charmaine	20	A	Full
Gray	Mary	21	B	Full
Griffeth	Lauren			Friday conference & lunch
Hickey	Claire	19	B	Full
Hickey	Greg	22	LR	Full
Hollis	Jerry	22	A	Full
Jackson	Carol	21	A	Full
Jackson	Connie-Jean	21	A	Full
Jordan	Jenny	55		Full
Khlifi	Kris	21	A	Full
Kimble	Doug	22	C	Full
Kimble	Elaine	20	B	Full
Kurtz	Mary	20	C	Full
Lewis	Michelle	19	B	Full
Massengill	Leigh	20	A	Full
Mull	Casey			Full
Newman	Gladys	20	B	Full
Parker	Al	22	LR	Full
Parker	Joan	20	B	Full
Phelps	Tim	22	A	Full
Raybon	Annette	20	C	Full
Rider	Marsha	21	A	Full
Rogers	Janice			Friday Conference Only
Ross	Becky	21	C	Full
Ross	David	22	A	Full
Schingoethe	Pam			Friday Conference Only
Smith	Debra	20	LR	Full
Smith	Sandy	20	A	Full
Spillers	Stanley	22	C	Full
Spradley	Sandra	20	B	Full
Sullivan	Kayleigh	19	A	Full
Thomas	Jazmin	19	A	Friday-Sunday All Meals
Trice	Marie			Friday All Meals
Varnadoe	Cheryl			Friday Lunch Only
Walker	Lee	19	B	Full
Watson	Valerie	19	A	Full
Wildes	Ann	21	B	Full