

Teen Clerk Specifications to Agents

TEEN CLERKS:

Your cooperation in recruiting youth volunteers to serve as teen clerks will be greatly appreciated. **LODGING AND MEAL ARRANGEMENTS FOR TEEN CLERKS ARE HANDLED BY THE CAMP TOBIN OFFICE.** Please do not reserve dorm space or meals for them when reserving for other participants.

APPLICATION PROCESS:

Apply using 4honline by midnight July 1. For questions regarding application process, please contact Connie Cecil at 970-491-7883.

REQUIREMENTS:

Applicant must be **13 years** or older prior to December 31 of the previous year.

PURPOSE:

- To assist with entering and judging of home economics, general and natural resources projects.
- To assist superintendents with contests (i.e. Demonstrations, Creative Cooks, Cake Decorating).
- To pass out 4-H information and answer questions at the Information Booths (3 buildings/3 booths).

RESPONSIBILITIES:

- Accurately record entry information on each project entered.
- Correctly arrange entries in such a way that all class entries are together.
- Present each entry, in total, to judge as requested until complete class is judged.
- Accurately record comments and scoring on individual comment sheets which are to accompany each entry.
- Accurately record all ribbon and placing designations on result sheets and attach appropriate ribbon to exhibit.
- Carefully arrange exhibits, in total, to facilitate display.
- Assist superintendents and display volunteers as requested.
- Assist contest superintendents as requested.

ADVISORS:

Julia Hurdlebrink, Consumer Science & General Superintendent; Barbie Garnet, General and Natural Resources Superintendent and specific contest superintendents.

TRAINING AND/OR RESOURCES:

- Attend orientation of procedures by superintendents.
- Room and meals in the 4-H dorm and dining hall as stated in the teen clerk contract.
- Received after accepted for position.

SELECTION PROCESS:

- Complete application on the 4honline system.
- Extension agent must approve application.
- Applicant will be notified by email from the State 4-H Office.