A close up of a sign

Description automatically generated Lavaca County

Club Manager’s Check Sheet

2020-21

* Review the Guidelines for Meetings as posted on the county website club management page. <http://counties.agrilife.org/lavaca/4-h/4-h-club-management/>
* COVID-19 Action Plan in writing on file in the Extension office. See a sample on the county website club management page. Adhere to the plan submitted including what to do if someone becomes ill.
* COVID-19 Forms -have blank copies ready. Must be collected from every person regardless of age at every meeting and activity. Attach the COVID-19 meeting/activity summary sheet and submit all copies along with the meeting/activity report form to the Extension office. They may be scanned and emailed to [jlsteffek@ag.tamu.edu](mailto:jlsteffek@ag.tamu.edu) or dropped by the office.
* Review your by-laws. Please make sure that you are following your by-laws for both your meeting procedures and elections of officers. If you need help navigating the challenges presented by COVID guidelines please reach out to Natalie.
* Refreshments are discouraged at all meetings and activities. If food is involved extra precautions should be taken. Foods and nutrition project leaders should consult with Natalie prior to meeting.
* List of officers submitted to [jlksteffek@ag.tamu.edu](mailto:jlksteffek@ag.tamu.edu) or in the office following election.
* Maintain attendance on a roster at each meeting as you have in the past. To avoid having to sign in, encourage your secretary to call role and make note of adults and guests.
* Plan something fun! Natalie is creating a resource library in her office that includes recreation and activity books, a copy of Robert’s Rules of Order and other helpful program materials. You are welcome to come in any time the office is open and look through the resources.