



February 17, 2009

To: All Agents Doing 4-H Work

Re: 4-H University Event Production Team (UKrewe)

Again this year we are looking for 4-H'ers to serve on the 4-H University Event Production Team (UKrewe). The UKrewe will be comprised of a minimum of one 4-H'er per region. The UKrewe is designed to provide full-time technical assistance during 4-H University. This group will consist of technicians, reporters, photographers, videographers and web production. See position descriptions and number per position below:

Position	Number Needed	Description
Technician	Minimum of 1	Assist with set up and take down of audio and visual equipment for evening programs; set up and take down of CyberCafe; set up and take down of presentation equipment for contests and educational programs
Reporter	Minimum of 1	Interview 4-H members participating in contests, educational programs and Clover College (as assigned) and provide written report for posting on the 4-H University web site.
Photographer	Minimum of 1	Photograph 4-H members participating in contests, educational programs and Clover College (as assigned) and provide photos for posting on the 4-H University web site.
Videographer	Minimum of 1	Videotape 4-H members participating in contests, educational programs and Clover College (as assigned) and provide video for posting on the 4-H University web site.
Web Production	Minimum of 1	Assemble and post to the official 4-H University web site interviews/reports, photos and video of participating 4-H members.

Members will be selected through an application and phone interview process. If selected to serve on the production team, members would need to arrive in Baton Rouge on Tuesday, June 23, 2009 for a 10:00am planning meeting (location TBA). Production team members would be required to stay with their parish. Production team members do not compete in contests or attend educational programs, they provide technical assistance only.

Attached you will find a copy of the 4-H University Event Production Team application and information packet. Only 4-H'ers in the 9th through 12th grade (Fall 2008) will be eligible to apply.

All applications and samples of work must be **returned to the state office by 4:30pm on Friday, May 8, 2009.**

Sincerely,

Amanda Causey
IT Analyst I

cc: Dr. Mark Tassin
4-H State Office



Louisiana 4-H University Event Production Team

Information and Application

4-H Event Production Team – Member Responsibilities

- Assist with the set up and take down of equipment for evening programs, CyberCafe and equipment needed for contests and educational programs.
- Attend and report on contests, educational programs and Clover College as assigned.
- Attend and videotape contests, educational programs and Clover College as assigned.
- Photograph contests, educational programs and Clover College as assigned.
- Assist in the development and maintenance of the Louisiana 4-H University web presence.
- Will be responsible, self-starting, dependable, and be dedicated to their role of working as a team member.

Eligibility

4-H members in grades 9-12 (must have completed 9th grade)



RETURN TO: Amanda Causey
State 4-H Office
DUE: Friday, May 8, 2009

4-H University Event Production Team Application (UKrewe)

PLEASE PRINT

Check Position Applying for:

- Technician
- Reporter
- Videographer
- Web Production
- Photographer

Name _____ Parish _____

Address _____

_____ Zip Code _____

Phone _____ Email _____

Guardian's Name _____

Address _____

_____ Zip Code _____

Phone Number (day) _____ (night) _____

School _____

Age _____ Date of Birth _____

Grade Completed Spring 2009 _____

Position Experience

List events you have been involved in and the specific tasks you perform relating to the position you are applying for:

Summarize your experience preparing for an event (setting up equipment, etc.) as a reporter, photographer, videographer or as web production support (1-2 paragraphs).

As a potential member and representative of the Louisiana 4-H Event Production Team and Louisiana 4-H Youth Development program, I will work to provide technical support to my fellow 4-H members and other 4-H University faculty. I will always attempt to make the best better for Louisiana 4-H through the use of technology.

Signature _____ Date _____



Please check your position:

Teacher Employer

Leader Agent

4-H University Event Production Recommendation Form

(Submit 3 recommendation forms)

I recommend _____ to be a member of the Louisiana 4-H University Event Production Team from _____ (parish). My evaluation of this person based upon my experience and knowledge is as follows:

Rate the following:	Rating Scale				
	1 = excellent, 2 = very good, 3 = good, 4 = fair, 5 = needs improvement				
	PLEASE CIRCLE RESPONSE				
Ability to plan	1	2	3	4	5
Ability to get along well with peers	1	2	3	4	5
Ability to accept guidance	1	2	3	4	5
Ability to work independently	1	2	3	4	5
Resourcefulness and creativeness	1	2	3	4	5
Flexibility	1	2	3	4	5
Motivated to complete task in a timely manner	1	2	3	4	5
Dependability and Sense of Responsibility	1	2	3	4	5
Integrity	1	2	3	4	5
Initiative and attentiveness	1	2	3	4	5

In what leadership role have you known the applicant? _____

How long have you know the applicant? _____

Do you feel the applicant is trustworthy and can work effectively with all ages in conducting workshops, etc.?

Comments _____

Signature _____

Date _____

Title _____

Parish _____