

October 1, 2009



TO: ALL 4-H CLUB OFFICERS
RE: OFFICER TRAINING MEETING

Lafayette Parish
1010 Lafayette St., Ste 325
Lafayette, Louisiana 70501
(337) 291-7090
Fax: (337)291-7099

Dear 4-H Club Officer and Parent(s):

Your club members have shown a great deal of confidence in you by electing you as one of their officers for the upcoming school year. To help you do the best job possible, we have scheduled an **OFFICER TRAINING MEETING for WEDNESDAY, OCTOBER 14TH**. This will be held at **Lafayette Middle School** at the corner of Congress and University Streets in Lafayette. It will begin at 4:00 PM and will end around 6:00 PM.

This is the schedule we will follow:

4:00	Arrival/Parents - Check Youth In
4:15-4:35	Instructions – Auditorium
4:35-5:35	Officer Sessions - Individual Classrooms
4:35-5:35	Parent Orientation – Auditorium
5:35-6:00	Mock Meeting – Auditorium
6:00	Dismissal/Parents - Check Out Youth

It is **very, very important** that all officers attend. You will be given pointers that will make your job easier. All participants should enter and exit through the front of the school only. All should then enter the auditorium.

This year there will be some **new safety measures** put in place to help monitor the safety of our members. Parents or a designated volunteer will be responsible for **checking in and out the members** by signing a log when they are dropped off and picked up. Once the training is over, the same parent/volunteer will be responsible for signing the member out. These measures are being put into place for the safety of our youth. Your cooperation and patience are greatly appreciated.

Four-H'ers will be dismissed from the auditorium and **must be** picked up from the front of the school. **Parking will be available in the lot to the left side of the school. No parking is permitted in front of the school.**

Your parents and leaders are encouraged to attend also. This year we will be conducting a training in the auditorium on bullying for all parents, volunteers, friends and relatives who are interested in getting involved as a volunteer in our 4-H program. If anyone has questions, please call the 4-H office at 291-7090.

Sincerely,

Charles Hebert

Charles Hebert
County Agent
4-H Youth Development
Lafayette Parish

Angie Arnould

Angie Arnould
County Agent
4-H Youth Development
Lafayette Parish

Nikki Mouch

Nikki Mouch
Assistant 4-H Agent
4-H Youth Development
Lafayette Parish