

Pre-Congress Registration & Committee Sign Up WORKSHEET

After completing this worksheet please return it to your county office or enter information in **4honline to complete your registration**. COMPLETING THIS WORKSHEET DOES NOT COMPLETE YOUR REGISTRATION. **Pre-Congress registration must be entered in 4honline by June 15. A \$70 (youth) or \$40 (Adult) Pre-Congress housing fee is required to complete Pre-Congress registration.**

Name: _____ County: _____

Cell Phone: _____ No Text Messages

Email: _____ Male Female

Have you attended Congress Before? Yes No

Have you attended Pre-Congress before? Yes No

Please check those that apply:

- 4-H Volunteer
- Extension Staff
- Ambassador
- Teen Leader
- Other

Pre-Congress Committees:

Please rank your top two

	Opening Showcase
	Operations
	Technology & Staging
	Awards Showcase
	Hype and Promotion
	Closing Banquet

- Serving on the State Officer Selection Committee. *Checking this box does not automatically place you on the committee. There is an [application](#) to be considered to serve as your district representative.*
- Running for a State Ambassador Officer position. Also select a pre-congress committee above to work with when not in selection activities.

Expectations & Responsibilities for Pre-Congress

Thank you for your interest in Pre-Congress weekend. Pre-Congress is a work session and an opportunity for Ambassadors, Teen Leaders and volunteers to pull together the final details that will make this year's Congress a success.

There is a lot to get done and the following expectations need to be respected: *These are in addition to the code of conduct signed as a 4-H member.*

1. Committees have been created to complete important congress presentations and should be taken seriously. Including respecting the scheduled work times and arriving on-time for committee work.
2. Being sure skits, scripts and programming MUST be kept appropriate for the audience. Committees agree to present a polished and professional program.
3. Stay within designated Congress areas on campus, including and respecting the authority of volunteers and staff. Remember to set a good example while on campus because attending Pre-Congress is a privilege!

Participant Signature

Montana 4-H Congress

Committee Descriptions

Below is a list of committees and short descriptions of what you may do as a member of each of them. Please pay close attention to the responsibilities of each committee because as a committee member you will be expected to take an active role in the completion of these tasks. If you choose to be on one of the program committees

Opening Ceremonies

Creatively design and plan all aspects of Congress' opening session. This includes, but is not limited to, selection of emcees, scripting, county recognition, presentation of community service efforts, flag presentation, greetings, rules and introduction of keynote speaker. Individuals on this committee should be prepared to work with chair people and other committee members to complete these tasks. As a member of this committee you are not eligible to serve on the Officer Selection committee.

Operations

Coordinate and execute setup prior to Congress and operations during Congress. The responsibilities of this committee are very diverse and extremely important to the success and efficiency of Congress. These include, but are not limited to, assisting university staff with event setup, staging and decorations, workshop preparation and signage. Members of this committee must be prepared to attend Pre-Congress and work hard to ensure that all aspects of congress run smoothly.

Awards Showcase

Coordinate the selection and design of the Awards Showcase session. This session includes contest award announcement and presentation of scholarships by the Montana 4-H Foundation. Members of this committee will work with chair people and other team members to write scripts, work with emcees and other presenters, and identify technical needs for the presentation of an entertaining session. Members should be prepared to actively participate in the fulfillment of these responsibilities during Pre- Congress and Congress.

Hype and Promotion

Work with chair people and other committee members to promote and create excitement among Congress participants. Including organizations and filming of videos for Facebook, organization of Instagram contest and assist showcase committees with onstage presentations. Members of this committee should be creative and interested in working to promote the event.

Technology & Staging

Partner with the Congress production company to manage all technology aspects, including assisting session committees with their technology needs, preparation of workshops, and management of staging during general sessions. Some specific responsibilities of committee members are lighting, sound, stage setup, audio visual setup, and load in/out of equipment. This committee should be prepared to work during Pre-Congress and Congress to ensure that all technology needs are fulfilled and implementation runs smoothly. However, this committee will not have any work prior to the start of Pre-Congress. Expertise in video, music, power- point and staging.

Closing Banquet & Fashion Revue

Coordinate the production of the Fashion Revue and Banquet Session including scripting, choreography, music, award announcement and guest introduction. Committee members should be prepared to actively work with chair people and other committee members in the months prior to Congress. During this time members will be expected to plan for production of the session by creatively developing choreography and a technology plan, writing scripts, and working with emcees. Responsibilities during Congress will include being available for rehearsals and the fine tuning of production.

****Ambassador Officer Nomination Committee****

Responsible for the nomination of a slate of officers for acceptance by the Montana 4-H Ambassadors. The committee is made up of various youth and adults, as outlined in the Ambassador Handbook, including 1 current Ambassador from each of the 8 4-H Districts. **If interested in serving as the nomination committee representative from your district please complete the [Officer Selection committee application](#).**