



2010 California 4-H Leaders' Forum
November 5 - 7, 2010
South Section 4-H Leaders' Council
"Upgrade, S.E.T. Your System, GO!"



Workshop Presenter's Responsibilities

The workshops are the heart of the State 4-H Leaders' Forum. It is greatly appreciated that you are accepting the challenge to share your knowledge with other 4-H leaders!

The following are the responsibility of each presenter:

Paying your own expenses in preparing for the workshop and attending Asilomar (State 4-H Leaders' Forum)

The cost of copying. Handouts are very useful to workshop participants, and it is suggested to plan for 50 copies of handouts for each workshop. Extra copies can be put out for those who could not attend your workshop. Perhaps your County Council would support the State 4-H Leaders' Forum by covering this cost.

The cost of workshop materials and supplies. Material fees can be charged only if supplies are required for participation in the workshop, such as supplies for crafts. If your county has a paid publication that covers your topic, you may want to offer it as an option to participants at cost. Presenters should collect the materials and supply fees at the time of their session.

Any equipment needed to present the workshop such as slide projector, screen, video, extension cords, etc.

Please plan for easels or other devices to pin any signs/posters that you may want to display during your presentation as NO material may be attached in anyway to any surface of any room at Asilomar.

Getting materials and equipment to and from the room, as well as the set-up and clean-up of the room immediately before and after the session.

Complete the "Application to Present A Workshop" form and return it to:

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