



University of Idaho
Extension



Idaho 4-H

State Teen Association Convention (STAC)

HANDBOOK

STAC is held the last week in June on the University of Idaho Moscow campus. Teens from around the state gather for four days of fun and educational activities. STAC is open to teens who have completed grades 8-12.

The Idaho 4-H State Teen Association Convention is an opportunity for youth to experience college life, explore career opportunities, build relationships with peers, and develop skills for success in work and life.

Both 4-H and non 4-H youth are provided the opportunity to participate in a wide variety of activities, including:

- Educational workshops and tours
- Service learning projects
- State Teen Association elections
- On-campus living
- Discovering more about 4-H opportunities
- Networking with peers from across the state

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**IDAHO 4-H STATE TEEN ASSOCIATION CONVENTION HANDBOOK
November 2024**

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2025 STATE TEEN ASSOCIATION CONVENTION (STAC) STEERING COMMITTEE

June 23-26, 2025



University of Idaho
Extension



Steering Committee Membership:

- 1 Regional Extension Educator; Chair
- 1 state office representatives: logistics & marketing coordinator
- 4 district faculty/staff reps: rotational system (4-year term)
- 2 volunteers: rotational system (3-year term)
- 4 district youth (2-year term)
- 4 district youth representatives (1-year term)

Members cannot serve 2 consecutive terms in the same role.

Faculty/Staff	2-Volunteers	8-Youth	State Office
Northern (2022-25) Jesse Van Buren Latah County	Rosa Armstrong (2025-27) Twin Falls County	Northern – Teen Rep Macknyzi Mills-Drader Kootenai County	Teresa Tverdy Event Coordinator
Southern (2023-26) Arizona Hansen Ada County	Tara Rowland (2023-25) Idaho County	Northern (2025-26) Halee Rowland Idaho County	Mike Knutz Event Chair
Central (2024-27) Shanna Young Gooding County		Southern – Teen Rep Lila Henggeler Payette County	
Eastern (2025-28) Laura Sant Franklin County		Southern (2024-2025) Levi Ferguson Ada County	State Officers
State Officer Advisor (2022-25) Gail Silkwood Ada County		Central – Teen Rep Cayden Smith Twin Falls County	Kyra Fowler President Minidoka County
		Central (2024-25) Nevaeh Ramirez Gooding County	Nathan Church Vice President Bonnevill County
		Eastern – Teen Rep Lisa Mualem Lemhi County	Anna Calahan Secretary Ada County
		Eastern (2025-26) Artemis Glick Bonnevill County	Ruth Galloway Activities Director Payette County
			Cale Carver Communications Director Kootenai County

The Idaho 4-H Teen Association Bylaws

Amended June 2023

Article I

NAME, MOTTO, COLORS, EMBLEM AND PLEDGE

- Section 1. Name. The name of the organization shall be the Idaho 4-H State Teen Association.
- Section 2. Motto. The official motto for the Idaho 4-H State Teen Association shall be the National 4-H motto--"TO MAKE THE BEST BETTER".
- Section 3. Colors. The official 4-H colors for the Association shall be green and white. The green represents youth, life, and growth. The white background symbolizes purity.
- Section 4. Emblem. The official emblem for the Association shall be the National 4-H emblem, the green four-leaf clover bearing a white "H" on each leaf.
- Section 5. Pledge. The official pledge for the Association shall be the national 4-H pledge:

"I pledge:

My Head to clearer thinking,

My Heart to greater loyalty

My Hands to larger service

My Health to better living

For my Club, my Community, my Country, and my World."

Article II

PURPOSE AND OBJECTIVES

- Section 1. The purpose is for teens to establish meaningful relationships while realizing personal potential.
- Section 2. It shall be the objective of the Idaho 4-H Teen Association to fulfill the purpose by the following:
- A) to represent Idaho 4-H teens
 - B) to further participation and promotion of the Idaho 4-H Program.
 - C) to provide for expression and communication of ideas to the 4-H staff, faculty, and others.
 - D) to convey a public image, that is positive and professional
 - E) to afford opportunities for leadership, citizenship, education, and personal development.

Article III

MEMBERSHIP

Section 1. Members of the Idaho 4-H Teen Association shall consist of teens 13-18 years of age according to the 4-H year who are enrolled through 4-H Online in a 4-H project or activity in their respective counties for the current year.

Section 2. As a University of Idaho program, the Idaho 4-H Teen Association membership shall be open to all youth regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Section 3. Voting Delegates will consist of Idaho 4-H Teen Association participants who attend the voting session when at least 50 voting members in attendance at the State Teen Association Convention AND there is at least 1 member representing each district.

Article IV
MEETINGS

Section 1. The Idaho 4-H Teen Association will hold a minimum of two business meetings each year. At least one of these meetings shall be held at the Idaho 4-H State Teen Association Convention.

Section 2. All Idaho 4-H Teen Association business and meetings will be conducted by the Idaho 4-H Teen Association Officers.

Article V
ELECTED POSITIONS

Section 1. The officer team of the Idaho 4-H Teen Association shall consist of the: President, Vice-President, Secretary, Communications Director, and the Activities Director. They shall take office at the end of the officer induction ceremony.

Section 2. The District Representatives will be elected at Idaho 4-H State Teen Association Convention. There will be one from each of the four districts.

Section 3. The elected officers shall be for a one-year term and serve until their successors are designated. Officers may hold no more than one office per year and no more than two positions as a member of the Idaho 4-H Teen Association.

Section 4. Candidates are eligible to run for an elected state officer position if they meet the following requirements:

- A) has not obtained a High School diploma or equivalent, during the calendar year (January 1 - December 31) in which the election is held.
- B) completed two years of 4-H projects/activities (including the current year),
- C) Is 14-18 years of age at the State Teen Association Convention
- D) has attended one previous State 4-H Conference (State Teen Association Convention, Know Your Government, Ambassador Summit)
- E) must be an eligible 4-H member

Section 5. All application and commitment forms must be completed and submitted to the Vice President before appointed interviews as specified.

Article VI
RESPONSIBILITIES OF 4-H TEEN ASSOCIATION ELECTED POSITIONS

Section 1. The following duties apply to all Idaho 4-H Teen Association elected positions.

- A) The officers and representatives shall be positive role models for youth and 4-H'ers and act in a professional manner.
- B) State officers shall serve in an advisory capacity to the state 4-H office. (Including serving on committees as invited or the need arises)
- C) State officers and representatives are required to fulfill their duties and will meet as needed to accomplish this.
- D) All officers and representatives will adhere to their expectation and commitment forms.
- E) All officers be knowledgeable about parliamentary procedure.
- F) All officers be willing to attend statewide 4-H events.
- G) All officers possess a desire to promote the 4-H program.

H) All officers are familiar with the Bylaws of the organization.

Section 2. President: The President shall preside over meetings of the Idaho 4-H Teen Association and Teen Association Officers; be a member of the State 4-H Advisory Board; make special appointments as provided by the Bylaws; and perform other duties as provided by the Bylaws. The President is the Association's official representative and shall act as host for dignitaries and visitors. The President shall assist the Vice-President and Secretary in confirming voting results.

Section 3. Vice-President: The Vice-President shall assume the duties of the President in their absence; promote order in the assembly; act as parliamentarian; be knowledgeable about the Idaho 4-H State Teen Association Bylaws; count votes and report to the President; supervise elections and election process, including timing of candidates' speeches; and chair the Selection Committee. The Vice President shall maintain a current copy of the Idaho 4-H State Teen Association Bylaws.

Section 4. Secretary: The Secretary shall keep an accurate account of the transactions of the Idaho 4-H State Teen Association; assist the President and Vice-President in counting votes at Association meetings; conduct the State meeting in the absence of presiding officers; and maintain official correspondence and records, including a list of committee member appointments and committee reports, and work with the Communications Director to make official documents available to public access.

Section 5. Communications Director: The Communications Director shall and create a Year in Review slideshow to be shown at the end of the Idaho 4-H State Teen Association Convention, manage Idaho 4-H State Teen Association social media pages, and work with the secretary to make official documents available to public access. They shall help publicize the 4-H program.

Section 6. Activities Director: The Activities Director shall work with the Idaho 4-H Teen Association Officers, the State 4-H Office, and the various Steering Committees in assisting with social activities at State Events. This includes the Variety show and all district competitions at the Idaho 4-H State Teen Association Convention.

Section 7. Advisor: This University of Idaho Faculty/Staff position is to support the Idaho 4-H Teen Association Officers in their roles and provide Leadership and Professional Training for them. This position is an advocate for the teens and is there to make sure that the teens voice is heard and to help the officers understand University Policy and Organization. They will be the main contact for the teen officers. They will also be a liaison with the officers and adult planning team members/ District Representatives and any other persons/organizations that are requesting participation from the officers. This will include asking for officers to speak at events, promote 4-H events, or becoming part of a committee. As such, the Advisor will coordinate with the officers and work with them and the appropriate State 4-H Office Staff on travel and preparation for any events, speeches, or activities that they will be attending as a representative of the Idaho 4-H Teen Association Officer team. An example of events may include, but is not limited to, Know Your Government, Idaho 4-H State Teen Association Convention and other Idaho 4-H Statewide events.

Section 8. Other State Representatives not listed as official Idaho 4-H Teen Association Officers:

A) District Representatives: The District Representatives shall be the official representatives of their respective districts; coordinate state and district activities of the Idaho 4-H Teen Association between the State Officers and Extension staff; promote greater participation in the various phases of the 4-H program; and assist in county-wide functions. District Representatives will serve as a member of the Idaho 4-H State Teen Association Convention Steering Committee and act as hostess/host for dignitaries and visitors attending district/state 4-H events.

Article VII
VACANCIES

Section 1. If the office of the President is permanently vacated, the Vice-President shall become President.

Section 2. If an Idaho 4-H Teen Association Officer position, other than the presidency is permanently vacated, upon the President's and advisors discretion and with the approval of the Association Officers, they shall appoint a member of the Idaho 4-H Teen Association that meets the requirements set forth in Article V Section 4 for the remainder of that term, with first consideration given to those candidates who filed for an office.

Section 3. If there is an open District Representative position, the Steering Committee members representing that district, shall appoint a member of the Idaho 4-H Teen Association that meets the requirements set forth in Article V Section 4 for the remainder of that term, with first consideration given to those candidates who filed for that position.

Article VIII
OFFICER AND DISTRICT REPRESENTATIVE APPLICATION AND SELECTION PROCEDURES

Section 1. State Officers

- A) Each person seeking a State office will need to submit their application to the Vice President by the Candidate Orientation Meeting with all of the proper paperwork and signatures. The candidate must be registered for and attending the entire Idaho 4-H State Teen Association Convention.
- B) During a scheduled meeting each district may nominate no more than three (3) candidates to represent the district in the State nominations.
- C) Each candidate will be participating in an interview by the Selection Committee. Each candidate will give a three (3) minute speech to the entire delegation at the voting assembly.

Section 2. District Representatives

- A) Each person seeking a District Representative position will need to submit their application to the Vice President by the Candidate Orientation Meeting with all of the proper paperwork and signatures. The candidate must be registered for and attending the entire Idaho 4-H State Teen Association Convention.
- B) During a scheduled meeting each district may nominate no more than three (3) candidates to represent the district in the district elections.
- C) At the district meeting held prior to the voting assembly, each candidate shall give a two to three (2 - 3) minute speech to their respective district. This speech may not include any audio/visual recordings.

Article IX
VOTING PROCEDURES

Section 1. Voting will take place when the speeches have commenced. Delegates will be voting for which candidate they want to see on the officer team.

Section 2. At elections, each candidate shall be elected by secret ballot and by plurality vote.

Section 3. Ballots shall be verified by Idaho 4-H State Teen Association Officers. Any officer running for an office shall not be included in the counting of the ballots.

Section 4. All candidates running for an Idaho 4-H Teen Association Officer position will be listed on the same ballot and the delegation will vote for their top five (5) candidates in no particular order.

Section 5. The Selection Committee will take the interview, the speeches, and the results of the election into account when filling each officer's position. This committee will designate a candidate to each position based on the qualifications, voting results, etc.

Section 6. The Selection Committee shall be composed of the Idaho State 4-H Teen Association Officers, their advisor (in a non-voting capacity), and enrolled senior members of the State Teen Association. Senior

STAC Steering Committee members will have first priority. If there are none eligible, a senior delegate (up to four) recommended by the Regional Educator leading STAC will fill the slot. The Selection Committee will not exceed nine (9) youth members and must always consist of an odd number of members. The Vice President will act as chair for the committee, unless seeking re-election.

Article X

PARLIAMENTARY AUTHORITY

Section 1. The most recent edition of Robert's Rules of Order shall be the authority on all points of parliamentary procedure not otherwise specified in the Bylaws, or in standing rules of the Idaho 4-H Teen Association.

Article XI

AMENDMENT PROCEDURES

Section 1. A proposed amendment to the Bylaws must be submitted to the Idaho 4-H Teen Association members for action at a State meeting.

Section 2. These Bylaws may be amended by a vote of two-thirds (2/3) of the delegates at a regular meeting of the Idaho 4-H Teen Association. The Bylaws may also be amended by a majority vote if previous notice has been given in an adequate time frame as defined by Robert's Rules of Order.

Section 3. These Bylaws must be reviewed every two years by the Idaho 4-H Teen Association Officers and updated as needed.

Section 4. Revisions to the By-Laws will take effect after the completion of the final meeting of Idaho 4-H State Teen Association Convention in which they are amended.

IDAHO 4-H TEEN ASSOCIATION OFFICER ADVISOR POSITION DESCRIPTION



PURPOSE:

Support the Idaho 4-H Teen Association officers in their roles and provide leadership and professional development opportunities. Facilitate the Youth/Adult Partnership between Idaho 4-H Professionals, volunteers, and teens by advocating for youth and providing opportunities for the youth voice to be heard. Help the teen officers understand 4-H policies and UI Extension organization. Term will be from the closing program at the Idaho 4-H State Teen Association Convention for no longer than four years. Support for additional travel required will be provided by the State 4-H Program Director.

QUALIFICATIONS:

- Currently employed as an Idaho 4-H professional (faculty or staff) and at least 25 years of age.
- Applications must be approved by local county chair (if applicable), UI Extension District Director and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Willingness to work as a team member to motivate and inspire youth to assume leadership positions.
- Familiarity with Idaho 4-H Teen Association and ability/willingness to assist Teen Officers in following and amending the Teen Association By-Laws.
- Availability to attend major teen events (as chaperone and advisor to the 4-H Teen Officers).
- Ability to build professional rapport with teens and work with them at a level appropriate to their abilities.

RESPONSIBILITIES:

- Act as main point of contact for the Teen Association Officers and the chaperone of record at any event the officers attend as a unit.
- Act as a liaison between the Teen Association Officers and Steering Committees of events at which the officers participate (i.e., STAC, KYG, etc.).
- Ensure that all decisions made on behalf of the Teen Association are guided by Idaho 4-H Policies and Procedures and other governing guidelines as appropriate.
- Work with Teen Officers to provide appropriate opportunities for other teens as appropriate (i.e., District Representatives, teen Steering Committee members, etc.).
- Facilitate opportunities for Teen Officers to speak at events, promote 4-H events, and work with Steering Committees.
- Work with the Teen Officers, their families, and the Idaho 4-H Youth Development Office to coordinate travel, logistics, and preparation for events or activities they are asked to attend in an official capacity.
- Schedule and facilitate regular meetings of the Teen Association Officers throughout the year via face to face, video conference, or conference calls.
- Maintain contact information for officers (i.e., email, Facebook group, phone numbers, home addresses, and parent names and contact information) for use in an official capacity.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in all events.

TIME COMMITMENT: Availability to attend major teen events (as chaperone and advisor to the Teen Officers) and Zoom video conferences.

Possible events include (but is not limited to):

- Idaho 4-H State Teen Association Convention (June)
- Idaho 4-H Know Your Government Conference (February)
- Idaho 4-H State Teen Association Convention Steering Committee Meeting (November)
- National 4-H Conference (March/April)

RESPONSIBLE TO: State 4-H Youth Development Director.

Advisor Signature: _____ **Date** _____

**STATE 4-H OFFICER
POSITION DESCRIPTION**



The **PURPOSE** of this position is for teens to establish meaningful relationships while realizing personal potential while representing Idaho 4-H and communicating and conveying a positive professional image to youth, adults, and community partners.

QUALIFICATIONS:

- The five officer positions are President, Vice-President, Secretary, Communications Director, and Activities Director. Officers may hold no more than one office per year and no more than two positions as a member of the Idaho 4-H Teen Association.
- Promote greater participation in the various phases of the 4-H program; and assist in county-wide functions.
- Current student (must not obtained a High School diploma or equivalent, during the calendar year (January 1 - December 31) in which the election is held.
- Completed two years of 4-H projects/activities including the current year.
- Be 14-18 years of age at the State Teen Association Convention.
- Previously attended one of the following: State Teen Association Convention, Know Your Government, LEAD Summit.
- Active enrolled 4-H member.
- Attend the Idaho 4-H State Teen Association Convention Steering Committee and act as hostess/host for dignitaries and visitors attending state 4-H events.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in working with the teens positively and cooperatively, providing them with an educational and positive youth-adult partnership.
- Willingness to work as a team member to motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

RESPONSIBILITIES:

- Work in collaboration with other STAC Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the convention.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in the convention.
- In partnership with teen officers, publicize, promote, and coordinate the STAC program for 8th through 12th grade members throughout Idaho.
- Work with Teen District Representatives to ensure that appropriate orientations and trainings are provided for all youth and adults in the district before they attend STAC.
- Encourage youth to apply for teen officer and leadership positions for the following year.
- Serve as a positive role model for youth and act in a professional manner.
- Serve in an advisory capacity to the state 4-H office. (Including serving on committees as invited)
- Be knowledgeable about parliamentary procedure.
- Possess a desire to promote the 4-H program and attend statewide 4-H events.
- Be familiar with the Bylaws of the organization.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in the event.

TIME COMMITMENT:

- State Officer Retreat (2 nights) in the fall.
- STAC for six days in June, 2.5 days in the November for a planning meeting in Boise and quarterly Zoom meetings from January to June.
- National 4-H Conference 5-6 days in April in Washington D.C.
- Attend Regular zoom meetings

RESPONSIBLE TO: State Officer Advisor and State 4-H Youth Development Director.

Youth Signature: _____ **Date** _____

**DISTRICT YOUTH REPRESENTATIVE
POSITION DESCRIPTION**



The **PURPOSE** of this position is to serve as the official youth representatives within the district and coordinate state and district teen activities of the Idaho 4-H Teen Association between the State Officers and Extension staff.

QUALIFICATIONS:

- Four youth positions (one per district) will be filled by youth selected as the District Representatives as outlined by the State Teen Association By-laws. Four youth positions (one per district)
- Promote greater participation in the various phases of the 4-H program; and assist in county-wide functions.
- Serve as a member of the Idaho 4-H State Teen Association Convention Steering Committee and act as hostess/host for dignitaries and visitors attending district/state 4-H events.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in working with the teens positively and cooperatively, providing them with an educational and positive youth-adult partnership.
- Willingness to work as a team member to motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

RESPONSIBILITIES:

- Work in collaboration with other STAC Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the convention.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in the convention.
- In partnership with teen officers, publicize, promote, and coordinate the STAC program for 8th through 12th grade members throughout Idaho.
- Work with Teen District Representatives to ensure that appropriate orientations and trainings are provided for all youth and adults in the district before they attend STAC.
- Encourage youth to apply for teen officer and leadership positions for the following year.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in the event.

TIME COMMITMENT: STAC for six days in June, 2.5 days in the November for a planning meeting in Boise and quarterly Zoom meetings from January to June.

RESPONSIBLE TO: STAC Steering Committee Chair, Steering Committee Adults and State 4-H Youth Development Director.

Youth Signature: _____ **Date** _____

STAC STEERING COMMITTEE
DISTRICT FACULTY/STAFF POSITION DESCRIPTION



Name of Event: Idaho 4-H State Teen Association Convention (STAC)

Event Date: Last Week in June

Steering Committee Chair: Mike Knutz

PURPOSE: Idaho 4-H State Teen Association Convention is an opportunity for youth to experience college life, explore career opportunities and prepare for a lifetime of success with other Idaho teens.

QUALIFICATIONS:

- Currently employed as an Idaho 4-H professional (faculty or staff) and be at least 21 years of age.
- Four district positions (one per district) will be selected from submitted applications from current 4-H professionals (faculty and staff). Applications must be approved by local county chairs, UI Extension District Directors, and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in working with the teens positively and cooperatively, providing them with an educational and positive youth-adult partnership.
- Willingness to work as a team member and motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

RESPONSIBILITIES:

- Work in collaboration with other STAC Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the convention.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in the convention.
- In partnership with teen officers, publicize, promote, and coordinate the STAC program for 8th through 12th grade members throughout Idaho.
- Communicate with county Extension offices and assist them with promotion, registration, and other needs for STAC.
- Ensure that appropriate orientations and trainings are provided for all youth and adults in the district before they attend STAC.
- Coordinate transportation and adult advisor selection for STAC and approve room assignments.
- In partnership with Teen District Representatives, coordinate and supervise district meetings at STAC.
- Mentor and support teens in their assignments to assure a successful convention and positive experience for the youth. Partner with these youth to plan and carry out convention activities which have been assigned to your district.
- Encourage youth to apply for teen officer and leadership positions for the following year. Collect and review the applications and make recommendations to the other STAC Steering Committee members for selection.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in the event.

TIME COMMITMENT: STAC for six days in June (Committee Members arrive on Saturday), 2.5 days in November for a planning meeting in Boise and monthly Zoom meetings from January to June.

RESPONSIBLE TO: STAC Steering Committee Chair, other Steering Committee members and State 4-H Youth Development Director.

District Faculty/Staff Signature: _____ **Date** _____

**STAC STEERING COMMITTEE
VOLUNTEER POSITION DESCRIPTION**



Name of Event: Idaho 4-H State Teen Association Convention (STAC)

Event Date: Last Week in June

Steering Committee Chair: Mike Knutz

PURPOSE: Idaho 4-H State Teen Association Convention is an opportunity for youth to experience college life, explore career opportunities and prepare for a lifetime of success with other Idaho teens.

QUALIFICATIONS:

- Must be 21 years old and a certified 4-H volunteer.
- Two volunteer positions will be selected from submitted applications from adults who have attended no less than one year as a STAC committee member or chaperone. Applications must be approved by local county 4-H professionals and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in working with the teens positively and cooperatively, providing them with an educational and positive youth-adult partnership.
- Willingness to work as a team member and motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

RESPONSIBILITIES:

- Work in collaboration with other STAC Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the convention.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in the convention.
- In partnership with teen officers, publicize, promote, and coordinate the STAC program for 8th through 12th grade members throughout Idaho.
- Help across district lines if needed.
- Work with Teen District Representatives to ensure that appropriate orientations and trainings are provided for all youth and adults in the district before they attend STAC.
- Mentor and support teens in their assignments to assure a successful convention and positive experience for the youth. Partner with these youth to plan and carry out convention activities which have been assigned to their district.
- Encourage youth to apply for teen officer and leadership positions for the following year.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in the event.

TIME COMMITMENT: STAC for six days in June, 2.5 days in November for planning meeting in Boise and quarterly Zoom meetings from January to June.

RESPONSIBLE TO: STAC Steering Committee Chair, other Steering Committee members and State 4-H Youth Development Director.

Volunteer Signature: _____ **Date** _____

**STATE TEEN ASSOCIATION CONVENTION (STAC)
CERTIFIED COLLEGIATE VOLUNTEER (CCV)**



POSITION DESCRIPTION

PURPOSE: To help make the conference a meaningful experience for the delegates and to assist conference faculty/staff in conducting the Idaho 4-H State Teen Association Convention on the University of Idaho campus.

MINIMUM QUALIFICATIONS:

- Have a participation history of responsible positions and/or activities, such as teen volunteer, camp counselor, or paid and/or volunteer positions working with young people.
- Must be able to become a certified 4-H collegiate volunteer.
- Be between the ages 19-25 (determined by age on January 1 of the current year).
- Have at least one year post high school graduation.
- Attending college or in training program, including military service or apprenticeship programs
- Be enthusiastic, mature, and prepared to work with youth (14-18 years old) as mentors (rather than as peers).
- Complete the Positive Youth Development Training prior to STAC

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Have background in 4-H.
- At least 2 years attendance at statewide leadership events
- Previously attended Idaho 4-H State Teen Association Convention (STAC)

TIME COMMITMENT: Arrive at the University of Idaho campus in Moscow the Saturday prior to the event to attend an orientation specific to College Volunteers.

RESPONSIBLE TO: UI 4-H Program Specialist and Steering Committee Chair

MAJOR RESPONSIBILITIES:

- WORK cooperatively with other Certified Collegiate Volunteers, UI STAC Planning Committee, UI 4-H faculty/staff, and chaperones to provide guidance and support to 4-H delegates.
- MEET and interact with conference delegates to ensure the safety and well-being of all delegates, and to encourage the most appropriate behaviors.
- BE FAMILIAR with conference policies, regulations, and daily schedule, and assist with implementation as appropriate.
- STAY in the dormitory and supervise delegates on the floor, working closely with the Steering Committee, College Volunteer Faculty Advisor, chaperones, and conference staff.
- ASSIST with various conference events as assigned and as needed.

SUPPORT: This is a volunteer position and lodging and food costs during STAC will be provided. Certified College Volunteers are supported by an appointed 4-H STAC Volunteer.

TERM LIMITS: This volunteer position offers college students the opportunity to take on a leadership role. There is a maximum of a 4-year term limit per individual for the Collegiate Volunteer position.

BENEFITS:

- Experience working collaboratively with youth and adults.
- Conduct youth and adult meetings.
- Learn how to organize and coordinate programs to create a safe and healthy environment.
- Receive training to enhance leadership, communication skills and gain cultural awareness.
- Facilitate and instruct large groups through service learning.
- Explore University of Idaho and the various colleges.
- Gain knowledge of workforce preparation and career exploration.

Volunteer Signature: _____ **Date** _____

**STAC STEERING COMMITTEE
YOUTH POSITION DESCRIPTION**



Name of Event: Idaho 4-H State Teen Association Convention (STAC)

Event Date: Last week in June

Committee Chair: Mike Knutz

PURPOSE: Idaho 4-H State Teen Association Convention is an opportunity for youth to experience college life, explore career opportunities and prepare for a lifetime of success with other Idaho teens.

QUALIFICATIONS:

- Four youth positions (one per district) will be filled by youth selected as the current District Teen Representatives. Four youth positions (one per district) will be selected from submitted applications from youth who have attended no less than one year as a STAC delegate. Applications must be approved by local county 4-H professionals.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in working with the teens positively and cooperatively, providing them with an educational and positive youth-adult partnership.
- Willingness to work as a team member and motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

RESPONSIBILITIES:

- Work in collaboration with other STAC Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the convention.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in the convention.
- In partnership with teen officers, publicize, promote, and coordinate the STAC program for 8th through 12th grade members throughout Idaho.
- Work with Teen District Representatives to ensure that appropriate orientations and trainings are provided for all youth and adults in the district before they attend STAC.
- Encourage youth to apply for teen officer and leadership positions for the following year.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in the event.

TIME COMMITMENT: STAC for six days in June, 2.5 days in the November for a planning meeting in Boise and quarterly Zoom meetings from January to June.

RESPONSIBLE TO: STAC Steering Committee Chair, other Steering Committee members and State 4-H Youth Development Director.

Youth Signature: _____ **Date** _____

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**Idaho 4-H Teen Association
Officer Advisor Application**



Please complete and submit to your Extension office County Chair (if applicable) and District Director for approval, completed application should then be sent to Mike Knutz mknutz@uidaho.edu for consideration.

Name _____ Date _____

Address _____

County _____ Phone #: _____

Email: _____

Please answer the following questions: please circle your response

- | | | |
|---|-----|----|
| 1. Are you currently an Idaho 4-H professional (faculty/staff)? | YES | NO |
| 2. Why are you interested in this opportunity? | | |

- | | | |
|---|-----|----|
| 3. Have you served previously on a 4-H committee? | YES | NO |
|---|-----|----|
- If yes, please describe your experiences in the chart provided on the back of this form.*

- | | | |
|---|-----|----|
| 4. Are you willing to meet responsibilities that include, but are not limited to: | | |
| a. Completing any necessary training? | YES | NO |
| b. Committing the time and travel needed? | YES | NO |
| c. Completing tasks listed in Position Description? | YES | NO |
| d. Collaborate and support volunteers, teens, and 4-H professionals? | YES | NO |
| e. Completing any UI and/or IRS requirements? | YES | NO |

(This section to be completed by Extension office County Chair and District Director)

I support this faculty/staff's interest to serve in this role. YES NO

Signature of Extension County Chair: _____ Date: _____

I support this faculty/staff's interest to serve in this role. YES NO

Signature of Extension District Director: _____ Date _____

Name of Committee	County, District, State or National	Currently serving: Y or N	Start year – Completion year (If not currently serving.)	Brief description
1.				
2.				
3.				
4.				
5.				
6.				

**Idaho 4-H Teen Association
Officer Candidate Application**



Submit this application, your candidate commitment form, a letter of interest, two letters of reference and a 30 second introduction video before 11:59 pm PT on June 2, 2025 to gsilkwood@uidaho.edu

Election Process for State Officers:

Candidates will not be running for a specific office but will instead be running for a position on the officer team. Each district will be allowed to submit a maximum of three candidates. All candidates for the five officer positions shall participate in a peer interview conducted by the Idaho 4-H State Teen Association Officer Selection Committee. This committee consists of senior officers, steering committee members, active senior 4-H members and the officer team adult advisor. All candidates shall give a three (3) minute speech in front of the delegation during the election assembly on Wednesday morning. The Idaho 4-H Teen Association will vote for their top five (5) candidates. The five (5) elected candidates will then be slated (placed) in a suited officer position by the slating committee and announced at the Induction Ceremony. If you have any questions about the election process, please contact the Idaho 4-H State Office at fourh@uidaho.edu.

PLEASE NOTE: Officer candidates must have attended one state level event at least once prior to the current year, must have completed the 10th grade and must not have graduated from high school.

Name: _____ County or Program: _____

Mailing address: _____ City: _____ Zip: _____

Home phone: _____ Cell phone: _____

Email: _____

Years in 4-H: _____ Highest grade in school completed by STAC dates of current year: _____

Parent/Guardian Name: _____ Phone: _____

Parent/Guardian Name: _____ Phone: _____

Events Attended:

Know Your Government

4-H Leadership Retreat

State Teen Association Convention

Idaho 4-H LEAD Summit

Citizenship Washington Focus

National 4-H Congress

Other State or National Event and Years attended:

Years Attended:

Preference for Idaho 4-H Teen Association Officer Position

Rank the following from 1st (preferred) to 5th (least preferred):

_____ President _____ Vice-President _____ Secretary _____ Communications Director _____ Activities Director

Is there any officer position, that if you were appointed to, you would decline? Yes No

If you indicated yes, please list the position(s): _____

* * * * *

Letter of Interest

Idaho 4-H Teen Association Officers must be willing to accept responsibility for assisting the State 4-H Youth Development Office as needed at events and committees, officers may assume a leadership role representing 4-H across the state and conducting 4-H Teen Association meetings. This includes traveling to retreats and events throughout the year. Please write a letter of interest for this opportunity that addresses these points:

- Why are seeking to be an Idaho 4-H State Teen Association Officer?
- What leadership roles have you held within and outside of 4-H?
- In what ways have you been involved in your community?
- What organizations, outside of 4-H, are you a member of?
- What awards and honors have you received?
- Do you have any special skills that will be useful as a state officer?
- What values and characteristics do you exhibit that will enhance the image of the 4-H program?
- What ideas do you have to make Idaho 4-H better for teen members across the state?

Letters of Reference

Please submit two letters of reference from non-relative references (ex: county 4-H professional, 4-H club volunteer leader, teacher, school administrator, employer, coach, etc.)

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Idaho 4-H Teen Association

District Teen Representative Application

Submit this application, and a 30 second introduction video before 11:59 pm PT on June 2, 2025, to mknutz@uidaho.edu

Idaho 4-H District Representative Application:

The Idaho 4-H District Representatives shall be the official representatives of their districts, coordinate state and district activities of the Idaho 4-H Teen Association between the State Officers and Extension staff; promote greater participation in the various phases of the 4-H program and assist in district and county-wide functions. District Representatives will serve as members of the Idaho 4-H State Teen Association Convention Steering Committee and act as hostess/host for dignitaries and visitors attending district/state 4-H events. If you have any questions about the election process, please contact the Idaho 4-H State Office at: fourh@uidaho.edu.

PLEASE NOTE: Officer candidates must have attended one state level event at least once prior to the current year, must have completed the 10th grade and must not have graduated from high school.

Name: _____ County or Program: _____

Mailing address: _____ City: _____ Zip: _____

Home phone: _____ Cell phone: _____

Email: _____

Years in 4-H: _____ Highest grade in school completed by STAC dates of current year: _____

Parent/Guardian Name: _____ Phone: _____

Parent/Guardian Name: _____ Phone: _____

Events Attended:

Know Your Government

4-H Leadership Retreat

State Teen Association Convention

Idaho 4-H LEAD Summit

Citizenship Washington Focus

National 4-H Congress

Other State or National Event & Years attended: _____

Years Attended:

Idaho 4-H Teen Association District Representative Commitment Form

- I understand the duties of this position as written in the Idaho 4-H Teen Association By-Laws and agree to fulfill those duties to the best of my ability.
- I have read the District Representative Expectations and agree to fulfill those expectations and devote the time required to attend meetings, training, and retreats, responding to correspondence, and completing my duties as assigned in a timely and efficient manner. **My obligation to the Idaho 4-H Teen Association will not be sacrificed for school activities, work, or activities with other organizations.**
- I understand the financial obligation of performing as District Representative and agree to make arrangements to accept this obligation as outlined in the District Representative Expectations.
- I will serve as a positive role model to other 4-Her's. I agree to be responsible for my own actions when representing the Idaho 4-H Program and Idaho 4-H Teen Association. I will be accountable for any consequences.
- I will strictly adhere to the expectations concerning alcohol, drugs, and other risky behavior as outline in the District Representative/State Officer expectations.

Your participation as an Idaho 4-H Teen Association District Representative carries the responsibility of representing the 4-H program to the public. You are expected to conduct yourself in a manner that reflects well on the Idaho 4-H Program as well as yourself. Your contributions to the program through your active participation are highly values. Violation of this contract including District Representative Expectations and/or 4-H Policies and Procedures will result in removal from the position.

I have read the above statements and agree to abide by the terms and conditions and/or 4-H Policies and Procedures.

Candidate Signature

Date

The following section is required to be on file in the Idaho 4-H Youth Development State Office no later than the candidate Orientation meeting at the Idaho 4-H State Teen Association Convention (STAC).

We (or I) understand that our/my son or daughter wishes to serve as an Idaho 4-H Teen Association District Representative and will support him/her in fulfilling the responsibilities and commitments as noted above. We (or I) also understand the importance of District Representatives conducting themselves in the highest of standards and support the above contract signed by the candidate.

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

I certify that the above named 4-Her is active and in good standing in our county 4-H program and support his/her involvement as a State 4-H Teen Association District Representative.

County 4-H Professional Signature & Title

Date

Idaho 4-H Teen Event Steering Committee Faculty/Staff Application



(Please complete and submit to your Extension Office County Chair and District Director, then send to mknutz@uidaho.edu)

Name of Event: please indicate which committee you wish to apply for

- | | |
|--|--|
| <input type="checkbox"/> KYG Steering Committee | <input type="checkbox"/> Ambassador Steering Committee |
| <input type="checkbox"/> KYG Judicial Sub-Committee | <input type="checkbox"/> STAC Steering Committee |
| <input type="checkbox"/> KYG Legislative Sub-Committee | <input type="checkbox"/> LEADS Steering Committee |
| <input type="checkbox"/> KYG Reporter Sub-Committee | |

Name _____ Date _____

Address _____

County _____ Phone #: _____

Email: _____

Please answer the following questions: please circle your response

- | | | |
|---|-----|----|
| 1. Are you currently an Idaho 4-H professional (faculty/staff)? | YES | NO |
| 2. Why are you interested in this opportunity? | | |

- | | | |
|---|-----|----|
| 3. Have you served previously on a 4-H, school, church, or civic committee?
If yes, please describe your experiences in the chart provided on the back of this form. | YES | NO |
| 4. Are you willing to meet committee responsibilities that include, but are not limited to: | | |
| a. Completing any necessary training? | YES | NO |
| b. Committing the time and travel needed to meet with the committee? | YES | NO |
| c. Completing tasks asked of committee members? | YES | NO |
| d. Collaborate and support volunteers, teens, and 4-H professionals? | YES | NO |
| e. Completing any UI requirements? | YES | NO |

(This section to be completed by Extension Office County Chair and District Director)

I support this faculty/staff's interest to serve on this committee. YES NO

Signature of Extension County Chair: _____ Date _____

I support this faculty/staff's interest to serve on this committee. YES NO

Signature of Extension District Director: _____ Date _____

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Idaho 4-H Teen Event Steering Committee Volunteer Application



Please complete and submit to your local county 4-H professional, then send to mknutz@uidaho.edu

Name of Event: please indicate which committee you wish to apply for

- | | |
|--|--|
| <input type="checkbox"/> KYG Steering Committee | <input type="checkbox"/> LEADS Summit Committee |
| <input type="checkbox"/> KYG Judicial Sub-Committee | <input type="checkbox"/> STAC Steering Committee |
| <input type="checkbox"/> KYG Legislative Sub-Committee | |
| <input type="checkbox"/> KYG Reporter Sub-Committee | |

Name _____ Date _____

Address _____

County _____ Phone #: _____ Club Name: _____

Email: _____

Please answer the following questions: please circle your response

- | | | |
|---|-----|----|
| 1. Are you currently a certified Idaho 4-H volunteer? | YES | NO |
| 2. Why are you interested in this opportunity? | | |

3. Please list your 4-H leadership positions below:

- | | | |
|---|-----|----|
| 4. Are you willing to meet committee responsibilities that include, but are not limited to: | | |
| a. Completing any necessary training? | YES | NO |
| b. Committing the time and travel needed to meet with the committee? | YES | NO |
| c. Completing tasks asked of committee members? | YES | NO |
| d. Collaborate and support volunteers, teens, and 4-H professionals? | YES | NO |
| e. Completing any UI requirements? | YES | NO |

(This section to be completed by County 4-H Professional)

I support this volunteer's interest to serve on this committee. YES NO

Signature of 4-H Professional: _____ Date _____

Comments: _____

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Name of Committee	County, District, State or National	Currently serving: Y or N	Start year – Completion year (If not currently serving.)	Brief description
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

STAC Steering Committee Preconvention Agenda Saturday-Monday - June

Saturday

3:00 pm Steering Committee arrive/move in LLC
4:00 pm Steering Committee meeting
5:00 pm College Staff arrive/check in
6:00 pm Dinner and Evening activity
9:00 pm Return to LLC
10:30 pm Lights out

Sunday

7:30-8:30 am Breakfast at The Eatery

8:30 am–Noon

Steering Committee - Prep decorations, thank you gifts, registration packets, name tags, etc.

District Representatives: *State 4-H Officer Advisor with State Officers*

- District Mtg agendas
- Election Procedures
- District contests; Thursday AM activity

Teen Officers: *Gail*

- Agenda & Script Reviews for Assemblies
- Selection Committee Membership & Candidate Questions
- Election Procedures
- All Conference games and district competitions
- Workshop Final Planning

Noon Lunch – The Eatery

1:00–3:30 pm

Teen Officers: *Gail*

- Mic Practice – Room

Steering Committee: *Mike, Teresa*

- Registration Packets: Name Tags, etc.

College Staff *Meeting*

- Orientation then Join other groups when finished

3:30 pm Review STAC schedule-

6:00 Dinner - The Eatery

7:30 Final Prep as needed, Review & Questions -

10:30 Lights Out

Monday –

7:00-8:00 am Breakfast – The Eatery

8:00 am **Workshop**

11:00 am Opening Session set-up and decorations: *STAC Committee*

Noon Lunch- The Eatery

1:00 Final Prep for Registration and other tasks

2:00 – 3:00 Buses arrive/Check-In (wear conference t-shirts)

**Idaho State Teen Association
Convention (STAC) Schedule**



June 23-26, 2025

MONDAY

2:00 PM	Buses Arrive & Check-In	Paradise Creek LLC Courtyard
3:30 PM	Get to Know You Activities	LLC Courtyard
3:30 PM	Adult Orientation	LLC 7 Classroom
4:15 PM	District Meetings	LLC Lobby Spaces
5:00 PM	Depart for Opportunity Fair	
5:15 PM	UI Opportunities Fair	Pitman Center Lobby & Vandal Ballroom
6:00 PM	Dinner	Pitman Center International Ballroom
6:45 PM	Opening Assembly	Pitman Center International Ballroom
	Officer Introduction videos	
7:30 PM	Depart for Pictures	IRIC Steps
8:00 PM	Welcome Social & Games	Tower Lawn
8:30 PM	Building Meetings	LLC Lobbies
9:00 PM	Unpack, Decorate Doors, Settle in	LLC Rooms
10:00 PM	Lights out	LLC Rooms
10:15 PM	Steering Committee Debrief	LLC 7 Classroom

TUESDAY

7:00 AM	Breakfast	The Eatery
8:00 AM	District Meetings	LLC Lobbies
9:00 AM	District Competitions	Admin Lawn
9:45 AM	Depart to Session 1	Admin Lawn
10:00 AM	Session #1 (10:00am - 11:45am)	
12:00 PM	Lunch (12:15pm - 1:00pm)	The Eatery
1:00 PM	Depart to Session 2	LLC Courtyard
1:15 PM	Session #2 (1:15 pm - 3:00 pm)	
3:15 PM	Depart to Session 3	
3:15 PM	Candidates Get Ready (4 pm interviews)	LLC #7 Classroom
3:30 PM	Session #3 (3:30 pm - 5:15 pm)	
5:45 PM	Depart	
6:00 PM	Dinner	Pitman Center International Ballroom
6:30 PM	Keynote Speaker	Pitman Center International Ballroom
8:00 PM	Building Meetings	LLCs
8:30 PM	Night at the Rec	Student Recreation Center
10:00 PM	Depart for LLC's	
10:00 PM	Steering Committee Meeting	LLC #7 Classroom
10:30 PM	Lights Out	

WEDNESDAY

7:00 AM	Breakfast (7:00 - 8:00)	The Eatery
7:30 AM	Banquet Host Meeting	The Eatery – side room
8:15 AM	District Meetings	LLCs?
9:15 AM	Voting Assembly	Pitman Center -International Ballroom
9:45 AM	Depart for Session 3	Pitman Center
10:00 AM	Session #3 (10:00 - 11:45)	
12:00 PM	Lunch (12:00 - 12:45 pm)	The Eatery
1:00 PM	Depart for Tours (Buses)	Depart from Paradise Creek Street LLC
1:15 PM	Career Tours (1:15 pm - 4:15 pm)	
4:30 PM	Return to LLCs, Clover Banquet Prep	
6:15 PM	Depart for Clover Banquet	
6:30 PM	Clover Banquet	Pitman Center -International Ballroom
8:30 PM	Return to LLC's	
9:00 PM	Clover Dance	Pitman Center -Vandal Ballroom
10:30 PM	Building Meetings	LLCs
11:00 PM	Return to Rooms	LLCs
11:00 PM	Steering Committee	
11:30 PM	Lights Out	LLCs

THURSDAY

7:30 AM	New Officer Meeting	TBA
7:30 AM	Breakfast (7:45 AM - 8:30 AM)	The Eatery
8:30 AM	District Meetings	LLCs
9:15 AM	Depart for Closing Assembly	
9:30 AM	Closing Assembly	Pitman Center – International Ballroom
10:30 AM	Pack-Up/Clean-Out	LLCs
11:00 AM	Check-Out & Load Luggage	Paradise Creek Street/LLC Courtyard
11:30 AM	Buses Depart	LLC Courtyard



**IDAHO 4-H STATE TEEN ASSOCIATION CONVENTION (STAC)
2024 PLANNING MEETING
Hampton Inn & Suites Boise/Spectrum
7499 West Overland Road, Boise, Idaho
Agenda**

Friday, November 1 – Arrow Rock South Meeting Room

If you arrive in time, please check into your rooms at the Hampton Inn & Suites.

- 7:00 pm Welcome **Kyra Fowler**, State 4-H President
- Pledges: U.S. led by **Cayden Smith**, 4-H lead by **Lila Henggeler**
- Greetings **Mike Knutz**, Idaho 4-H Leadership & Civic Engagement Programs
- 7:15 pm Get Acquainted Activity – **Ruth Galloway**, Activities Director
- 7:45 pm Creating a Conference Theme Activity – **Teresa Tverdy**
- 9:00 pm Evening activities: pool, games, relaxation in your room
- 10:00 pm In Rooms
- 10:30 pm Lights Out

Saturday, November 2 – Arrow Rock South Meeting Room

- 7:15-8:15 am Breakfast at Hotel
- 8:15 am Kick off with the Thought for the Day – **Lila Henggeler**
- 8:20 am Morning Energizer – **State Officers**
- 8:45 am Review STAC Handbook – **Mike Knutz**
- Review of 2024 STAC Evaluation – **Mike Knutz**
- 2024 draft Schedule Review and Responsibilities
- 1) Changes, edits, suggestions
 - 2) Responsibilities
 - a.) Officers – Opening ceremonies w/DR's; Assemblies; Candidate meetings; Keynote introduction; Closing ceremonies
 - b.) District Reps – District meetings; District games/activities
 - c.) Steering Committee – Workshops; Tours; Clover Dance; Extra Entertainment; Meals and Decorations.
 - d.) College Staff – Building meetings; Room Checks; Assist w/workshops/tours/entertainment activities

e.) Chaperones – supervision of youth on buses, workshops, tours, and room checks in the evening

- 9:30 am Review and finalize Convention Theme – **Teresa Tverdy**
- 10:00 am Break
- 10:15 am Sub-Committees Meetings
 - Workshops/Tours/Service Learning –
 - Entertainment Events & District Activities/Meetings -
- 11:45 am Lunch at local restaurants
- 1:00 pm Report back to full Committee
- 2:15 pm Storyboard Promotion and Marketing Videos – **State 4-H Officers**

- 1) Videos for social media
- 2) Schedule and Assignments

When	What	Who
2/3	Save the Date!	District Reps
3/24	Registration Opens April 8	
4/1	State 4-H Officer Process (video and info)	Gail Silkwood, State Officers
4/8	Registration opens today; early and regular info in post text	
4/15	Workshops, Tours, & Service Learning	Committee
4/17	What you gain as a State Officer	State Officers
4/22	District Representatives (Role & Responsibilities)	District Reps
5/5	Career Tours	
5/15	Early Registration closes	
5/15	Variety Show	Activities Director
6/2	Registration closes	
6/9	Clover Banquet	
6/12	What to expect/bring to campus/dress code	
6/23	See you tomorrow!!	Whole group (filmed on campus)

2:45 pm	Break
3:00 pm	Promo Video Production Time
4:30 pm	Depart for JUMP -
6:00 pm	Dinner – downtown
8:00 pm	Return to the Hotel
* Video Production, pool, committee work, games, relax in room	
10:00 pm	In Rooms
10:30pm	Lights Out

Sunday, November 3 – Arrow Rock South Meeting Room

7:15-8:15 am	Breakfast at Hotel
8:15 am	Pack up, checkout, and load vehicles
8:30 am	Thought for the Day
8:35 am	Shirt Colors/Design (Districts, SO, SC, College Staff) - District Representatives
9:00 am	Keynote Speaker Selection
	Schedule ZOOM Mtgs & Continued Communication - Mike
	Action Items Identified
9:30 am	Share Promo videos
10:15 am	Adjourn – safe travels home

- *The hotel provides breakfast, please bring money for all other meals.*
- *Hotel costs will be paid, transportation for youth will be provided by:*
 - 1) *Northern: Jessie Van Buren, Tara Rowland*
 - 2) *Central & Eastern: Laura Sant, Shanna Young*
 - 3) *Southern: Expectations are youth will have their families transport them*