



# Technology Summit

## Planning Team Responsibilities

Each spring, Georgia 4-H youth in grades 7-12 are invited to apply to serve on the Georgia 4-H Technology Summit Planning Team for the upcoming 4-H program year (August – July). Members are selected for a one-year term, and previous members are eligible to reapply. Each application is reviewed by a team of adult and collegiate leaders using the criteria outlined on the scoring rubric. Before youth apply to serve on the Planning Team, it is important for the 4-H member, their family, and their local 4-H leader to know the responsibilities and expectations.

### Responsibilities Before Technology Summit .....

- Attend all planning meetings (1-2 times per month) via Zoom.
- Provide input on event logistics – theme, assemblies, schedule, guest speakers, promotional materials, t-shirts, evaluation, etc.
- Suggest different activities for summit; potentially contact adults who could serve as instructors.
- Recruit and promote summit to fellow 4-H members.

### Responsibilities During Technology Summit .....

- Always exhibit exemplary behavior during the summit. Be encouraging, enthusiastic, and positive.
- Arrive early to help with set-up, registration, welcome, etc.
- Serve as speakers during assemblies – welcome, pledges, introduce guests, make announcements, etc.
- Serve as workshop hosts, assisting instructors throughout the workshops.
- Create and share technology-related exhibit during showcase.

### Responsibilities After Technology Summit .....

- Participate in exercise debrief exercise – sharing what went well, areas of improvement for the future, etc. Read participant evaluations to gather their thoughts.
- Write appropriate thank you notes to donors, instructors, etc.

### Ongoing Responsibilities .....

- Abide by all 4-H rules and expectations. Follow the Georgia 4-H Code of Conduct.
- Be an active member of your county 4-H club. Participate in contests and events.
- Assist with other statewide technology-related efforts on an as-needed basis (provide content for promotional videos, create graphics, etc.)

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