

# 2024 Family Fun Night

## CLUB REPRESENTATIVE RESPONSIBILITIES

Family Fun Night (FFN) is one of the major fundraisers for Yellowstone County 4-H. It is a required activity for members of your club. Thank you for being your club's representative, the one who will distribute information to your club and organize your club's involvement.

As your club's representative, you have two major responsibilities: your club's booth & club ticket sales. This includes organizing the set-up and running of your booth, clean up, and getting tickets to and from your club members. To be successful, you will need to share efforts among your club members.

**Attend the Family Fun Night Pre-Meeting** (usually the end of September). At this meeting, you will sign up for your club's booth, communicate your club's space needs, get a list of the important dates, and pick up the raffle tickets that are to be sold by your club's members. Raffle tickets are used for gate entry.

### Share preparations prior to Family Fun Night

- Distribute gate/raffle tickets to your club members. All members are required to sell tickets and contribute to qualify to participate in 4-H activities funded by Yellowstone County 4-H Council. Keep track of the tickets you distribute to each club member, set a return deadline, and then track tickets and money that are returned.
- Know how your game/booth is **operated**, how many **tickets** you will charge participants to play and what **equipment/supplies** are needed to operate your booth. Prepare needed supplies.
- Set up a **decorations committee** and a **set up committee** for your booth.
- Set up the work schedule for your booth, to include 4-H'ers and any needed adult help.
- Designate two from your club to help with **overall FFN clean-up** (see directions below).
- Ask each family to bring a pie or cake to FFN. The cakes are for the cakewalk and the pies for the food booth. **No pumpkin pies are allowed!** Have families take them to the Cake Walk area or the Food Booth area when they arrive at Family Fun Night.
- Ask your club members to bring **glassware** for the dime toss. This can be turned in to the Extension office before FFN or delivered to the club running this booth on the night of set-up.
- Make appropriate signs for your booth that tell people how many tickets the game/booth take to play (each game ticket costs 25¢). Most booths charge 2-3 tickets.
- Determine (if you haven't already) whether your booth will be a "blue star ticket" booth. "**Blue Star Tickets**" are intended to be given when a player completes a difficult event that deserves a higher level of prize. Players collect blue star tickets from various booths and trade them for larger prizes at the table where individual game tickets are sold.
- Prepare a **sealed container** (box/bucket) for game tickets to be deposited into the night of FFN.
- Send reminders as needed to club members about their role(s) in FFN.

**Attend the second FFN meeting just prior to the event.** Lots of things happen at this meeting.

- You will turn in unsold raffle tickets and all the ticket money you have collected at this meeting. Please write ONE check from your club to Yellowstone County 4-H for all the tickets your club sold.
- You will select your booth prizes. We'll have lots of low-cost prizes if you want to give out something for just trying the game. Keep in mind for prizes costing 10¢ each and up, you should cover the cost of the prize plus a profit of **double the cost of the prize**. Think through your game(s) carefully so you have a general idea of your price ranges and how many tickets you will charge for someone to play. (e.g., 10¢ prize + double the cost/prize 20¢ = 30¢. Tickets cost 25¢ each. In this case, the game must require 2-3 tickets to make a profit.) **Very important:** Write all your selected prizes onto your club's "Booth Inventory" sheet including the number, description, and cost of each prize. Prizes will be bagged and available for you to pick up again the night of FFN. If you feel you need specific items, please call Roni

right after this meeting.

- We will finalize the event map and other details. Among other decisions, you will sign your club up for an event clean up responsibility. As your club's representative, please explain to those assigned to overall clean up what their responsibility will be. People need direction to know how to help.

**Enlist a crew from your club and come set up!** This is a collaborative, group effort.

- Bring your club members and parents to set up and decorate your club booth from 5 pm - 7:30 pm the night before FFN.
- At 2 pm on the afternoon of FFN have a group of your club members and parents come to help set up tables, chairs and stages for the food, award, and Bingo areas.
- Club representatives need to be present both days.

**During Family Fun Night**

- Pick up your bag of prizes and desired number of blue star tickets at the booth where we sell game tickets. Note that you may get more prizes at any time during FFN, though you need to update your Booth Inventory sheet every time you add prizes. No additional prizes will be given out unless they are first marked on the inventory sheet.
- Oversee the running of your booth.
- We recommend you count tickets at the end of each shift, so it is easier to turn them in at the end of the night. Bundle counted tickets with tape or place into sealed envelopes and LABEL them, so we know how many there are. Assign this job to one or more people in your club to ensure it gets done.

**End of Family Fun Night - TURN IN THE FOLLOWING BEFORE THE END OF THE NIGHT!!**

- **Complete the "Club Booth/Activity Procedure" form by the end of the evening.** (This sheet is important for your club's next representative. It will provide information where things are, what's needed, and your suggestions for next year.)
- **Count all game tickets** and write the total onto your "Club Booth/Activity Procedure" form and your "Booth Inventory" form.
- **Complete your "Booth Inventory" form**, indicating what prizes are left over.
- **Fill out the "Non-participation" form** indicating who did not participate from your club.
- **Mandatory:** Using the bag you received your club's prizes in, place into it: 1) leftover prizes, 2) the "Booth Inventory" form, 3) "Club Booth/Activity Procedure" form, 4) "Non-participation" form, 5) all leftover prizes, and 6) counted (bundled) tickets. Deliver the bag to the Blue Star Prize/game ticket booth.
- **DO NOT TAKE PRIZES OR GAME TICKETS HOME TO COUNT. MAKE ARRANGEMENTS WITH YOUR CLUB TO HAVE PEOPLE THERE WHEN YOU CLOSE THE BOOTH AT THE END OF EACH SHIFT.**

**Clean-up Procedure:** Family Fun Night will close at 8:00 p.m. EVERY club must contribute!

- Your booth will have to be disassembled. Please ensure you have accounted for all your own supplies.
- All tables and chairs need to be taken down and put on their carts, which will be by the storage area.
- Curtains and poles will be taken down. Curtains are draped over a special cart, and poles go underneath on the same cart, with separate carts for short curtains/poles and long curtains/poles.
- **ALL** garbage is to be picked up and **ALL** floors swept!!! Brooms and dustpans will be in the building storage area.

**Post Family Fun Night Meeting:** At this meeting, we will be able to tell you how much each booth used in prizes and the amounts taken in. Overall, we'll be able to calculate our profit from the event. Most of our time will be used to evaluate how things went and make note of suggestions for next year.