

PROJECT SUPERINTENDENT - PROJECT OVERVIEW FORM

Project Superintendent Responsibilities (typically a two-year term):

1. Complete this form and turn in to the Extension Office by the last business day of October each year.
2. Reach out to project members each month, either through a message in the newsletter or other means.
3. Find judges for indoor/Round Robin events at fair.
4. Check and sign record books before fair, assign project level.
5. Organize at least 2 workshops per year.

Project Name: _____

Superintendent(s): _____

Best Way to Contact: _____

Junior Superintendent(s): _____

Other Volunteers/Businesses/Organizations Associated with this Project:

Project Books Required? YES NO

How do you contact your project members?: _____

Does your project have an age limit? If so, what is it?: _____

Facebook/Website/Team associated with group: _____

What needs to be accomplished to move on to Level 2?:

1. _____
2. _____
3. _____
4. _____

What needs to be accomplished to move on to Level 3?

1. _____
2. _____
3. _____
4. _____

What needs to be accomplished to move to the next levels from here?:

1. _____
2. _____
3. _____
4. _____

Yearly Outline of Activities and Due Dates (please keep up-to-date):

-Workshops, tagging dates, and other meetings that aren't the same every year will need to be posted in the newsletter/website and communicated with the Extension Office, youth members, and their families.

| <i>October</i> | <i>November</i> | <i>December</i> | <i>January</i> |
|------------------------|------------------------|------------------------|-------------------------|
| | | | |
| <i>February</i> | <i>March</i> | <i>April</i> | <i>May</i> |
| | | | |
| <i>June</i> | <i>July</i> | <i>August</i> | <i>September</i> |
| | | | |

