

M E M O R A N D U M

DATE: August 8, 2013

TO: All East District 5 County Extension Agents

FROM: Dr. Montza Williams
 Assistant Professor and
 4-H & Youth Development

RE: 2013 East District 5 4-H Gold Star Banquet

The District 5 4-H Gold Star Banquet will be held on October 1, 2013 at Stephen F. Austin State University Student Center, Grand Ballroom, Nacogdoches, Texas beginning at 6:30 p.m. Honorees should plan to arrive at the banquet by 5:45 p.m. and be dressed appropriately for this special event.

Invitation Lists: From funds provided by the sponsor, meals can be furnished for the following:

District Office Contacts

Legislative Officials and Spouses
 County Judges and Spouses
 District 4-H Council Officers
 Sponsors and Special Guests

County Contacts

4-H Gold Star Honorees for 2013
 2 Parents of the Gold Star Honorees
(step parents, grandparents, siblings, etc. can come but must pay for the meal)

Additionally, you are encouraged to invite the following, but their tickets must be provided from your local funds and their names entered on the County Reservation List.

- Key leaders
- 4-H adult leaders
- Extension agent's spouses
- County Commissioners
- Anyone else you care to invite (including other friends or relatives of the Gold Star honoree)

Do not include on your list the special guests that will be formally invited by the District Office (that list will be sent to you soon for your review). However, if any of these invitees are located in your particular county, we would ask that you also contact them personally and encourage their attendance. Please assist them with travel arrangements as well when appropriate.

RESERVATIONS for All Guests:

Reservations for all guests should be made via the reservation form. All Gold Star Banquet attendees should be listed on this list except for special guests who will RSVP directly to the District Office. The reservation form is due to the District Office by **September 6, 2013**.

Montza Williams, EdD
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RESERVATIONS for Paying Guests:

Each County should designate one individual to register all paying guests on 4-H Connect by **September 13, 2013**. The Connect system will open **August 20, 2013**. Please remember the Foundation will not accept personal checks so payment should either be made with a credit card or 4-H check. If mailing a check, please send to the 4-H Foundation with a notation of the County and for whom the payment is being made. The 4-H Connect registration system will ask the following five questions.

- County name
- Person completing the reservation
- Number of paying guests
- Names of the paying guests
- Special needs that we should know in order to accommodate guests

If a person who is submitted on your form as a complimentary guest does not attend, the meal fee of \$20.00 must be paid from your county or personal funds. The sponsor will not be expected to pay for a person who does not attend.

Again, please do not include anyone who is being formally invited by the District Office on your registration form. These special guests will reply directly to the district office by using the RSVP cards provided them especially for this purpose.

GOLD STAR FORMS AND PICTURES:

Please submit Gold Star honoree information and pictures to the District Office by **August 19, 2013**. Since this is a most prestigious award and the pictures will be used in a banquet program, we request that honorees look the part in the picture. Looking the part means coat and tie for guys and a dress or blouse for ladies. T-shirts are not appropriate for either male or female.

ENCOURAGE APPROPRIATE ATTIRE:

Please work with all honorees so that they know the appropriate dress for this special occasion. Young men should wear sports coats/slacks or suits, and a tie. Ladies should wear nice dresses or pant/skirt suits for the banquet.

All County Extension Agents are expected to attend unless excused by the District Extension Administrator. Please notify me if Shelia Lewis excuses your absence from this event so that we can make appropriate meal arrangements.

cc: Shelia Lewis
Dr. Darrell Dromgoole
Dr. Chris Boleman