

MEMORANDUM

DATE: August 3, 2018  
TO: All East District 5 County Extension Agents  
FROM: Dr. Montza Williams  
Assistant Professor and  
4-H Youth Development  
RE: 2018 East District 5 4-H Gold Star Banquet

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The District 5 4-H Gold Star Banquet is scheduled for October 2, 2018 at Stephen F. Austin State University Student Center, Twilight 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 (dresses and coats/ties) 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 2018  
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.

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### **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 7, 2018.

### **RESERVATIONS for Paying Guests:**

Each County should designate one individual to register all paying guests on 4-H Connect on or before **August 31, 2018**. The Connect system is open and will remain open through September 7. Please remember that payments should either be made with a credit card or 4-H check and be made payable to Texas A&M AgriLife Extension. If mailing a check, please send to the 4-H Business Office 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 31, 2018. 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 and hats are not appropriate for either male or female. Pictures will not be included in the program for members not meeting the dress code requirements.

### **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. *This is an excellent time for educating youth in what is appropriate to wear. Styles for young ladies seem to be very short. Again, this can be a time for talking with your honorees about what is appropriate. **Some have not dressed the part for the past several years!***

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

cc: Mrs. Shelia Harris  
Dr. Courtney Dodd