

4-H Club Summary Report

A charter and seals are provided as recognition for 4-H Clubs.

A charter signed by the State 4-H Leader, the Director of Extension and the president of Kansas State University, is given to a 4-H Club soon after the group is organized. This charter is kept as long as the club is in existence. When a 4-H Club disbands, the charter is to be taken to the District Extension Office. Clubs will decide on what to do with the remaining funds in the club accounts. Funds can only go to: Kansas 4-H Foundation; Ottawa County 4-H Foundation; Saline County 4-H Development Fund; or the Central Kansas District 4-H Council

A seal is awarded to a 4-H Club each participation year requirements for a seal are met. The seals, ranked in ascending order of difficulty, are: participation, white, red, blue, and purple. Your 4-H Club may try for any seal without regard to the seals previously received. If a club does not meet all club requirements, then a participation seal is awarded for that year

As a requirement is met, place an "X" in the space provided and give the information requested. Check frequently throughout the year to avoid missing any requirements for the seal your club is working for.

Use the club officers or a committee of 4-H members to assist you checking the requirements during the year and to fill out the "4-H Club Summary Report" at the close of the 4-H year.

Organizational Leader(s) Statement of Authenticity

As a leader of the above mentioned 4-H club, I have personally reviewed this 4-H Club Summary and certify that it accurately reflects the work of the 4-H Club. I also verify the accuracy of the secretary and treasurer books for the 4-H Club and these books are in order (Items K & L). If more room is needed to explain any item on this form, I understand additional pages are allowed.

Organizational Leader Signature

Date

Organizational Leader Signature

Date

Levels

- ✿ Club = activity/event organized or sponsored by your club
- ✿ District = activity/event organized or sponsored by Central Kansas District
- ✿ Regional = activity/event planned and coordinated for multiple counties beyond Central Kansas District
- ✿ State = activity/event that is open to the entire state
- ✿ National = 4-H activity/event involving multiple states

Requirements for New Charter Clubs & All Chartered Clubs

- Enroll five or more 4-H members from at least three different families between ages 7 and 18 in the club.
- Have two Screened Volunteers serve as Organizational Leader(s).
- Organize a club with the following officers: President, Vice-President, Secretary, Treasurer (or Secretary-Treasurer).
- Prepare a tentative program for the remaining months in the 4-H year after organization.

Annual Club Requirements

- A. Have Adult Screened Organizational Leader(s) and Screened Volunteers.
- B. Have an organized “Parents’ Committee.”

Members: _____

- C. Conduct at least 10 regular business monthly meetings.
- D. Prepare a tentative program for each month in the 4-H year and provide a copy for each family represented in the club.
- E. **20% of 4-H Club membership** enrolled in leadership.

Number of 4-H members: _____ Number enrolled in leadership: _____

- F. Majority of club officers attend District / club “officer’s training” according to District guidelines (this includes all club officers, junior and senior officers).

Date: _____ Club / District
(# attended) (# officers) (check one)

- G. 4-H members exhibiting at the County Fair.

Number of 4-H members: _____ Number of exhibits: _____

- H. Have an official representative at a majority (50% + one **OR** four) of 4-H Council meetings (official representatives include four elected / appointed 4-H members, two alternates, and two adult volunteers).

Dates/Representative(s): _____

I. **50% of club membership** completed and turned in record books or Project Report Forms to Organizational Leader(s).

Membership as of September 1, current year: _____ Books completed: _____

J. List your club project/topic meetings. Minimum of 6 meetings.

A single meeting may be counted as more than one meeting depending on the number of topics covered. You must spend at least 1 hour on each topic. For example: If you have a four-hour meeting and cover four topics you may count that as four meetings. All project meetings should be announced to the club and recorded in the minutes.

- K. Written club business meeting minutes are available for every meeting (notebook to be submitted at the same time as the Club Summary). The Secretary's Book submitted is accurate, in order, and complete. If there was no monthly meeting, please indicate this. A list of when monthly meetings took place in the front of the book is encouraged.
- L. Written treasurer reports are available for every meeting (notebook to be submitted at the same time as the Club Summary). The Treasurer's Book submitted is accurate, in order, and complete.
- M. Club "year in review" paragraph (6-8 sentences) to be read at the upcoming 4-H Celebration of Achievements completed and submitted. It is due at the same time as this Club Summary document. It can be attached to this Club Summary, written below, or emailed to klittich@ksu.edu.

Club Seal Key:

- ❖ *Participation:* Any club that submits the Club Summary and does not complete the requirements for the seals mentioned below.

The seals below must have A **thru** M of the “Annual Club Requirements” Section plus:

- ❖ *White:* Any 5 of the 62 items under “Additional Club Requirements”
- ❖ *Red:* Numbers 1 **thru** 6 plus any 5 from 7 thru 62 under “Additional Club Requirements”
- ❖ *Blue:* Numbers 1 **thru** 12 plus any 13 from 13 thru 62 under “Additional Club Requirements”
- ❖ *Purple:* Numbers 1 **thru** 19 plus any 20 from 21 thru 62 under “Additional Club Requirements”

Additional Club Requirements

1. Club conducts a parent's night. Date: _____

2. **50% of club membership** participating in 4-H Council fundraising event(s).
Fundraiser(s): _____ Number Participating: _____

3. **25% or more of club membership** give prepared public presentations (this does not include talent – Music, Drama, Dance, etc., or the My Spark or Spontaneous Speaking categories) at District 4-H Club Day.

How many members were eligible based on the December 1 deadline: _____

Event: _____ Presenter(s): _____

4. Every Organizational Leader is required to attend 1 of the quarterly updates. Each club is required to have Organizational Leader(s) attend at least 3 of 4 Leader Updates.

OR

A club's Organizational Leaders meet with the 4-H Youth Development Agent as a unit prior to May 1 of the 4-H Year, in addition to having Organizational Leader(s) attend 3 of 4 Leaders Updates.

New 4-H Year Meeting Leader(s): _____ Dates: _____

January Update Leader(s): _____ Dates: _____

March/April Update Leader(s): _____ Dates: _____

June/July Update Leader(s): _____ Dates: _____

Meeting with 4-H Agent Leader(s): _____ Dates: _____

5. Have one (1) adult volunteer represent the club at the District Project Award Screening the end of September to help screen Project Report Forms. **Cannot be the same individual named in #19.**

Name: _____

6. As indicated in item "H," each club is to have official representation at each 4-H Council meeting (**up to four** (4) club members and two (2) adult volunteers) and be ACTIVELY involved with 4-H Council. Who are your members and how were they involved? **Note: These individuals CANNOT be listed in items #20 and #54.** If helpful, the "What did you do" questions can be given to the Council Reps to answer and could then be attached to this document instead of trying to fit them into the small blank.

Youth Name: _____ Committee: _____ What did you do? _____

Youth Name: _____ Committee: _____ What did you do? _____

Youth Name: _____ Committee: _____ What did you do? _____

Youth Name: _____ Committee: _____ What did you do? _____

Adult Name: _____ Committee: _____ What did you do? _____

Adult Name: _____ Committee: _____ What did you do? _____

7. Club participates in club project (describe project / activities). A club project could be, but not limited to, community service activities, something the club wants to learn more about, etc. It is something that the club does together as a group.

Project: _____

8. Club members promote 4-H during National 4-H Week with a display (i.e., classroom/school assembly presentation, window display, school, District 4-H week plans, display at the mall, etc.).

Activity: _____

9. **50% of club membership** attend Club / District achievement event.

10. Club participate in Model Meeting / Gavel Games Competition (does not include extemporaneous).

Team / Member(s): _____

11. Have a banner or float or booth (booth option is only available at the Ottawa County Fair) at the fair promoting some phase of 4-H work.

12. Submit a nomination for at least one of the following awards: Family of the Year, 4-H Alumni, Friend of 4-H, Volunteer of the Year or Outstanding Lifetime Volunteer. **Cannot be the same one indicated in item #18.**

Who did you nominate and for which award? _____

13. Club participate in a community service activity (i.e., Youth Service Day, Food Bank, etc.---**must be different activity if club project is community service**---#7).

Project: _____ Date: _____

14. Club conducts a tour. Date: _____

15. Club participates in a fair activity such as pop stand, clean-up, building monitor, bake sale, etc. (does not include exhibits). **Cannot be same activity as #41.**
Activity: _____

16. 4-H members provide leadership for fair; serving as superintendent or assistant.

4-H Division: _____ Name(s): _____

17. **Adult Volunteers Training Attendance.** This includes, but is not limited to, in-person districtwide or multi-extension unit orientation or training/workshop Volunteer Orientation, Project Report Forms, Project Leader, District Leadership Workshop, Officer Training & Family Event, project subject matter, etc. **Organizational Leader Updates CANNOT be included.**

- Clubs with 20 members or less – need to have at least 3 **adult** project leaders or club volunteers attend

1. Orientation/Training _____
Volunteer(s)/Leader(s) _____

2. Orientation/Training _____
Volunteer(s)/Leader(s) _____

3. Orientation/Training _____
Volunteer(s)/Leader(s) _____

- Clubs with 21 members or more - need to have at least 5 **adult** project leaders or club volunteers attend

1. Orientation/Training _____
Volunteer(s)/Leader(s) _____

2. Orientation/Training _____
Volunteer(s)/Leader(s) _____

3. Orientation/Training _____
Volunteer(s)/Leader(s) _____

4. Orientation/Training _____
Volunteer(s)/Leader(s) _____

5. Orientation/Training _____
Volunteer(s)/Leader(s) _____

18. Submit a nomination for at least one of the following awards: Family of the Year, 4-H Alumni, Friend of 4-H, Volunteer of the Year or Outstanding Lifetime Volunteer. **Cannot be the same one indicated in item # 12.**

Who did you nominate and for which award? _____

19. Have one (1) adult volunteer represent the club at the District Project Award Screening the end of September to help screen Project Report Forms. **Cannot be the same individual named in #5.**

Name: _____

20. 4-H Council Representatives (i.e., four (4) club members and two (2) adult volunteers) must be a member of a 4-H Council Committee. However, anyone (4-H member or volunteer) can serve on a committee. List the name of one (1) 4-H Council Committee member who is **NOT** required to serve on a 4-H Council Committee. **Cannot be the same individuals named in #6 or in #54.**

Youth/Adult Name: _____ What did you do? _____

21. Club conduct 4-H Sunday with Fellowship service or attend Church service.

Describe activity: _____

22. Club participate in an exchange activity with different 4-H Club during current 4-H year (i.e., meeting, party, etc).

Date: _____ Activity: _____ Club: _____

23. Increased enrollment. Number increased: _____

24. Club contributed to Ottawa County 4-H Foundation or Saline County 4-H Development Fund.

Date: _____ Amount: _____

25. Club contributed to the Cancer Fund, Heart Fund, March of Dimes, Salvation Army, or similar charity.

Date: _____ Amount: _____

26. Club contributed to Kansas 4-H Foundation.

Date: _____ Amount: _____

27. Club participated in Ottawa County 4-H Foundation or Saline County 4-H Development Fundraiser (such as the Ottawa County 4-H Foundation Fund Drive or the Saline County 4-H Development Fund efforts at Match Madness).

Fundraiser: _____

28. Volunteers completed the Screened Volunteer Renewal and requirements still current (Returning Screened Volunteers for this 4-H Year).

Adult Leader(s): _____

Role: _____

Adult Leader(s): _____

Role: _____

Adult Leader(s): _____

Role: _____

29. **50% of club membership** enrolled in Leadership. Number Enrolled: _____

30. **50% of club membership** enrolled in Civic Engagement. Number Enrolled: _____

31. **75% of club membership** complete and turn in record books to Organizational Leader(s).
Membership as of September 1: _____ Number of Completed Books: _____

32. Project Report Forms completed for **10% of club membership total** (i.e.:10 members = 1 Project Report Form, 30 members = 3 Project Report Forms total).
Project Area: _____ Member(s): _____
Project Area: _____ Member(s): _____
Project Area: _____ Member(s): _____
Project Area: _____ Member(s): _____

33. Project Report Forms completed for **30% of club membership total** (i.e.:10 members = 3 Project Report Form, 30 members = 9 Project Report Form total).
Project Area: _____ Member(s): _____
Project Area: _____ Member(s): _____
Project Area: _____ Member(s): _____
Project Area: _____ Member(s): _____

34. 4-H Club members attend 4-H Camp at Rock Springs 4-H Center as a camper.
Member(s): _____

35. At least one 4-H member serve as counselor or leader for 4-H Camp (CIT / LIT), Day Camp, 4-H Fair Fun Day, or other local or state event (i.e., sewing camp, insect spectacular, geology field days, dog conference, etc.) not previously mentioned.
Event: _____ Member(s): _____
Event: _____ Member(s): _____

36. Screened Adult Volunteer serving as a Districtwide project leader from club.
Leader: _____ Project: _____

37. Screened Adult Volunteer serving as a District Master 4-H Volunteer from club.

Leader: _____

Project: _____

38. Attended Central Kansas District 4-H Celebration of Achievements.

Total Members Attended: _____

39. Club member(s) participate in Ag Olympics, parade, Pickle Power, Trash Can Painting, or other event at the County Fair.

Event: _____ Member(s): _____

40. Club member(s) serve as 4-H Council Committee Co-Chair.

Committee: _____ Member: _____

Committee: _____ Member: _____

41. Members or club participate in a District event (pop stand, etc.). **Cannot be same activity as #15.**

Activity: _____

42. **25% or more of club members** participate in a District, Regional, or State Judging Contest or School (FCS, Livestock, Dairy, Horse, Horticulture, etc.).

Contest/School: _____ Date: _____ Member(s): _____

43. 4-H member(s) participate in District Invitational Show(s)/Contest(s) (dog, beef, etc.).

Show: _____ Member(s): _____

Show: _____ Member(s): _____

44. 4-H member(s) participate in out of District Invitational Show(s)/Contest(s).

Show: _____ Member(s): _____

45. Member(s) present a 4-H promotional speech to a non-4-H sponsored organization such as Lions Club, school, church, etc.

Organization: _____ Member(s): _____

46. Prepare and present public service announcement (i.e., radio, TV, social media)

Date _____ Member(s) _____ Radio or TV or Social Media
2025-2026 4-H Year

47. 4-H member(s) participate as an exchange delegate & host for mini or interstate exchange.

Exchange: _____

Member(s): _____

48. Member(s) or Adult(s) serving on Kansas 4-H Project Partnership Team (formerly known as State Action Team Committee or Task Force).

Team: _____

Member(s): _____

Team: _____

Member(s): _____

49. 4-H member(s) exhibiting at the Kansas State Fair.

Project Area: _____

Member(s): _____

Project Area: _____

Member(s): _____

Project Area: _____

Member(s): _____

50. Club member(s) named to State Judging Team, Quiz Bowl Team, or Skill-a-thon Team.

Team: _____

Member(s): _____

51. 4-H Club member(s) attend Citizenship In Action (CIA), Discovery Days, Kansas 4-H Youth Leadership Forum (KYLF), State Dog Conference, Horse Panorama, or other State 4-H Youth Conference.

Event: _____

Member(s): _____

Event: _____

Member(s): _____

Event: _____

Member(s): _____

52. 4-H member(s) attend Citizenship Washington Focus, National 4-H Congress, National 4-H Conference, or other National 4-H Youth Conference.

Event: _____

Member(s): _____

53. 4-H member(s) participate as a host or an exchange delegate for International exchange (LABO, IFYE).

Exchange: _____

Member(s): _____

54. 4-H Council Representatives (i.e., four (4) club members and two (2) adult volunteers) must be a member of a 4-H Council Committee. However, anyone (4-H member or volunteer) can serve on a committee. List the name of one (1) 4-H Council Committee member who is **NOT** required to serve

on a 4-H Council Committee. **Cannot be the same individuals named in #6 or individual named in #20.**

Youth/Adult Name: _____ What did you do? _____

55. Club participate in a 48 Hours of 4-H community service activity (must be different activity if club project is community service-#13).

Project: _____ Date: _____

56. Have Cloverbud meetings / activity at a club meeting or held outside of a club meeting (minimum of 6).

57. Club members participate in Spontaneous Speaking at 4-H Club Day

Member Names: _____

58. Club members participate in the “My Spark Contest” at 4-H Club Day

Member Names: _____

59. Our 4-H Club participated in the following promotion/recruitment activity during a non-4-H community event: _____

60. Our 4-H Club participated in the following activity which was not previously mentioned: _____

□ 61. Our 4-H Club participated in the following activity which was not previously mentioned:

□ 62. Our 4-H Club participated in the following activity which was not previously mentioned:

