

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

Requirement 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 Award Applications 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.”

Leader /Project Area	Topic(s) Covered	Meeting Date(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- K. Written club business meeting minutes are available for every meeting (notebook to be submitted). 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). 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 4-H Celebration of Achievements (attach as a typed document or email 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 57 items under “Additional Club Requirements”
- ❖ *Red:* Numbers 1 **thru** 6 plus any 5 from 7 thru 57 under “Additional Club Requirements”
- ❖ *Blue:* Numbers 1 **thru** 12 plus any 13 from 13 thru 57 under “Additional Club Requirements”
- ❖ *Purple:* Numbers 1 **thru** 19 plus any 20 from 21 thru 57 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) _____ # Participating _____
3. **25% or more of club membership** give prepared public presentations (excluding talent – music, drama, dance, etc.) at District 4-H Club Day.

How many members were eligible based on the Dec. 1 deadline _____

Event _____ Presenter(s) _____

Event _____ Presenter(s) _____

Event _____ Presenter(s) _____

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 Application Screening the end of September to help screen P Project Award Applications. **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 (i.e., four (4) club members and two (2) adult volunteers) and be ACTIVELY involved with 4-H Council. Who are your members and were they members involved? **Note: These individuals CANNOT be listed in items #20 and #55.**

Youth Name: _____ What did you do? _____

Youth Name: _____ What did you do? _____

Youth Name: _____ What did you do? _____

Youth Name: _____ What did you do? _____

Adult Name: _____ What did you do? _____

Adult Name: _____ What did you do? _____

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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.

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.).

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 at the fair promoting some phase of 4-H work.
(check one)

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.

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).

Activity _____

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

4-H Division _____ Name(s) _____

4-H Division _____ Name(s) _____

4-H Division _____ Name(s) _____

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 Award Application, Project Leader, 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 Application Screening the end of September to help screen Project Award Applications. **Cannot be the same individual named in #5.**

Name: _____

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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 individual named in #55.**

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.
Fundraiser _____
28. Club recognizes project leader(s) for completing required Screened Volunteer Process (New Screened Volunteers for this 4-H Year).
Date _____ Adult Leader(s) _____
29. Project leader(s) completed the Screened Volunteer Renewal and requirements still current (Returning Screened Volunteers for this 4-H Year).
Adult Leader(s) _____ Project _____
Adult Leader(s) _____ Project _____
Adult Leader(s) _____ Project _____
30. Member(s) (youth) serving as project leader (not jr. or assistant) for club and Screened Volunteer paperwork up-to-date and on file.
Member _____ Project _____
Member _____ Project _____
31. **75% of club membership** enrolled in Leadership. Enrollment _____
32. 75% of club membership complete and turn in record books to Organizational Leader(s).
Membership as of September 1 _____ Books _____
33. Project Award Applications completed for **10% of club membership total** (i.e.:10 members = 1 Project Award Application, 30 members = 3 Project Award Applications total).
Project Area _____ Member(s) _____
Project Area _____ Member(s) _____
Project Area _____ Member(s) _____
Project Area _____ Member(s) _____

34. Project Award Applications completed for **30% of club membership total** (i.e.:10 members = 3 Project Award Application, 30 members = 9 Project Award Applications total).

Project Area _____ Member(s) _____

Project Area _____ Member(s) _____

Project Area _____ Member(s) _____

Project Area _____ Member(s) _____

35. 4-H Club members attend 4-H Camp at Rock Springs 4-H Center as a camper.

Member(s) _____

36. 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) _____

37. Screened Volunteer serving as a Districtwide project leader from club.

Leader _____ Project _____

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

Leader _____ Project _____

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

Total Attended: _____

40. Club member(s) participate in Ag Olympics or other non-competitive event at the County Fair (i.e., Pickle Power, etc.).

Member(s) _____ Event _____

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

Member(s) _____ Committee _____

Member(s) _____ Committee _____

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

Activity_____

43. **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)_____

Contest/School_____ Date_____ Member(s)_____

Contest/School_____ Date_____ Member(s)_____

44. 4-H member(s) participate in District Invitational Show(s)/Contest(s) (dog, etc.).

Show_____ Member(s)_____

Show_____ Member(s)_____

45. 4-H member(s) participate in out of District Invitational Show(s)/Contest(s).

Contest_____ Member(s)_____

46. 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)_____

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

Date_____ Member(s)_____ Radio or TV or Social Media
(check one)

48. 4-H member(s) participate as an exchange delegate & host for mini or interstate exchange.

Member(s)_____ Exchange_____

49. Member(s) or Adult(s) serving on State Action Team Committee and/or Task Force.

Committee_____ Name(s)_____

Committee_____ Name(s)_____

50. 4-H member(s) exhibiting at the Kansas State Fair.
- Project Area _____ Member(s) _____
- Project Area _____ Member(s) _____
- Project Area _____ Member(s) _____
51. Club member(s) named to State Judging Team, Quiz Bowl Team, or Skill-a-thon Team.
- Team _____ Member(s) _____
52. 4-H Club member(s) attend Citizenship In Action (CIA), Discovery Days, Campference, Ambassador training, 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) _____
53. 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) _____
54. 4-H member(s) participate as a host or an exchange delegate for International exchange (LABO, IFYE).
- Member(s) _____
55. 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? _____
56. 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 _____

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

<u>Leader</u>	<u>Activity</u>	<u>Meeting Date(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____