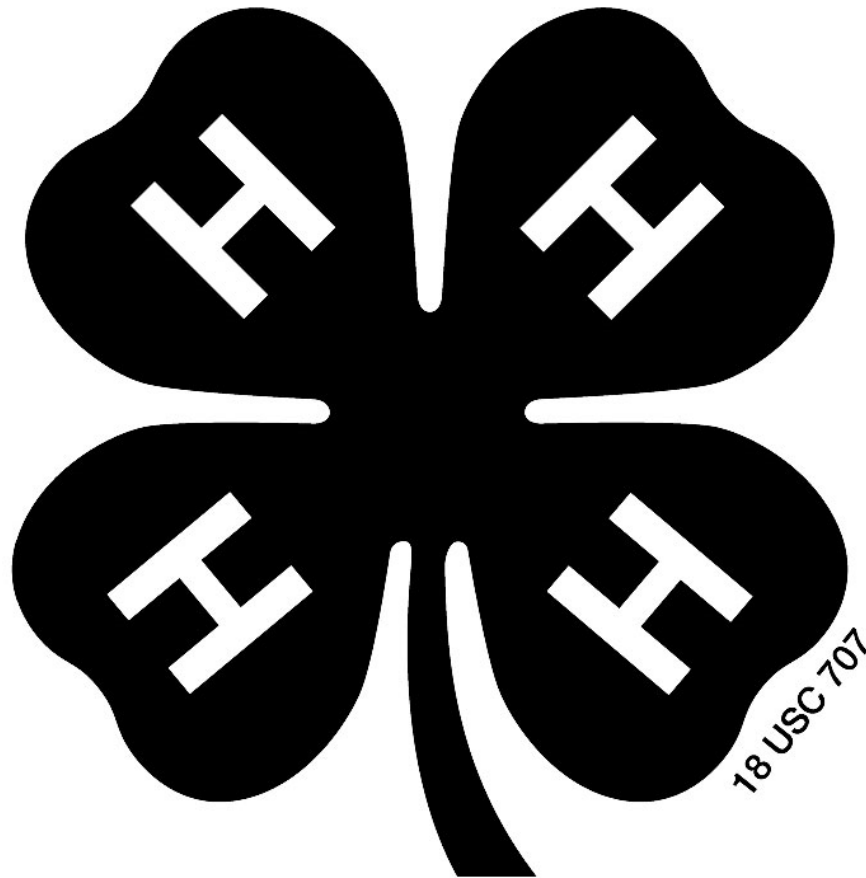


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WITH

New Family Coordinators

New Family Coordinator Position Description

Title: New Family Coordinator

Purpose: To ensure that new 4-H members feel welcome in our 4-H club and to be a resource for them throughout their first year.

Responsibilities:

1. Welcome new families to our 4-H club.
2. Attend all meetings and greet all members.
3. Provide a “Greet Sheet” for new members and help them find a seat at their first meeting.
4. Work with club leader to provide a New Family Handbook for new families.
5. Review New Family Handbook with new families.
6. Set up a “buddy” system for current and new members. Recruit “buddies” and train them in their role.
7. Be the key point of contact for new families and answer any questions they may have.

Contact Person:

Club Leader

Resources Available:

New Family Handbook
Welcoming New 4-H Members fact sheet
Sample “4-H Green Sheet” (4-H information sheet template for club to customize)

Qualifications:

Enthusiastic about 4-H!
Enjoy working with youth and adults.
Enjoy sharing the benefits of 4-H.
Ability to communicate with youth and adults.
Like to meet new people.
May be a teen with an adult mentor.

Time Required:

2-year term. Be able to attend all club meetings.

I will work to “Make the Best Better” through my
role as New Family Coordinator

Volunteer’s Signature



Welcoming Environment Club Checklist

Use the checklist below to rate the environment for welcoming new families in your club.

Club Checklist			
	Almost Always	Sometimes	Never
Do we have a plan for increasing our club membership – including flyer, open house, membership contact person, and welcome committee?			
Is our meeting location well-marked and easy for visitors to find?			
Do we have a greeter at the door to welcome everyone – current members AND new families?			
Do we use ice breakers or some other kind of activity at the beginning of activities or meetings to get everyone involved?			
Do we encourage group identity with club name tags, hats, t-shirts, badges, and similar items?			
Do we have a plan to include new members/families right away so that they feel involved? (Example: handing out name tags, setting up chairs, leading the flag salute.)			
Do we have a new family coordinator who helps new families get acquainted, answer questions, etc.?			
Do we make time for youth and adults to become better acquainted?			
Can everyone name all of the youth and adults in our club?			
Do we actively seek diversity in our club?			
Do club members do most of the talking and decision making at the club meetings?			
Is a copy of the agenda posted on the wall or given to new families so that they can follow along?			
Is the business meeting organized and efficient? (no more than 20 minutes)			
Do youth and adults keep side-talking to a minimum so that everyone can hear what is being discussed?			
Does every member participate in the program at least once during the year, including giving a talk or demonstration?			
Do we have project leaders so that members learn skills in the projects they are interested in?			
Does the club look for ways to help in the community and are members genuinely involved in the service projects?			
Do our club meetings/activities appeal to the needs and interests of the youth involved?			
Do we offer a variety of activities for a variety of ages of members in our club?			
Do we celebrate participation and achievements throughout the year – not just at fair time?			
Do we work hard and play hard?			

Adapted from Kirk Astroth's "Critical Elements and Practices for 4-H" and from Brenda Young, Extension Agent, 4-H Youth Development, Wyandot County, OSAU Extension

Welcoming New 4-H Members

We want others to be a part of this great organization we call 4-H. One way a club can help promote 4-H and get more members is to make “recruiting new members” a club goal.

But most importantly, clubs need to make a plan to welcome new members when they arrive at their first 4-H club meeting. Making a great first impression is important. If new members don’t feel comfortable right away with the club, they won’t come back.

Have a Plan: Design a plan for welcoming new members. Delegate this task to a specific person, called a *New Family Coordinator*, with this being their role at each monthly meeting. With 4-H, members can join at any time, so this is an ongoing task.

First Impression At First Meeting: When new members first attend a club meeting, be sure they are greeted and made to feel a part of the group by the *New Family Coordinator*.

The *New Family Coordinator* gives the new family a “4-H Greet Sheet.”

After they arrive and before the meeting begins, the *New Family Coordinator* takes the initiative of introducing his/herself, welcoming the new family to the club and introducing them to other club members on an informal basis.

The *New Family Coordinator* finds a spot for them to sit, children with the current members and the parents with the *New Family Coordinator*. If parents have questions during the meeting, the *New Family Coordinator* is close at hand to answer them. If a current family has invited the new family to the meeting, have the children sit with current 4-H members and the parents with those that invited them.

The *New Family Coordinator* should let the club president and secretary know there are guests present so that they can be introduced during the meeting after roll call has been taken.

Form a Buddy System: Developing a buddy system between a new member and a current member helps the relationship with the new member and the club stay intact. The *New Family Coordinator* should recruit current members to be “buddies” with the new member.

Communication Is Important: Keep the lines of communication open, so that the new family feels comfortable asking questions. 4-H seems to have a language of its own and may need to be interpreted for the new family. The *New Family Coordinator* should provide a New Family Handbook to the new family and review it with them.





Example: Kansas Clover 4-H Club Meeting “Greet Sheet”

Welcome to the Kansas Clover 4-H Club. We are glad you are here.

The Following things will happen at our meeting:

1. Call To Order – The President will tap the gavel and everyone will find a seat
2. Flag Salute and 4-H Pledge
In our club we stand and say the American Flag Salute, followed by the 4-H Pledge. There are motions that go with the 4-H Pledge, that are easy to follow.
4-H Pledge
I pledge my head to clearer thinking
My heart to great loyalty
My hands to larger service,
And my health to better living
For my club, my community, my country and my world
3. Roll Call and Introduction of Guests
You will be introduced by the president and asked to stand and answer to roll call
4. Reading and Approval of Minutes – The secretary reads the notes from the last meeting.
5. Treasurer’s Report – We hear how much money we have in the bank and what money was spent or raised this month.
6. Committee Reports –
7. Unfinished / Old Business –
8. New Business –
9. Educational Activity or Program – Several of our members will give talks and demonstrations about their projects. Please listen carefully and clap for them at the end of their presentation.
10. Recreation – We go to the back of the room or outside for recreation. We have two youth leaders who will share instructions with our group.
11. Adjournment – Before we adjourn, we say the Motto Together – **“To Make the Best Better.”** At the end of the meeting we all pick up any papers off the floor and put our chairs away.
12. Refreshments – We invite you to join us for a snack.

We look forward to seeing you again! Our next meeting will be _____.

If you have any questions before our next meeting, call our New Family Coordinator, (insert name and phone number); Club Leader, (insert name and phone number) or Club President, (insert name and phone number).



Welcome to our 4-H Club

Unscramble the 4-H Projects

Our motto is to Make the Best Better

The 4-H Pledge

*I pledge my HEAD to clearer thinking
My HEART to greater loyalty
My HANDS to larger service, and
My HEALTH to better living
for my club, my community, my
country, and my world.*



ypurlot _____ togsa _____
oitgcohn _____ hestcapce _____
elgyogo _____ spocr _____
2ocsrac _____ sbrbait _____
odwkwnoigor _____

The President for our meeting tonight is _____.

Roll call was answered by _____.

How many members were present at tonight's meeting? _____

Who gave our organizational leaders report? _____

Did we have any guests with us this evening? _____ and who were they? _____

Did anyone make a motion? _____ and what was the motion?



What do the 4 H's stand for?

1. 2.
3. 4.

Complete your activity page and turn it into the Vice President, If all of your answers are correct you win a prize

4-H Club Meeting Check List

	Great	Ok	Could Improve
1. All meetings are well planned	_____	_____	_____
2. Each officer does his/her job well	_____	_____	_____
A. The President uses an agenda	_____	_____	_____
B. The Secretary has minutes prepared	_____	_____	_____
C. The Treasurer has report prepared	_____	_____	_____
3. Business part of the meeting is short and snappy	_____	_____	_____
4. All members take part in discussion	_____	_____	_____
5. Meeting place is set up when members started arriving	_____	_____	_____
6. Guests are introduced and made to feel welcome	_____	_____	_____
7. Educational program is interesting	_____	_____	_____
8. At least one demonstration given at each meeting	_____	_____	_____
9. Recreation is suitable to the meeting place and size of group	_____	_____	_____
10. Officers avoid doing all the talking	_____	_____	_____
11. Refreshments are served	_____	_____	_____
12. There is fun, learning and fellowship during the meeting	_____	_____	_____



K-State Research and Extension is an equal opportunity provider and employer.

Welcome to our 4-H Club!

Youth Leaders:

- Club President –
- Vice President –
- Secretary –
- Treasurer –

Organizational Leaders:

Name	Phone	Email

New Family Coordinator:

Name	Phone	Email



Central Kansas
District

Parents' Information Sheet

Name(s): _____

Nickname or Preferred Name: _____

How would you like to receive information or be contacted?

Home Phone: _____ Cell Phone: _____

e-mail: _____ Text: Y/N _____

Would you like reminders of upcoming 4-H meetings & events? Phone_e-mail_text_

What project(s) is your child interested in? _____

Are there other children in your family? (Names & ages)

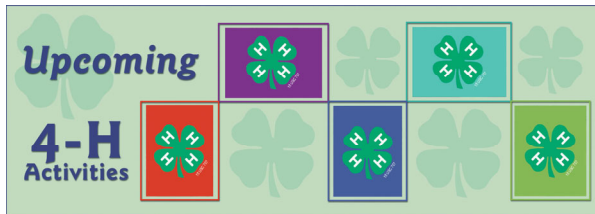
Your hobbies or interests: _____

Were you a 4-H member? _____ Where? _____

Your major projects: _____

Families you know in our 4-H Club: _____

Questions you have for us at this time: _____



See the District Calendar for more complete listing & tentative dates for this year, plus watch the newsletter for more information. The 4-H year runs from October 1 to September 30.

October:

National 4-H Week: The first full week of October. This is an opportunity for clubs to promote 4-H in various ways.

48 Hours of 4-H: Community service opportunities with current 4-H members, alumni, volunteers, parents, and friends of 4-H that occur on the club and District levels with Kansas 4-H to celebrate 4-H and give back to our communities.

4-H Achievement Celebration: Districtwide event to recognized 4-H members, leaders, and clubs for their accomplishments in the past 4-H year. Location of this even rotates each year with it being held in Minneapolis in even numbered years and Salina in odd numbered years.



November:

4-H Council Fall Event: Districtwide event to kick-off the new 4-H year with a social event for all 4-H families.

4-H Council Committee Requests Due: Council committees plan Districtwide activities & youth and adults need not be a council member to serve on a council committee. Job descriptions for the committees are available at either Extension Office or from your Club Organizational Leaders.



Red Wheel Sales for Salina Area Clubs: This is a fundraiser with proceeds to 4-H Council for funding various 4-H activities & scholarships for any District 4-H members.



December:

ONLINE Enrollment: Enrollment is due no later than 11:59 p.m. on December 1 for new and returning members to participate in 4-H Club Day. Enrollment is due no later than 11:59 p.m. on December 1 for returning members to participate in the County Fair.

January:

Gavel Games & Model Meeting: January/February. These activities are fun parliamentary procedure contests. Gavel Games teams are 4 or 5 members, with 3 age levels of competition, and Model Meetings are participation by the whole club.



Red Wheel Sales for Minneapolis Area Clubs: This is a fundraiser with proceeds to clubs & the Ottawa County 4-H Foundation to fund various 4-H activities.

4-H Club Day Entries DUE (see March for description).

February:

Red Wheel Sales end in Ottawa County (see above).

March:

4-H Club Day: February/March. This event is an opportunity for members to present Demonstrations, Project Talks, Illustrated Talks, Drama, Public Speaking, Extemporaneous Speeches, Vocal & Instrumental Music, Skits or Dance for competition in 2 age classifications. There are non-competitive Sharing opportunities for Cloverbuds, and 1st & 2nd year 4-H members.



Room Monitoring at 4-H Club Day is a leadership opportunity for all members. Two members are needed at each competition room to introduce the participating member, monitor when people may enter or exit the room, get the paperwork completed, and keep the competition running smoothly.

FCS Judging is an opportunity during 4-H Club Day for members in 3 age levels to judge Family & Consumer Science classes. Junior members participate in an educational non-competitive judging while Intermediate & Senior members participate in competitive judging.

Regional 4-H Club Day is an area-wide competitive event for the top presenters from District 4-H Club Day in early March. This is generally held in Clay Center with 4-H'ers from several Extension Units participating.



April:

Leadership Workshops: These workshops are for younger 4-H members and are generally held for 4-H members of all ages, parents, and volunteers. These 1 ½ -2 hr. workshops teach members various leadership skills with activities and learning games. There are at least two of these workshops held throughout the year.

Camp Registration is DUE (See June).

May:

Adds/Drops: If a member wishes to change which projects they are enrolled in, the final deadline is May 1 ONLINE.

Enrollment: For new members, enrollment is due no later than 11:59 p.m. on May 1 to participate in the County Fair.

4-H Campference: Registration DUE for members ages 12-14 (See June).



June:

These camp opportunities are not restricted to 4-H youth but there are scholarships available to 4-H members to assist with the costs. Bus transportation is also available.



Oz-Some 4-H Camp & Rookie Camp is held at Rock Springs. 4-H Camp is for those completing grades 3-7 and is 4 days/3 nights. Rookie Camp, for those completing 1st & 2nd grade, is 2 days/1 night. Members may participate in canoeing, horseback riding, shooting sports, arts & crafts, swimming and a lot more. Camp counselors are typically 8th graders & older and are selected after an application & interview are completed. Counselor Training is held prior to Camp.



4-H Campference is for youth ages 12 to 14 and is also held at Rock Springs. This combines a conference & camp experience. This is a statewide event.

Discovery Days is a university experience for youth 13 to 19 and is held at Kansas State University. This features workshops, service activities, dances, & free time. This is a statewide event.

July:

County Fairs are the major events where 4-H'ers can display exhibits that represent their project work. It provides members an evaluation of their exhibits and offers an opportunity for the public to see their work.



County Fair deadlines & events: Pre-entries for both county fairs vary. Please be sure to check the county fair paper and the 4-H newsletter for exact dates and details.

Ottawa County Fair: Dates vary by year, generally the 3rd week of July.

August:

Tri-Rivers (Saline County) Fair: Dates vary by year, generally Wednesday through Saturday of the first full week of August.

September:

Election of Club Officers at the club meeting for the upcoming 4-H year.



Kansas State Fair is held for 10 days in Hutchinson. 4-H members 9 years of age & older (4-H age) may enter their exhibits which qualified at their County Fair.



Record Books Due: Record books are due to be turned in to the Club Leaders for evaluation. There is a permanent record which covers the various activities members have participated in throughout the year, as well as a project record for each project in which the member is enrolled.

Pin Applications Due: There are 10 levels of Achievement Pins members may apply for. Pins are awarded at the Achievement Programs in November. Pin applications are available online at the District website.



Officers' Training: Training for newly elected club officers provided Districtwide. Some clubs may provide their own officers' training.

Club Committees

4-H Promotion: 2-3 members, 1 or more adults

Plan & execute opportunities to promote 4-H in the community.

Committee responsibilities year-round, with emphasis in Aug.-Oct.

Plan promotional activities & events.

1. Contact Extension Office & arrange for printing of club promotion flyer.
2. Participate in district-wide promotional event.
3. Complete committee report & report to club.

Budget & Finance: Treasurer is Chair, 2 or more other members, 1 or more adults.

Develop club budget & organize & supervise fundraising project(s).

October: Committee meets to develop budget for the year.

November: Presents budget to club for approval.

December: Distribute copies of approved budget to club members.

No later than January: Meet to discuss possible fundraising ideas & goals.

February: Decide on fundraising idea, & plan when & where.

Conduct fundraiser. Complete committee report & report to club.

Club Tour: 2-3 members, 1 or more adults.

Plan pre-fair tour to showcase fair projects of club members.

May: Conduct initial meeting to discuss ideas.

June: Finalize plans (what, when, & where) & schedule.

Get information to leaders for July calendar.

July: Announce at club meeting & remind members to bring projects.

Aug: Have tour & complete committee report.

Club Service Project: 2-3 members, 1 or more adults.

Decide on club's service project for the year, develop plan, organize & supervise project.

Timeline: Start as early in the 4-H year as possible.

1. Decide on project & develop plan.
2. Report to club regarding project.
3. Schedule & organize project.
4. Supervise execution of project.
5. Complete committee report & report to club.



Date	Event	Perm Rec. section	Level	Achieve Pin	Rec Book check sheet	
Oct. 2018	Volunteer Screening Orientation	Sec. 3	Co/Dist	10	32	
	Club Events	see list at right	Local			
	4-H Fall Social	Sec. 3	Co/Dist	4 or 40		
	Club Meeting	Sec. 1	Local	1	5	
	Project Meetings	Sec. 1	Local or Dist.	20	6	
	48 Hours of 4-H	Sec. 3	Co/Dist	41	35; 23 if club participated	
	National 4-H Week participant	Sec. 3	Local	40	30	
	Lions BBQ sales	Sec. 3	Co/Dist	8	37	
	Help at Lion's BBQ	Sec. 3	Co/Dist		37	
	Officer Training	Sec. 3	Co/Dist	10	33	
	Family Event	Sec. 3	Co/Dist	4 or 40		
	Nov. 2018	Club Meeting	Sec. 1	Local	1	5
Project Meetings		Sec. 1	Local or Dist.	20	6	
4-H Council Meeting		Sec. 1	Co/Dist	43		
Red Wheel Sales		Sec. 3	Co/Dist	7 or 8	36	
Attend Celebration of Achievements		Sec. 3	Co/Dist	4 or 40	34	
Received pin at Celebration of Achievements		Sec. 4	Co/Dist	50		
Club Events		see list at right	Local			
Sent Thank Yous to Achievement Program sponsors		Sec. 3	Co/Dist			
Dec. 2018		Volunteer Screening Orientation	Sec. 3	Co/Dist	10	32
		Club Events (Party, Caroling, etc.)	see list at right	Local		
	Club Meeting	Sec. 1	Local	1	5	
	Project Meetings	Sec. 1	Local or Dist.	20	6	
	Red Wheel Sales	Sec. 3	Co/Dist	7 or 8	36	
	4-H Council Officer Retreat	Sec. 1	Co/Dist	10	33	
	Jan. 2019	Gavel Games/Model Meetings Practices	Sec. 3	Local		
		4-H Council Meeting	Sec. 1	Co/Dist	43	
		Horse Panorama	Sec. 2	State	16 or 64	60
		Club Events	see list at right	Local		
		Red Wheel Sales (OT Co)	Sec. 3	Co/Dist	7 or 8	36
		Project Meetings	Sec. 1	Local or Dist.	20	6
Feb. 2019	Gavel Games/Model Meetings Participant	Sec. 2	Co/Dist	9	66	
	Quiz Bowl	Sec. 2	Co/Dist	28		
	Club Events	see list at right	Local			
	Club Meeting	Sec. 1	Local	1	5	
	Project Meetings	Sec. 1	Local or Dist.	20	6	
	District New Family Orientation	Sec. 3	Co/Dist	4 or 40		
	Council Fundraiser (Mixed Bag)	Sec. 3	Co/Dist	7 or 8	36	
	4-H Club Day presentations	Sec. 2	Co/Dist	38	24	
	Room Monitor at 4-H Club Day, set-up, clean-up	Sec. 3	Co/Dist	42	26	
	Community service project at 4-H Club Day	Sec. 3	Co/Dist	41		
	Judging School/Contest at 4-H Club Day	Sec. 2	Co/Dist	28	31	
	Mar. 2019	4-H club day attendee	Sec. 3	Area/Reg	4	
4-H Day Run-offs		Sec. 2	Area/Reg	51	46	
Ks 4-H Citizenship in Action		Sec. 3	State	68	63	
Regional 4-H Day room monitor		Sec. 3	Area/Reg		60	

	Regional 4-H Day contestant	Sec. 3	Co/Dist	58	56
	4-H Council Meeting	Sec. 1	Co/Dist	43	
	Council Fundraiser (Mixed Bag)	Sec. 3	Co/Dist	7 or 8	36
	Ham & Bean Worker	Sec. 3	Co/Dist	41	37
	Club Meeting	Sec. 1	Local	1	5
	Project Meetings	Sec. 1	Local or Dist.	20	6
	Club events	see list at right	Local		
	Cats Corner Food Pantry donation	Sec. 3	Co/Dist	41	
	KAP Workshop	Sec. 3	Co/Dist	40	
	Spring Paper Clover Campaign at Tractor Supply	Sec. 3	Co/Dist	7 or 8	36
	Volunteer Screening Orientation	Sec. 3	Co/Dist	10	32
Apr. 2019	Leadership Workshop	Sec. 3	Co/Dist	10	32
	Spring Paper Clover Campaign at Tractor Supply	Sec. 3	Co/Dist	7 or 8	36
	KAP Workshop	Sec. 3	Co/Dist		
	Club Events	see list at right	Local		
	Club Meeting	Sec. 1	Local	1	5
	Project Meetings	Sec. 1	Local or Dist.	20	6
May-19	Club Events	see list at right	Local		
	Club Meeting	Sec. 1	Local	1	5
	Project Meetings	Sec. 1	Local or Dist.	20	6
	4-H Council Meeting	Sec. 1	Co/Dist	43	
	Discovery Days	Sec. 3	State	68	63
Jun-19	Attend 4-H Camp	Sec. 3	Area/Reg	36	40
	Counselor Training for 4-H Camp	Sec. 3	Area/Reg	47	41
	Attended State Project Specialty Camp (Photo; Shooting Sports, Space Tech, etc)	Sec. 3	State	67	64
	Attended Campference	Sec. 3	State	68	63
	Youth Service Day	Sec. 3	Co/Dist	41	35
	New Family Fair Meeting (if member attended)	Sec. 3	Area/Reg	40	
	Club Events	see list at right	Local		
	Club Meeting	Sec. 1	Local	1	5
	Project Meetings	Sec. 1	Local or Dist.	20	6
	CKD Invitational Dog Show	Sec. 2	Local	27 or 37 or 40	52
Jul-19	Club Events	see list at right	Local		
	Club Meeting	Sec. 1	Local	1	5
	Project Meetings	Sec. 1	Local or Dist.	20	6
	Ottawa County Fair exhibits; conference judging	Sec. 2	Co/Dist	27 or 28	45
	4-H Council Meeting	Sec. 1	Co/Dist	43	
	OT Co. Fair Clean-up	Sec. 3	Co/Dist	40	50
	Ottawa County Fair Parade	Sec. 3	Co/Dist	52	51
	Animal Shows at OT CO Fair	Sec. 2 contestant; Sec. 3 attendee	Co/Dist	31	45
	Received purple ribbon at Co. Fair	Sec. 4	Co/Dist		46
	OT Co. 4-H Round Robin	Sec. 2 contestant; Sec. 3 attendee	Co/Dist	31	45
	OT Co. Fair Asst. Superintendent	Sec. 2	Co/Dist	42	49
	FCS Judging at OT Co. Fair	Sec. 2	Co/Dist	28	31
	4-H Day Camp attendee	Sec. 3	Co/Dist	36	40
Aug-19	Club Events	see list at right	Local		

	Club Meeting	Sec. 1	Local	1	5
	Project Meetings	Sec. 1	Local or Dist.	20	6
	Fair Dog Show	Sec. 2	Co/Dist	27 or 37 or 40	45
	Modeled in Public Style Revue	Sec. 2 contestant; Sec. 3 attendee	Co/Dist	39	48
	Tri-Rivers Fair Clean-up	Sec. 3	Co/Dist	40	50
	Received purple ribbon at Co. Fair	Sec. 4	Co/Dist		46
	Tri-Rivers Fair exhibitor	Sec. 2	Co/Dist	27	45
	Tri-Rivers Fair Parade	Sec. 3	Co/Dist	52	51
	Shepherd's Lead	Sec. 2	Co/Dist	31	51
	Fair Fun Day participant	Sec. 3	Co/Dist	36	51
	Fair Fun Day leader	Sec. 3	Co/Dist	42	41
	4-H Awards Assembly	Sec. 4	Co/Dist	40	
	Jr. Dairy Show	Sec. 2	State	73	
	Donated food for Bake Sale	Sec. 3	Co/Dist	40	51
	Ag Olympics	Sec. 2 contestant; Sec. 3 attendee	Co/Dist	52	51
	FCS Judging Participant - SA County	Sec. 2	Co/Dist	28	31
	SA Co. 4-H Round Robin	Sec. 2	Co/Dist	31	51
	Fair Pop Stand &/or bake sale worker	Sec. 3	Co/Dist	40	50
	Grandstand Concessions helper	Sec. 3	Co/Dist	40	50
	4-H Building Monitor	Sec. 3	Co/Dist	42	50
	Animal Showmanship at Fair	Sec. 2 contestant; Sec. 3 attendee	Co/Dist	31	45
	District 4-H Quiz Bowl	Sec. 2	Co/Dist	28	31
	SA Co. Fair Asst. Superintendent	Sec. 3	Local	42	49
Sep-19	Club Events	see list at right	Local		
	Club Meeting	Sec. 1	Local	1	5
	Project Meetings	Sec. 1	Local or Dist.	20	6
	State Fair exhibitor	Sec. 2	Co/Dist	79	70
	Complete & submit project KAP to be judged	Sec. 2	Co/Dist	48	53
		Perm Rec. section	Level	Achieve Pin	Rec Book check sheet
	Don't forget to include & update the following activities & events:				
	Club Committee meetings led	Sec. 1	Local	21	7
	Projects completed	Sec. 2	Local		
	Club Committee meetings/work	Sec. 1	Local	6	19
	Club events	Sec. 3	Local	17	8 to 23
	Club Service Learning activity participant	Sec. 3	Local	17	18
	School activities	Sec. 3	Local (generally)		
	Church activities	Sec. 3	Local (generally)		
	Club Exchange meeting	Sec. 2	Local	18	14
	Club Leadership Workshop	Sec. 3	Local		12
	Exhibit at Club Tour	Sec. 2	Local	3	16
	Participate in Club Tour	Sec. 3	Local	18	16
	Attend Club Officers' Training	Sec. 3	Local		13

	Present other program at club meeting, not related to current project	Sec. 2	Local	5	10
	4-H judging school or contest, club	Sec. 2	Local	22	11
	Talks or demonstrations to club or project meeting	Sec. 2	Local	5	8, 9 or 10
	Sharing your project with others	Sec. 2	Local		
	Attend Club 4-H Sunday event	Sec. 3	Local	18	16
	Participate in Club Achievement	Sec. 3	Local	18	15
	Participate in Club Fundraiser	Sec. 3	Local	7	18
	Registered Club Assistant Project	Sec. 2	Local	24	21
	Registered Volunteer Project	Sec. 2	Local	25	22

Kansas 4-H Permanent Record

Bring up to date at the end of each year. Place this record behind your current year's Personal Page.

Name _____ Address _____
 Club _____ County/District _____ Birth Date _____

Section 1—Groups/Organizations

List all groups/organizations you participated in, i.e. 4-H, school, community and/or faith. If the group is non 4-H related enter an * in the non 4-H column. For each group, list elected offices (such as reporter, vice president, etc.) and other positions or roles you held (such as junior project leader, project leader, committee chairman or committee participant). Indicate the total number of meetings held, the number you lead and the number of meetings you attended in the appropriate level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.) are optional, but may be useful for other applications. This section is used to complete the Meetings, Committees, Offices part of Section 3 and Section 5 in the KAP.

Date	* = Non 4-H	Meetings, Committees, Offices, Leadership Roles	# Held	# Led	# Attended	Level					Optional Hours
						Local	County/District	Area/Regional	State	National/Int'l	
07-08		Club Meetings, Song Leader	12	6	6	6					
07-08		Club Float Committee	5		5	5					
07-08		Foods Project Meetings	4	1	3	3					
07-08		Ambassadors	10		6		6				6.0
07-08	*	Jazz Band	20		20	20					
07-08		Co Asst Photography Leader	3	1	3		3				
07-08		KSF Photo Fun Day Teen Ldr	1	1					1		4.0
07-08		County Horse Club, Historian	12		12		12				
07-08		Horse Show Food Stand Committee, Chairman	3	3	3						
07-08	*	School Paper Photographer									
07-08	*	Open Class Fair Assistant Superintendent					1				2.0
07-08	*	Rodeo Association, Calf-Roping Youth Committee	5		2			2			
07-08	*	Church Refreshments Committee	52	4	20	20					
08-09	*	School FACS Club, President	12	12	12	12					12.0
08-09		Club, Bucket Calf Co-Project Leader	4	2	4	4					3.0
08-09		Fairground Work Committee	4		2		2				4.0
08-09		Club, Refreshments Committee	12	2	10	10					
08-09		Club, 4-H Council Fair Food Stand Committee	2		2		2				4.0
08-09		Club, Food Bank Work Day Committee, Chairman	1	2	2	2					
08-09	*	Rodeo Association, Youth Member, Calf-Roping Committee						2			2.0

Section 2—Communications/Presentations, Exhibits, Contests

List all projects completed. If the group is non 4-H related enter an * in the non 4-H column. Examples include, but are not limited to, fair exhibits, judging contests, quiz bowls, skill-a-thons, demonstrations, illustrated talks, project talks, articles written, web pages developed, TV or radio presentations, county/district and regional club days activities, forensics and debate contests, fitting and showing, tractor driving, fashion revue, dog shows, horse shows, photography exhibits, etc. Size of Project may be indicated by the number of garments, animals, acres, articles made, hours involved, or another identifier of your choice. For contests, indicate whether it was an individual or team effort. For evaluated activities (exhibits and contests) indicate the number and placing with the appropriate letter: Purple (P), Blue (B), Red (R), White (W) and Participation or Other (O) in the level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.), audience and income/expense are optional, but may be useful for other applications. This section may be used in completing the Summarization of Project Experiences/4-H Experiences of Section 2 and What You Did of Section 3 and 5 in the KAP.

Date	* = Non-4-H	T = Team	Size of Project	PROJECT Communications, Presentations, Exhibits, Contest, Judging or Skill-A-thon	Level					OPTIONAL		
					Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/ Expense
07-08			2,000	Photo - Pictures taken School Photographer	1,500							0.00
07-08				Photo - Pictures taken Personal	500							-50.00
07-08	*		35	Photo - published		35						
07-08			300	Foods - Meals Prepared								
07-08				Foods - Exhibited Cupcakes		4P 10R		1B				
07-08			3	Horse - Cared For Daily	3					210.0		-1,250.00
07-08			7	Horse - Quiz Bowl Contests		2	4	1				
07-08				Horse - 4-H Shows (Classes)	5	10	5	3				-50.00
07-08	*			Horse - Other Shows (Classes)		10	40	10	3			-250.00
07-08				Beef - Demonstration: How to Lead a Bucket Calf	1	1					3	
07-08			25	Photo - exhibited	20	2P 2B		1P				
07-08		T		Foods - FCS Judging		10 th						
08-09		T	7	Horse - Quiz Bowl Contests		2	4	1		32.0		-200.00
08-09			5	Beef - Animals, 3 Heifers, 2 Steers								
08-09			4	Photo - Demonstration: Proper Mounting Technique	1	2		1		2.0	35	
08-09			5	Foods - Demonstrations: Moo-licious Meals	2	1B	1R	1R		35	69	
08-09	*	T	7	Horse – FFA Judging Contests			6	1				
08-09	*			Beef - FFA Livestock Judging Team	30	5	2	1		30		

Section 3—Activities

List the events and activities (not included in other sections of the permanent record) that you attended or participated in for 4-H, school and community. Examples include achievement programs, talent shows, camps, regional 4-H days, nursing home programs, sponsorship of club or county awards, fairground clean up, assistance to fair superintendent, special fund-raising efforts, band, teams, or FFA. If the activity was non 4-H related enter an * in the non 4-H column. Indicate whether your involvement was leadership, citizenship or both and the level of participation in the level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.), audience and income/expense are optional, but may be useful for other applications. This section is used to complete the Summarization of Project Experiences/4-H Experiences of Section 2 and What You Did of Section 3 and Section 5 in the KAP.

Leadership is teaching another person or a group skills or information and includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials; and selecting presenters.

Citizenship means helping out in your community and serving others without compensation.

Date	* = Non-4-H	Leadership	Citizenship	What You Did	Level					OPTIONAL		
					Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/Expense
08-09	*			Beef - FFA Livestock Judging Team	30	5	2	1		30		
08-09			X	Beef - Painted livestock & arena fences		3				4.0		
08-09	*	X		Foods - Demonstrator for Grocery Store		25					100	
08-09			X	Foods - Collected & Sorted Food at Regional Food Pantry			1			4.0		
08-09			X	Foods - Donated to food bank	2					1.0		
08-09		X		Foods - Illustrated Talk of the Growth of the Breed	1	1	1					
08-09	*		X	Foods - Lion's Club Pancake Feed Volunteer			1			3.0	300	
08-09	*			Horse - FFA Judging Team	20	2	2	1				
08-09				Horse - Riding Lessons taken	25					25.0		-500.00
08-09		X		Horse - Riding Lessons to 4Hers	15						3	
08-09	*	X		Horse - Riding Lessons to Non-4Hers	20						5	200.00
08-09	*		X	Horse - Therapeutic Riding Association Spotter			20			20		
08-09			X	Photo - Gave 20 pictures to other 4-Hers for their record books							20	
08-09		X	X	Photo - Took 60 pictures for Horse Club - used 20 in historian book								
07-08		X	X	Beef - Set-up & worked beef weigh-in and county beef show		3				8.0		
07-08			X	Foods - Made & served Club refreshments	2					1.0		
07-08		X	X	Foods - Organized Club cookie bake for nursing home party	1					4.0	75	
07-08				Horse - Quiz Bowl Practices		20				30.0		
07-08			X	Horse - Took pony to Club sponsored mini-fair at mall		X				4.0	50	
07-08			X	Horse - Worked Horse Show Food Stand		1				2.0		
07-08		X		Photo - Organized Photo Shoot at Park		1				2.0	10	
07-08				Photo - Purchased new digital camera								-150.00

Section 4—Most Important Recognitions

List the most important recognitions you received during the year—honors, awards, out-of-county trips, etc. Example: Camp Scholarship, National 4-H Congress, 4-H Key Award, County Project Award, School Achievement Award, Letter. If the recognition is non 4-H related, identify it with an * in the non 4-H column. The section is used to complete the Awards & Recognitions portions of Section 4 and Section 5 of the KAP.

Date	* = Non-4-H	Kind of Recognition	Level				
			Local	County/District	Area/Regional	State	National/Int'l
2007		Best Camp Handwasher Award			X		
2/14/2007		Horse Quiz Bowl Team, State Champion				1 st	
3/2007	*	KMEA Area & State Solo Competitions – ratings			I	I	
5/2007	*	Marching & Jazz Band Letters	2				
5/31/2007	*	FFA – Green Hand Award	X				
5/31/2007	*	High School Journalism Action Photography Awards	1 st		1 st		
6/2007	*	Therapeutic Riding Volunteer – 100 hour pin			1		
6/20/2007	*	Newspaper Best Frozen Dessert for Dads		2 nd			
7/2007		Grand Champion Photography		X			
7/2007		Grand Champion Steer		X			
9/1/2007	*	Recognized in paper for work with Food Pantry		1			
10/2007		County Project Award, Beef		X			
10/2007		County Project Award, Horse		X			
10/2007		County Project Award, Performing Arts		X			
10/2007		County Project Award, Photography		X			
10/2007		Key Award				X	
10/2007		Leadership Pin		X			
10/31/2007		Horse Quiz Bowl Team, National Competition					2 nd
11/15/2007	*	High School Football Letter	X				

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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**4-H Parent
Skills Bank**

Name _____

Date _____

You are a special person to our 4-H club. We need your help! Please check the items below that interest you or are a part of your experiences in life. This will help our 4-H club benefit from your interests, hobbies, talents and experiences! Thank you for your interest!

4-H Projects

___ **Cloverbuds (Ages 5-7)**

___ **Animal Sciences**

- | | | | |
|-----------|----------------|-------------|-----------------|
| ___ Beef | ___ Cats | ___ Dairy | ___ Dogs |
| ___ Goats | ___ Horses | ___ Poultry | ___ Rabbits |
| ___ Sheep | ___ Small Pets | ___ Swine | ___ Vet Science |

___ **Community Involvement and Global Awareness**

- | | | |
|----------------------|-------------------|-----------------------|
| ___ Citizenship | ___ Intercultural | ___ Public Adventures |
| ___ Service Learning | | |

___ **Environment and Natural Resources**

- | | | |
|--------------------------------|------------------|----------------|
| ___ Camping and Outdoor Living | ___ Conservation | ___ Entomology |
| ___ Forestry | ___ Geology | ___ Wildlife |
| ___ Natural Resources | ___ Sportfishing | |

___ **Food, Nutrition, and Health**

- | | |
|------------------------|------------|
| ___ Food and Nutrition | ___ Health |
|------------------------|------------|

___ **Home and Family**

- | | | |
|-----------------------|---------------------------|------------------------|
| ___ Child Development | ___ Clothing and Textiles | ___ Consumer Education |
| ___ Family Relations | ___ Fashion Revue | ___ Intergenerational |
| ___ Interior Design | | |

___ **Mechanics and Technology**

- | | | |
|-----------------|-----------------|----------------------|
| ___ Aerospace | ___ Bicycle | ___ Computer Science |
| ___ Electricity | ___ Safety | ___ Small Engines |
| ___ Tractor | ___ Woodworking | |

___ **Personal Development**

- | | | |
|-----------------------------|--------------------------|-----------------|
| ___ Journalism | ___ Public Presentations | ___ Photography |
| ___ Theatre/Performing Arts | ___ Recreation | ___ Visual Arts |
| ___ Leadership | ___ Communications | |

___ **Plants and Soils**

- | | | |
|-------------------------|------------------------|---------------------------|
| ___ Crops | ___ Flower Arranging | ___ Flower/Herb Gardening |
| ___ Horticulture | ___ Plant/Soil Science | ___ Fruit Gardening |
| ___ Vegetable Gardening | | |

(over)

Skills/Talents

- | | |
|---|---|
| <input type="checkbox"/> Conducting group mixers/recreation | <input type="checkbox"/> Singing |
| <input type="checkbox"/> Preparing/serving refreshments | <input type="checkbox"/> Managing group behavior |
| <input type="checkbox"/> Playing an instrument | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Talking on the telephone | <input type="checkbox"/> Operating a calculator |
| <input type="checkbox"/> Working on the computer | <input type="checkbox"/> Filling out forms |
| <input type="checkbox"/> Caring for young children | <input type="checkbox"/> Driving a van/car |
| <input type="checkbox"/> Planning/organizing | <input type="checkbox"/> Directing work of others |
| <input type="checkbox"/> Keeping track of deadlines | <input type="checkbox"/> Keeping records |
| <input type="checkbox"/> Other _____ | |

Community Functions/Leadership

- | | |
|--|---|
| <input type="checkbox"/> Helped with another youth group
(i.e., Boy Scouts, Girl Scouts, Faith, etc.) | <input type="checkbox"/> Helped with a fundraiser |
| <input type="checkbox"/> Organized a camping trip for youth | <input type="checkbox"/> Helped with a sports team |
| <input type="checkbox"/> Organized a service project | <input type="checkbox"/> Organized a field trip or tour |
| <input type="checkbox"/> Participated in a community group/club | <input type="checkbox"/> Organized/held a yard sale |
| <input type="checkbox"/> Helped with a community garden | <input type="checkbox"/> Planned a community supper |
| <input type="checkbox"/> Participated in a neighborhood organization | <input type="checkbox"/> Participated in PTA/PTO |
| | <input type="checkbox"/> Other _____ |

Creative Activities

- | | |
|--|---|
| <input type="checkbox"/> Helped with fundraisers | <input type="checkbox"/> Sold products or services |
| <input type="checkbox"/> Recruited helpers for a project | <input type="checkbox"/> Recruited kids for a youth group |
| <input type="checkbox"/> Other _____ | |

Personal Preferences

- | | |
|---|--|
| <input type="checkbox"/> Time Available | <input type="checkbox"/> Where Available |
| <input type="checkbox"/> One time per week | <input type="checkbox"/> At club meeting |
| <input type="checkbox"/> One time per month | <input type="checkbox"/> In my neighborhood |
| <input type="checkbox"/> One time per year | <input type="checkbox"/> In my home |
| <input type="checkbox"/> Preference: | <input type="checkbox"/> I Need this Help |
| <input type="checkbox"/> Work with young people | <input type="checkbox"/> Training |
| <input type="checkbox"/> Work with adults | <input type="checkbox"/> Child care |
| <input type="checkbox"/> Work alone | <input type="checkbox"/> Transportation |

How to Contact Me

Address _____

Phone Number _____ Cell Number _____

Place of Employment _____

May you be contacted there? Yes _____ No _____ Phone _____

E-mail _____