

4-H Club Yearly Report (Instruction Sheet)

The 4-H Club Yearly Report is actually a club record book which is the summary of members, leaders, activities, attendance, financial reports, accomplishments, and a story of these accomplishments for each year. One of the important things to realize is that this particular report is not the sole responsibility of any one member. The Club Secretary has some specific forms to supply as well as the Club Treasurer and other officers but the goal is to have this be a collection of all the club's members' efforts and thoughts. This report can be a helpful decision-making and planning tool for leaders to identify needs, leadership, and programming for the club.

The first page of the book is the **4-H Club Annual Report Cover** – To identify the report's Club identity.

The next part of the book will be the **Adult Leadership and Junior Leadership** sheets.

Attendance Record — it is the responsibility of the Club Secretary to track attendance throughout the 4-H year.

Monthly Financial Record — it is the responsibility of the Club Treasurer to track the income and the outgoing money of the club. Please supply a monthly summary of the finances.

Monthly Club Meeting Minutes - each club meeting should have written or typed minutes summarizing the actions taken place at the meeting, usually the Club Secretary's responsibility. The Club Reporter or Secretary should send/email a copy to the County Extension Office and the local paper, so that your club activities are shared each month.

The remainder of the report consisted of the **4-H Club Monthly Summary** sheet for each month. This is a summary of activities, community service, life skills learned, leadership opportunities, presentations, etc. for each month. This is the time to tell your Club's 4-H Story. Here are some examples to include under each section.

Club Activities- meeting, community service, parades, presentations, visits, etc...

Life Skills Learned/Developed- develop new interest, decision making, teamwork, organization, developing friendships, feeling more confident speaking in front of others, etc... Remember to explain how these skills were enhanced.

Leadership Opportunities-Vice President ran meeting due to Presidents absence, someone gave demonstration to the club, a youth lead a game for the club, a particular family was in charge of planning the meeting, a person brought find more information on a topic to the club, etc...

Impact on Others/Community: donating time or money to those in need, visiting the elderly, ringing bells for Salvation Army, purchasing gifts for the Holiday tree, community service projects, cleaning the parks etc... Remember the big picture, how do our actions impact others in our community and why.

Recreation: games, Action City visit, waterpark etc... Don't forget to mention the FUN we have in 4-H.

Remember to please have the person who completed this month's summary sign or print their name at the bottom of the sheet.

You may add additional sheets for pictures, newspaper clippings, letters of appreciation, etc...

All club members are encouraged to be involved with the creation of this report. You may assign families to complete certain monthly summaries or work at them all together during your club meetings. That is up to your club and leaders. If you include all of these items that we have covered in this instruction sheet in your 4-H Club Report, you should have a very complete and accurate record of what your club had planned, what it had done, and what it had accomplished in the past year. Printed and fillable forms are available but you are welcome to put the same information on typed or computer printed sheets, please use the same format. For additional suggestions and help, contact the County Extension Office!