

## 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.*

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Organizational Leader Signature

Date

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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).  
\_\_\_\_\_  
(# attended)      \_\_\_\_\_  
(# officers)      Date: \_\_\_\_\_       Club /  District  
(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. All project meetings should be announced to the club and recorded in the minutes.

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

- 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.

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### 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”

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## 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): \_\_\_\_\_
- 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 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 (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 Repps 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? \_\_\_\_\_

Youth Name: \_\_\_\_\_ Committee: \_\_\_\_\_ What did you do? \_\_\_\_\_

Youth 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: \_\_\_\_\_

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- 
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): \_\_\_\_\_

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, 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 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 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 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): \_\_\_\_\_

33. 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): \_\_\_\_\_

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): \_\_\_\_\_  
 Contest/School: \_\_\_\_\_ Date: \_\_\_\_\_ Member(s): \_\_\_\_\_  
 Contest/School: \_\_\_\_\_ Date: \_\_\_\_\_ Member(s): \_\_\_\_\_  
 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  
 (check one)
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).

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

- 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: \_\_\_\_\_