



Kingman County 4-H Club Summary

Year: _____

Club Name: _____

Community Leaders:

4-H CLUB SUMMARY REPORT

This booklet contains the 4-H Club Recognition Plan, a report sheet of project leaders and a page on which to report group project work.

Officers and leaders of the club should assist in completing this 4-H Club Summary Report at the end of the 4-H year.

As soon as possible after the September meeting, submit the following to the County Extension Office:

1. Secretary's Record Book
2. Treasurer's Record Book
3. Reporter's/Historian's Notebook

The Club Summary Report is due to the Extension at the same time as the record books, KAP forms and pin applications.

4-H Club Recognition Plan Traditional Charter and Four-Seal Method

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, will be presented to each 4-H Club when it meets the guidelines for the charter.

A seal is awarded to a 4-H Club each year when certain guidelines for a seal are met. The seals, ranked in ascending order of difficulty, are white, red, blue and purple. Your 4-H Club may try for any seal without regard to seals previously received. If guidelines are met, the club may receive the charter and a seal in the same year.

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

Use the officers or a committee of 4-H'ers to assist in checking the guidelines during the year and fill out this *4-H Club Summary Report* at the close of the 4-H year.

GUIDELINES FOR CHARTER

- _____ 1. Enroll five or more 4-H'ers between the ages of 7 and 19 in the club.
- _____ 2. Have a community leader or leader.
- _____ 3. Organize the club with the following officers: President, Vice President, Secretary, Treasurer (or secretary/treasurer) and Reporter. It is recommended that the club choose a club history committee, but this is not a requirement.
- _____ 4. Plan eight or more regular meetings. New clubs should have at least one meeting each month after the club is organized.
- _____ 5. Prepare a tentative program for each remaining month in the 4-H year after the club is organized. The 4-H year is October 1 to September 30. Write the programs in the Secretary's Record Book.

REQUIREMENTS FOR SEALS

To be awarded a club seal a certain number of those 12 basic requirements must be met as follows: white – 6; red – 7; blue – 9; and purple – 11.

In addition to these basic requirements a minimum of optional goals must be completed to earn a certain seal.

_____ Number of members enrolled in the 4-H club as of February 1st of this year.

BASIC SEAL REQUIREMENTS: (Check requirements met by the club)

- _____ 1. Hold at least 11 regular club meetings.
- _____ 2. Hold meetings for project instruction in a majority of the projects in which 6 or more 4-H'ers are enrolled.
- _____ 3. The majority of members exhibited at the Kingman County & 4-H Club Fair.
Number of members exhibiting: _____
- _____ 4. Have one or more official representatives attend the majority of the County 4-H Council meetings.
- _____ 5. Turn into the Extension Office the completed Secretary's Record Book, Treasurer's Record Book, Reporter/Historian Book, and the Club Summary. The leaders will need to take or send this Secretary's Book and the Treasurer's Record Book and the Club Summary. The leaders will need to take or send the Secretary's Book and the Treasurer's Book to the County Extension office as soon as after the September meeting as possible. The Club Summary Report is due in the Extension Office at the same time as the record books, KAP forms and pin applications. It is encouraged to send in the Reporter/Historian Notebook.

_____ 6. Club Officers attend officer's training (club or county) for President, Vice President, Secretary, Treasurer and Reporter.

_____ 7. Have at least one member carry the Leadership Project.
List of Leadership Project Members in the club:

_____ 8. Present one or more presentation(s) at 4-H Club Day.

List of 4-H'ers and presentations: _____

_____ 9. As soon as possible after the tentative programs are planned, provide a copy of the program to each family represented in the club and turn one into the Extension Office.
Number of families receiving a copy: _____
Date on which distribution was completed: _____

_____ 10. Render some service to the community, such as present a program number(2) for another organization, assist with some worthy cause, help in a community activity. Give summary of work done. Give enough details to make it clear to anyone who is not familiar with your club what you did. Describe assistance given.

_____ 11. To explain or promote 4-H work have a booth or banner at the Kingman County & 4-H Club Fair. Your Fair Banner entry would meet this requirement.

_____ 12. Completed record books must be submitted to the Extension Office at the end of the club year. For this option you must have over half the members of your club turn in a record book.

OPTIONAL REQUIREMENTS:

Listed below are the number of optional requirements needed to completely fulfill the guidelines for a specific seal. This is also determined by the size of the club.

UNDER 20 MEMBERS

20 MEMBERS PLUS

| Seal | # Requirements needed |
|--------|-----------------------|
| Purple | 15 |
| Blue | 12 |
| Red | 9 |
| White | 6 |

| Seal | # Requirements needed |
|--------|-----------------------|
| Purple | 18 |
| Blue | 14 |
| Red | 10 |
| White | 6 |

Check the optional requirements that your club accomplished during this club year:

_____ 1. Provide three feature stories and/or ten more news stories, or any combination thereof, for publication on project work, club meetings, or group projects.

Number of stories written: _____ Feature stories: _____
News stories: _____

_____ 2. Plan and carry out one or more group projects such as safety, health, conservation of natural resources (such as wildlife conservation, or soil conservation), recreation, people-to-people, emergency preparedness, citizenship, ecology, pollution control or similar areas.

_____ 3. Hold a parents' night meeting or program. Date held: _____.

_____ 4. Have an achievement program at a regular or special 4-H meeting to bring the accomplishments of the 4-H'ers to the attention of the people in the area.

Date held: _____.

_____ 5. Hold a club project tour or local community fair. Date held: _____.

_____ 6. Maintain or increase the number of 4-H'ers in the group.

Number last year: _____ Number this year: _____

_____ 7. 4-H'ers assist project leader at two or more meetings.

Name(s) and assistance given: _____

_____ 8. Have a club member make a 4-H presentation to explain or promote 4-H work at schools or other locations (do not repeat from Basic Requirement #10).

Date presented: _____

_____ 9. Have an exchange meeting or other event with another 4-H group or club in your county or in another county.

Club you exchange with: _____

Date: _____

_____ 10. Make a contribution to the county 4-H Foundation Fund, Kansas 4-H Foundation, Cancer Fund, March of Dimes, Tuberculosis, Heart, Muscular Sclerosis, community donations, or other similar drives.

Contributions are as follows : _____

_____ 11. Present a radio or television presentation.

Date presented: _____

_____ 12. Take an educational trip or tour (for example: The Wichita Garden Show).

Date taken: _____

Summarize: _____

_____ 13. Visit people in rest homes/provide a program for community senior citizens or other community members, and/or provide a program or remembrances for them. (cannot be same event described in Basic Requirements)

_____ 14. Have one or more 4-H'ers participate in county, area, district or state judging school or contest.

List participants and schools attended: _____

_____ 15. Have a window display promoting some phase of 4-H.

Topic of display: _____

Where displayed: _____

_____ 16. Have a 4-H float in a parade.

Theme of float: _____

_____ 17. Cooperate with County Extension Agents or the elected 4-H representatives in organizing a new 4-H club or group.

New club or group: _____

_____ 18. Participate in 4-H Sunday observance.

Date: _____

Place: _____

_____ 19. Have a 4-H'er participate in a club, county, or state camp such as Discovery Days, 4-H Camp, KYLF, Photography Camp, etc..

List: _____

_____ 20. Have the 4-H club participate in the Parliamentary Procedure Contest at 4-H Club Days. Number participating: _____

_____ 21. Have 4-H'ers participate in two or more county events not included in any optional guideline such as fashion revue, horse show, or other similar event.

List: _____

_____ 22. Have some exhibits from your club at the Kansas State Fair.

Number of exhibits: _____

_____ 23. Have 4-H'ers participate in the Kansas State Fair in ways other than exhibiting project work, including but not limited to, informal and formal demonstrations and illustrated talks, informal modeling, judging, acting as host.

List: _____

_____ 24. Have one or more 4-H'ers attend a training meeting for camp counselors, camp program assistants, and assist with the day or county camp.

List: _____

_____ 25. Have a family in your club or group serve as a host family to an IFYE or Japanese Exchange delegate, or have a family member as an IFYE or Japanese Exchange delegate.

List:

_____ 26. Plan and preset a model meeting during the current year.

Date: _____

_____ 27. Have your regular meeting evaluated by a qualified person in parliamentary procedure.

_____ 28. Provide assistance at other county events such as Club Days, Fashion Revue, Judging Contest, Horse Show, Fair Concession Stand, etc.

List:

_____ 29. Have a member of your 4-H club serve as a superintendent in a department at the county fair.

List:

_____ 30. Have one or more of your 4-H'ers attend one of the major 4-H trips such as Citizenship Washington Focus, Kansas City 4-H Conference, National 4-H Congress, National 4-H Conference, Santa Fe Achievement or National Western 4-H Horse Classic.

List:

_____ 31. Exhibit the Secretary, Treasurer or Reporter's/Historian's notebook at the Kingman County & 4-H Club Fair.

_____ 32. Have one or more of the 4-H leaders talk to each new member at least 15 minutes to learn his habits, interests, hobbies, family relationships, etc.

_____ 33. "Happenings" for 4-H'ers which make you feel good about 4-H which are not listed in the previous goals. There is no limit to how many "Happenings" you can tell about. Examples: a group member highly enthusiastic about a successful money raising project, a tour, a program they've presented, a service project accomplished or a group study.

List:

_____ 34. Have at least one member of your 4-H Club serve as a Kingman County 4-H Ambassador.

We feel our club has qualified for the following seal:

Check one:

Purple Seal _____

Red Seal _____

Blue Seal _____

White Seal _____

Club Officer

Leader

REPORT OF CLUB PROJECT WORK

For use in reporting projects in: Health, Conservation of Natural Resources, Safety, Recreation, Citizenship, Emergency Preparedness, Ecology, Pollution Control or similar area.

Give enough details to make your work to anyone who is not familiar with what you did.

Name of Club Project: _____

Number of members taking part in project: _____

Write a summary of your work:

Leader assisting: _____

Members of the club project committee, if special committee was appointed:

Submitted by:

(Signed)