

# Instructions for filling out Club Summary

## Title page

- The updated summary shows the 4-H logo.
- The club year would be the current 4-H year such as 2013-2014.
- Fill out Name of Club
- Fill in all Community Leaders' Names

## Page 2

- Make an X on the Charter or Seal that you are applying for.
- The President and **ALL** Community Leaders need to sign this page. Each Community Leader must check the club summary to make sure all the information is correct before signing. In the event that the President is not available to sign (such as away at college) the Vice-President may sign.

## Page 3 – REQUIREMENTS (1 THROUGH 5) FOR CLUB SEALS

- Circle the membership category for the seal you are applying for. **Check with the Extension Office for the official enrollment number as of May 1.**
- All Requirements must be completed in the current year.
- Requirements 1 to 5 must be completed for any seal. Complete the number of Options 6 thru 62 to fulfill the number according to the seal and club membership. You must have a least one requirement in each section (4-H Promotion, Community Service, Club Member Participation and Achievement and Club Activities).

## Requirements:

1. The club must hold at least 10 regular meetings (business type meeting).
2. The club must have at least one 4-H representative at a majority (one over one-half) of the meetings of the Butler County 4-H Council Meetings. Adults cannot be voting representatives) Clubs may have two (2) 4-H representatives at the meetings. Any 4-H member may serve as a representative if the elected council members cannot be present.
3. The club must have a majority of their elected officers attend the Butler County 4-H Officer Training or a session held by the club leader. If additional officers are elected (other than those named) please list under Other. Do not include Jr. Officers.
4. Each community leader in the club must complete the VIP process. This includes a New Application and Orientation or an Annual VIP Update. This form must be on file with the Extension Office by February 1.
5. 40% of the club members (May 1 number) must have at least one exhibit at the Butler County Fair (this includes the Fashion Revue and the Fair Horse Show). If you have at least 75% of members exhibit at fair, you may check option #27 as well.

**THE FOLLOWING ADDITIONAL REQUIREMENTS ARE TO COMPLETE THE NUMBER THAT YOU CIRCLED AT THE TOP. (For example, if you have 22 members, you would need to complete 20 of the requirements numbered 6 through 62 in addition to 1 through 5).**

#### **4-H Promotion:**

6. A 4-H member (reporter or other) submits for publication, 6 articles to a newspaper, school newspaper, or city newspaper on project work, club meetings or group projects. They do not have to be published. This would not include fair placings or articles written by other clubs or organizations.
7. This means members of your club would assist the extension agent in organizing a new club. This could include putting up posters, flyers, having a project fair, visiting with prospecting members, holding a meeting, participating in a town's festival or other such event. You must communicate with 4-H agent before starting this activity. Explain what you did.
8. Present programs at schools or other non-4-H groups such as an after-school program, a church youth program, etc. This could include talks, posters, flyers, visits with a class, project fair, etc. Could be about the 4-H program in general, club activities or about an individual project. List name of school or organization.
9. Put up a display promoting some phase of 4-H work; could be in a business or establishment where youth would see it. This could include posters, projects, or other types of information. List the dates of the display and where displayed.
10. Exhibit a banner at the county fair or at another county 4-H show such as Mini-Fair, 4-H Days, etc. This banner would promote some phase of 4-H work. List where displayed and theme of banner.
11. Club members participate in a parade at a town's festival or similar event. List theme of entry and what parade.
12. Promote 4-H on a radio or television program or in a newspaper interview. List the date and type of interview and name of program or newspaper.
13. Any club participation for National 4-H Week (except 4-H Sunday which is used in #53). You cannot count what was done in #8, 9, 10, 11, 12). List what was done.
14. If your club has a club webpage, Facebook page, or other media, list it here. This does not include messages from 4-Hers on Facebook or on the Butler 4-H Facebook site. List what was done to promote 4-H.
15. 100% of project leaders and adult volunteers complete the VIP process. This includes all project leaders that are on the club list turned in by February 1 of the current 4-H year.

#### **Community Service:**

16. This would be a service project that the club does. Ideas would be present program for another organization (not counted in #8), assist persons less fortunate (Angel tree, food bank, etc.), assist with some worthy cause (Bloodmobile drive, Relay for Life, etc.), or help in a community enterprise (a community organizes a school supply event). Give enough details to make it clear to anyone who is not familiar with what you did. If more than one community project was done, you may count the other one in #17 as long as the project is not counted elsewhere.
17. This is another, but different service project; ideas as in #16.
18. Visit people in retirement apartments, assisted living village or nursing home and/or provide a program. This could include going to one of these places and making crafts with the residents, playing games, or presenting talks, musical numbers, etc.

#### **Club Member Participation and Achievements:**

19. One or more members present a demonstration or illustrated talk for competition at the Butler County Fair. List 4-Her's name.
20. Have members participate in 2 or more sections of 4-H Day in any section. This would include demonstrations, project talks, readings, public speaking, musical numbers (solo or group), skits, dance, gavel games, other or pickle power. List the number of entries in each section and if there is Other, list what it was and # of entries.

21. Three or more 4-Hers participating in judging schools or contests such as Family and Consumer Science (FACS) Judging at Mini-Fair or County Fair, Photography Contest at County Fair, Horticulture Judging at Wichita Garden Show, County Fair, or Livestock Judging at County Fair and other similar events. Does not have to be a competitive judging. List number of 4-Hers and the different events.
22. List number of 4-Hers participating in County 4-H Camp at Rock Springs.
23. List number of 4-Hers participating in Discovery Days at Kansas State University.
24. List number of 4-Hers participating in Other State Event such as Kansas Youth Leadership Forum, State Ambassador Training, State Photography Training, or similar event. List event as well. DO NOT USE KANSAS STATE FAIR ( use on #30 or #32) or KANSAS JUNIOR LIVESTOCK SHOW (#31).
25. List number of 4-H club members who attended a 4-H-sponsored day camp or county workshop. This would include a workshop held for a particular project such as photography, etc. List event attended as well.
26. Check this if a majority (one over half) of 4-H club members 13 and older have completed the VIP process. List number of 13 & older 4-H members in club and number completing VIP. Check with Extension office for number of members 13 and older.
27. Check this if 75% of club members exhibited at the Butler County Fair (horse and fashion review included). Check with extension office for number of members in the club and number who exhibited at the fair.
28. List number of 4-H members that exhibited in one or more county events such as Spring Meat Goat Show, Spring Beef Clinic, Spring Horse Show. List name of events as well.
29. List number of 4-Hers who exhibited or participated at the Butler County Mini-Fair. This includes all activities done at Mini-Fair except judging which is included in #21. List number of exhibits as well.
30. List number of 4-H members from your club that had exhibits in the 4-H Division of the Kansas State Fair. List number of exhibits as well.
31. List number of 4-Hers who had exhibits at the Kansas Junior Livestock Show. List number of exhibits as well.
32. This includes all other ways (than 4-H exhibits) to participate at the Kansas State Fair – demonstration, participation in Fashion Revue, Open Class Exhibits, Club Banner, Arts & Crafts entries (non-competitive), serving as a judge's helper, helping with check-in or displaying exhibits. List numbers and ways they participated.
33. Have at least one 4-H member serve as a counselor and attend the training meeting for county camp counselors or assist with 4-H sponsored Day Camp. List 4-Hers name and camp name.
34. Check here if a family from your club served as a host family to an IFYE or LABO/LEX. List name of family.
35. Check this if a member of your club was an outbound IFYE or LABO/LEX – meaning they went to another country as a participant of these groups. List name of 4-Her and where they went.
36. Club members attended Supporter's Picnic and your club provided 1 or 2 door prizes. List number attended and door prize(s) given.
37. Fill in number of members who attended County Achievement Celebration.
38. List the name(s) of club member(s) serving as a Butler County Ambassador. List names.
39. List 4-H Club Members who serve and participate on a Butler County 4-H Council committee. These include Mini-Fair, County 4-H Days, Fashion Revue, Officer Training, Achievement Celebration, Supporter's Picnic, Spring Beef Clinic, and Spring Meat Goat Show. List activity as well.

40. List the name and leadership role of 4-Hers assisting with the county fair. These roles might be helping check-in or check-out exhibits, set-up show ring, assist the judges by writing down comments and placing stickers on exhibits, help with display of project, assist with weigh-in of animals, load out of animals, assist with judging contest set-up, set-up day, clean-up day, etc. List number of 4-Hers and leadership roles.
41. List number of members who actively participated in the Shooting Sports Program.
42. Increase by 1, the number of KAPs (any age group) turned in this year over the number turned in the previous year. List number turned in. For example, if 10 KAPs (total of all age groups) were turned in to office in previous year, 11 would need to be turned in for current year). Check with the Extension Office for numbers.

### **Club Activities**

43. Leaders should hold meetings for project instructions and/or experiences in a majority of those projects where there are 4 or more members enrolled. For example, if foods, arts & crafts and beef had 4, 6, 8 enrolled, there would need to be meetings held for 2 of the 3 project areas. If there were only 2 members in the sheep project, no meeting would be required.
44. List the members (usually 3) of the Parent Committee.
45. List the date held for Parent's Night or Parent's Program at a club meeting.
46. Fill in the date held if the club had a Jr. Officer's Night at a club meeting.
47. The yearly program (meetings and/or activities) planned by a committee of youth and adults. In completing the program, consider the needs and interests of all members. Make sure each family has a copy of the program. Turn in a copy of the program to the 4-H agent.
48. The club participates in the Cloverbud program. There should be a coordinator named and activities held for the Cloverbuds at a majority of the club meetings. Cloverbuds would exhibit at the Mini-Fair and/or County Fair. List number of Cloverbuds.
49. The club planned and carried out a group project. These could be in safety, health, conservation of natural resources (wildlife, soil conservation), recreation, emergency preparedness, citizenship, ecology, pollution control or other similar areas. Give a brief summary of the work done.
50. Fill in the date held if the club had an achievement program at a regular or special 4-H meeting. This should bring the accomplishments of the club and of the 4-Hers to the attention of people in the area. The county achievement celebration does not count here.
51. List the date held if the club had a club tour or local club project fair.
52. List the date and club if the club participated in an exchange meeting with another 4-H club.
53. Fill in the date and how the club participated in 4-H Sunday observance.
54. Fill in the charity name if your club made a contribution to the Kansas 4-H Foundation, Cancer Society, March of Dimes, Tuberculosis Association, American Heart Association, Muscular Dystrophy or similar organization.
55. Check this option if your club increased by 5% or more over last year's number of members. Check with the extension office for numbers.
56. Fill in the date and where you went on an educational trip organized by the club.
57. Check here if the club received a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> place in Herdsmanship in one of the barns (dairy goats, meat goats, beef, bucket calf, sheep and/or swine divisions) at the county fair. Fill in the placing and the division.
58. Check this option if the secretary and/or reporter turned in their secretary or reporter's book for record book judging. List name and office.
59. Check this option if the club received the purple seal in the previous year.
60. Check this option if the club sends out a monthly newsletter (either regular mail or email)

61. This would include adults in the club who serve as superintendent, co-superintendent, or an assistant superintendent at the Butler County Fair. They may also serve as an advisor on one of the county 4-H council events, such as Mini-Fair, County 4-H Days, Supporter's Picnic, Achievement Celebration, Officer's Training. Other activities such as superintendent or assistant at Horse Show and Spring Shows could be counted as well. List number assisting and event name.
62. This is for other club activities or achievements which make you feel good about the 4-H club. Do not list anything already listed in the options above. Do not list individual 4-H members achievements. There is no limit to how many activities or accomplishments you can use and count as options. Please number each option.