K-STATE Research and Extension | Geary County

Club Summary Report

Club_____

Year_____

Revised 10-26

4-H CLUB SUMMARY REPORT

This booklet contains the 4-H Recognition Plan.

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

By October 1, submit the 4-H Club Summary Report and two of the following to the County Extension Office:

1) Secretary's Record Book
2) Treasurer's Record Book
3) Reporter's Notebook

4-H CLUB RECOGNITION PLAN, TRADITIONAL CHARTER AND FOUR-SEAL METHOD

A charter and seals are provided for 4-H Clubs.

A charter signed by the State 4-H Leader 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 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 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 guidelines for the seal your club is working for.

Use the club officers or a committee of 4-Hers to assist in checking the guidelines during the year and to 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-Hers between the ages of 7 and 18 in the club.

2. Have at least two adult leaders who have completed volunteer screening.

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.)

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 basic requirements must be met. Any requirements not completed may lower your club seal unless sufficient optional requirements are completed to make up for it. (Ratio of two added optional requirements for each basic requirement not met.)

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

☐ 1. Hold at least 11 regular club meetings.

☐ 2. *65%* of 4-H members exhibited at the county fair. Number exhibiting: _____

☐ 3. Have a 4-H Parents' Committee (Club Advisory).
Names of members:

☐ 4. Complete the officer books by October 1. The leader will take or send at least two officer books (Secretary's Book, Treasurer's Book, Historian's Book, and/or Reporter's Notebook) and the 4-H Club Summary Report to the County Extension Office.

☐ 5. Have at least 60% of the officers participate in a 4-H Officers' Training planned by the Extension Office:

☐ President	☐ Recreation Leader(s)
☐ Vice President	☐ Song Leader(s)
☐ Secretary	☐ Parliamentarian
☐ Treasurer	☐ Historian
☐ Reporter	

☐ 6. Have at least one member enroll in the Leadership Project. Number enrolled: _____

☐ 7. Present a model meeting or a gavel games team at Geary County 4-H Day.

☐ 8. Have at least 30% of 4-H members participate at 4-H Day. This is excluding Model Meeting.

List of 4-Hers and presentations:

☐ 9. 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, emergency preparedness, citizenship, ecology, pollution control, or other similar areas.

Give summary of work done on page 12. (This requirement will not count if the summary of work is not completed.)

☐ 10. Render some service to the community, such as: present program numbers for another organization, assist with some worthy cause, or help in a community enterprise. Give summary of work done. Give enough details to make it clear to anyone who is not familiar with that you did. (Financial contributions alone are not sufficient.)

Describe assistance given:

_____☐ 11. To explain or promote 4-H work in such a way as a parade float, window display, news story feature, radio program, or booth.

Describe work done:

_____☐ 12. Have at least 60% of the club's members turn in completed record books to club leaders. A completed record book has the following completed forms included: personal page and permanent record.

List the 4-Hers who turned in record books.

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 Club Members		*20 Members Plus*	
SEAL	***#REQ. NEEDED***	***SEAL***	***#REQ. NEEDED***
Purple	16	Purple	20
Blue	13	Blue	16
Red	10	Red	12
White	8	White	8

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

☐ 1. Provide three feature stories and/or ten or 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. As soon as possible after the tentative programs are planned, provide a copy of the program to each family represented in the club and the County Extension Office.

Number of families receiving a copy _____.

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

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

Date _____

☐ 5. Hold meetings for project instruction. A minimum of four project areas must be represented. List project, leaders, and number of meetings held:

☐ 6. Hold a club project tour or local community fair. Date _____

☐ 7. Maintain or increase the number of 4-Hers in the group.

Number last year _____ Number this year_____

☐ 8. Junior leaders assist project leaders at two or more project meetings.
Name(s) and assistance given:

☐ 9. A club member gives a 4-H presentation to explain or promote 4-H work at schools or other location. (Do not repeat from Basic Requirement #11 - pg.6.)

List name(s) and describe participation:

☐ 10. Present a radio or television program. (Do not repeat from Basic Requirement #11 - pg. 6 or Optional Requirement #9 - above.)
Describe presentation: Date: _____

☐ 11. Visit people in rest home and/or provide program or programs and remembrances for them. (Cannot be same event as Basic Requirement #10 - pg.5 or Basic Requirement #11 - pg.6.)

Summarize event:

☐ 12. Have a window display promoting some phase of 4-H work.
(Do not repeat from Basic Requirement #11 - pg.6.)

Topic and Location of Display:

☐ 13. Have a banner or promotional exhibit at the county fair or a county 4-H show promoting some phase of 4-H work. (Do not repeat from Basic Requirement #11 - pg.6.)

Title of exhibit:

☐ 14. Have a 4-H float in a parade. (Do not repeat from Basic Requirement #11 - pg.6.)

Topic or theme of the float:

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

Club you exchanged with: _____

Date _____

☐ 16. Make a contribution to the Geary County 4-H Foundation or another fund-- such as to the Kansas 4-H Foundation, Cancer, March of Dimes, Tuberculosis, Heart, Muscular Dystrophy, Multiple Sclerosis, or similar drives.

Contributions were as follows:

☐ 17. Take an educational one-day trip or tour. Summarize trip or tour.

☐ 18. Three or more 4-Hers participate in a county, area, district, or state judging school or contest.

List participants and schools or contests attended:

☐ 19. Cooperate with county Extension personnel in organizing a new 4-H club or group.

New Club: _____

☐ 20. Promote 4-H during National 4-H Week, (e.g. bulletin boards, banners, 4-H Sunday Service, radio spots, news stories, etc.).

Describe:

☐ 21. Have 4-Hers participate in a club, county, or state camp.

List:

☐ 22. Have 4-Hers participate in two or more county events not included in any other optional guidelines such as Public Revue, Fair Cleanup, 48 Hours of 4-H Service Weekend, Project Meeting Evenings/Afternoons, or other similar events.

List (not necessary to list all participants.)

☐ 23. Have some static 4-H exhibits from your club at the Kansas State Fair.

☐ 24. Members participating (other than exhibits) in the Kansas State Fair or Kansas Junior Livestock Show such as: Judging Contests, Communications Contest, Fashion Revue, showing animals/livestock, or serving as a project volunteer.

List:

☐ 25. Have at least one club member attend a state or national 4-H event such as Discovery Days, Kansas Youth Leadership Forum (KYLF), Citizenship in Action (CIA), Citizenship Washington Focus.

List:

☐ 26. Have one or more 4-Hers attend a training meeting for camp counselors and camp program assistants--and assist with the day or county camps.

List:

☐ 27. Have a family in your club serve as a host family to an IFYE or States' 4-H International Exchange delegate, or have a family member as an IFYE or States' 4-H International Exchange delegate.

List participants:

☐ 28. Provide junior leader assistance at county events such as 4-H day, fashion revue, judging contests, etc.

List 4-Hers and assistance given:

☐ 29. A member of your 4-H club served as a 4-H helper in a department at the county fair.

List:

☐ 30. A member or members participated in an Interstate Exchange Trip.

List:

☐ 31. Have two of your club's officer books (Secretary's Book, Treasurer's Book, Historian Book, and/or Reporter's Notebook) exhibited at the county fair.

☐ 32. Have a member(s) of your 4-H club participate on a county, area, state, or national 4-H committee(s).

List:

☐ 33. Have at least 4 adults assist with record book judging for the county.

List:

☐ 34. Have one or more candidates complete requirements and interview for Geary County Free Fair 4-H Royalty.

List:

☐ 35. Have one or more club members participate in Regional 4-H Club Day.

List:

☐ 36. Have one or more club members serve as a Geary County 4-H Ambassador or a 4-H Council officer.

List:

WE FEEL OUR CLUB HAS QUALIFIED FOR THE FOLLOWING SEAL:

(Check One) White Seal ☐ Red Seal ☐

Blue Seal ☐ Purple Seal ☐

_____ _____

Club Officer Signature Leader Signature

_____

Leader Signature

REPORT OF CLUB PROJECT WORK

Health, Conservation of Natural Resources (such as Wildlife Conservation or Soil Conservation), Safety, Recreation, Citizenship, Emergency Preparedness, Ecology, Pollution Control, or similar area.

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

Name of Club Project: _____ Number taking part in the project _____

Our club made the following plans for conducting this project:

Our club carried out the work in the following way (include club and public presentation):

Report briefly the most important results. (Give details.)

Leader assisting:

Junior Leaders assisting:

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

Use additional pages if needed