

INSTRUCTIONS FOR SUBMITTING THIS FORM

Every meeting of every project must be documented and submitted on this form. You do not have to write a book just give us the facts and a brief description of what you did and what you are hoping to teach the members in this meeting or project session. {See Educational Component}

REMEMBER: If you are not listed as a Project Leader in the San Bernardino County 4-H office and fingerprinted you are **NOT** a leader recognized by 4-H, subsequently your project is not recognized. You must be registered for the project **before** it starts. You cannot lead a project then register **after** it is done, If there is a change of leadership on a project you must inform the San Bernardino County 4-H Office **in writing** within 5 business days (Monday through Friday), of taking over that position. If the county does not have a change of leader on file for your project and it is called into question the project may cancelled from the participating members record books. I do not think any leader would want this to happen. REMEMBER, IF YOU WANT TO BE A LEADER THEN YOU MUST BE PREPARED AND REPRESENT YOURSELF AS AN ORGANIZED EDUCATOR.

After completing this form the Project Leader will keep a copy and submit a copy to the Community Leader. Each Community Leader will be issued a binder to keep these reports in. This is the way that San Bernardino County will be accountable for the educational value of the projects being completed in 4-H.

This form should be submitted (in person, by mail, fax, or e-mail) to the Community Leader within one week of the meeting or project. The meeting or project will not be counted in the project hours and the value or appropriateness of the project could be called into question by the 4-H Advisor if this process is not followed. This is called accountability and all leaders should be willing to comply.

I advise each Project Leader and Community Leader to keep these reports for at least one year after the project is submitted for credit. Example: All projects done in the 2000-2001 year and submitted should be kept for the 2001-2002 year in case there are questions. After that you can keep or discard them as you wish.

COMPLETING THE PROJECT MEETING REPORT FORM

The first six sections are self-explanatory, they just consist of **name(s), project, date, time and place of meeting.**

Please do not be intimidated by the section called “**Educational Component**”. This is just a description of what you taught (or tried to teach) the members during the meeting or project session.

Example: Our guest speaker Mr. Smith from PETsMART in San Bernardino introduced the group to training supplies and grooming supplies needed to properly groom and train a guide dog. We were able to look at several different grooming tools and see how they were correctly used. A demonstration was given on heeling and the proper way to position and walk with your dog. Members were encouraged to try heeling with their own dogs. This was moderately successful and with practice will improve. This session was informative and noisy but everyone seemed to have fun. Note → (Remember having fun while learning is not a bad thing).

A leader can either write in **attendance**, from their roll sheet, or the members can sign right on this sheet. If there are more members than spaces have them turn the paper over and write in the margins. These are attending members, do not include the names of excused members.

Outreach can be used to list guests or invited guests that did not come to the meeting. We give you credit here for making an effort to include non 4-H people from your community.

The **Junior or Teen Leader** area is for any Teen or Junior Leader taking part in a meeting or project as a leader. This is just a small area for them to report and become familiar with filling out a Project Meeting Report Form before they become a full leader and have to submit the whole report. You may or may not have a Junior or Teen Leader, it is not required for your group to have one.

The last two areas deal with other documentation of your project. Groups should be encouraged to **place an article** in Headlines about their Project or Group. This might be informative to other clubs thinking of starting similar projects. Remember this is a learning experience for everyone, leaders included, not just members. Members should also be encouraged to **report monthly** at the Club Meeting what they are doing. This gives the members in the other projects a chance to see what is going on and think about joining the project.

The last item on the report form is very important, it is the **signatures** of the leader(s) that were present and filled out the form. At least one leader **MUST** sign this form, if there is an assistant leader there should be a second signature.