

Instructions for Completing the 4-H Shooting Sports Annual Instructor Report County Summary

Report Due in State 4-H Office by October 15, 2009

Each county with a 4-H SESS program or certified SESS leaders needs to submit an Iowa 4-H SESS Annual Instructor Report each year in order for its leaders to remain on the mailing list and instructor list as active 4-H shooting sports instructors. Even if an instructor does no teaching throughout the year, this information needs to be included on the form by checking the box in the column labeled “No Teaching This Year” in front of his/her name. This statement also applies to anyone from a county who completed the training for the first time on September 19-21, 2008, as these people are included in the county totals.

We are required by the National 4-H Office to submit a report each year in order for 4-H Shooting Sports instructors to remain active. If no activity report is submitted, we have to drop them from the list. The purpose of the report is to have accurate data regarding number of youth impacted by the 4-H Shooting Sports program and to help states manage an active list of 4-H Shooting Sports instructors. This report can be completed by the county SESS coordinator or county staff.

Completing the Table

- The left side of the table contains the 4-H Club member enrollment category.
 - These are numbers of enrolled 4-H members for the year. The 4-H member numbers come from completed individual enrollments. In short, the numbers on the left side of the table should have no duplications of individual 4-H members per discipline. For example, 12 youth are enrolled in the county SESS Program. Of the 12, all 12 participated in archery, 10 participated in rifle, and 5 participated in shotgun – for a total of 27. It is realized there will be some duplication of numbers, but the intent of the table is to collect discipline contacts.
 - Number of instructor hours: For each instructor, multiply the hours per month times the number of months to come up with a total number of hours of instruction for the year. If there are 2 or more instructors per discipline, add the individual totals together and record on the appropriate discipline line.
- The right side of the table is to report the number of contacts that instructors have outside of organized 4-H club activities.
 - If a particular youth is contacted at multiple 4-H and non 4-H events, it is okay to record that contact multiple times. It is recognized that the numbers on the right side of the table could have individuals being counted more than once. Example: if a county had 5 different archery camps and at each camp had 20 youth (some of the same ones at each camp), the entry would be 100 under “Camps” on the line for archery. Also, if a county had a shooting event at a fair (i.e., an air rifle trailer) and are helping the public learn to shoot or trying to recruit kids, etc., count those numbers on the “Rifle” line under “Fairs.” If SESS leaders work with Jakes, Ikes, Pheasants Forever, count those contacts on the appropriate line under “Other Events.”
 - Number of instructor hours: Calculate the same as noted above for the left side of the table.
- Other questions
 - Additional questions have been added at the bottom that will help complete additional required reports. Please complete as applicable.

Thanks so much!