

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

Report Due in State 4-H Office by October 15, 2011

We are required by 4-H National Headquarters to submit an annual report of SESS outreach in order for 4-H Shooting Sports instructors to remain active. The purpose of the report is to have accurate data regarding the 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.

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 as active 4-H shooting sports instructors – **even if the county has no active club**. In late September a list of “Iowa Shooting Sports Trained Leaders” will be e-mailed to each county/county coordinator. If instructors do no teaching throughout the year but the county wants to keep them active, check 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 17-18, 2011, as these people are included in the county totals.

Completing the Table

- The **left side of the table (1st two columns)** contains the 4-H Club member enrollment category.
 - Data for “Number of 4-H Members Enrolled Annually” comes from completed individual enrollments. If youth participate in **more than 1** discipline, **they will be counted in each discipline on this report**. The intent of **this part of the report is to collect discipline contacts, so it is all right for youth to be counted more than once**. For example, 12 youth are enrolled in a county SESS Program. Of the 12, all 12 participated in archery, 10 participated in rifle, and 5 participated in shotgun. The total for the first column **would be 27, not 12**.
 - 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. For example, a county has an active SESS program 9 months per year. Instructor A spends 3 hours a month in Archery and 2 hours a month in Rifle. Instructor B spends 6 hours a month in shotgun. The discipline hours for Instructor A would be 27 hours (*9 months x 3 hours*) in Archery and 18 hours (*9 months x 2 hours*) in Archery. The total for Instructor B would be 54 (*9 months x 6 hours*) in Shotgun. The county total for instructor hours would be 99.
- The **right side of the table** reports the number of youth 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. For 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 (*20 x 5*) 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 youth in Jakes, Ikes, Pheasants Forever, count those contacts on the appropriate line under “Other Events.”
 - Number of instructor hours: Calculate the same way as noted above for the left side of the table.
- Other questions
 - As applicable, please complete the additional questions that have been added at the bottom of the report that provide a broader [picture of SESS programming in your county.

Thanks so much!