

**Instructions for Completing the
Annual 4-H Shooting Sports Demographics
County Summary Report
Report Due in State 4-H Office by October 15, 2016**

We are required to submit an annual demographics report of SESS outreach to assist in fundraising efforts and accountability challenges. 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 us manage a list of active 4-H Shooting Sports instructors. Support for the program depends on our promptness and timeliness in providing this important data to the National 4-H Shooting Sport Committee. This report should be completed by the county SESS coordinator but can also be completed by county staff if there is no coordinator.

Each county that has a 4-H SESS program or certified SESS leaders needs to submit an Iowa 4-H SESS Annual Demographics 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.

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 part of the report**. The intent of **this part of the report is to collect discipline contacts, so it is okay for youth to be counted more than once**. For example, 12 youth are enrolled in a county SESS Program - 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.

Contact Patty Gibler (giblerp@iastate.edu or 515/294-5939) if you have questions about this form.
Thanks so much!