Instructions for Completing the Annual 4-H Shooting Sports Club/Local Level Instructor Report

Counties in Iowa may choose to use the “County Level Report” to keep a record of their local activities and instructor participation. The form can be revised as needed for county reporting purposes.

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. 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.
  - Number of instructor hours: For each instructor, multiply the hours per meeting times the number of meetings 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 right side of the table** reports the number of youth contacts and instructor hours 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, Ikies, 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.

Thanks so much!