

Buchanan County 4-H Youth Recruitment Program Activity Report Form



Please fill out the form below and record your information. Form can be emailed to ahamlett@iastate.edu, dropped off at the Extension office or mailed to Buchanan County Extension, 2600 Swan Lake Blvd. Suite A, Independence, IA 50644. Questions call 319-334-7161.

Name: _____ Club: _____

Phone: _____ Date Submitted: _____

Email: _____

Leader/Volunteer Signature

By signing, I agree the individual or group completed the project/activity.

To receive credit, reports must be submitted within 1 month of the activity. Include detailed descriptions of your project/activity. May use additional space if needed. Complete one activity form per month. Can make more copies of last page if needed to share all events/activities club participated in.

Reporting Month: _____

New Member(s) [number of]: _____ Member(s) brought a friend [number of]: _____

Describe the project/activity. Include what you did and where you did it.

Who was the audience for this project/activity? Describe group (include age level).

Estimate how many people you reached with this project/activity [number of]: _____

What printed or internet materials/resources did you use?

Did you do this activity (check one): Individually Group

If completed in group list team members here:

Describe what you enjoyed about this project/activity.

Office Use Only: Date Recorded _____ Points _____

The Activity Report Form helps to keep track of activities and events done throughout the year in an effort to increase 4-H membership. This is an opportunity for all youth in their clubs to help recruit members while and have fun doing it!

Every event or activity that was recorded on an Activity Report Form, and turned into the Extension office, will be awarded points. Clubs who participate will receive a prize for reaching a certain amount of points. Example:

- Jane brings a friend to a club meeting = Club receives 5 points
- 4-H member Kyle, Jane's brother, brings a friend to the meeting = Club receives another 5 points.

How are Points Determined

Emerald (200 pts) - \$100 gift card

Gold (150 pts) - \$75 gift card

Silver (100 pts) - \$50 gift card

Bronze (50 pts) - \$25 gift card

Directions

- Activities can be done as an individual or with a group.
- After activity/project is completed, youth/leader must fill out activity report form and submit to Extension office within 1 month to be awarded points.
- Each activity is worth points that accumulate for yearly rewards.
- Points are accumulated from September 1st to August 31.
- Points do not roll over year to year.
- Report must be signed by club leader and be approved by either/both Executive Director and CYC.
- Must complete a variety of activities.
- Maximum of 200 points per year (can exceed if wish to).

Activities (One report form per activity/event):

- Encourage Membership—New members joins 5 points (per new member)
- Encourage Membership—Bring a friend to club meeting or a club activity during any activity that your club does 3 points (per friend)
- Presentation about 4-H in a setting other than club meetings—5 points (per member)
- Market 4-H Recruiting New Members (brochures/other materials) - 5 points
- Hang up poster at school, libraries, businesses, etc.—3 points/location (Extension may help to design a poster)
- Write a letter/article to local paper with positive message about 4-H—5 points
- 4-H Trivia sent to local paper—5 points
- School Newspaper about 4-H—5 points
- 4-H Community Service Project—5 points
- Go over 4-H Newsletter at 4-H Club Meeting—1 point
- **Everyone** in the club takes a static/building exhibit to county fair—10 points (per club)
- Participate in Communications Day (per member)—5 points (per member)
- Complete Record Books (50% club members) —5 points (per club)
- Other—points to be determined by Extension staff

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