

# Pratt County 4-H Club Summary



**2015-2016**

# 4-H CLUB SUMMARY REPORT

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This booklet contains the 4-H Club Recognition Plan, a report sheet of project leaders and a page on which to report group project work.

Officers of the club and the 4-H Club Advisory Committee should assist in completing this *4-H Club Summary Report* at the end of the 4-H year.

As soon as possible after the September meeting, submit the following to the County Extension Office:

1. Secretary's Record Book
2. Treasurer's Record Book
3. Reporter's Notebook

*The Club Summary Report is due in the Extension at the same time as the record books, KAP forms and pin applications.*

## 4-H CLUB RECOGNITION PLAN TRADITIONAL CHARTER AND FOUR-SEAL METHOD

A charter and seals are provided as recognition for 4-H Clubs.

A charter signed by the State 4-H Leader, the Director of Extension, and the President of Kansas State University, will be presented to each 4-H Club when it meets the guidelines for the charter.

A seal is awarded to a 4-H Club each year that certain guidelines for a seal are met. The seals, ranked in ascending order of difficulty, are white, red, blue and purple. Your 4-H Club may try for any seal without regard to seals previously received. If guidelines are met, the club may receive the charter and a seal in the same year.

As a guideline is met, place an "X" in the space provided and give the information requested. Check frequently throughout the year to avoid missing any guidelines for the seal your club is working for.

Use the officers or a committee of 4-Hers to assist in checking the guidelines during the year and to fill out this *4-H Club Summary Report* at the close of the 4-H year.

# GUIDELINES FOR CHARTER

(Complete this page only the first year of the club's existence)

- \_\_\_\_\_ 1. Enroll five or more 4-Hers between the ages of 7 and 19 in the club
  
- \_\_\_\_\_ 2. Have a community leader or leaders
  
- \_\_\_\_\_ 3. Organize the club with the following officers: President, Vice President, Secretary, Treasurer (or Secretary-Treasurer) and Reporter. It is recommended that the club choose a club historian.
  
- \_\_\_\_\_ 4. Plan eight or more regular meetings. New clubs should have at least one meeting each month after the club is organized.
  
- \_\_\_\_\_ 5. Prepare a tentative program for each remaining month in the 4-H year after the club is organized. (The 4-H year is October 1 to September 30.) Write the programs in the Secretary's Record Book.

# REQUIREMENTS FOR SEALS

To be awarded a club seal a certain number of these 11 basic requirements must be met as follows: white - 6; red - 7; blue - 9; and purple - 10.

In addition to these basic requirements a minimum number of optional goals must be completed to earn a given seal.

\_\_\_\_\_ Number of members enrolled in the 4-H club as of May 1<sup>st</sup> of this year.

## ***BASIC SEAL REQUIREMENTS:*** (Check requirements met by the Club )

- \_\_\_\_\_ 1. Hold at least 11 regular club meetings. Number of meetings held \_\_\_\_\_
- \_\_\_\_\_ 2. The majority of members exhibited at the Pratt County Fair. Number exhibiting \_\_\_\_\_.
- \_\_\_\_\_ 3. Have one or more official representatives attend the majority of the County 4-H Council meetings.
- \_\_\_\_\_ 4. Turn in to the Extension Office the completed Secretary's Record Book., Treasurer's Record Book and the Club Summary. The leaders will need to take or send the Secretary's Book and Treasurer's Book to the County Extension Office as soon after the September meeting as possible. ***The Club Summary Report is due in the Extension Office at the same time as the record books, KAP forms and pin applications.*** It is recommended to send in the Reporter's Notebook.
- \_\_\_\_\_ 5. Club officers attend officer's training for President, Vice President, Secretary, Treasurer and Reporter.
- \_\_\_\_\_ 6. Have at least one member enroll in and complete the Leadership project.  
List of 4-Hers enrolled in Leadership



\_\_\_\_\_ 10. To explain or promote 4-H work, have a booth or banner at the Pratt County Fair.

\_\_\_\_\_ 11. Completed record books must be submitted to the Extension Office at the end of the club year. For this option the seal for which you are applying depends on the percentage of completed record books submitted by the due date.

Purple Seal - 90%

Blue Seal - 80%

Red Seal - 70%

White Seal - 60%

### **OPTIONAL REQUIREMENTS:**

Listed below are the number of optional requirements needed to completely fulfill the guidelines for a specific seal. This is also determined by the size of the club.

<b>UNDER 20 CLUB MEMBERS</b>		<b>20 OR MORE CLUB MEMBERS</b>	
<u>Seal</u>	<u># Req. Needed</u>	<u>Seal</u>	<u># Req. Needed</u>
Purple	15	Purple	18
Blue	12	Blue	14
Red	9	Red	10
White	6	White	6

Check the optional requirements that your club accomplished during this club year:

\_\_\_\_\_ 1. Provide three feature stories and/or ten more news stories, or any combination thereof, for publication on project work, club meetings or group projects.

Number of stories written: \_\_\_\_\_ Feature Stories:

News Stories:

\_\_\_\_\_ 2. Plan and carry out one or more group projects such as safety, health, conservation of natural resources (such as wildlife conservation, Acres for Wildlife, or soil conservation), recreation, people-to-people, emergency preparedness, citizenship, ecology, pollution control, or similar areas.

Give summary of work done on page 12.

\_\_\_\_\_ 3. Hold a parents' night meeting or program.

Date held

\_\_\_\_\_ 4. Have an achievement program at a regular or special 4-H meeting to bring the accomplishments of the 4-Hers to the attention of the people in the area.

Date held

\_\_\_\_\_ 5. Hold a club project tour or local community fair.

Date held

\_\_\_\_\_ 6. Maintain or increase the number of 4-Hers in the group.

Number last year: \_\_\_\_\_ Number this year:

\_\_\_\_\_ 7. Junior leaders assist project leaders at two or more meetings.

Name(s) and assistance given:

\_\_\_\_\_ 8. Have a club member make a 4-H presentation to explain or promote 4-H work at schools or other location (Do not repeat from Basic Requirement #10.)

Date presented:

Describe presentation:

\_\_\_\_\_ 9. Have an exchange meeting or other event with another 4-H group or club in your county or in another county.

Club you exchange with:

Date:

\_\_\_\_\_ 10. Make a contribution to the county IFYE fund or another fund such as to the Pratt County 4-H Foundation, Kansas 4-H Foundation, Cancer Fund, March of Dimes, Tuberculosis, Heart, Muscular Sclerosis, or other similar drives.

Contributions are as follows:

- \_\_\_\_\_ 11. Present a radio or television program. (Do not repeat from Basic Requirement #10.)  
Date presented:  
Describe presentation:
- \_\_\_\_\_ 12. Take an educational trip or tour.  
Date taken:  
Summarize:
- \_\_\_\_\_ 13. Visit people in rest homes and/or provide a program or remembrances for them.  
(Cannot be same event described in Basic Requirements)
- \_\_\_\_\_ 14. Have one or more 4-Hers participate in a county, area, district or state judging school or contest.  
List participants and schools attended:
- \_\_\_\_\_ 15. Have a window display promoting some phase of 4-H.  
Topic of display:  
Where displayed:
- \_\_\_\_\_ 16. Have a 4-H float in a parade.  
Topic of theme for float:
- \_\_\_\_\_ 17. Cooperate with County Extension Agents or the elected 4-H representative in organizing a new 4-H club or group.  
New club:
- \_\_\_\_\_ 18. Participate in 4-H Sunday observance.  
Date:  
Place:



\_\_\_\_\_ 19. Have a 4-Her participate in a club, county, or state camp such as Discovery Days.  
List:

\_\_\_\_\_ 20. Have the 4-H club participate in the Parliamentary Procedure Contest at 4-H Club Days.  
Number Participating:

\_\_\_\_\_ 21. Have 4-Hers participate in two or more county events not included in any optional guideline such as fashion revue, horse show, or other similar event.  
List: (Not necessary to list all participants.)

\_\_\_\_\_ 22. Have some exhibits from your club at the Kansas State Fair.  
Number of exhibits:

\_\_\_\_\_ 23. Have 4-Hers participate in the Kansas State Fair in ways other than exhibiting project work, including but not limited to, informal and formal demonstrations and illustrated talks, informal modeling, judging, acting as host.  
List:

\_\_\_\_\_ 24. Have one or more 4-Hers attend a training meeting for camp counselors, camp program assistants - and assist with the day or county camp.

List:

- \_\_\_\_\_ 25. Have a family in your club or group serve as a host family to an IFYE or Japanese Exchange delegate, or have a family member as an IFYE or Japanese Exchange delegate.

List:

- \_\_\_\_\_ 26. Plan and present a model meeting during the current year.

Date:

- \_\_\_\_\_ 27. Have your regular meeting evaluated by a qualified person in parliamentary procedure.

- \_\_\_\_\_ 28. Provide Junior Leader Assistance at other county events, such as Club Days, Fashion Review, Judging Contest, Horse Show, Fair Food Booth, etc.

List 4-Hers and assistance given:

- \_\_\_\_\_ 29. Have a member of your 4-H club serve as a superintendent in a department at the county fair.

List:

- \_\_\_\_\_ 30. Have one or more of your 4-Hers attend one of the major 4-H trips such as Citizenship Washington Focus, National 4-H Congress, National 4-H Conference, Santa Fe Achievement Trip or National Western 4-H Horse Classic.

List:

- \_\_\_\_\_ 31. Exhibit the Secretary, Treasurer, or Reporter's notebook at the Pratt County Fair.

- \_\_\_\_\_ 32. Have one or more of the 4-H leaders talk to each new member at least 15 minutes to learn his habits, interests, hobbies, family relationships, etc.



# REPORT OF CLUB PROJECT WORK

Health, Conservation of Natural Resources (such as Wildlife Conservation, Acres for Wildlife, or Soil Conservation), Safety, Recreation, Citizenship, Emergency Preparedness, Ecology, Pollution Control or similar area.

If your club has worked on emergency preparedness as a group project, secure the special report form from your County Extension agents.

Give enough details to make your work clear to anyone who is not familiar with what you did.

Name of Club Project:

Number of members taking part in the project:

Write a summary of your work:

Leader assisting:

Jr. Leader assisting:

Members of the club project committee, if special committee was appointed:

(Use additional pages if necessary)