



# Annual 4-H Volunteer Record Form Year 20\_\_\_\_\_



## I. General Information

A. Name\_\_\_\_\_Address\_\_\_\_\_

B. County\_\_\_\_\_Name of Club\_\_\_\_\_

C. Number of Years You Have Served as a Volunteer\_\_\_\_\_

D. Briefly describe your role as a volunteer.

E. Number of Members\_\_\_\_\_Number of Teen Leaders\_\_\_\_\_

F. Number of Meetings Held During the Year\_\_\_\_\_

G. Number of Other Adult Volunteers Serving Your Club\_\_\_\_\_

I personally certify that this report is accurate and reflects my work as a 4-H volunteer.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

I have reviewed this report and believe it accurately reflects the work of this volunteer.

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date

**II. Leadership in Local Club**

A. Briefly explain how you involved 4-H members in your club in planning the annual 4-H Program.

B. List training meetings conducted by your 4-H members. Do not include regular local club meetings.  
Example - Photography judging training.

<b>Subject Taught</b>	<b>Number Attending</b>	<b>Person(s) Conducting Training</b>
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C. List not more than five of the most important ways you assisted 4-H members in **planning** for the individual 4-H Club meetings.

- D. List special events you and your 4-H members planned and conducted.  
Example - parents' night, parties, etc.

<b>Event</b>	<b>Purpose</b>	<b>Number of 4-H'ers Participating</b>
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- E. List 4-H contests you planned or conducted. Example - Visual Presentation Contest.

<b>Name of Contest</b>	<b>Number of 4-H'ers Participating</b>	<b>Person in Charge</b>
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F. Briefly summarize your (one) **most outstanding community club project** during the year.

Name of project:

Why was project needed?

Who planned the project?

How was project organized?

Who assisted?

Describe how the project helped the community.

What changes would you make if you were to repeat this project?

G. Briefly summarize the (one) most effective experience in involving parents in the club program.

What was the need?

What did you do?

How did the parents help?

H. List other agencies and organizations you and your club members worked with and give a specific example of each.

**Agency**

**Program**

I. Explain how you coordinated your local 4-H program with the county 4-H program.

J. List the most outstanding honors and awards you and your club members have received during the past year.

**Honors**

**Won By**

**III. Leadership and Participation on County, District and National Levels.**

- A. Participation by you and your club members in county, district, state, and national training events (Example - Teen Leadership Training or Rock Eagle).

<b>Event</b>	<b>Number of 4-H'ers from Your Club</b>	<b>Your Responsibility (if any)</b>
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- B. Participation by you and your club members in county, district, state, and national contests.

<b>Event</b>	<b>Number of 4-H'ers from Your Club</b>	<b>Your Responsibility (if any)</b>
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- C. List not more than five examples of your leadership on county, district, state, and national levels not listed above.

<b>Activity</b>	<b>Your Responsibility</b>
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**IV. Public Information and 4-H Expansion.**

A. List radio and TV programs which you presented.

<b>Title of Talk of Program or Article</b>	<b>Audience</b>
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B. 4-H Expansion (Show here anything you did to involve more adults and youth in 4-H. List the names of people you have recruited as 4-H volunteers. Show in parentheses the number of additional youth involved as a result.)

<b>Name of New Volunteer</b>	<b>His or Her Role</b>	<b>Number of New 4-H'ers</b>
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## PUTTING YOUR RECORD TOGETHER

The following materials should be included in your 4-H record. The sequence listed below is recommended when preparing your 4-H record for state awards.

Sections should be separated by a divider sheet (preferably of heavier paper) with an identifying tab.

1. **Cover**

Use a standard Acco-type fastener in a stiff 8 1/2 by 11 inch binder. Do not use a loose-leaf ring binder.

2. **Individual Photo**

Mount a photograph of yourself on a single sheet of paper. Use art corners to mount photo. The photo should be black and white or color glossy (no satin finish) (minimum size 2 by 3 inches, maximum size 4 by 5 inches). Prints should show only head and shoulders, have a uniform light background and show clearly all facial features. There should be no heavy shadows on the face, and the print should have good "flesh tones." This photo will be used for publicity.

Include under photograph the following information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_

Name of Club \_\_\_\_\_

Number of years a 4-H Volunteer \_\_\_\_\_

3. **Table of Contents**

On a single sheet of paper, type or print the principal sections of your record. Use dividers with tabs to facilitate finding the sections. Select tabbed dividers that will recess inside the record cover to prevent tabs from tearing off in handling.

4. **Annual 4-H Volunteer Record (Form 192) (Current Year)**

The Annual 4-H Record has been designed to help you outline your 4-H Volunteer experiences and accomplishments. List only your most important experiences. Do not add additional pages. Make concise statements and avoid repetition. The form needs to be signed by you.

5. **4-H Story (Not more than six typewritten pages)**

Your 4-H story is an essay of your 4-H experiences. Story must be limited to 6 pages, 8 1/2 by 11 inches in size, handwritten on one side and double-spaced. The story must emphasize your personal growth and development, leadership and community service experiences as a 4-H Volunteer.

A. How Volunteer assisted 4-H members in planning.

B. How Volunteer involved 4-H members in planning and conducting club and other 4-H activities.

C. How Volunteer involved parents and other people in community in 4-H.

D. Highlights and major accomplishments.

E. Human interest incidents reflecting failures as well as successes.

6. **Photographs**

Photographs should be used to illustrate the highlights of your experiences as a 4-H Volunteer. They may be individual photos or a photo sequence. They may also show honors and recognition received and special practices followed. Photographs must be limited to three 8 1/2 by 11 inch pages. Mount pictures with rubber cement and caption each with a description of what is taking place in the photograph. Do not write on front or back of photographs. Photographs should not be shingled and should appear only on one side of the page.

## Annual 4-H Volunteer Record

### Score Card

### Potential Values

<b>I. General Information</b>	<b>80</b>
<b>II. Leadership in Local Club</b>	
A. Member involvement in planning	15
B. Project training	15
C. Preparation for meetings	5
D. Special events	5
E. Activities and contests	5
F. Club project	10
G. Parent involvement	10
H. Cooperation with other agencies	5
I. Coordinated with county 4-H program	5
J. Honors	5
<b>III. Leadership and Participation on County, District, State and National</b>	<b>40</b>
A. Training events	15
B. Contests	15
C. Other events	10
<b>IV. Public Information and 4-H Expansion</b>	<b>15</b>
A. Radio and TV	5
B. Expansion	10
V. Story	<b>15</b>
<b>TOTAL POINTS</b>	<b>150</b>



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**Form 192**

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