



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

Subject Taught

Number Attending

Person(s) Conducting Training

C. List no more than five of the most important ways you assisted 4-H members in **planning** for individual 4-H club meetings.

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

Event	Purpose	Number of 4-H'ers Participating

- E. List 4-H contests you planned or conducted. Example: Visual Presentation Contest.

Name of Contest	Number of 4-H'ers Participating	Person in Charge

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

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

Event	Number of 4-H'ers from Your Club	Your Responsibility (if any)

- B. Participation by you and your club members in county, district, state, and national contests.

Event	Number of 4-H'ers from Your Club	Your Responsibility (if any)

- C. List no more than five examples of your leadership on county, district, state, and national levels not listed above.

Activity	Your Responsibility

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 8.5-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 clearly show 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, 8.5 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 8.5- 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
I. General Information	_____	80
II. Leadership in Local Club		
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. Coordination with county 4-H program	_____	5
J. Honors	_____	5
III. Leadership and Participation on County, District, State, and National Levels	_____	40
A. Training events	_____	15
B. Contests	_____	15
C. Other events	_____	10
IV. Public Information and 4-H Expansion	_____	15
A. Radio and TV	_____	5
B. Expansion	_____	10
V. Story	_____	15
TOTAL POINTS	_____	150

Form 192 (POD-08-18)

Distributed in Mississippi by **John Long**, PhD, Assistant Extension Professor, 4-H Youth Development.



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