

### 4-H Activities Log

The following information should be included in an activities log that is used to record the occurrences during a live-fire event or training within a 4-H Shooting Sports program:

- The date of the activity
- The names all instructors present and their individual duties and responsibilities
- A list of all 4-H'ers present
- A list of any 4-H'er who has an excused absence
- A list of all parents present and their duties
- A list of all adult volunteers present and their duties
- A range safety check list showing all items that have been reviewed
- A narrative describing any unusual occurrence at the event
- A completed injury report form, if any injuries have occurred
- Any comments, suggestions, or narratives regarding the event
- The signatures of the persons who filled out the activities log

An activities log binder should be kept. The lesson plans, injury reports, and all other inserts should be done in the same format. The chief instructor should keep the binder at the range and turn it in to the project leader or extension agent at the end of the program year.

**Tennessee 4-H Shooting Sports Log**

Duty \_\_\_\_\_

Date \_\_\_\_\_

Instructors \_\_\_\_\_

Responsibilities \_\_\_\_\_

<b>Students</b>				
Student's Name	Home Phone	Student's Signature	Excused	Absent

<b>Parents Present</b>	
Parent's Name	Duties Performed

<b>Activities Completed</b>	
Name	Activity

Safety Check is attached Yes \_\_\_ No \_\_\_      Emergency Response is attached Yes \_\_\_ No \_\_\_

Health Forms are attached Yes \_\_\_ No \_\_\_      First Aid Kits are available Yes \_\_\_ No \_\_\_

Unusual Occurrence \_\_\_\_\_

Injury \_\_\_\_\_

Other Comments \_\_\_\_\_

Instructor's Signature \_\_\_\_\_