

Instructions for Completing the Club/Local Level 4-H Shooting Sports Annual Instructor Report

Each 4-H Shooting Sports instructor/leader needs to submit the Club/Local Level 4-H Shooting Sports Instructor Report each year in order to remain on the mailing list and instructor list as an active 4-H shooting sports instructor. Even if the instructor does no teaching throughout the year they need to submit a report with the box checked “no teaching to report this year.”

Completing the Table

Remember that this form was put together for use nationwide. The nine disciplines listed in the far left column may not apply to every state. Example: some states have significant BB gun programs. In those states there is a need to report the BB Gun numbers separately from air rifle. Also some state 4-H shooting sports programs work jointly with their department of wildlife in Hunter Ed programs, hence the listing of “4-H Hunter Safety.” Use your best judgment in reporting to these disciplines.

The left side of the table contains the two major 4-H member enrollment categories of **4-H Clubs** and **Special Interest or short term enrollment**. These are numbers of enrolled 4-H members for the year. The 4-H member numbers come from completed individual enrollments. Special Interest enrollment numbers are reported on group enrollments. Example: if you have 10 4-H members in an organized 4-H club that you instruct in 4-H shooting sports that column should only total 10 on your individual report. If you met with those 10 members over 10 months, you still only report a total of 10 for the year. However, if those 10 members participated in several disciplines through the year report them in each discipline they were involved in. It is realized there will be some duplication of numbers but the intent of the table is to collect discipline contacts. The 4-H enrollment numbers will come from the county and state summary forms and the ES 237 enrollment information.

For the number of instructor hours, you add the hours per month times the number of months to come up with a total number of hours you instructed for the year.

The right side of the table is to report the number of contacts that you have outside of organized 4-H activities. If a particular youth is contacted at multiple non 4-H events it is ok to record that contact multiple times. In short, the numbers on the left side of the table should have no duplications of individual 4-H members and it is recognized that the numbers on the right side of the table could have individuals being counted more than once.

It might be helpful for an instructor to make several copies of this form and fill one out on a monthly basis for his/her monthly 4-H club activities. Also a copy could be filled out for each activity (camps, mobile shooting range contact, etc.) and file those copies to compile one report for the end of the year.

If multiple instructors teach at an event or at regular 4-H shooting sports activities it is only necessary for one instructor to complete a form and just add the names of co-instructors in the table at the bottom of the page.

By October 1 of the year being reported, compile your individual instructor report and submit to either the county Extension office or the county 4-H shooting sports coordinator in your county.

Again, if you do not submit a report each year you will be dropped from the _____ (insert your state) 4-H shooting sports instructor list! The purpose of the report is both to have accurate data regarding number of youth impacted by the 4-H Shooting Sports program and to help states manage an active list of 4-H Shooting Sports instructors.