

Memorandum



From: Jeff Goodwin & Bill Beckley
Co-chairs, National 4-H Shooting Sports Committee

To: All 4-H Shooting Sports Instructors
All 4-H Shooting Sports State contacts

Re: Annual Instructor Reports

Date: February 23, 2006

The National 4-H Shooting Sports program has grown over the past 25 years to become one of the largest project areas in 4-H. It *is* the largest 4-H project area in many states. In order to further strengthen the 4-H Shooting Sports Program the National Committee is committing itself to the concept of accountability.

One way to ensure accountability is to obtain a better grasp of the number of youth who have been affected by 4-H shooting sports program. The national committee has devised a system to more accurately obtain this information. This new reporting system and instructions can be found at the national 4-H Shooting Sports website at: <http://www.4-hshootingsports.org/>

The reporting system has three levels:

- 1) County Instructor Report – This form is completed by each 4-H shooting sports instructor and submitted to the county Extension Office.
- 2) County Summary – This form is completed by the county Extension agent or county 4-H shooting sports coordinator and summarizes all county instructor reports in a county. This form is then submitted to the state 4-H shooting sports coordinator.
- 3) State Summary – The state coordinator summarizes all county reports on this form and submits the information to the national committee.

The County Instructor Report, County Summary, and instructions can be found under “Instructor Resources” on the National 4-H Shooting Sports website. The State Summary can be found in the password protected “Coordinators” section of the website.

We need to start collecting data at the local level from October 1, 2005 through September 30, 2006. These reports will be due each year in October.

If you have any questions, feel free to contact the national 4-H Shooting Sports Coordinator, Jim Simms, at: jmsimms4hss@yahoo.com or by phone at 304-629-1809 or at 304-622-2359.

cc National 4-H Shooting Sports Committee members
National 4-H Shooting Sports Foundation board members