Directions for completing the Local Unit 4-H Shooting Sports Annual Summation Report and Instructor Renewal and Report

Each Local Extension Unit that offers 4-H Shooting Sport is required to submit the following reports to the Kansas 4-H State 4-H Office by the Local 4-H Shooting Sports Coordinator on or before November 1, 2017. Information reported is from October 1, 2016 through September 30, 2017. Renewals are $5 per person.

- **Coordinator Report** – on all certified and current volunteers serving in this role on the instructor report form
- **Instructor Report** – on all certified and current volunteers serving in this role, apprentices and adult helpers
- **Local Extension Unit Report** – a summation of the coordinator(s) and instructor(s) reports

Local Extension Unit Annual Summation Report:
1. The Local Unit report is reported based on how the county/district conducts its 4-H Shooting Sports program. If the district program is ran by the individual counties submit individual county reports however if conducted as one district submit as a district report.
2. The number of youth enrolled in the 4-H Shooting Sports program is the number reported by the local office(s) with 4HOnline NOT just 4-H members attending practices.

Instructor/Coordinator Report:
1. Must be completed by all current certified shooting sports instructors and coordinators no matter if no hours completed.
2. The form has two purposes: a) reporting on number of instructors, youth and hours contributed and b) if certified instructor and/or coordinator wants to continue and must be accompanied with $5 fee. Everyone’s form must be submitted.
3. Hours submitted for instructor/coordinators includes preparation, training, assisting with matches and travel. If coordinator tracks instructor participation rather than individual time, coordinators can assist instructors in completing time section.
4. Volunteer instructors and/or coordinators must verify if volunteer screening completed and serving as a registered volunteer. (If not, instructor/coordinator cannot serve until volunteer screening complete.)
5. Each Instructor/Coordinator report must be signed by the instructor/coordinator.
6. Current contact information is needed from each volunteer: physical address, email, phone, etc. No local extension office addresses can be used for volunteer instructors/coordinators.
7. Columns record the certification level(s). Add the year certified if known or check the box.
8. **Reminder:** after two years of inactivity the 4-H Shooting Sports certification is lost and the volunteer will need to retake the 4-H Volunteer Screening and Shooting Sports Certification Training.

Apprentice Instructors and Adult Helpers:

Forms:
1. Local Unit Summation and Instructor Forms are PDF form fillable and electronic signatures accepted.
2. Forms and checks (made to the Kansas 4-H Foundation) are sent to Kansas 4-H Shooting Sports, 201 Umberger Hall, 1612 Claflin, Manhattan, KS 66506.
3. Questions: Ray Bartholomew, ray.bartholomew@ks.usda.gov or Pam Van Horn, pvanhorn@ksu.edu