Instructions for completion of the
4-H Shooting Sports Instructor/Coordinator Renewal & Report And
Local Unit 2019-2020 Summary Report

Instructor and Coordinator Annual Report and Renewal Form:

- Those who complete this form will be covered under the additional liability insurance policy.
- Who should complete:
  - Local Coordinator completes report for themselves
  - All instructors, including:
    - Junior apprentices
    - Apprentice instructors
    - Adult volunteers
- Reports should be completed after September 30th to assure all hours are included.
- Renewal form and fee must be returned to Local Coordinator by October 15th.
- Local Agent responsible for Shooting Sports program and Instructor must sign and check all boxes for volunteer requirements
- If a volunteer is not planning to continue next year, the form should still be completed, however check “report only” and do not pay the renewal fee.
- Many coordinators track instructor hours, rather than the individual instructors. Coordinators may assist in filling out the hour's portion of the form.
- Each instructor must sign for themselves and must use their own contact information. A generic local extension unit contact or a signed “by” format will not be accepted. Electronic signatures are accepted.
- Hours recorded are not just contact hours. They can also include:
  - preparation time
  - time at training
  - time assisting with matches
  - travel time
- Columns relating to level of certification (National, State, etc.) should be completed with the year the person was 4-H certified provided it is known – otherwise a check mark in the appropriate column(s).

Remember:

- Two years of inactivity the 4-H Shooting Sports certification is not renewed
- The individual will need to come back to training to volunteer to instruct as a certified 4-H instructor.

Local Extension Unit Annual Summation Report:

The Local Unit report is to be a summation of the instructor/coordinator reports. The local coordinator will complete the Local Extension Unit Annual Summation Report. The local agent responsible for the Shooting Sports program will also approve and sign.

- If you are part of a district, the local unit report would be completed for how you operate within the district and indicate on report.
  - Examples: One report for entire district OR a report for each county/program in the district.
- Summation report and the individual instructor/coordinator reports must be submitted to the State Office with payment of renewal fees by November 1st.