

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

Instructor and Coordinator Annual Report and Renewal Form:

- Those who complete form will be covered under the additional liability insurance policy.
- Who should complete “**Report and Renewal Form**”:
 - Local Coordinator as themselves
 - All instructors, including: Junior apprentices, apprentice instructors, & adult volunteers
- “**Report & Renewal Form**” should be completed after September 30th.
- “**Renewal & Report Form**” and fee due **October 15th** to Local Coordinator
- Local agent responsible for Shooting Sports program must confirm boxes for volunteer requirements and sign.
- If volunteer is not planning to continue next year, complete form, check “report only”, and do not pay the renewal fee.
- Coordinators may assist in filling out the hour’s portion of the form, if they kept instructor hours.
- Each instructor must sign for themselves and must use 4-H online contact information.
- A generic local extension unit contact or a signed “by” format will not be accepted.
- Hours recorded are not just contact hours. They can also include:
 - preparation time
 - time assisting with matches
 - time at training
 - travel time
- Selections relating to level of certification (National, State, etc.) should be completed by circling the level of certification and designate with discipline abbreviation.

Remember:

- Two years of inactivity the 4-H Shooting Sports certification is not renewed.
- The individual will need to attend training to become re-certified.

Local Extension Unit Annual Summation Report:

- The Local Unit report is a summation of the **4-H Shooting Sports Instructor/Coordinator Report and Renewal Forms**.
- The local coordinator completes the Local Extension Unit Annual Summation Report.
- The local agent responsible for the Shooting Sports program must 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.
- The summation report and the individual Report and Renewal Forms must be submitted to the State Office with payment before **November 1st**. Check should be made payable to the Kansas 4-H Foundation.