

**ATTENDANCE RECORD**

Name of Club: _____ Year: _____

Member's Name	Month of Meeting												Total Meetings Attended
	January	February	March	April	May	June	July	August	September	October	November	December	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>											



Wisconsin Record Form

Pub. No. MS

Club: _____ Year: _____ Page _____ of _____

		Name	Parent or Guardian	Grade	Year in 4-H
No.					
Address					
Projects					
No.					
Address					
Projects					
No.					
Address					
Projects					
No.					
Address					
Projects					
No.					
Address					
Projects					
No.					
Address					
Projects					
No.					
Address					
Projects					
No.					
Address					
Projects					
No.					
Address					
Projects					
No.					
Address					
Projects					



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**CLUB MEMBERS SUMMARY**

Club: _____ Year: _____ Page _____ of _____

No.	Name	Parent or Guardian	Grade	Year in 4-H
	Address			
	Projects			
	Address			
	Projects			
	Address			
	Projects			
	Address			
	Projects			
	Address			
	Projects			
	Address			
	Projects			
	Address			
	Projects			
	Address			
	Projects			
	Address			
	Projects			
	Address			
	Projects			
	Address			
	Projects			
	Address			
	Projects			





4-H Club Management

JUNIOR LEADER SUMMARY

Wisconsin Record Form

Pub. No. JLS

Club: _____ County: _____ Year: _____

Junior Leaders

	Name	Project	Parent or Guardian	Phone
Address				
Address				
Address				
Address				
Address				
Address				
Address				

4-H Club Officers

	Name	Position	Parent or Guardian	Phone
Address		President		
Address		Vice-President		
Address		Secretary		
Address		Treasurer		
Address		Reporter		
Address		Other:		
Address		Other:		



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4-H Club Management

Wisconsin Record Form

ADULT LEADERSHIP SUMMARY

Pub. No. LS

Club: _____ County: _____ Year: _____

General and Assistant Leaders

	Name	Project or Activity	Phone
Address			
Address			
Address			
Address			
Address			

Project or Activity Leaders

	Name	Project or Activity	Phone
Address			
Address			
Address			
Address			
Address			
Address			
Address			



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4-H Club Management

CLUB ACTIVITIES

Wisconsin Calendar

Pub. No. CCA

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)



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4-H Club Management

CLUB FINANCIAL RECORD

[illegible]



4-H Club Management

CLUB ACTIVITIES

Wisconsin Calendar

Pub. No. CCA

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)



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4-H Club Management

CLUB ACTIVITIES

Wisconsin Calendar

Pub. No. CCA

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)



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4-H Club Management

CLUB ACTIVITIES

Wisconsin Calendar

Pub. No. CCA

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)

Month:	
Project Work (Demonstrations, judging, etc.)	Other Activities (Music, health, safety, drama, etc.)



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Name of 4-H Club: _____

Place: _____ Date: _____ Time: _____

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Lined area for notes or minutes.

Date, place and plans for next meeting: _____

Signed _____
Secretary

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total _____

Lined area for notes or minutes.

Date, place and plans for next meeting: _____

Signed _____
Secretary

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total _____

Date, place and plans for next meeting: _____

Secretary

Name of 4-H Club: _____

Place: _____ Date: _____ Time: _____

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Lined area for notes or minutes.

Date, place and plans for next meeting: _____

Signed _____
Secretary

Name of 4-H Club: _____

Place: _____ Date: _____ Time: _____

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total _____

[illegible]

Lined area for notes or minutes.

Date, place and plans for next meeting: _____

Signed _____
Secretary

Name of 4-H Club: _____

Place: _____ Date: _____ Time: _____

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Lined area for notes or minutes.

Date, place and plans for next meeting: _____

Signed _____
Secretary

Name of 4-H Club: _____

Place: _____ Date: _____ Time: _____

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Date, place and plans for next meeting: _____

Signed _____
Secretary

Name of 4-H Club: _____

Place: _____ Date: _____ Time: _____

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Lined area for notes or minutes.

Date, place and plans for next meeting: _____

Signed _____ Secretary

Name of 4-H Club: _____

Place: _____ Date: _____ Time: _____

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Lined area for notes or minutes.

Date, place and plans for next meeting: _____

Signed _____
Secretary

Name of 4-H Club: _____

Place: _____ Date: _____ Time: _____

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Lined area for notes or minutes.

Date, place and plans for next meeting: _____

Signed _____
Secretary

Name of 4-H Club: _____

Place: _____ Date: _____ Time: _____

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Lined area for notes or minutes.

Date, place and plans for next meeting: _____

Signed _____ Secretary



4-H Club Management CLUB EVALUATION

Wisconsin Record Form

Pub. No. CE

Name of Club: _____ For 4-H year ending: _____

Club evaluation is the process by which members and leaders judge whether or not their club is doing a good job. A 4-H club that is providing meaningful learning experiences for its members is performing well. The evaluation process should help the club measure progress in reaching club goals. The degree to which club goals are met may directly affect the degree of club membership satisfaction.

Use this form to evaluate your club's progress in membership, leadership and program. Apply to your County UW-Extension Office for a club achievement certificate with appropriate seals for each of the three areas.

1. Membership

Enrollment trends in a 4-H club are one measure of member satisfaction. An active club with a strong program will keep existing members and attract new ones. If the enrollment is down, it may indicate the need for improving the club program. Because members in similar stages of development will have similar goals and aspirations, members should be grouped by age and sex.

Enrollment Trends

		2 Years Ago	Last Year	This Year
Ages 5-9	Boys			
	Girls			
Ages 10-13	Boys			
	Girls			
Ages 14-18	Boys			
	Girls			
Total Boys				
Total Girls				
TOTAL				

	Boys	Girls	TOTAL
Number of members graduated this year			
Number of members who were also members last year			
Number of new members last year			
Number of new members this year			
Percent reenrollment $[(E + D)/B]$			

2. Leadership

Four-H club leadership is a critical element in assisting members to set and attain realistic goals based on their abilities. Leaders assist young people by providing learning experiences through training meetings, activities and individual attention. Members who fail to meet their goals will experience frustration, failure and dissatisfaction.



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Trends in the Number of Leaders by Years of Youth Leadership

	2 Years Ago	Last Year	This Year
Adult leaders who have served one year			
Adult leaders who have served 2 - 5 years			
Adult leaders who have served over 5 years			
TOTAL			
Number of youth leaders			
Number of this year's youth leaders who had a specific responsibility for a part of the club program.			
Did they have written plans or sets of goals?			
Number of youth leaders who were assisted by adult advisors.			
Number of members enrolled in individual projects who were provided youth or adult leader help.			
Number of project and/or activity leaders tending one or more leader training meetings.			
Number of project and/or activity leaders who held three or more group meetings with members.			

3. Program

The club program should provide a series of experiences that meets the needs and interests of people in the club. Goals should be realistic and doable. Goals should provide opportunity for group participation and cooperation as well as for individual achievement by each member. A good plan is like a roadmap; it directs our actions toward our goal or destination.

Did the club have its meeting, activities and events planned well in advance? ☐ Yes ☐ No

Were adult leaders, youth leaders, parents, officers and younger members all involved? ☐ Yes ☐ No

Did the 4-H members review and approve the plan before it was adopted? ☐ Yes ☐ No

Was a copy of the club plan provided to each member and his/her family? ☐ Yes ☐ No

List special activities or events planned to meet the needs and interests of:

5-9 year old boys: _____

5-9 year old girls: _____

10-13 year old boys: _____

10-13 year old girls: _____

14-18 year old boys: _____

14-18 year old girls: _____

What club goals were not accomplished? Why?

Club Meetings

The club meeting allows members to learn to effectively participate in group action. Further, it provides opportunities for members to democratically plan and implement the club plan. Every member should feel part of the organization. When members feel that they belong, one of their basic needs is at least partially satisfied.

Number of regular club meetings held during the year: _____

Member attendance at meetings is an indicator of satisfaction.

The average attendance was:

- ☐ 90% to 100%
- ☐ 70% to 90%
- ☐ 50% to 70%
- ☐ Under 50%

A few well planned and conducted meetings are far superior to many meetings that are loosely planned and conducted. Deducting 5 points for each "no" answer, how does your club score?

- ☐ 80% to 100%
- ☐ 60% to 80%
- ☐ 40% to 60%
- ☐ Under 40%

Projects and Activities

Members gain success and satisfaction by meeting individual and group interests and goals through projects and activities. As goals are met, new and higher goals should be set. Thus, projects and activities within the interests and abilities of the members should be offered. As members succeed and grow, the scope and depth of their 4-H experiences should likewise grow. This means members should obtain new experiences in some old projects as well as in some new projects.

Generally, club members select two or three activities to include in the club plan and program. By selecting some different activities each year, the members will have a series of new experiences in 4-H.

Give the number of members with leader assistance that developed a list of individual goals at the beginning of the year. This is the number of members using the 4-H Member Project Plan and Evaluation Form.

In which activities did club members participate?

Activity	2 Years Ago	Last Year	This Year
Speaking			
Demonstrations			
Music			
Drama			
Recreation			
Safety			
Health			
Community Development			
Other			

How many members took part in one or more club activities? _____

Were parents personally invited to attend a special meeting or activity of the club? _____

How many attended? _____

4. Conclusion

We believe our club merits a certificate and the following seals:

	Gold	Silver	Green	None
Membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Club President _____

Club Vice President _____

Club Secretary _____

Organizational Leader _____