

TIPS FOR COMPLETING THE 4-H MEMBER'S SUMMARY



IN GENERAL

- **ALL** members, except Clovers, **MUST** use the Summary Report. A new form will be completed each year.
- You can complete the Summary Report form in two different ways:
 - Get a hard copy of the form from the 4-H Office.
 - Use the form from the web and complete with your computer. (www.howard4-h.org)
- If you do not have anything to report on a particular section, be sure to write the **YEAR** and **NONE** so the record book judge will know you did not skip the page. Do not list items in more than one section.

COVER PAGE

- The cover sheet for this year should read 2018.
- Years in 4-H: List Clover years and regular 4-H years separately. (for example, 2/5 which means Clover 2/Regular 4-H 5).
- Age: Should be as of January 1, 2018. Remember this record is for calendar year 2018.
- Name of 4-H Club(s) or Group(s): List all Clubs which you are a member.
- Projects: List projects carried in 2018 and years in the project.

SUMMARY SECTIONS

* Section Club Participation

- List each club you were a member of in 2017.
- Place an "X" or check mark in the box of each month you attended a club meeting per club.
- If the club did not hold a meeting that month, please indicate by writing n/a in the box.
- If you DID NOT attend a meeting, leave the box blank.
- Indicate if you were away at college.
- Indicate if at a 4-H event.

* Section Committees and Offices

- List ALL your volunteer leadership, offices held, committees served on etc.
- List 4-H promotional leadership here, as well.
- Examples:
 - Served as an officer
 - Organized club program
 - Served on club or county committee
 - Livestock Sale appreciation posters
 - Guarding 4-H Building at Fair
 - Planned Club Float or Booth
 - Club Junior Leader or Clover Junior Leader
 - Helped younger members one on one.

* Section Promotional Activities

- List activities where you promoted or publicized 4-H in these ways during the year
- Examples:
 - Promotional video
 - News articles
 - TV
 - News Articles
 - Radio
 - 4-H ambassador
 - Speaking with state legislation
 - Displays
 - Fair Booths
 - National 4-H Week
 - New member recruitment
 - Fair banners
 - Community events
 - 4-H Day

* Section Communication Activities

- Include formal speeches as well as informal presentations.
- Examples:
 - Visual Presentation Contest (County and/or State)
 - 4-H Public Speaking Contest (County and/or State)
 - Project Update
 - Speaking as part of monthly program (introducing speakers, teaching part of the program (Local)
 - Speaking at a banquet, achievement night, family night, etc. (including leading pledges, introducing guests, serving as (UME) (Local, County, State)
 - Giving candidate's speech at club elections (Local)
 - Leading the pledges at a 4-H meeting (Local, county, state)

*Section Awards and Honors

- Include special recognitions, honors, or awards (not placings) at Fairs, county/state events like Fashion Revue, Food & Nutrition Day, Beef Field Day, Achievement Night, etc.
- Breed association awards can be listed here also if related to the project.
- Examples:
 - Elsie Cavey Record Keeping Award
 - Horse Project Recognition at Achievement Night
 - Champion Dairy Showman
 - Champion Food Preservation
 - Achievement Night Recognitions- list separately
- Include 4-H events attended, exhibits made, and placings received.
- Be sure to list showmanship classes and list placings.
- List Champions, Reserve Champions, etc.
- List special awards (like trophies, cash awards, chairs, record book awards)
- You can include Judging Contests.

*Section Journal of Activities, Events, and Experiences

- Use this page to record **all** activities, events, and experiences as you have them. Include 4-H, volunteer, community, citizenship, service learning, school, and other activities.
- Examples:
 - Club Meetings
 - Achievement Night
 - Fashion Revue
 - Animal Activities
 - Market Animal ID Days
 - Livestock Shows

- 4-H Camp
- Sheep & Wool Festival
- Maryland 4-H Congress
- Wills Fair
- Club Activities -picnics, trips etc.
- Breed Association Shows
- Cattlemen's Convention
- Judging practices and workshops

Community Service/Service Learning

- List all community service projects in which you or your CLUB participated. List a project like "Delivered centerpieces to nursing home" only if you actually participated yourself, not just because the club did.
- Examples:
 - Fairgrounds Cleanup
 - Adopt-a-Highway
 - All Star - Baked goods donation by family
 - Making centerpieces for nursing home or visiting nursing home
 - Petting Zoo - by club
 - Sheep & Wool Festival Clean-up

Classes, Activities, & Workshops

- Include items related to your projects carried.
- Examples:
 - Communication Workshop - 4-H Program
 - Officer Training - 4-H Program
 - Record Book Workshops - 4-H Program
 - Judging Workshops/practices - 4-H Program
 - Project Workshops - Club or 4-H Program
 - Sewing Workshop- Joanne Fabrics

Community, Religious, School, & Other Activities

- Include activities you are involved in other than 4-H
- In Location Column, designate school, church, club, group name, association, etc.
- Membership in Junior or other Breed Associations should be listed here.
- Examples:
 - School Band or Chorus
 - Subject Matter Clubs
 - Breed Associations (Quarter Horse, Cattle, Rabbit etc.)
 - Sports Groups