

PURPOSE:

To provide leadership/teaching of record keeping and project reporting to 4-Hers and assist them to develop these life skills.

RESPONSIBILITIES:

- All individuals who work directly with youth are required to complete the Kansas 4-H volunteer screening process.
- Organize the record keeping and project reporting group.
- Communicate with 4-H members and families. Schedule and arrange for the meetings.
- Help members' complete records and project report forms.
- Attend club meetings when possible.

TRAINING AND ASSISTANCE:

- Club Leader
- Local K-State Research and Extension staff
- Setting 4-H Project Goals
- Record Keeping & Project Report Forms

TIME COMMITMENT:

1-year term, October to September. Record keeping and project reporting should be held at a time, place and frequency that is determined by you and the 4-Hers. With majority of time spent at the beginning of the 4-H year (goal setting) and prior to when records and reports are due at the local level.

QUALIFICATIONS:

- **%** Interest in helping youth.
- Interest in 4-H educational programs.
- Knowledge in or willingness to learn about record keeping and project reporting.
- Solution Ability to organize and coordinate.
- Ability to communicate with youth and adults.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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