

Year _____

4-H CLUB SUMMARY REPORT

TRADITIONAL CHARTER, FOUR-SEAL METHOD
REVISED APRIL 2019

CLUB _____

COUNTY _____

4-H Club Recognition Plan

Traditional Charter, Four-Seal Method

A Charter and seals are provided as recognition for 4-H Clubs.

A charter, signed by the State 4-H leader, the Director of Extension, and the President of Kansas State University, will be presented to each 4-H Club when it meets the guidelines for the charter.

A seal is awarded to a 4-H Club each year certain guidelines for a seal are met. The seals, ranked in ascending order of difficulty, are white, red, blue and purple. Your 4-H Club may try for any seal without regard to seals previously received. **If guidelines are met, the club may receive the charter and a seal in the same year.**

As a guideline is met, place an "X" in the space provided and give the information requested. Check frequently throughout the year to avoid missing any guidelines for the seal your club is working for.

Use the club officers or a committee of 4-H members to assist in checking the guidelines during the year and to fill out this "4-H Club Summary Report" at the close of the 4-H year. **This must be completed and turned in to the Extension Office even if no seal was achieved.**

GUIDELINES FOR CHARTER

The guidelines for the charter and for the seals which are listed below are suggested ones. It is impossible to put together a set of guidelines that will apply to all situations in the 105 counties. Therefore, counties are at liberty to adapt these guidelines to fit the local situation. Counties may add, delete, modify, or switch guidelines from one seal to another if deemed more appropriate for the situation in your county.

1. Enroll five or more 4-H members between the ages of 7 and 19 in the club.
2. Have a community leader(s).
3. Organize the club with the following officers: president, vice president, secretary/treasurer, and reporter. (It is recommended that the club choose a club history committee.)
4. Plan eight or more regular meetings. New clubs should have at least one meeting each month after the club is organized.
5. Prepare a tentative program for each remaining month in the 4-H year after the club is organized. (The 4-H year is October 1 to September 30.) Write the program in the Secretary's Book.

BASIC REQUIREMENTS FOR SEALS

WHITE SEAL

(To qualify for a white seal, the club shall meet the basic guidelines and six of the optional guidelines.)

- _____ 1. Hold at least nine regular meetings.
Number held. _____

- _____ 2. Hold meetings for project instruction in a majority of the projects in which four or more 4-H members are enrolled.

- _____ 3. Encourage 4-H members to exhibit at a county fair or a county 4-H show.
Number exhibiting _____.
Approximate number of exhibits _____.

- _____ 4. Have one or more official representatives attend each meeting of the county 4-H Council.

Miss 1 meeting – Blue Seal
Miss 2 meetings – Red Seal
Miss 3 meetings – White Seal
No meetings – No Seal

Number of meetings at which your club was so represented _____.

- _____ 5. Have an adult advisory committee.
Names of members.

- _____ 6. As soon as possible after the tentative programs are planned, provide a copy of the program to each family represented in the club and one to the Extension Office.

Number of families receiving a copy _____.

- _____ 7. Complete the Secretary's Record Book and the Treasurer's Record Book as soon as possible after the September meeting. The leaders will take or send the Secretary's Record Book, Treasurer's Record Book, Reporter's Notebook and the 4-H Club Summary Report to the county Record Book Review.

- _____ 8. Fulfill any six of the "Optional Requirements."

RED SEAL

(To qualify for a red seal, a club shall meet the basic guidelines and any 8 "Optional Guidelines" in addition to numbers 1 and 2.)

- ____ 1. Meet all the guidelines for the white seal.
- ____ 2. Hold at least ten regular meetings.
Number held _____.
- ____ 3. Have at least one member, if any are eligible, carry the junior leadership project.
- ____ 4. Present one or more demonstrations or illustrated talk in a county contest.
(Optional Guideline number 1.)
- ____ 5. Have a majority of the officers attend a 4-H officers training school. (Optional Guideline number 2.)
- ____ 6. Provide one or more feature stories for publication on project work, club meetings, or group projects. Must have picture accompany article.

Date ran in paper _____.
Title of article _____
_____.
- ____ 7. Fulfill any 8 additional "Optional Guidelines" in addition to numbers 1 and 2.

BLUE SEAL

(To qualify for a blue seal, a club shall meet the basic guidelines and any 10 additional "Optional Guidelines" in addition to numbers 1, 2, 3, and 4.)

- ____ 1. Meet all the guidelines for the red seal.
- ____ 2. Hold at least eleven regular meetings.
Number held _____.
- ____ 3. Have two or more members, if any are eligible, carry the junior leadership project.
- ____ 4. Fulfill any 10 additional "Optional Guidelines" in addition to numbers 1, 2, 3, and 4.

PURPLE SEAL

(To qualify for a purple seal, a club shall meet the basic guidelines and any 10 additional "Optional Guidelines" in addition to numbers 1, 2, 3, 4 and 5.)

- ____ 1. Meet all the guidelines for the blue seal.
- ____ 2. Hold 12 regular meetings.
Number held _____.
- ____ 3. Fulfill any 10 additional "Optional Guidelines" in addition to numbers 1, 2, 3, 4 and 5.

OPTIONAL GUIDELINES FOR SEALS

- ____ 1. Present one or more demonstrations or Illustrated talks in a county contest.
Members Name and Contest

- ____ 2. Have a majority of the officers attend a 4-H officer training school. Mark an "X" for those who attended.
President____, Vice President____,
Secretary____, Treasurer____,
Reporter____, Others, (Song Leaders,
Recreation Leaders, Historian,
Parliamentarian, Council Reps.)
____,____,____,____,
- ____ 3. Participate in two or more sections of the county 4-H Day other than demonstration or illustrated talk section. Give number of entries in each section.
Model Meeting____, Gavel
Games____, Public Speaking____,
Project Talks____, Readings____,
Music____, Dance____,
Acting____, Other____.
- ____ 4. Plan and carry out one or more group projects such as safety, health, conservation of natural resources, recreation, emergency preparedness, citizenship, ecology, or other similar areas. Give brief summary of work done. More detailed information may be given on the "Report of Club Project Work."

- ____ 5. Render some service to the community, such as: present program numbers for another organization, assist persons less fortunate, or assist with some worthy cause. Give enough details to make it clear to anyone who is not familiar with what you did.

- ____ 6. Have a parents night or program.
Date held_____
(Give details in minutes for the month.)
- ____ 7. Have three or more members participate in a county or district judging school or contest. List school or contest and names of members judging. (must judge in the 4-H division.)
Member Name and School/Contest

- ____ 8. Have an achievement program at a regular or special 4-H meeting to bring the accomplishments of the club and of the 4-H members to the attention of the people in the area.
Date held_____
(Give details in the minutes for that month.)

____ 9. Hold a club project tour or local club fair.
Date held _____
(Give details in the minutes for that month.)

____ 10. Cooperate with county Extension agents or the elected 4-H representative in organizing a new 4-H club. Give name of club and explain how you helped in organizing it.

____ 11. Present a program to explain and promote 4-H at one or more schools. (Cooperate with county Extension agents.)

Give name of school(s) at which program(s) were presented.

____ 12. Have a window display promoting some phase of 4-H work.

Date _____
Place _____

____ 13. Have a 4-H float in a parade.

Theme _____

____ 14. Have an exchange meeting or other event with another 4-H club in the county or in another county.

Date _____
Club _____

____ 15. Participate in 4-H Sunday observance. Describe your club's participation.

____ 16. Have 4-H members participate in a county camp. Number attending.
Day Camp _____
County Camp _____

____ 17. Have 4-H members participate in two or more county events not included in any other optional guidelines such as Fashion Revue, Perishable Foods Judging, Dog Show, Family Fun Night or other such similar event. Give number of entries in each event.

____ 18. Have some exhibits from your club members at the Kansas State Fair. Number of members making exhibits. _____
Number of exhibits. _____

____ 19. Have members participate at the Kansas State Fair in ways other than exhibiting project work, including but not limited to demonstrations and illustrated talks, fashion show or judging contests. List members and their participation.

____ 20. Make a membership contribution to the Kansas 4-H Foundation or the Barber County 4-H Foundation.

Date sent _____

____ 21. Make a contribution to the county Relay for Life fund or another county fund, such as a contribution to the Cancer, March of Dimes, Heart or similar drives.

Give name of fund and amount given.

____ 22. Increase the number of members in the club as follows: red seal, 2%; blue seal 5%; purple seal, 10%.

Number last year _____

Number this year _____

Increase _____ divided by number of members last year = _____ % increase.

____ 23. Have one or more older 4-H members attend a training meeting for camp counselors, camp program assistants, and /or junior staff members and assist with day camp.

Give the names of the older member who assisted.

____ 24. Present a radio program.

Date _____

Station _____

____ 25. Have a family in your club serve as a host family to an IFYE or exchange youth from another country.

Name of family _____

____ 26. Participate in a rural-urban cultural exchange.

Date of exchange _____

____ 27. Take an educational one-day trip or tour.

Date and location trip or tour was made.

____ 28. Plan and present a model meeting during the current year, or have one or more teams participate in Gavel Games.

Date presented _____

____ 29. Provide refreshments at Co-op's during harvest or other major community event.

Date provided _____

Location and Type of event _____

____ 30. Have your Junior Leaders assist as a Junior superintendent at the Barber County Fair.

List names of 4-H members

____ 31. Have your Junior Leaders assist at the Barber County 4-H Club Day.

List names of 4-H members

REPORT OF CLUB PROJECT WORK

Each year the club should pick out a group project such as Safety, Health, Conservation of Natural Resources, Recreation, Emergency Preparedness, Citizenship, Ecology, Pollution Control, or other similar areas.

Give enough details to make the work you did clear to anyone who is not familiar with the project.

Name of club project _____

Number of members taking part in the project _____

Our club made the following plans for conducting this project:

Our club carried out the work in the following way: (Include club and public presentation.)

Report briefly the most important results. (Give details.)

Leader assisting _____

Junior Leaders assisting _____

Members of the club project committee, if a special committee was appointed:

Use additional pages if needed.

Does your club have their charter on public display with the seals earned and the year earned indicated? Yes _____ No _____

APPLICATION FOR RECOGNITION

We wish to apply for the following recognition: (check one)

Charter _____ White Seal _____ Red Seal _____ Blue Seal _____ Purple Seal _____

My signature indicates I have checked this book and believe that it is complete and eligible for recognition requested.

President

Leader

Leader