

## 4-H Shooting Sports Annual Instructor Report

Each 4-H Shooting Sports instructor/leader needs to submit the 4-H Shooting Sports Instructor Report, Club/Local Level, each year in order to remain on the mailing list and instructor list as an active 4-H shooting sports instructor. Even if the instructor does no teaching throughout the year they need to submit a report with the box checked "no teaching to report this year."

### Completing the Table

The left side of the table contains the shooting disciplines that we normally use. There are additional lines for associated project areas that you may use.

The next major heading is **4-H Program** under this heading is the Number of 4-H Members enrolled annually in each discipline. And the number of meetings (practices) held each year and the average length of these meetings (practices). The 4-H member numbers come from completed individual enrollments.

*Example:* If you have 10 4-H members in an organized 4-H club that you instruct in shooting sports that column should only total 10. If you met with those 10 members, twice monthly for 9 months you report a total of 18 meetings for the year and the average length of meetings is 2 hrs or 18/2.

**Now**, if those 10 members participated in several disciplines throughout the year, **report them in each discipline they were involved in**. Yes, there will be some duplication of numbers but the intent of the table is to collect discipline contacts. The 4-H enrollment numbers will come from the county and state summary forms and the ES 237 enrollment information.

If multiple instructors teach at an event or at regular 4-H shooting sports activities it is only necessary for one instructor to complete a form and just add the names of co-instructors in the table at the bottom of the page.

By October 1 of the year being reported, compile your individual instructor report and submit to the county Extension office.

**Again, if you do not submit a report each year you will be dropped from the Colorado 4-H shooting sports instructor list! The purpose of the report is both to have accurate data regarding number of youth impacted by the 4-H Shooting Sports program and to help states manage an active list of 4-H Shooting Sports instructors.**