

2018-2019 Beginner Project Meeting Attendance Form -Ages 7 and 8
(Plan to bring this form to every meeting)

Section I: To be completed by 4-Her before **February 1** or **within 1 month of enrolling after this date.** Project leader will help complete this form.

Name _____ **Project** _____

My 4-H Club _____ **My Project Leader For This Project** _____

I understand that I must attend 3 project meetings on 3 different days in this project prior to fair to be eligible to receive fair premium monies and participate in the junior livestock sale (if applicable). **I understand that competitive events do not count for a project meeting. I understand that I should not expect the project leader to schedule special meetings for me if I choose not to attend regularly scheduled sessions. If I am unable to attend a project meeting, I will contact my project leader before the meeting. My parents and I understand enrolling in this project will require time to learn project skills and additional time will be required to complete project work beyond the project meeting.** My project goals this 4-H year are listed below:

I want to (learn to) do (Action)	Because I will (Result)	By This Date
Example : I want to learn to measure	Because I want to make snacks	by March 1

Signed _____ Date _____ Signed _____ Date _____

(Signed by 4-Her after visiting with your project leader.)

Project Leader (Adult project leaders listed above and by your club.)

As a 4-H parent (or other caretaker), I (we) will support my child's 4-H involvement. 4-H members *Learn by Doing* and I (we) understand that regular attendance at club meetings, project meetings and other 4-H events such County 4-H Day are important to the success of being a 4-H member. The purpose of County Fair for the 4-H member is to improve project skills based on the feedback given by the judge. Knowing the purpose of fair, I will support efforts to make fair an environment that promotes learning over winning and our family will follow the rules and respect the decisions of the officials as the learning experience that they are intended to be.

Parent(s) Signature _____ Date _____

Section II To be completed at each 4-H project meeting by 4-H member. Adults may help 1st year members complete columns 2-6. **Learning is the foundation of 4-H membership.** To receive premium monies/participate in the livestock sale, list attendance at 3 or more meetings on 3 different days.

1. What did I do today at the project meeting? (List at least 1 thing you did today)	2. Date of Meeting	3. Location	4. Amount Of Time Spent At Project Meeting <i>(Minimum 30 minutes)</i>	5. 4-H Connection Of Resource Person If Not Project Leader Signing Goals.+	6. 4-H Curriculum Used	7. Adult Project Leader Initials Only*

+ It is important for 4-Hers ages 7 and 8 to attend project meetings lead by the project leader. Project leaders should list under comments why the 4-H member did not attend 3 project leader led meetings on 3 different days. * It is important to the 4-H member to have the same adult project leader during the year. The same project leader should sign this form below that initialized the meetings and was listed as the club project leader at the beginning of the 4-H year.

Section III Member Signature I honestly believe I have participated in at least 3 or more project meetings and am eligible to receive fair premiums and/or participate in the junior livestock sale. (May sign after attending 3 or more project meetings planned by your project leader.)

Signed: _____ Date: _____

Section IV Project Leader* (Must be same project leader listed above reviews information.) **Approved Not Approved +Comments:**

Signed: _____ Date: _____

Section V 4-H Club Parents Advisory Close relatives cannot approve this form in a non-club setting. **Approved Not Approved Comments:**

Signed: _____ Date: _____

Section VI Extension Office (Note: All completed forms after reviewed by advisory must be submitted by 4-H club leader(s) to the Extension Office by July 15.)

Approved Not Approved Returned Comments/Feedback:

**2018-2019 PROJECT MEETING ATTENDANCE FORM
INSTRUCTIONS**



Section I

1. Write your name, your project and identify your project leader when you enroll in the project. Kansas 4-H values youth adult partnerships and encourages teens to serve as junior project leaders or co-project leaders for projects involving younger 4-Hers. However, for risk management purposes; only an adult who has completed Kansas 4-H VIP training, been approved on an annual basis as an Atchison County Extension 4-H volunteer and designated by the 4-H club as the project leader shall sign the project meeting form.
2. Have your project leader sign the form by February 1. If you enroll in a new project or as a new member after February, have the project leader sign at enrollment.
3. If you do not have a project leader in the project you are enrolled, you have your community club leader sign this form by February 1.

Section II

1. Project meeting must be based on approved Kansas 4-H curriculum. Experiences not meeting this criteria will need to be pre-approved by Extension staff one month prior to the event. Special requests will considered on an individual basis.
2. Take this form to each project meeting and complete for each meeting. 4-Hers must attend 3 meetings (Minimum of 30 minutes; may be longer) per project enrolled on different dates throughout the 4-H year.
3. Have your project leader who met with you and signed your project goals initial that you attended the educational meeting.

Section III

1. After attending 3 or more project meetings, sign your name. If you have not attended 3 meetings, please do not ask your project leader to sign your form stating that you have attended 3 meetings.

Section IV

1. Project leader reviews Section II information. Section I and Section IV project leader must be the same person.
2. Form turned in to 4-H club advisory committee or club leader if your club does not have an advisory.

Section V

1. Parents advisory review the form to determine if meeting requirements have been met and approves. Or, parent's advisory does not approve and notifies the Extension Office that you are not eligible to receive fair premium money or participate in the junior livestock sale (if applicable). You may still exhibit your project work, receive ribbons and class placings.

Section VI

1. Information reviewed. 4-Hers not eligible to receive premium monies and/or participate in the livestock sale will be notified in writing prior to the event.

Attendance forms are due in the Extension Office by July 15. All forms must be submitted by 4-H club leaders. Attendance forms will be returned to the 4-H member for records and KAP purposes.

Kansas 4-H is the educational youth development program of Kansas State University and is administered by K-State Research & Extension. K-State Research and Extension is an equal opportunity provider and employer.