

Senior (14+) Project Meeting Attendance Form (Plan to bring this form to every meeting) **Due July 1**

Section I: To be completed by February 1 or within 1 month if enrolling after this date.

Name _____ **Project** _____
Club _____ **Club Adult Project Leader For This Project** _____

I understand that I must attend 3 project meetings 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: (Note:* KAPs require leadership, citizenship and learning goals. Senior 4-Hers will want to list additional goals in each area.)**

Goal Type	Action	Result	Time Line
Learning	Learn to take better pictures	by using the rule of thirds found in my project book	by April 1
Citizenship	Volunteer to take pictures at club events	to promote 4-H on club Facebook page	by May 15

Signed: _____ Date: _____ Signed: _____ Date: _____
 (Sign after visiting with your project leader about your goals.) Project Leader (Adult project leaders listed above and by your club.)

Section II

Date	Location	Amount Time Spent At Project Meeting	4-H Connection Of Resource Person If Not	4-H Curriculum Used	What project skills did you learn at the project meeting?	Adult Project Leader

Section III Member Signature (May sign after attending 3 or more meetings) 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.

Signed: _____ **Date:** _____

Section IV Project Leader* (Must be same project leader listed I and II to review 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 must be submitted by 4-H club leader(s) to the Extension Office after approved by advisory by July 1.) **Approved Not Approved Comments/Feedback**

2021-2022 PROJECT MEETING ATTENDANCE FORM INSTRUCTIONS



K-STATE
Research and Extension

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 be 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 approve. 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.