Alaska 4-H Shooting Sports Program
State Operation Plan

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Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSBMP Alaska Best Management Practices</td>
<td>1</td>
</tr>
<tr>
<td>Alaska 4-H Shooting Sports Program of Operation for Club and District</td>
<td>7</td>
</tr>
<tr>
<td>National 4-H Shooting Sports Code of Ethics</td>
<td>8</td>
</tr>
<tr>
<td>Level I Instructor Volunteer Position Description</td>
<td>9</td>
</tr>
<tr>
<td>Level II Instructor Volunteer Position Description</td>
<td>11</td>
</tr>
<tr>
<td>Alaska 4-H Shooting Sports Questionnaire</td>
<td>13</td>
</tr>
<tr>
<td>Equipment Use Agreement and Check-out Log for State, District, and Club</td>
<td>15</td>
</tr>
<tr>
<td>Youth Participation Record</td>
<td>17</td>
</tr>
<tr>
<td>Instructor Training Record</td>
<td>18</td>
</tr>
<tr>
<td>Yearly Equipment Inventory Log</td>
<td>19</td>
</tr>
<tr>
<td>Equipment Repair Log</td>
<td>20</td>
</tr>
<tr>
<td>District Shooting Sports Yearly Demographics Report</td>
<td>21</td>
</tr>
<tr>
<td>Alaska 4-H Shooting Sports Organizational Flow Chart</td>
<td>22</td>
</tr>
<tr>
<td>Shooting Sports Activity Log and Emergency Plan</td>
<td>23</td>
</tr>
<tr>
<td>Leader Information Form</td>
<td>26</td>
</tr>
<tr>
<td>Leader Request for Certification</td>
<td>27</td>
</tr>
<tr>
<td>Alaska 4-H Code of Conduct</td>
<td>28</td>
</tr>
<tr>
<td>4-H Thriving Model</td>
<td>29</td>
</tr>
<tr>
<td>Essential Elements of the 4-H Experience</td>
<td>30</td>
</tr>
<tr>
<td>Targeting Life Skills Model</td>
<td>34</td>
</tr>
</tbody>
</table>
Alaska State 4-H Shooting Sports Program
Minimum Standards & Best Management Practices

Minimum Standards

The following minimum standards are not negotiable. A state-level 4-H program with an active 4-H Shooting Sports component is advised to adopt and adhere to these standards at the state and county level. Should an injury occur in a state due to the disregard of any of these minimum standards, the potential negative legal/liability ramifications for a land-grant university system could be significant.

1) The National 4-H Shooting Sports Curriculum is the established adult teaching curriculum for training adults to teach youth the shooting sports within the 4-H program.

2) All instructors accept and abide by the National 4-H Shooting Sports Code of Ethics.

3) State, County, and Club-level 4-H Shooting Sports Programs will have written risk management plans which includes items such as emergency response and preparedness, insurance, safe storage of firearms and ammunition, state-level reloading policies, etc.

4) All certified 4-H Shooting Sports Instructors are a minimum of 21 years of age and have completed a state-level 4-H shooting sports workshop in the specific discipline they will be teaching.

5) State level 4-H Shooting Sports Instructor certification workshops provide a minimum of twelve (12) hours of instruction; which includes a minimum of nine (9) hours instruction in each specific discipline and a minimum of three (3) hours instruction in teaching youth development, life skills, and risk management. It is preferable and recommended that state-level certification workshops provide fifteen (15) hours of instruction composed of twelve (12) hours of discipline instruction and three (3) hours of teaching positive youth development, life skills and risk management.

6) To maintain certification as a 4-H shooting sports Level I or Level II instructor, one must:
   1. teach or assist in instruction within the discipline certified at least once every three (3) years (If lapse in duties over three years occurs, then 4-H SS discipline training is required to regain certification), and
   2. assure instruction is to be guided by 4-H SS discipline manual, and
   3. participate in periodic State or National level updates, and
   4. meet all requirements as written in respective job descriptions.

   a) Level I Instructors - Must schedule an annual check-in with AK State Coordinator(s) to occur before club operation for 4-H Year.

   b) Level II Instructors – Must be re-certified after a major revision of the curriculum, or if there is a lapse in duty to teach a Level I Instructor training over 3 years, or at the determination of the State Coordinator(s).

      i) Re-certification could include:
         (a) Attend a Level II training
         (b) Attend an update training hosted by a Level III Instructor or a Level II Instructor certified using the revised curriculum (if approved by State Coordinator)

   c) Level III Instructors – Must be re-appointed by the National 4-H Shooting Sports Committee.
7) Only factory ammunition is used at 4-H shooting sports competitive events.

8) **Regarding simulated combat sports including but not limited to, paintball guns, air-soft, laser guns, archery tag.** Pointing any type of gun including paintball guns, air-soft guns, laser guns, laser paintball, archery tag bows & arrows, or sighting devices at any person or any humanoid-shaped target is inappropriate in any 4-H program activity.

9) **Reactive Targets** - Targets which make use of, or are composed of: (1) live ammunition, (2) explosives, chemicals or flammable substances, or (3) pressurized containers, are **never** to be used at any 4-H event or activity.

10) Clover-bud age youth are not allowed to participate in any shooting sports activity that includes the handling or live-fire of any air-guns, firearms, or archery equipment.

11) All 4-H Shooting Sports functions (events, meetings, club practices, etc.) which include the handling or use of firearms or archery equipment requires the physical presence and constant supervision of a least one adult 4-H Shooting Sports instructor who is currently certified in that respective discipline(s).

12) Club meetings and activities **will not** start without all volunteer leader and shooting sports instructor paperwork and training completed and approved.

---

**National 4-H Shooting Sports**

**Objectives of the 4-H Shooting Sports Program**

The 4-H Shooting Sports Program strives to enable people, their parents and adult volunteers to become responsible, self-directed, and productive members of society. Agents, leaders, instructors, and coaches must understand the goals and objectives of the program in order to manage or present it properly. These goals and objectives are consistent with the goals and objectives of the 4-H program. The program transfers knowledge, skills, and attitudes to develop human capital, using the subject matter and resources of the land-grant universities.

The specific goals and objectives of the 4-H Shooting Sports Program include, but not limited to, those listed below.

a) To encourage participation in natural and related natural science programs by exposing participants to the content through shooting, hunting, and related activities.

b) To enhance development of self-concept, character and personal growth through safe, educational and socially acceptable involvement in shooting activity.

c) To teach safe and responsible use of firearms and archery equipment including sound decision-making, self-discipline and concentration.

d) To promote the highest standards of safety, sportsmanship and ethical behavior.

e) To expose participants to the broad array of vocational and life-long avocational activities related to shooting sports.
f) To strengthen families through participation in life-long recreational activities.

g) To complement and enhance the impact of existing safety, shooting, and hunter education programs using experimental educational methods and progressive development of skills and abilities.

h) To develop positive relationships with adults, youth, and peers.

i) To explore the three National 4-H Mission Mandates (STEM, Healthy Living, Civic Engagement) through an effective 4-H program setting.

**Best Management Practices**

**National 4-H Shooting Sports**

The National 4-H Shooting Sports Committee, recognizing the diversity of the 4-H shooting sports programs within each state, recommends the following Best Practices in the implementation of a state-level 4-H Shooting Sports program:

1. **Eye Protection:** Adequate eye protection (shooting glasses, safety glasses or safety goggles, or hardened prescription glasses) is required for all participants in Muzzleloading, Pistol, Rifle, Archery, and Shotgun disciplines. This includes Hunting and Western Heritage live-fire events. Coaches or spectators on or near firing lines are subject to the same requirements.

2. **Ear Protection:** Adequate ear protection is required for all participants in Muzzleloading, Pistol, Rifle, and Shotgun disciplines. This includes Hunting and Western Heritage live-fire events. Where electronic hearing protection is used, it may not include radio or similar broadcasts as background noise, since that could interfere with range commands. Such protection is strongly advised for archery events as well. Coaches or spectators on or near firing lines are subject to the same requirements.

3. **Footwear -** Any participant while on the shooting line or shooting in any outdoor shooting event is required to wear shoes that completely cover their feet. Examples of footwear that is not acceptable includes, but is not limited to: sandals, clogs with no strap, Crocs, flip-flops, and bare feet.

**Storage & Transportation of 4-H Shooting Sports Equipment**

**Suggested Best Management Practices**

In many states, the storage of Shooting Sports equipment has not been consistent nor have any standards been set forth to assist states in developing policies related to equipment storage and transportation. This is a list of suggested guidelines for states to consider.
Inventory Control

1. Inventory list of equipment should be maintained by one individual in charge of equipment for the local group/county program/state program. A sign-out process will be used to record who/when/what/when returned.

2. Only approved, current instructors may sign out program equipment from inventory.

3. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment, the inventory list, and sign-out records.

4. Equipment inventory should be audited at least annually (or more often if requested) by local and/or state Extension personnel responsible for 4-H Shooting Sports program. The state Extension staff person responsible for 4-H Shooting Sports program has the ultimate authority to remove 4-H Shooting Sports program equipment from any 4-H Shooting Sports club or instructor based on lack of safety practices, inadequate storage and transportation safeguards, concerns about inventory control, inadequate emphasis on positive youth development, or other reasons based on professional judgment.

Storage of Firearms & Muzzle-loading Equipment

1. All Firearms will be stored unloaded in a commercial firearm safe with an open bolt or open bore indicator when not in use.

2. All gun safes should be secured in a locked storage area, following local statutory requirements, if applicable. If no local laws apply, suitable locations include local law enforcement department firearm storage, storage closet or room with limited access, etc.

3. Keys and combinations should be available only to certified instructors, county coordinators, and state coordinators. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Storage of Air Guns

1. Air guns will be stored in gun cases that can be locked and stored in a storage room accessible only to instructors, county coordinator and state coordinator.

2. Keys to the storage area should only be available to instructors, county coordinator and state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Storage of Archery Equipment

1. Archery equipment will be stored in a locked closet or room accessible only to instructors, county coordinator or state coordinator.

2. Doors should be double locked and key should only be available to instructors, county and state coordinators. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

Ammunition

1. All ammunition, shotgun shells, rifle shells, pistol shells, powder, caps, BBs, and pellets will be stored separately from the guns which use them.

   Access to the ammunition should be limited to the instructors and county or state coordinator. Extension staff responsible for the 4-H Shooting Sports program in the county/state should also have access to all program equipment.

2. Ammunition should be stored in a closet or room where there are at least two separate locks on the door.
Transportation of Equipment

1. All applicable local, state and federal laws are to be followed when transporting firearms, ammunition and other 4-H Shooting Sports program equipment and supplies. Only licensed individuals age 18 or older are permitted to drive vehicles transporting 4-H Shooting Sports equipment.

2. When transporting firearms, air guns, ammunition and muzzleloading guns, the transporter should have the guns in locked hard cases with gun locks on each gun (either a trigger-style gun lock or a cable-style gun lock).

3. Equipment should be transported in such a way that the equipment cannot be seen from outside the vehicle. Some examples of concealment include transporting in the vehicle’s trunk, in a locked trailer, beneath a pick-up truck bed topper, etc. The vehicle should not be left unattended when equipment is being transported.

Youth & Adult Participation

1. A 4-H Shooting Sports Instructor has the right to refuse any participant from the shooting sports activity in the interest of safety for the participant and others in the program.

2. Instructors are encouraged to identify strategies to accommodate youth/adults with disabilities.

3. National 4-H Shooting Sports Programs are open to all youth without regard to race, color, sex, handicap, religion, age or national origin. Each State Land Grant University determines 4-H minimum age eligibility. Alaska 4-H Shooting Sports program eligibility occurs for the current 4-H year if a youth is 9 years old as of October 1 of that year.
Agreement to adhere to the Alaska 4-H Shooting Sports Minimum Standards and Best Management Practices

I, ________________________________, have read and understand the Minimum Standards and Best Management Practices (MSBMP) of the Alaska State 4-H Shooting Sports Program.

I agree to adhere to the standards set forth in this document.

__________________________________________________________________________  ____________

Shooting Sports Leader signature  date
*EXAMPLE: Alaska 4-H Shooting Sports Program of Operation for Club or District

*Can be used in the interim, until individualized Program of Operations is completed and approved.

Club Name: ____________________________________________________________

**Purpose:** The Alaska 4-H Shooting Sports Program uses the Positive Youth Development Model to provide instruction in the safe handling of firearms, air guns, and archery equipment. Using the eight essential elements of positive youth development identified in the Targeting Life-Skills Model, Alaska 4-H Shooting Sports Program assists young people and their adult volunteers in attaining knowledge, develops self-confidence and leadership abilities, and instills an appreciation for conservation, wildlife, and service. The program uses the National Shooting Sports Curriculum.

**Article 1: Membership** – Members shall consist of any person who is eligible to be a 4-H member and enrolled in the 4-H shooting sports program. Membership in 4-H is required. All members will follow all 4-H rules and regulations. Refer to Alaska 4-H Policies and Procedures current revision.

**Article 2: Meetings** – Meetings are to be held monthly and when the club feels it is necessary. Roberts Rules of Order will be used to conduct meetings.

**Article 3: Officers** – The election of officers will be held annually in September. Officers will consist of President, Secretary, Treasurer and others if the club would like to have them. Officers will stay in contact and participate with District committee to plan events and stay informed of what the state and national committee is doing. The following paperwork will be filled out, yearly, by the Officers and summated to the district office and Alaska State 4-H Shooting Sports Coordinator.

1. District Summary 4-H Shooting Sports Annual Demographics Report Due by November 20th of each year.
2. Equipment Repair Log
3. Alaska 4-H Shooting Sports Youth Participation Record
4. Alaska 4-H Shooting Sports Leader Information Form
5. District Firearms and Archery Yearly Equipment Log Due September 29th of each year
6. Yearly Financial record for the Club to be turned in to the district office by 9/30
7. Code of Conduct to be read and signed each year by leaders and members

**Article 4: Amendment of Program of Operation** – To change Program of Operation, request will be put in writing and given to the members of the Club. The changes will then be voted on at the next meeting. Any change requires a 2/3’s majority of the members to pass.

**Article 5: Dues** – 4-H yearly dues and club or district dues.

**Article 6: Instructors** – One certified instructor in discipline teaching and a certified 4-H leader present at all meetings. Always live by the “two adult Rule” per Alaska 4-H Policies and Procedures.

These are the minimum requirements for the district leaders and clubs Program of Operation. Please add amendments to these as your group feels need. Keep a copy at the 4-H office in your club record.

Signatures and date are required.

Date__________________________

President__________________________  Treasurer__________________________

Secretary__________________________  Adult Leader__________________________

*Can be used in the interrim, until individualized Program of Operations is completed and approved.*
National 4-H Shooting Sports Code of Ethics

A complete 4-H shooting sports program must convey life skills development and be presented in a way that is safe, technically competent, and helps to instill 4-H values in participants through teaching and example. Certified shooting sports instructors and volunteers must be cognizant of their role as a “moral and ethical mentor”, as well as teacher to youth and adults in their state and community.

As a 4-H Shooting Sports Instructor or Volunteer:

- I will respect the participants, volunteers and property associated with the 4-H shooting sports program.

- I will set a good example as a mentor and role model for 4-H shooting sports youth and volunteer leaders.

- I will conduct myself and my 4-H shooting sports program in a professional and ethical manner.

- I will strive to be knowledgeable of the life skills embodied in the 4-H shooting sports program and aid positively in the development of youth through adherence to those principles.

- I will strive to be technically competent in the subject matter I teach and adhere to the national 4-H shooting sports guidelines and curriculum.

- I will respect the dignity of each participant in the 4-H shooting sports program regardless of gender, origin, ability, achievement or conviction.

________________________________________  ______________________
Signature                                      Date

________________________________________
Full name (print)
Alaska 4-H Shooting Sports
Level I Discipline Instructor Volunteer Description

**Position Title:** Level I Discipline Instructor (Air Pistol, Archery, Air and Small Bore Rifle, Shotgun, Muzzleloading, Hunting & Wildlife and Western Heritage) – 4-H Shooting Sports Program

**Time Commitment:** Length of service is one year, renewable. Three-year commitment preferred.

**Location:** Serve within the District.

**Type of Position:** Volunteer key leader; no direct salary.

**Approval:** District Extension professional in charge of 4-H (youth) programs.

**Supervision:** Extension professional or professional in charge of 4-H (youth) programs.

**General Purpose:** Be responsible for the overall teaching of knowledge and skills related to a specific discipline to 4-H members, age 9-18.

**Certification:** Enroll as Leader each year. Earn certification as 4-H Level 1 Discipline Instructor. To maintain certification, one must:

1. teach or assist in instruction within the discipline certified at least once every three (3) years (If lapse in duties over 3 years occurs, then 4-H SS discipline training is required to regain certification), and
2. assure instruction is guided by 4-H SS discipline manual, and
3. participate in periodic State or National level updates, and
4. meet all requirements as written in respective job descriptions.

**Specific Responsibilities:**

1. Emphasize shooting safety. Teach the program following the National 4-H curriculum as provided
2. Read and use Alaska 4-H Shooting Sports Project Paperwork
3. Teach the Positive Youth Development Model
4. Attend all shooting club meetings and activities
5. Live by the "two adult rule"
6. Recruit parents and members
7. Actively encourage and support members by working with them individually to review project work and related records
8. Encourage members to participate in other 4-H events and activities
9. Publicize 4-H Shooting Sports activities and results
10. Maintain records on activities or project work
11. Communicate regularly with the 4-H office
12. Schedule an annual check-in with AK State Coordinator(s) to occur before club operation for 4-H Year.
Qualifications Required:
1. Age 21 or older  
2. Ability to work with adults and youth  
3. Have knowledge of shooting techniques and participation in the discipline in which the volunteer is being certified  
4. State certification in specific discipline after receiving approval form district agent  
5. Be familiar with 4-H objectives and philosophy and/or willing to learn about them  
6. Moral standards consistent with the 4-H philosophy

Support to be provided:
1. 4-H shooting sports instructor training workshop 12-15 hours (minimum)  
2. 4-H shooting sports curriculum handbook (upon completion of the workshop)  
3. Local 4-H volunteer training programs  
4. STEM activities

Training: 4-H faculty will provide:
1. Program and resource materials including projects, films, and books as available  
2. Newsletters to leaders and club members  
3. District and Statewide activities which are open to all 4-H participants (camp, fair, communication, workshops, etc.)
Alaska 4-H Shooting Sports
Level 2 Discipline Instructor Volunteer Description

**Position Title:** Level 2 Discipline Instructor for the Alaska 4-H Shooting Sports Program

**Time Commitment:** Length of service is three years, renewable. Program ranges from 36-100 hours (preparation time is not included)

**Location:** Serve within the state of Alaska

**Type of Position:** Key Instructor for the state; no direct salary

**Approval:** State Shooting Sports Coordinator and Alaska 4-H Shooting Sports Steering Committee

**Supervision:** State Shooting Sports Coordinator and Alaska 4-H Shooting Sports Steering Committee and Extension professional or professional in charge of 4-H (youth) programs

**General Purpose:** Be responsible for the overall teaching of knowledge and skills related to a specific discipline to 4-H Leaders across the state

Certification: Enroll as Leader each year. Maintain certification as 4-H Level 1 Discipline Instructor. Attain certification as 4-H Level II Discipline Instructor. To maintain Level II certification, one must, 1) teach or assist in instruction of Level 1 class within the discipline certified at least once every three (3) years (If lapse in duties over 3 years occurs, then 4-H SS discipline training is required to regain certification).

**Specific Responsibilities:**
1. Teach National 4-H Shooting Sports Curriculum for the discipline to 4-H approved Leaders.
2. Review all Alaska State 4-H Shooting Sports paperwork and have leaders complete at training.
3. Provide a list of certified leaders and their paperwork to district office within 1 week of training. Paperwork includes:
   (a) Alaska State Certificate of Discipline Training, signed for each leader
   (b) Alaska 4-H Shooting Sports Questionnaire (use for pre-screening by District Agent)
   (c) Updated Alaska 4-H Shooting Sports Leader Information form
   (d) Request for Certification form
   (e) National 4-H Shooting Sports Code of Ethics
   (f) Alaska 4-H Code of Conduct
4. Emphasize shooting safety
5. Teach the Positive Youth Development Model
6. Coordinate trainings with State Shooting Sports coordinator and District Agent
7. Help plan the yearly Alaska 4-H Shooting Sports program
8. Actively encourage and support leaders by working with them to review project work and related records
9. Encourage leaders to participate in other 4-H events and activities
10. Publicize 4-H Shooting Sports activities and results
11. Maintain records on trainings
12. Communicate regularly with the 4-H office and the Alaska State 4-H Shooting Sports Coordinator

**Qualifications Required:**
1. Be a Level I instructor for a year or more in the discipline
2. Ability to work with adults and youth
3. Active and approved 4-H Leader enrollment and leader requirements met every year, prior to participating in a leader/instructor capacity in any 4-H activity
4. Be familiar with 4-H objectives and philosophy
5. Moral standards consistent with the 4-H philosophy
6. Receive permission from the District agent and State 4-H Shooting Sports Coordinator and attend a National Training in the discipline requested
Alaska State 4-H Shooting Sports
Questionnaire

Experience with 4-H or other youth organizations
Please describe your experience working with youth through 4-H, or similar organizations.

Previous Shooting Sports Training
List your previous shooting sports training received; any certifications you have received.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Training Received</th>
<th>Date</th>
<th>Certification Level</th>
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Shooting Background
Do you have hunting experience? Number of years:
Types of Hunting:
Specialized Training:
Honors/Recognition:

Competitive Experience
Do you have competitive experience? Number of years:
Disciplines:
Past/ Present Certifications:
Specialized Training:

Honors/Recognition:

**Hobbies/Other Interests**
Describe any other interest, skills, or hobbies you enjoy.

**References**
Please list two references who will endorse your qualifications.

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<th>Address</th>
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Alaska 4-H Shooting Sports
Equipment Use Agreement/Check-out Log: State, District, and Club

1. Priority, in the following order is given to:
   a. State Contest
   b. Events
   c. Clubs
2. Equipment use is first-come, first-served, in accordance with the priority listing above. Interested parties will contact the Districts that have the equipment
3. Users are responsible for proper set, use, and maintenance of the equipment
4. Users shall pay for any damages or replace any parts found missing
5. Equipment may include some extra accessories. Users are responsible for replacing those used and providing additional accessories they may need.
6. Youth shall be supervised by trained/approved adult volunteers at all times, while using equipment
7. Equipment may be checked out for a two-week period, with extensions available if there is no waiting list. Contact the CES office to extend the borrowing time.
8. A $_____________ deposit (made out to District Shooting Committee) is required and refunded when the equipment is returned in clean, working order
9. ONLY Certified Shooting Sports Leaders can check out equipment in their Discipline.

Please contact the CES office at _______________ with any questions, concerns, or problems found while using out equipment.

Thank you for adherence to this policy.

Please sign and date that you have read this policy and agree to follow its provisions.

Name (printed):_____________________________________________
Signature:__________________________________________________
Date:_____________________

Contact information
Address:________________________________________________________________
Phone:_________________________
Email:_______________________________________
# Alaska 4-H Shooting Sports Check-out Log

Equipment going from (location: district, office, etc.): ________________________________

Equipment going to (location: district, event, etc.): ________________________________

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<thead>
<tr>
<th>Item Description</th>
<th>Serial/ID number</th>
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AK 4-H Shooting Sports Instructor checking out and responsible for equipment

Name: ____________________________________________________________

Phone: __________________________________________________________________

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Alaska 4-H Shooting Sports
Youth Participation Record

October 20_____ through September 20_____
Club Name________________________________________________
District____________________________________________________

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<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
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</tbody>
</table>
Alaska 4-H Shooting Sports  
Instructor Training Record

Training Dates______________________________________________
Training Location___________________________________________
Instructor Name____________________________________________

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Contact Information (phone and email)</th>
<th>Dates Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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Alaska 4-H Shooting Sports
District/Club Firearms & Archery Yearly Equipment Log

Due September 29th of each year to District Agent and Alaska 4-H Shooting Sports Coordinator

<table>
<thead>
<tr>
<th>Date</th>
<th>District/Club/Volunteer</th>
<th>Item</th>
<th>Make, Model, Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Update whenever new equipment is received, transferred, or disposed. According to UAF policy, items can be donated, transferred, or disposed of, to other non-profit organization. Seek appropriate approval prior to beginning the transferal/disposal process; District 4-H Staff will assist.

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# Alaska 4-H Shooting Sports Equipment Repair Log

To be filled out by authorized person yearly or any time equipment needs repaired.

<table>
<thead>
<tr>
<th>Shotgun</th>
<th>Small-bore Rifle</th>
<th>Air Rifle</th>
<th>Bow/Arrows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muzzle-Loading Rifle</td>
<td>Pistol</td>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

Serial Number _______________________________
Caliber or Gauge _____________________________
Date Acquired _______________________________

This Firearm listed above has been inspected for normal and safe operation.

Does this firearm meet normal and safe standards? ______ yes ______ no

If no, list corrective action needed

Certified By _____________________________ Date __________________

**Corrective Action Taken**

Repairs completed:

Certified By _____________________________ Date __________________

If not repaired, disposition of firearm:

Certified By _____________________________ Date __________________
Completed forms are due by November 20\textsuperscript{th} 
Mail or Email to: 
Patty Miller 
HC 60 box 246B Copper Center AK 99753 
millerrabbits73@gmail.com

<table>
<thead>
<tr>
<th>District: _________________________</th>
<th>Submitted By: _________________________</th>
<th>Club name: _________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: ________________________________________________________________________</td>
<td>Email: __________________________________</td>
<td></td>
</tr>
<tr>
<td>Report Year October 1 20_____ to September 30 20_______</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Alaska 4-H Shooting Sports**

**Club Summary Annual Demographics Report**

<table>
<thead>
<tr>
<th>Shooting</th>
<th>4-H Clubs</th>
<th>Special Interest</th>
<th>Camps</th>
<th>Fairs</th>
<th>other</th>
<th>events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline</td>
<td>#of 4-H Members</td>
<td>Number</td>
<td>#of 4-H Instructor</td>
<td>Number</td>
<td>Number of Youth</td>
<td>Number of Instructor</td>
</tr>
<tr>
<td></td>
<td>Enrolled</td>
<td>Hours</td>
<td>Enrolled</td>
<td>Hours</td>
<td>Contacts</td>
<td>Hours</td>
</tr>
</tbody>
</table>

| Archery |          |       |          |       |           |       |           |       |         |
| BB      |          |       |          |       |           |       |           |       |         |
| Coordinators |       |       |          |       |           |       |           |       |         |
| 4H Hunter Safety |       |       |          |       |           |       |           |       |         |
| Hunting/Wildlife |       |       |          |       |           |       |           |       |         |
| Muzzleloader |       |       |          |       |           |       |           |       |         |
| Pistol  |          |       |          |       |           |       |           |       |         |
| Rifle   |          |       |          |       |           |       |           |       |         |
| pellet, rim/center fire |       |       |          |       |           |       |           |       |         |
| Shotgun |          |       |          |       |           |       |           |       |         |
| Western Heritage |       |       |          |       |           |       |           |       |         |
| Total   |          |       |          |       |           |       |           |       |         |

Number of 4-H members enrolled in shooting sports in your club ____________

Names of active 4-H Shooting Sports Instructors in your club ____________________________

Names of adults certified at State 4-H Shooting Sports Instructor trainings this past year ____________________________

4-H Shooting Sports Instructor trainings conducted in your district this past year (Date, Location, Discipline) ____________________________

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Alaska State 4-H Shooting Sports Flow Chart

National Committee

Alaska State 4H Program Leader

Alaska State 4H Shooting Sports Coordinator(s)
National Trained Level 3 in State Trainers
Alaska State 4H Shooting Sports Committee

District Agent/Staff
District Shooting Sports Committee

Level 2 Instructors from each Disciplines

Level 1 Instructors
Club with Shooting Sports Project
Partnerships with other groups
# Alaska 4-H Shooting Sports

## Emergency Plan - Activity Log

**Activity:** ____________________________________________________________

**Date:** ________________

**Instructors:** __________________________________________________________

**Club Leaders:** _________________________________________________________

### Youth Name | Phone# | Documents (health, emergency contact)
--- | --- | ---
| | | |
| | | |
| | | |
| | | |

**Parents Present** | **Duties to Perform**
--- | ---
| | |
| | |
| | |

**Name of Event and what you will do:**

- ______________________________________________________________________
- ______________________________________________________________________
- ______________________________________________________________________
- ______________________________________________________________________
- ______________________________________________________________________

**Safety Check (attached) ___Yes ____No**

**Emergency Plan (attached) _____Yes _____No**

**Health Forms (attached) ___Yes ___No**

**First Aid Kit available _____Yes _____No**

**Unusual Occurrence:** ____________________________________________________

**Other Comments:** _______________________________________________________

**Instructors Signature:** _________________________________________________

---

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Alaska State 4-H Shooting Sports
Emergency Plan - Response

Information:

Phone numbers for:
State Police ______________ Fire______________ City Police______________
Call 911 if appropriate.
Address needed: (event location)

Phone Number for District Office ________________________________
Report all accidents to the District Office ASAP.

4-H insurance information: _________________________________________

In case of Emergency:
Call appropriate emergency personal, 911 or _________________________
See to any injured persons using appropriate first aid
Get other participants to a safe location to avoid further injuries.

REPORT THE FOLLOWING

Injuries: _______________________________________________________
Number and extent of injuries:

Names of Injured:

Location of responding hospital or emergency care center:

Description, Date, Time and Location of the incident:

(use additional sheets, if necessary)
Total number of people involved: Youth _____________ Adults ________________

Emergency report number: _______________________________}

Name of Emergency Investigating officer: _______________________________}

From: ________________________________

Additonal Notes:
Alaska 4-H Shooting Sports
Leader Information Form

I attended a 4-H State Shooting Sports Workshop for the following discipline(s): Archery, Muzzleloading, Pistol, Rifle, Shotgun, and Hunting/Wildlife. Attach copy of award of completion

Discipline:___________Location________________Instructor______________________Date__________
Discipline:___________Location________________Instructor______________________Date__________
Discipline:___________Location________________Instructor______________________Date__________
Discipline:___________Location________________Instructor______________________Date__________
Discipline:___________Location________________Instructor______________________Date__________
Discipline:___________Location________________Instructor______________________Date__________
Discipline:___________Location________________Instructor______________________Date__________
Discipline:___________Location________________Instructor______________________Date__________

I am a certified Instructor/Coach by the following organization(s) - Attach a copy of certificate National Rifle Association: Muzzleloading ____Pistol ____Rifle___Shotgun____Other_______________
National Archery Association:  Archery ____Other_____
Alaska Department of Fish & Game: Hunter/Safety Instructor ________
National Muzzle Loading Association: Pistol___Rifle___Shotgun___Other____
Other – Specify Organization for each Discipline: Archery ___________________Muzzle Loading_______________Pistol____________________Rifle________________________
Shotgun ___________________Other___________________________

1. I have read and understand the Alaska State 4-H Shooting Sports Program Minimum Standards & Best Management Practices and the National 4-H Shooting Sports Code of Ethics.

2. My club will have Alaska 4-H Shooting Sports Program of Operation and Alaska 4-H Shooting Sports Activity Log/Emergency Plan

3. I have received a written Volunteer Position Description and understand my responsibilities as a 4-H leader as outlined in the Alaska 4-H shooting Sports State Project

Signature_________________________________________________Date__________________

This form is to be updated when new certification or training is acquired. It is to remain a permanent part of the District enrollment data. Report all new certification to the Alaska 4-H Shooting Sports Coordinator.

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Alaska 4-H Shooting Sports
Request for Certification*

This form is to be emailed (or mailed) to the Alaska State Shooting Sports Coordinator for approval before the beginning of each 4-H Year and you will be notified when the discipline and level you are looking for is coming up.

I would like to be certified in the following discipline(s) and Level (1,2,3): Archery, Muzzleloading, Pistol, Rifle, Shotgun, and Hunting/Wildlife, Western Heritage.

Discipline: ___________________ Discipline: ___________
Discipline: ___________________ Discipline: ___________
Discipline: ___________________ Discipline: ___________

1. I have read and understand the Alaska State 4-H Shooting Sports Program Minimum Standards & Best Management Practices and the National 4-H Shooting Sports Code of Ethics.


3. I have received a written Volunteer Position Description and understand my responsibilities as a 4-H leader as outlined in the Alaska 4-H Shooting Sports State Project.

4. I have filled out Alaska State 4-H Shooting Sports Questionnaire and have attached it to this form.

Signature_________________________________________ Date__________________

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CODE OF CONDUCT FOR PARENTS, VOLUNTEERS AND YOUTH
WITHIN THE ALASKA 4-H YOUTH DEVELOPMENT PROGRAM

Alaska families and youth trust the University of Alaska Extension system to provide educational programs in a safe environment for all participants. The opportunity to participate in and/or work with Extension’s Alaska 4-H Youth Development program is a privilege and honor, not a right. Volunteers are to be positive role models. Youth and parents/guardians are expected to demonstrate appropriate behavior at all times. The following Code of Conduct has been established as the foundation for all individuals participating in University of Alaska Extension programs.

All Alaska 4-H Youth Development program participants are expected to:

- Work with youth, families, volunteers and Extension personnel in a cooperative, courteous, respectful manner demonstrating good sportsmanship and behaviors appropriate for a positive role model.
- Accept supervision from Extension personnel and cooperate with others; in addition, parents and youth will accept supervision from certified organizational and project leaders.
- Maintain open, honest communication with members, leaders, parents and Extension personnel.
- Uphold every individual’s right to dignity, appropriate self-expression and individual development.
- Refrain from verbal or physical abuse of others and report such abuse, if observed. Any actions, such as conviction for child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, mismanagement of 4-H funds, or other serious offenses will not be tolerated.
- Respect, adhere to, and enforce the rules, policies and guidelines established at the county and state levels for the 4-H Youth Development program.
- Promote the spirit of inclusion and welcome participation of other individuals from all backgrounds. Comply with equal opportunity and anti-discrimination laws.
- Refrain from consuming alcoholic beverages, use of tobacco products and/or a controlled substance at 4-H events and activities. Being under the influence of alcohol or illegal drugs while in the presence of 4-H members at or during 4-H programs or activities is not acceptable.
- Inform Extension personnel of any incidents that may violate 4-H policies.
- Treat animals humanely and encourage all participants to provide appropriate and ethical animal care.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H/Youth Development programs.
- Ensure that 4-H participants are not required to purchase materials, equipment, animals or services from any specific places of business.
- Comply with all applicable laws of the city, borough, and state of residence and/or location of 4-H activity.
- Handle all concerns regarding county/area 4-H program management internally within the University of Alaska Extension system.

Violating the Code of Conduct shall be grounds for action up to or including immediate removal from the 4-H activity/program and termination. Decisions regarding immediate removal, suspension or termination will be made by District Extension office personnel with subsequent notification of and consultation with the District Agent and State 4-H Program Leader. Volunteers who wish to appeal a decision may do so through the Appeal Process.

I have read, understand and agree to abide by this Code of Conduct.

_________________________________________  ___________________________  _______
Print Name  Signature  Date

(adapted from University of Idaho Youth Development 4-H Code of Conduct, 9/2019)

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4-H THRIVING MODEL
Essential elements of the 4-H Experience

The Alaska 4-H Youth Development Program uses four primary delivery modes in fostering positive youth development. The delivery modes are **club**, special interest, school enrichment, and **camping**. While each delivery method is unique in its implementation, all are designed based on the essential elements.

<table>
<thead>
<tr>
<th>Element</th>
<th>Club</th>
<th>Special Interest</th>
<th>School Enrichment</th>
<th>Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Belonging</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caring Adult</td>
<td>A caring adult is actively involved as an advisor, coach, guide, or mentor.</td>
<td>Program facilitated by club leaders, parents, community volunteers</td>
<td>Program facilitated by trained group leaders, parents, community staff and volunteers, legal guardians, after-school coordinators</td>
<td>Program facilitated by trained camp staff, volunteer helpers, parents, legal guardians</td>
</tr>
<tr>
<td>Safe &amp; Inclusive Environment</td>
<td>Youth will participate in 4-H activities without the fear of physical or emotional harm.</td>
<td>Background checks on adult staff, leaders and volunteers, students;</td>
<td>Background checks on adult staff, leaders and volunteers, students;</td>
<td>Background checks on camp staff, volunteer helpers, parents, legal guardians, physical space analyzed annually for safety;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical meeting space analyzed;</td>
<td>Physical meeting space analyzed;</td>
<td>Supervision ratio of youth/adults for overnight generally 10/1; depends on age</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervision ratios of youth/adults</td>
<td>Supervision ratios of youth/adults</td>
<td></td>
</tr>
<tr>
<td><strong>Mastery</strong></td>
<td>Engagement in Learning and Opportunity for Mastery</td>
<td>Hands-on club activities, project experiences, presentations; sequential, long-term learning may occur over several years</td>
<td>Hands-on group activities; short or long-term; Knowledge learned in a specific area of interest; life skill development</td>
<td>Hands-on class activities; Usually short-term learning experiences; May learn specific skill, usually skill or knowledge development</td>
</tr>
<tr>
<td></td>
<td>The process over-time of building knowledge, skills, attitudes, and wisdom, and demonstrating their uses.</td>
<td>Broad knowledge learned in one or more project area; life skill development</td>
<td></td>
<td>Hands-on camp activities and project experiences, journaling</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Service</strong></td>
<td>Youth actively value and practice service to others</td>
<td>Club community service projects, individual service activity; Members determine and plan activities; Members help each other</td>
<td>Group community service projects, individual service activity; Members may help determine activities</td>
<td>Classroom, school community service projects; Usually are participants in service activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Teamwork with other campers, campground service projects</td>
</tr>
<tr>
<td><strong>Generosity</strong></td>
<td>Self Determination</td>
<td>Evaluation, project choices, goals, leadership opportunities; Selection of hands-on club activities, project experiences; High level – Member choice of project and activities</td>
<td>Selection of hands-on group activities and individual project experiences; Groups available for different interests, skills allow choice Moderate/High-Topics may be adult or member determined</td>
<td>Variety of opportunities based on interest and experience; Hands-on camp experiences; Camps available for different interests, skills – allow choice?</td>
</tr>
<tr>
<td></td>
<td>Youth feel a sense of control over their lives and exercise their potential to become self-directing, independent adults</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Independence</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 30
Essential Elements of 4-H

Belonging
Youth need to know they are cared about by others and feel a sense of connection to others in the group. This “fellowship” has always been an important part of a 4-H experience. 4-H gives youth the opportunity to feel physically and emotionally safe while actively participating in a group. Current research emphasizes the importance for youth to have opportunities for long-term consistent relationships with adults other than parents. This research suggests that a sense of belonging may be the single most powerful positive ingredient we can add into the lives of children and youth.

Independence
Youth need to know that they are able to influence people and events through decision-making and action. By exercising independence through 4-H leadership opportunities, youth mature in self-discipline and responsibility, learn to better understand themselves and become independent thinkers.

Mastery
To develop self-confidence youth need to feel and believe they are capable and must experience success at solving problems and meeting challenges. By exploring 4-H projects and activities, youth master skills to make positive career and life choices. To do so, youth must have access to quality research-based content and have the opportunity to learn by doing. Youth also need a safe environment for making mistakes and getting feedback, not just through competition but also as an ongoing element of participation. Finally, youth need the breadth and depth of topics to pursue their own interests.

Generosity
Youth need to feel their lives have meaning and purpose. By participating in 4-H community service and citizenship activities, youth connect to communities and learn to give back to others. It’s clear that these experiences provide the foundation that helps us understand the “big picture” of life and find purpose and meaning. Community service projects allow 4-H club members to see that their effort to help others is important and valuable. Youth learn that they do not live in a secluded world, but in a global community, that requires awareness and compassion for others.
Club Name: ________________________________

Date completed ____________________

BElONGING

Positive Relationship with a Caring Adult

<table>
<thead>
<tr>
<th></th>
<th>Most of the Time</th>
<th>Sometimes</th>
<th>Rarely</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth &amp; adults participate equally to plan, implement, &amp; evaluate club program</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Call each member by his / her first name</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Introductions and get-acquainted activities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Recruit parents and other caring adults to serve as volunteer</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Adults listen to what youth are saying rather than promote their own ideas</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Adults interact with youth (mingling with youth vs. sitting in the back)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Celebrate and fun together beyond club meetings</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

A Safe Environment

<table>
<thead>
<tr>
<th></th>
<th>Most of the Time</th>
<th>Sometimes</th>
<th>Rarely</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club does not tolerate bullying, cliques or put downs</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Volunteers are screened and trained</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Members feel comfortable sharing</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Members, parents and volunteers treat all members equally</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Financial audit form submitted annually</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Meetings start and end on time</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

An Inclusive Environment

<table>
<thead>
<tr>
<th></th>
<th>Most of the Time</th>
<th>Sometimes</th>
<th>Rarely</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth feel included rather than excluded</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Club members encourage each other during activities and events</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Youth feel a sense of belonging</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Club signs, banners, t-shirts, etc identifying their club with 4-H clover emblem</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Members invite and welcome new members</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Activities and events include all grades of members</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Club meeting site meets ADA requirements</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Opportunities for family participation, shared youth and adult leadership</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Ceremonies and traditions develop group cohesion</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

MASTERY

Engagement In Learning

<table>
<thead>
<tr>
<th></th>
<th>Most of the Time</th>
<th>Sometimes</th>
<th>Rarely</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings have a balance of education, recreation and business</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Members working together, planning activities, and laughing</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Members mature and grow from first year members to club officers</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Club agenda available to members</td>
<td>1</td>
<td>2</td>
<td>3</td>
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</tbody>
</table>
Opportunity for mastery

<table>
<thead>
<tr>
<th>Activity</th>
<th>1</th>
<th>2</th>
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<th>4</th>
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</thead>
<tbody>
<tr>
<td>Active project leaders</td>
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<tr>
<td>Club involved in county activities</td>
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<tr>
<td>Members set project goals and gain knowledge through hands on activities</td>
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<tr>
<td>Members share their achievements with each other</td>
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<tr>
<td>Members receive public recognition for their achievements</td>
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<tr>
<td>Members assist or mentor other members</td>
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<tr>
<td>Members exhibit or demonstrate what they have learned</td>
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</table>

INDEPENDENCE

Opportunity to see oneself as an active participant in the future

<table>
<thead>
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<th>1</th>
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<th>4</th>
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</thead>
<tbody>
<tr>
<td>Members try new projects and activities, as they get older</td>
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<tr>
<td>Active club officers or youth leadership team</td>
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<tr>
<td>Officers prepare agendas</td>
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<tr>
<td>Officers and members plan</td>
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<tr>
<td>Members draw on their project interest to help choose</td>
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<tr>
<td>Club has an annual plan/program</td>
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Opportunity for self determination

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</thead>
<tbody>
<tr>
<td>Members attend meetings and actively participate</td>
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<tr>
<td>Club has constitution or bylaws</td>
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<tr>
<td>Members choose and plan club activities</td>
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<tr>
<td>Members talk about their experiences at meetings</td>
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<tr>
<td>Youth participate in decision – making activities in the club</td>
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<tr>
<td>Encourage older members to apply for leadership positions at the county</td>
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<tr>
<td>Older members plan, implement, evaluate programs for younger members</td>
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GENEROSITY

Opportunity to value and practice service for others

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<tbody>
<tr>
<td>Club community service projects</td>
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<td></td>
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<tr>
<td>Older members assist younger members</td>
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<tr>
<td>Share, reflect and recognize service contributions</td>
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<tr>
<td>Connection with local officials</td>
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</table>

The National 4-H Impact Design Implementation Team identified these essential elements as the critical elements in a 4-H experience.

Information adapted from: UW Extension, Feedback Form, and Positive Youth Development: The Eight Essential Elements of a 4-H Experience, Iowa State University Extension Helping Leaders Be 4-H Savvy: Positive Youth Development by Sheri Seibold, Extension Educator, University of Ill

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