

4-H CLUB COMMUNITY SERVICE AWARDS

The Arkansas 4-H Foundation will sponsor a \$100 cash award to the two clubs with the most outstanding community service programs for the past year. A club is eligible to receive the honor only twice in succession.

Requirements:

To be considered for one of these awards, a club must submit a scrapbook, including the items listed below, to your county Extension office. The report should cover projects conducted during the previous 12 months.

1. Introduction or title page
2. Club Community Service Report form
3. Story
4. Pictures
5. News clippings
6. Other documentation

Due Date:

This report is due in the 4-H Youth Development Office on March 1 of each year. **Be sure to check with your county Extension office for the county due date** since the report must be submitted through the county office.

Reporting Instructions:

The club community service report should be placed in a scrapbook, and the following outline used:

1. **Introduction or title page.** Include name of the 4-H club, address, county, and a group picture of the 4-H club
2. **4-H Club Community Service Report form.** Complete the club community service report form, using additional pages if needed. Report projects conducted during the previous 12 months.
3. **Story.** Write, in story form, a summary of the 4-H club's main community-service efforts. Limit the story to no more than six typewritten pages.
4. **Pictures.** Include pictures showing 4-H'ers involved in the community service projects. Pictures should be affixed flat on the page with rubber cement and captioned.
5. **News clippings.** Include all news articles printed that document the club's community service projects.
6. **Other documentation.** Include correspondence, programs, and other items that document the club's community service projects.

4-H CLUB COMMUNITY SERVICE REPORT FORM

To be filled out by the 4-H club and submitted to the county Extension office.

Club Name: _____ Date Submitted: _____

Name, address, & phone number of person submitting this report: _____

Number of 4-H members in club: Male Female Total _____ Number of adult leaders in club: _____

The projects reported below are for a 12-month period beginning _____ and ending _____.
(Month / Year) (Month / Year)

Name of Project	Project Purpose/Description	How much time was involved?	Number participating			
			Club Members (Youth)	Non-Club Members (Youth)	Adults	Total
1.						
2.						
3.						

Use additional pages if needed. COMPLETE BACK OF REPORT FORM.

1. How was the need for the community service project(s) determined? Who was involved in determining the need for the community service project(s)

2. What and who were involved in planning and preparing for the community service project(s)? How were they involved?

3. What did participants learn (skills or knowledge gained)?

4. Describe opportunities youth were given to express what they did and saw during the community service project(s) and how they felt about performing the service?

5. What were the benefits for the individual(s), organization(s), or community who directly received from the service project(s)?

6. Was the project(s) a success? How was the project(s) evaluated? What might have been done more effectively?

7. How were families and the community informed of the service and learning that took place in the community service project(s)?

8. How did the community service project(s) fit in with the members' 4-H projects and/or the club's program?

Use additional pages if needed.

4-H Club Community Service Award Checklist & Ranking

Name of Club: _____

Leader(s): _____ Year Submitted: _____

1. Completed Community Service Report Form (20 points) _____

2. Story summarizing work done by the club (50 points)
(Summarizes main community service efforts in the past 12 months.) _____

3. Pictures (10 points) _____

4. News Clippings (10 points) _____

5. Other Documentation (10 points) _____

Total Points (100 possible) _____

Ranking _____