

Who Do You Report Club Activity To?

Winning sport teams are always making the news and sharing their success with others. Dynamic 4-H clubs share club activities and information with their 4-H families, the county Extension office and the local community. Your task is to know when and how to report your club experiences to these groups.

Share your winning news to showcase your team's 4-H stories and successes.

What Should You Share with Your 4-H Families?

Do not take for granted that your 4-H club members are going to take home information to their parent / guardian and family members. Utilize one or more of these tips to communicating with your 4-H families:

- Encourage adult family members to attend meetings and club activities.
- Hold parent information meetings to cover essential 4-H information.
- Send home important dates and information in writing.
- Use the Parent's Guide to Making the Best Better for Your Child ([sample](#) included here, contact your County Educator for your county resource) to share the [4-H Lingo](#) with your parents/guardians.
- Create a Club Calendar/Schedule and distribute to families.
- Write a Club newsletter or information letter and send to families.
- Develop a club website for 4-H families to visit.
- Create a club list serve or e-mail tree and send e-mails to give families up to date.

What Information Does Your County Extension Office Need?

Part of your club's success depends upon your ability to get information to and from your County Extension Office. Beginning with your club's enrollment and continuing with event registrations, fundraising forms, volunteer hours, and other club activity, your county office may request. Obtain all your 4-H club information from the County Extension Office via the U.S. mail, the web and by attending club advisor trainings. You have a responsibility to get required information to your County Extension Office by the established deadlines. Information and resources to report in a timely and efficient manner are the responsibility of your County Extension Educators.

Here are some of the items you should expect to report on:

- [Enrollment and Re-Enrollment Forms](#) for Members/Volunteers
- [4-H Event Registrations](#) (County, Regional and State Events)

- [Fair Entry Forms](#) (Local, County and State)
- [Volunteer Hours](#)
- [Club Learning Experiences](#) (community service, fundraising, quality assurance, health & safety programs, etc.)
- [4-H Club Chartering Process](#)

How Can You Share Your Club Activity With the [Community](#)?

- Encourage your club's [News Reporter](#) to send a news release to your local newspaper after each meeting or to report on special club activities.
- Remind the club [Historian](#) to bring a camera to every 4-H meeting and activity to take photographs to send to the newspaper, the county 4-H newsletter, post on your club or county website and/or create a club scrapbook.

Participate in community festivals, parades, fairs and other activities to share your club's 4-H Fun!