



# Wisconsin 4-H Community Clubs

# 4-H ACTIVITY OR EVENT REPORT FORM

4-H Community Clubs

October 2009

This form can serve as an annual club or committee activity report or "What did we do?" from year to year. The secretary should keep this form in the 4-H club or committee binder along with their calendar of events.

Activity: \_\_\_\_\_

Activity Leader/Project Leader(s): \_\_\_\_\_

List Youth and Adult Committee Members

Date of Event \_\_\_\_\_

Number of 4-H Members involved \_\_\_\_\_ Hours involved \_\_\_\_\_

Number of 4-H Volunteers involved in planning and implementation \_\_\_\_\_ Hours involved \_\_\_\_\_

Number of Non- 4-H Member involved \_\_\_\_\_ Hours involved \_\_\_\_\_

Financial involvement: \$\_\_\_\_\_ spent on the activity or project (Attach a budget if developed)

Describe the event or activity:

List all dates related to the activity. Be sure to include all planning meetings, correspondence, set up, clean up, and follow up. Use the back of this form if more space is needed.

What worked?

What didn't work?

What would you change for next time?

Would you do this activity again? Why or Why not?

Were pictures taken? \_\_\_\_\_ Person responsible: \_\_\_\_\_

Was the media contacted? \_\_\_\_\_ Person responsible: \_\_\_\_\_

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