**KCBR 4-H PROJECT LEADERS**

Thank you for volunteering to be a project leader this year. Each project leader is required to attend the 4-H leader orientation and to participate in the fingerprint-screening if you have not already done so in the past.

Included in your packet: List of project members

 Their phone numbers

 Medical release forms

 Attendance record sheet

 Copies of Annual Project Report

 Supplemental Forms (if needed)

**Medical Release Forms-** Each project leader is required to keep a Medical Treatment form on hand for each project member in case of an emergency. I have included enough copies in your packet for each member. Please have them fill both sides out and return to you.

**Member attendance-** Included is an attendance record sheet that you may choose to use. Remember, members must attend 80% of their project meetings as part of the completion of the project.

**Record Keeping-** Included is a copy of the Annual Project Report form. It is required to be filled out and turned in at the end of the year. It is recommended that project members fill out their project forms during or at the end of each project meeting, rather than getting a summary of all meetings at the conclusion of the project, since they can include more details of what they learned and did as the project progresses. They may want to use this copy as a rough draft if they are doing theirs on the computer. Please remind them to tell what they did and **learned.** They may wish to list the steps, or explain how they did something, not just “today I made cookies..” **Pictures** are also a big part of the record book. Maybe you could help out by taking a few pictures of the members in your project or at least remind them to bring their camera to take pictures.

**Plan your project-** Project groups must meet for a minimum of six hours to be considered a completed project. It is recommended there be at least five project meetings conducted. WE STRONGLY ENCOURAGE YOU DO MORE THAN THE MINIMUM. Know what your goals and objectives are, the main activities you’ll cover, SVF Fair entries, etc. Set your meeting dates and times. Call your project members to let them know when you plan to start your project. Please do so this month (October).

**Project Fees-** It is reasonable to charge project members for your out-of-pocket expenses for project materials. Let your members know at the start of the project what the anticipated costs will be (Collection of fees is up to each project leader. Project costs should not exceed $25).

**More forms available-** <http://cemonterey.ucdavis.edu>

Please call Mary Hughes (385-4220) if you have any questions or if you have a project member drop your project and/or a member who is frequently absent from your project.