



**Instructions for Completing the Club/Local Level Instructor Report
and the County Summary Report
For the Tennessee 4-H Shooting Sports Program**

The County Summary Report is a tally for all Club/Local Level Instructor Reports in your county. The County Summary Report is for the period of October 1 to September 30 of the current year. County Summary Reports are needed to submit one State Summary Report to National 4-H Shooting Sports. Listed below are instructions on completing the Club/Local Level Instructor Report and the County Summary Report:

1. Each 4-H Shooting Sports instructor in your county should receive and complete the Club/Local Level Instructor Report, regardless if they did teaching or not that year.
2. The instructor should provide the date of their last training in the box indicated.
3. Instructors are to provide their contact information.
4. Instructors are to fill out the chart according to the discipline they taught and their audience.
5. Instructors are to include the hours of their assistants on their instructor report.
6. Agents should keep their Club/Local Level Instructor Reports as a record of 4-H Shooting Sports programs conducted in their county.
7. 4-H Club members are youth in a regular 4-H club (school, community, etc.)
8. 4-H Special Interest Club members are youth in a group that is organized for 4-H Shooting Sports only.
9. Youth taught at Fairs, Camps, or Special Events are those taught outside the 4-H Club or 4-H Special Interest Club setting.
10. This form allows additional instructors to receive credit for teaching.
11. “Number of 4-H Shooting Sports instructors in your county” should be only those certified by attending a training meeting sanctioned by Tennessee 4-H.
12. “Number of 4-H members enrolled in 4-H Shooting Sports in your county” should be only those youth under the regular supervision of a certified 4-H Shooting Sports instructor.

Please contact me if you have questions. The County Summary is due on October 15.

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