



LSU AGCENTER  
LOUISIANA COOPERATIVE EXTENSION SERVICE  
1010 LAFAYETTE ST., STE. 325  
LAFAYETTE, LA 70501  
337-291-7090  
(FAX) 337-291-7099  
[www.lsuagcenter.com](http://www.lsuagcenter.com)

# ANNUAL 4-H CLUB VICE PRESIDENT'S REPORT

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**CLUB NAME**

**ADDRESS**

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**CLUB ENROLLMENT**

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**GRADES IN CLUB**

# 4-H Club Vice President's Service Project Report Contest Guidelines

The following information applies to the 4-H Vice President's Contest on the community service and service-learning activities conducted by your club this 4-H year.

The report should be organized as follows:

1. Begin with basic information about your club; club name, address, enrollment and grade range of members.
2. Community Service/Service-Learning Project Summary
3. Fill out one activity report for each Service/Service-Learning activity conducted this year.
4. Each report can be typed or written neatly by hand. Have all reports the same.
5. The report should be assembled in a sturdy binder. The 4-H record book cover is ideal. **DO NOT INCLUDE NEWSPAPER ARTICLES, ANNOUNCEMENTS OR ANY OTHER SUPPORTING MATERIAL.**

SAMPLE

SAMPLE

SAMPLE

How do you complete a Community Service/Service-Learning Activity Report?

Complete one form for each activity. If it is an ongoing activity, use only one form and give the inclusive dates.

Name of Activity Food for Families Drive

Dates of Activity October 15, 2010, December 6, 2010

Check Type of Activity  Community Service  
 Service-Learning

1. **PLANNING**

A. List of the Planning Committee Members

- Mary Black
- John Brown
- Joe Green
- Sue White

B. How many times did they meet? 2

C. If other committees were appointed, list the name of the committee, the committee responsibilities and the number of members on the committee.

<u>Committee</u>	<u># of members</u>	<u>Responsibilities</u>
<u>Arrangements</u>	<u>4</u>	<u>Decorate box to put in school lobby to collect cans.</u>
		<u>Decorate and hang posters in halls to promote food drive.</u>
<u>Transportation</u>	<u>3</u>	<u>Ask parents to provide cars to deliver canned goods to Cajundome.</u>
<u>Publicity</u>	<u>2</u>	<u>Call paper to take pictures</u>
<u>Delivery</u>	<u>5</u>	<u>Load &amp; deliver good to Cajundome.</u>

SAMPLE

SAMPLE

SAMPLE

How do you complete a Community Service/Service-Learning Activity Report?

Complete one form for each activity. If it is an ongoing activity, use only one form and give the inclusive dates.

Name of Activity Animal Shelter Aid

Dates of Activity Nov. 8, 2010; Dec. 13, 2010; Jan. 17, 2011

Check Type of Activity \_\_\_\_\_ Community Service

XX Service-Learning

1. **PLANNING**

A. List of the Planning Committee Members

Mary Black

John Brown

Joe Green

Sue White

B. How many times did they meet? 2

C. If other committees were appointed, list the name of the committee, the committee responsibilities and the number of members on the committee.

<u>Committee</u>	<u># of members</u>	<u>Responsibilities</u>
<u>Needs Assessment</u>	<u>3</u>	<u>Visit animal shelter to interview shelter staff to determine ways to help.</u>
<u>Education</u>	<u>6</u>	<u>Recruit guest speakers to present at 3 club meetings: Humane Society volunteer, Animal Control Employee, Animal Aid Volunteer.</u>
<u>Pet Food Collection</u>	<u>4</u>	<u>Decorate boxes to collect pet food. Decorate posters to hang in halls to promote project.</u>
<u>Awareness</u>	<u>4</u>	<u>Conduct poster contest on the importance of spaying/neutering pets.</u>
<u>Field Trip</u>		<u>Plan field trip to shelter.</u>
<u>Celebration</u>	<u>5</u>	<u>Plan ice cream party for participants.</u>

