

# 4-H OUTREACH DOCUMENTATION (Form 4-H C1116)

Program Year: \_\_\_\_\_

Club Name \_\_\_\_\_ Vice President for Membership \_\_\_\_\_

Community Club Leader \_\_\_\_\_ Membership Advisor \_\_\_\_\_

Please describe the efforts your club has made to recruit new members from your community, including under-represented groups, and attach documentation. Be specific. For example, if a school presentation was made, list the name of school, size of audience, ethnicities represented in audience, and other pertinent details. All clubs are required to demonstrate outreach efforts in at least **three** of the first four outreach methods listed below. For assistance, call your county Cooperative Extension office. To document your club's outreach efforts, attach to this form copies of flyers, newspaper articles, news releases, and lists of personal contacts made. Give a copy of this information to your local Cooperative Extension 4-H office. (See sample.)

METHOD	DATES	LOCATION	COMMENTS/DESCRIPTION
1. Mass media, including radio, newspapers, TV			
2. Newsletters, posters, flyers, announcements			
3. Personal letters to minorities and/or females. (Potential members and leaders)			
4. Personal contacts (phone, in person) with potential minority or female members and leaders			
5. Community and school groups contacted with information, or through community service			
6. Membership drive or promotional programs to reach minorities and females. (E.g., festivals, fairs, displays)			
7. Other			