

Instructions for United Way Report Form

Return to University of Missouri Extension Center by October 1

Who are Clients?

A "client" is anyone who was benefited by the United Way funds. You should include:

- All 4-H Club Members and their parents and non-4-H siblings that still live at home if they participated in a 4-H Club function.
- All 4-H Club volunteers that do not have children in the club. List their spouse as well if the spouse attended any 4-H Club functions.
- Any others who were affected by a 4-H Club effort that used United Way Funds (If your club did a community service project or a social event that was of benefit to other families, include those families as best you can.)

Client Number

Give each client listed a number. I suggest you start with "1" and go from there. Each member of a family is a separate client, so they each get their own number.

Race/Ethnicity

For each client mark the box that best identifies their race/ethnicity. If you do not know their race/ethnicity, or if there is no "box" that is appropriate, mark "Unknown".

Age Range

Mark the age range that best describes the client listed.

Zip Code

List the zip code for the client. If you are not sure what their zip code is, use your best guess, or use the zip code for the location of your club meeting.