

4-H PROJECT MEETING ATTENDANCE / COMPLETION FORM

Project: GEOLOGY

Project Leader: John Doe

Club: Clover Patch Kids

Project leader should complete this form and return it to the club leader no later than September 1.

Names	Meeting Dates:								Did Member Complete?*		Meeting Topics
	10/1	10/8	10/15	10/22	1/24	5/10	5/25		Yes	No	
Ronald Gene	X		X	X	X	X	X		X		1. Introduction – set goals
Jackie Ray <i>no paperwork</i>	X	X	X	X	X	X	X			X	2. Geology Equipment
Debbie Bieker			X	X	X	X	X		X		3. Identifying rock specimens
Randy Lee- <i>not enough meetings</i>			X			X				X	4. Care of specimens
Laurie Dawn		X		X	X		X		X		5. Field Trip – Meramec Caverns
											6. Preparing fair exhibits
											7. Completing project forms
											8.

-Please turn over to complete-

Names	Record of Attendance										Yes No		

*To complete the project a member must attend one over half of the project meetings held, and complete a 4-H project record, 4-H Animal Record, or Franklin County 4-H Report Form

John Doe
 Project leader signature.

- Instructions:**
1. Complete top of form.
 2. List names of project members in the spaces provided.
 3. As meetings are held, record the date of the meeting in the space provided, write down the meeting topic, and record which members attended the meeting.
 4. At the end of August record whether each member has completed the project. If a member has attended enough project meetings, but has not completed the necessary paperwork, mark “No” and put a note beside their name that says “no paperwork”. That will allow us to give the member credit should their paperwork arrive later.
 5. Give the completed form to the 4-H Club Leader by September 1.