

PROJECT ATTENDANCE FORM

Name of Project: _____

Project Leader: _____

Platte County 4-H
 11724 NW Plaza Cir, Ste 300
 Kansas City, MO 64153
 Ph: 816-270-2141; Fax: 816-270-2512
 Platteco@missouri.edu

Member Name	Phone: E-mail	Club	Meeting Dates					Completed Projects

Project Guidelines:

- Volunteers must fill out Missouri 4-H Volunteer Application Form and receive notification of recognition from Missouri 4-H before meetings with youth begin
- Offer 6 or more hours of instruction on a regular or preplanned basis
- Have 4-Hers complete meeting report or take notes to share at next club meeting that includes: DATE, # ATTENDING, WHAT WAS DONE, AND HOURS WORKED
- Complete this form & return to club or 4-H office after you complete project instruction

Suggestions:

- Discuss your project plans and goals, then fill out. Members are encouraged to bring the MPR to the County Fair, to help with the conference evaluation process.
- Judging at project meetings can be an important part of learning; this can be a simple evaluation and comparison of what members did at the meeting
- Demonstrations at project meetings may encourage members to also do at club meetings and County Level.
- Completed project, means members attends a majority of your meetings or completes the work in other ways. In your opinion, the member has fulfilled the goals of the project. *This information is used in the secretary book as part of the club participation numbers.*