

**ACTIVITY REPORT**

To be filled out by local club and included in secretary's book. **Use separate form for each activity.**

Activity \_\_\_\_\_

Club \_\_\_\_\_

Date of activity \_\_\_\_\_ Level: \_\_\_ Club \_\_\_ County \_\_\_ Beyond County

Number of members participating in program with which this report is concerned: Total \_\_\_\_\_

1. Please list leaders, junior leaders, and members who coordinated this activity.
  
2. Check leadership skills members practiced in planning this activity.
  - \_\_\_ To communicate, verbally or non-verbally.
  - \_\_\_ To be sensitive to one's self and to others.
  - \_\_\_ To be aware of the many traditional and non-traditional resources available.
  - \_\_\_ To guide the group in getting the job done and keep the group together.
  - \_\_\_ To help others solve their own problems.
  - \_\_\_ To show others another way.
  - \_\_\_ To represent the interests of the group to others.
  - \_\_\_ To prepare a course of action and to reach goals.
  - \_\_\_ To create learning opportunities.
  - \_\_\_ Evaluation
  
3. List skills, knowledge, or other benefits members gained from participation in this activity.
  
4. What were the outcomes of this program to/for the community?

Category (for Secretary's Book)

- |                          |                            |                                |
|--------------------------|----------------------------|--------------------------------|
| ___ Community Service    | ___ Adopt-a-Friend         | ___ Safety                     |
| ___ Conservation         | ___ <b>Adopt-a-Highway</b> | ___ Speaking & Demonstration   |
| ___ Recycling            | ___ Recreation             | ___ Other _____                |
| ___ Music and Drama      | ___ Health                 | ___ <b>Cultural Experience</b> |
| ___ <b>4-H Promotion</b> |                            |                                |

Date \_\_\_\_\_ Signature \_\_\_\_\_

Use additional sheets if necessary – Pictures, newspaper clippings, letters of appreciation, etc. may be included to make your report more complete.