



# ANNUAL PROJECT LEADER REPORT

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**Project Leader Name**

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**4-H Club Name**

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**4-H Year**

LEADERS MUST COMPLETE THE VOLUNTEER SCREENING PROCESS.

Turn report into club leaders when 4-H member record books are due.

Fill in this information on meetings held and attendance.

\_\_\_\_Adult Leader: Must hold 2 project meetings per year with attendance record.

\_\_\_\_Teen Leader: Must be 16 years of age and may be a leader for only 1 project area where there is no adult leader.  
 Must hold 2 project meetings per year with attendance record.

Date of Project Meeting	Number of Members in Attendance	Information Covered, Comments, etc.

This report form will be used in determining recognition at the 4-H Achievement Banquet.

\_\_\_\_I have completed the Volunteer Screening Process.

\_\_\_\_I have held at least 2 project meetings available to all 4-H members.

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Signature

\_\_\_\_\_

Date