

4-H ACTIVITY OR EVENT SUMMARY REPORT

This form can serve as an event or activity report or "What did we do?" from year to year.

Activity: _____

Activity Leader/Project Leader(s): _____

List Youth and Adult Committee Members:

Date of Event _____

Number of 4-H Members involved _____ Hours involved _____

Number of 4-H Volunteers involved in planning and implementation _____ Hours involved _____

Number of Non-4-H Member involved _____ Hours involved _____

Financial Information: \$ _____ spent on the activity or project (Attach budget/expenses)

Describe the outputs and impacts of the event or activity:

List all dates related to the activity. Be sure to include all planning meetings correspondence, set up, clean up, and follow up. Use the back of this form if more space is needed.

What worked?

What didn't work?

What would you change for next time?

Would you do this activity again? Why or Why not?

Were pictures taken? _____ Person responsible: _____

Was the media contacted? _____ Person responsible: _____