

DOOR COUNTY 4-H HORSE & PONY PROJECT 2019 VOLUNTEER / CONTINUING EDUCATION -- INDIVIDUAL RECORD SHEET

For ease of record keeping, we request that you use only this form....*Thanks!*

Name		Phone:		email:	
Address					

Note: Deadline for submitting hours in 2019 is August 13th.

Please record the date, activity description, and number of hours for both Volunteer and Continuing Education activities in the spaces provided on this sheet. **PLEASE PRINT!**

Travel time based on the time a member leaves home until returning home, minus personal errands, and **preparation and research time** on projects or programs can be included in volunteer service hours. (Travel time to educational programs **cannot be counted**.)

Record volunteer hours by the following categories:

- Youth Education (Youth Ed)** – volunteer hours dedicated to youth education
i.e. 4-H projects & activities, county fair, youth clubs & organizations, school classroom presentations, etc.
- Community Education (Comm. Ed)** – volunteer hours dedicated to adult/community education
i.e. Displays & presentations, trips or tours for the public, group presentations, writing articles for newspapers, newsletters or websites, etc.
- Support Services** – volunteer hours dedicated to service projects
i.e. Community, committees, and research projects. Also coordinating Horse & Pony activities, newsletters, or UW-Ext. office projects, meetings by officers, committees and board members of local associations and local project meetings, but only for portions of meetings dedicated to planning or working on Extension approved programs or projects.
- Continuing Education (CE)** – education hours from attending programs
NOTE: While horse books, unapproved television programs, and the Internet are encouraged, they **DO NOT QUALIFY** for Continuing Education hours. The quality of this information is variable and difficult to evaluate

DATE	ACTIVITY (Project Name, Work Accomplished or Continuing Education Topic)	Volunteer Hours			My Continuing Education
		Youth Ed <i>(I worked with kids)</i>	Comm. Ed <i>(I taught something)</i>	Support Services <i>(I helped with...)</i>	<i>(I learned something)</i>
PLEASE TOTAL YOUR HOURS <input type="checkbox"/> confidentiality requested (see reverse)					

All sheets MUST be turned NOT LATER than August 13th.
Return the form to the Horse & Pony Committee Vice-President:

Bridget Isaksen
4821 County P
Sturgeon Bay, WI 54235
bridge_haen@yahoo.com
or drop a hard copy off at the UW-Extension Office, Government Center, 421 Nebraska Street, Sturgeon Bay.