



1. Bookmark <http://texas.4honline.com>.
2. Log into the 4HConnect as the Club Manager.
3. Click on the [Meeting Attendance] icon. *You will see a "There are no records" message if no records have ever been entered.*
4. Click the [Add Meeting Attendance] link.
5. Complete all information that is applicable to the club/project meeting/training. (See Image and Descriptions Below)
6. Click the "Submit Form for Approval" checkbox.
7. Click the [Save] button. You will be returned to the "Enrollment Submissions" screen.

## MEETING ATTENDANCE FORM

**Meeting Attendance Form**

Program Date:

Description:

Type:

Project:

Hispanic:

White:

Black:

American Indian or Alaskan Native:

Native Hawaiian or Pacific Islander:

Asian:

Females:

Males:

Youth:

Adults:

Meeting Hour Duration:

Program Subject:

Community Service Name:

Number of Members Involved in Community Service Project:

Community Service Hours Contributed:

Scope of Community Service (ie. number reached/served):

Volunteer Hours Contributed:

Meeting Summary:

Submit Form for Approval

### DESCRIPTIONS

- Program Date - The date meeting/training was held.
- Description - A brief (3-5 words) describing the meeting. (example: Beef Project Meeting)
- Type - Select either club or project depending on the purpose. (i.e. monthly club meeting would be a club type, a foods and nutrition project training would be project group).
- Indicate the correct and appropriate numbers for all ethnicity and genders present for both YOUTH and ADULTS.
- Indicate the total number of youth and adults present at the meeting.
- Meeting Hour Duration - Enter the length of the meeting or training was in session. (i.e. 1, 1.5, 2, 2.5, etc.)
- Program Topic - Indicate the main topic discussed, taught, or presented at the meeting. (i.e. Hunting Safety by Game Warden, Show Lamb Feeding and Health, My Pyramid Training, etc).
- Community Service Section - If any community service was conducted during the meeting or for that month, the club/project manager will need to report:
  - Name of the project. (Clothes for Kids, Habitat for Humanity, Food Drive, etc)
  - Number of 4-H members/adults involved in the project.
  - Total number of hours contributed by ALL youth/adults involved. (number of 4-H members/adults times the average amount of time contributed by each person)
  - Impact (scope) of the community service project (i.e. 3000 lbs of canned food, served 225 meals, raised \$800, etc).
- Volunteer Hours Contributed - The total number of volunteer hours by the adult volunteers and club officers in conducting the meeting.
- Meeting Summary - Include a short description of the activities of the meeting. This includes highlights of events, business address, etc.