Dear 4-H Shooting Sports Instructor,

Your help is needed in collecting information from the past year (October 1, 2014 to September 30, 2015) regarding your involvement in the Nebraska 4-H Shooting Sports Program. You, as a shooting sports instructor, play a big part in helping to collect this data. I have initiated a new data collection method this year. We will be using an on-line system to collect your information. **You can access the on-line form by going to:**

[https://docs.google.com/forms/d/1-3GFB7ZYSnGnh1u-bciPs8kRk4EwRHaZBA5KDh_Kq8/viewform](https://docs.google.com/forms/d/1-3GFB7ZYSnGnh1u-bciPs8kRk4EwRHaZBA5KDh_Kq8/viewform)

A copy of this letter will also be sent to Extension Offices across the state. Individuals without computer access or needs assistance in completing the form should contact their local Extension Office.

**Please make every effort to have your Instructor Summary submitted by October 15th.** This information is important to our state 4-H Shooting Sports program, and to keep support on the National 4-H level for shooting sports.

**Completing the Form**

This form was put together for use nationwide, so the nine disciplines listed on the form may or may not apply to everyone. Leave the ones blank that don’t apply to you and complete the rest. Each instructor in a household should complete this form.

There are five major reporting categories on the form: **4-H Clubs, Special Interest, Camps, Fairs and Other Events.** There are two parts for each of these categories: Number of 4-H members enrolled/Youth Contacts and Number of Instructor Hours. There may be some duplication of numbers but the intent of the form is to collect discipline contacts.

For the number of instructor hours, you add the hours per month times the number of months to come up with a total number of hours you instructed for the year. We recognize that you may not have the exact hours, but I do hope that you are very close to it. It is important to you and to our National program to be able to show the level of involvement of our volunteer instructors. Wow, just think of the value of this contribution by our volunteer instructors to our 4-H shooting sports program across Nebraska. Last year, volunteer 4-H Shooting Sports instructors contributed more than 42,000 hours towards the five categories working with over 22,000 youth in Nebraska.
The categories **for Camps, Fairs and Other Events** represent the number of contacts that you have outside of organized 4-H activities. If a particular youth is contacted at multiple non 4-H events, it is ok to record that contact multiple times.

On behalf of the Nebraska 4-H Shooting Sports Committee, we are requesting this information about your involvement in the 4-H shooting sports program to assist the National program in their communication with shooting-related industry representatives and accountability challenges. It is their goal to provide support for National & State 4-H Shooting Sports Volunteer Training, 4-H Shooting Sports National Championships, Teen Ambassador Leadership Training, our network for State Shooting Sports Coordinators and other 4-H shooting sports program goals.

Any information you provide to us is invaluable!! **We are requesting this information by October 15th.**

Thank you so much for your assistance in this effort.

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