# 4-H Ambassador Program Checklist

A checklist for 4-H ambassador program members and advisors to confirm training, outreach, events, and reporting duties during the year. Print it, tick each box as you go, and file the page with your records.

Farm / unit: _____ Date: _____ By: _____

| ITEM | OK | FIX | N/A |
|---|---|---|---|
| Application and approval complete | ☐ | ☐ | ☐ |
| Orientation attended | ☐ | ☐ | ☐ |
| Role description reviewed | ☐ | ☐ | ☐ |
| Speaking and outreach practiced | ☐ | ☐ | ☐ |
| Events and visits scheduled | ☐ | ☐ | ☐ |
| Materials and handouts prepared | ☐ | ☐ | ☐ |
| Thank-you notes sent | ☐ | ☐ | ☐ |
| Reports submitted to advisor | ☐ | ☐ | ☐ |
| Reflection written | ☐ | ☐ | ☐ |

**NOTES / REPAIRS NEEDED**

**TIP** Review the list with your advisor monthly and keep copies of all event reports.



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