



NEW Shooting Sports Statewide Club Projects

Important notes regarding NEW Shooting Sports Projects:

- › New project areas have been created for ALL Shooting Sports (SS) clubs.
- › 4-H professionals will need to link the NEW Shooting Sports projects to their clubs for the current program year.
- › DO NOT create any new project aliases for Shooting Sports, or use the general project Shooting Sports as a project in your clubs
- › IMPORTANT - Only use the NEW Shooting Sports project areas.

NEW Shooting Sports Statewide Project Areas

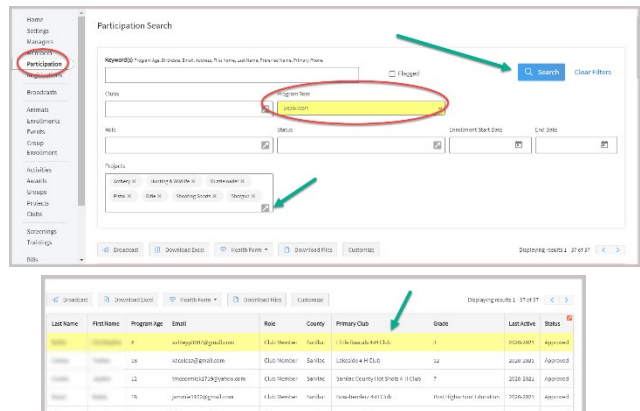
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|---|---|
| <ul style="list-style-type: none"> • Shooting Sports: 0.22 Rifle • Shooting Sports: Air Pistol • Shooting Sports: Air Rifle/Pellet • Shooting Sports: Archery (3-D) • Shooting Sports: Archery (target) • Shooting Sports: BB | <ul style="list-style-type: none"> • Shooting Sports: Coordinators • Shooting Sports: Hunter Safety • Shooting Sports: Hunting & Wildlife • Shooting Sports: Muzzleloader • Shooting Sports: Shotgun (trap & skeet) |
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NOTE: The only Shooting Sports project area **Cloverbuds** can enroll in is **Hunting and Wildlife**.

Quick Search for Shooting Sports Clubs

Shooting Sports Club Search:

1. Click the **Participation** tab in the navigation pane.
2. Change the **Program Year** to search.
3. Click on the arrow in the **Project** section.
4. Scroll through the list of **Projects** selecting **Shooting Sports** and all **Shooting Sports aliases** you may have created.
5. Click on **Search**



The search results will be a list of any Shooting Sports clubs you have. You can use these search results to go to clubs and link the NEW Shooting Sports Projects to your clubs. *See page 2 for for adding SS projects to clubs.*

If you have any questions about the NEW Shooting Sports project areas, please contact **State Shooting Sports Coordinator Laura Quist** at quistla1@msu.edu.

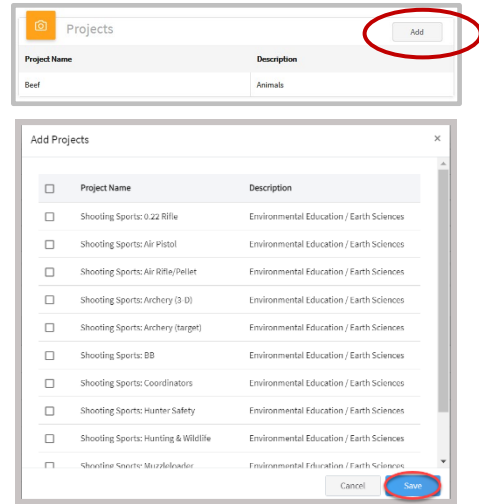
For 4-H Online questions or help setting up your club projects, please contact **4-H Online Coordinator Shelly Krueger** at kruege61@msu.edu.



Adding NEW Shooting Sports Projects to Clubs

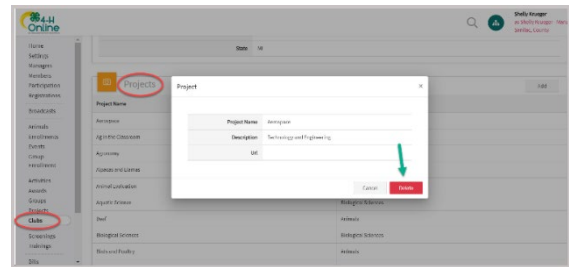
Adding Projects to Clubs:

6. Click the **Clubs** tab in the navigation pane.
7. Select a **Club** from the list of county clubs.
8. Scroll down to the bottom of page to the **Projects** section.
9. Click on the **Add** button.
10. Scroll through the list of projects, **select each project area** to be added to the Club.
11. Select any/and all **Shooting Sports Project** areas that apply.
12. **Save**.



Deleting Projects From Clubs:

1. Click on the **Clubs** tab in the navigation pane.
2. Select the **Club** that you would like to remove a project from.
3. Scroll down to the **Projects** section.
4. Select the **Project Name** you want to remove from the club offerings.
5. Click the **Delete** button to remove the project from the Club's offerings or click **Cancel** to return to the Club screen.



NOTE: Below are the required Shooting Sports Charter documents staff staff are required to upload into the 4-H Online club documents.

IRS 990 Filing	IRS 990 Filing Receipt and Acceptance/Denial	Institute Manager	Yearly
Program Plan	Risk Management Plans	County Manager	Yearly; separate plans should exist for each distinct activity location (for example, the club practice site should be separate from the county's tournament site if the event occurs at a separate location or if there are additional elements that warrant an update)
Property Inventory	Club/County-owned equipment New equipment purchases/awards receipt of borrowed and/or returned equipment from state shooting program	County Manager	Yearly; and following equipment transfers/awards
Memorandum of Agreement	Also known as Memorandum of Understanding with partners (if applicable) Facility Use Agreements (e.g. firing ranges)	County Manager	Yearly

For questions about club charter requirements email msue.4hfinancial@campusad.msu.edu