

# NATIONAL 4-H SHOOTING SPORTS TRAINING MANUAL ASSEMBLY

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This pictorial guide will help you assemble the Training Manual using a standard 1.5" D ring, view binder.

- A. Start by downloading and printing the following files from the National 4-H Shooting Sports website:
1. Training Manual Spine Inserts\_1\_2020.pdf (landscape, single sided, heavy paper)
  2. Training Manual Cover\_1\_2020.pdf (single sided, heavy paper)
  3. Preface\_1\_2020.pdf (two sided)
  4. Table of Contents\_AVERY 11072\_1-2020.pdf (use AVERY 11072)
  5. Modules\_1-4\_1\_2020.pdf (two sided)
  6. Your State's Operations and Risk Management Plans (two sided)
  7. Discipline Lesson Plans (two sided)
  8. Fact Sheets (two sided)
  9. Glossary.pdf (two sided)



# SPINE AND FRONT COVER

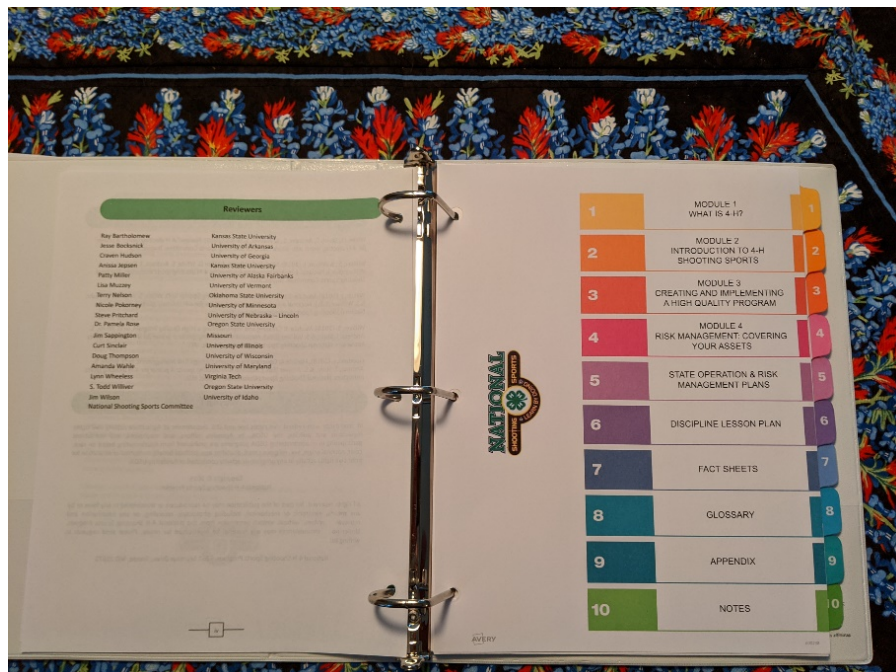
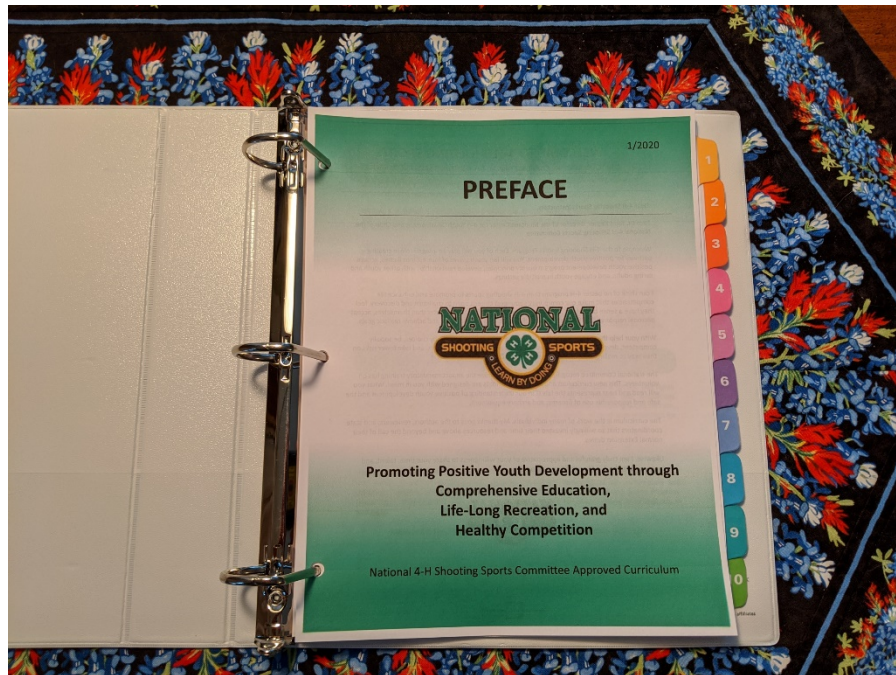
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- B. Print the spine inserts (in landscape layout) and training manual cover on heavy bond paper. Trim the spine inserts and slide into the binder's spine. Insert the cover into the binder's front view sleeve.



# PREFACE AND TABLE OF CONTENTS

- C. Open the binder. Insert the Table of Contents and 10 tab dividers (use AVERY 11072). Place the Preface pages on top of the Table of Contents.

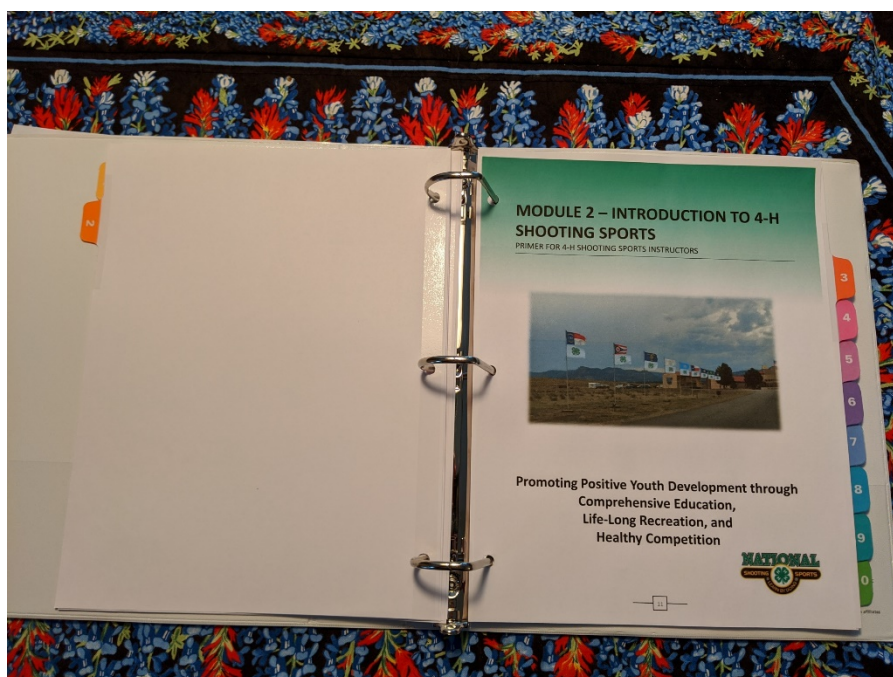
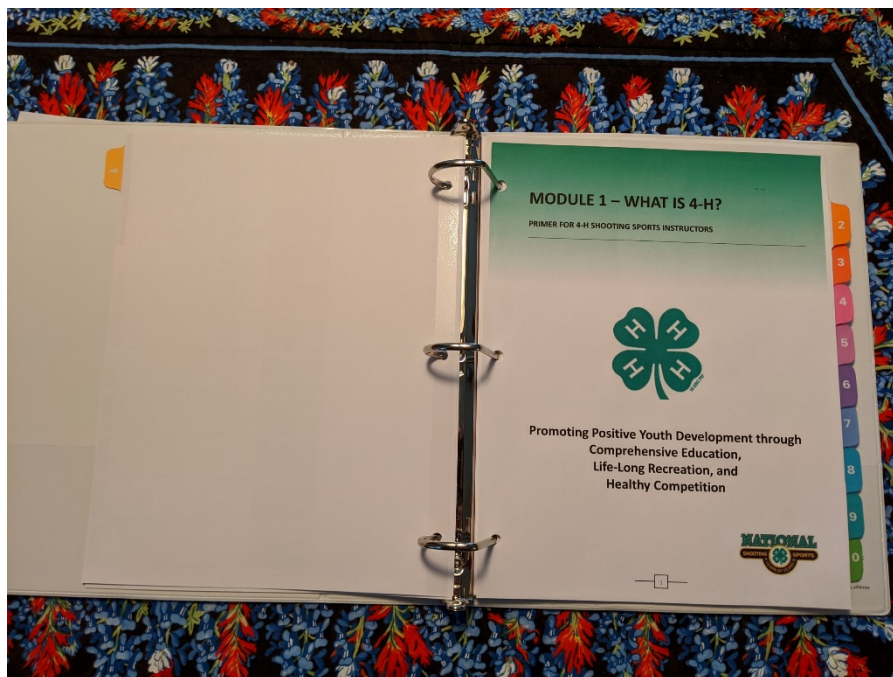




# MODULES 1 AND 2

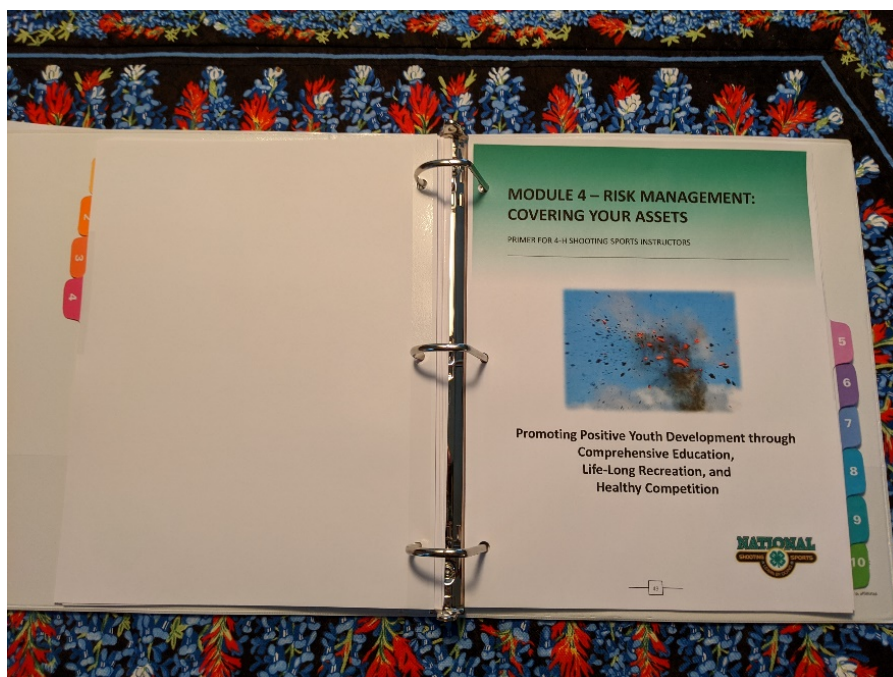
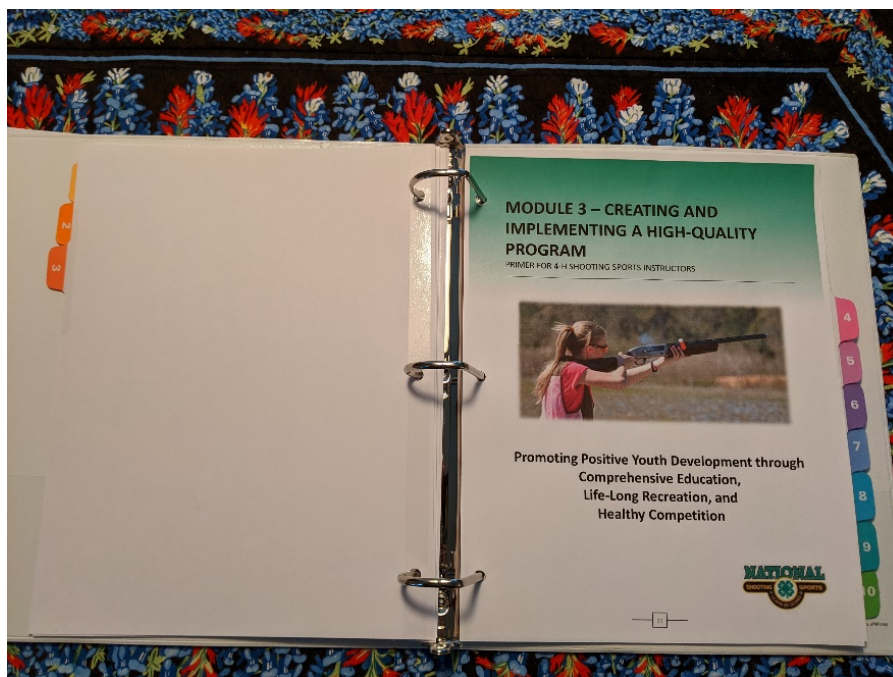
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D. Open tab 1 and insert Module 1. Open tab 2 and insert Module 2.



# MODULES 3 AND 4

- E. Open tab 3 and insert Module 3. Open tab 4 and insert Module 4.

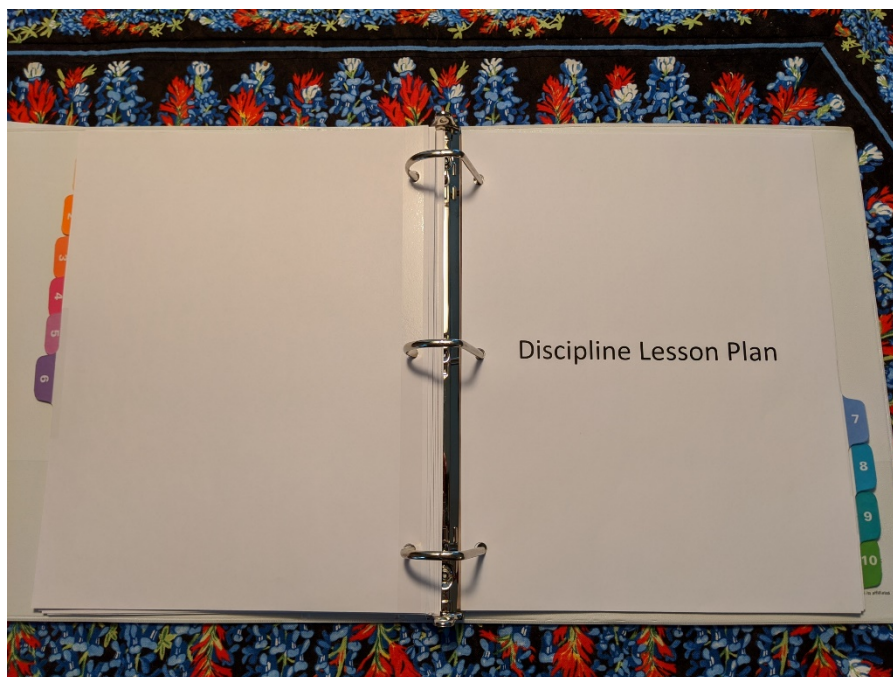
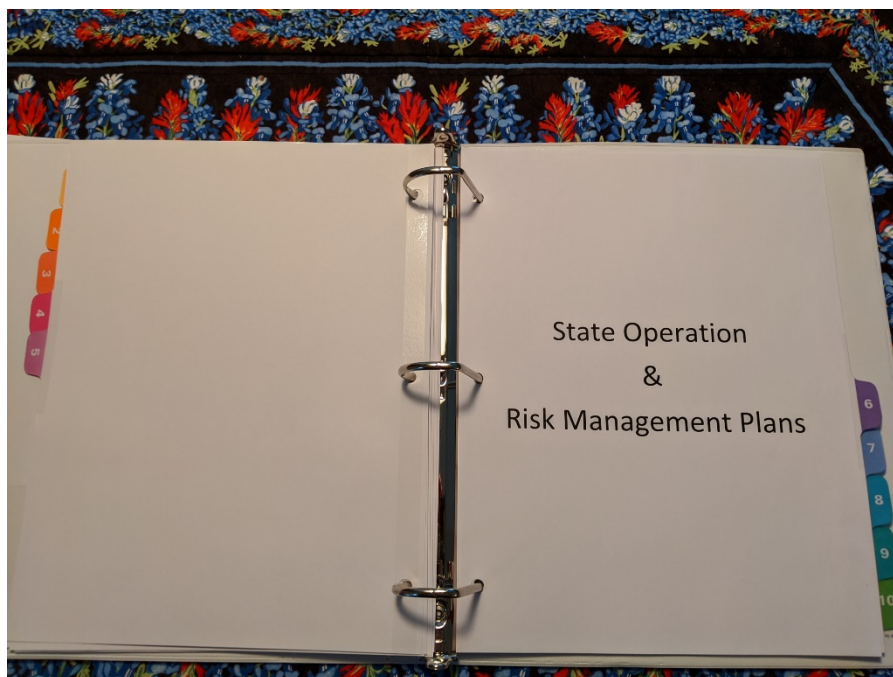




# PLANS AND DISCIPLINE LESSON PLANS

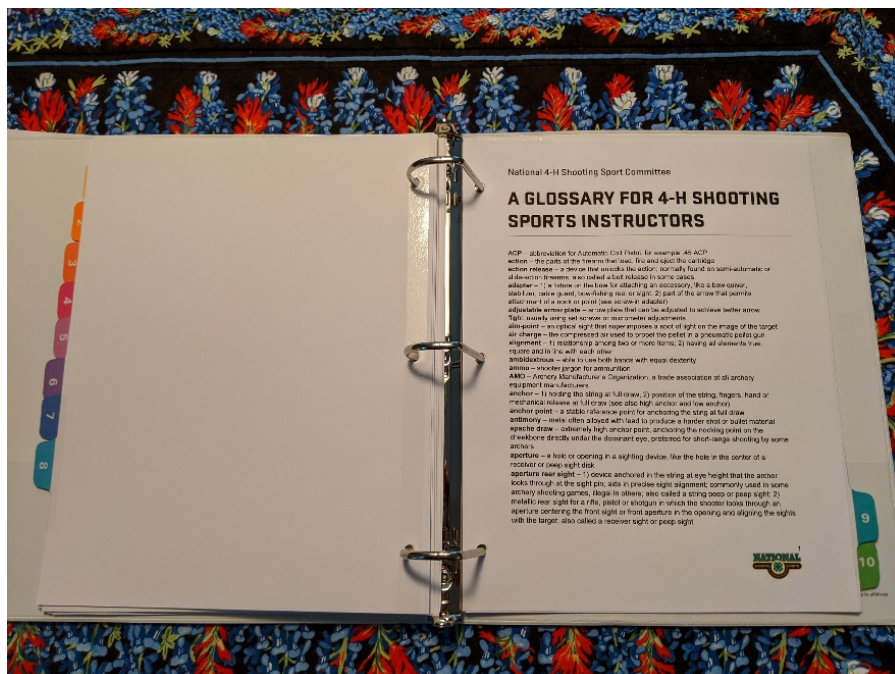
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- F. Open tab 5 and insert State Operation and Risk Management Plans. Open tab 6 and insert Discipline Lesson Plans.



# FACT SHEETS AND GLOSSARY

G. Open tab 7 and insert Fact Sheets. Open tab 8 and insert the Glossary.



# APPENDIX AND NOTES

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- H. Open tab 9 and insert Appendix. The Appendix is a place for state specific documents like state contest rules, national mandate activities, etc. Open tab 10 and insert note paper. And, that is all there is.

