

Section 4: Project Report Instructions

Projects provide the basic framework for 4-H teaching and learning experiences. Projects provide cooperative learning opportunities, a well-documented context for effective learning. Each year 4-H members will participate in at least one project. A project is:

- Planned work in an area that is of interest to the 4-H member.
- Aimed at planned objectives that the 4-H member can attain and measure.
- Guided by a 4-H adult volunteer.
- Summarized by some form of record keeping.

A minimum of six hours of project instruction is required to complete a project. The county 4-H YDP staff must approve all county or unit requirements for project completion.

Completing this Section

This section is used by the 4-H member to document their specific project work. Place items in the following order for each separate project:

1. An Annual Project Report form for every project the member has completed.
2. Expression page (*optional*)
3. Junior/Teen Leadership Development Report

Section 4-A: Annual Project Report Form

In the Learning Experiences box, explain what the 4-H member did, learned, and life skills gained in the project during the year. This includes activities that took place during project meetings, shows, and events. The life skills wheel may be helpful in identifying the life skills gained in the project. The 4-H member may record items raised, grown or improved, honors and awards, citizenship and leadership activities, and profit/loss on the second page of the form. The 4-H member may decide to document simulated "money" from the project in the profit/loss box if it is relevant to the project.

Each Annual Project Report form completed and signed by the Project Leader counts as a separate project on the PDR (under #1 Projects Completed). County All Stars, 4-H State Ambassadors, members in a Leadership Development Project, and members involved in a domestic or international exchange project may record their participation as a project and fill out an Annual Project Report and/or a Junior and Teen Leadership Development Report signed by the team advisor.

4-H members may add more lines on the report for additional information. The Annual Project Report may not exceed four pages.

Expression Page (*Optional*)

4-H members may include one Expression page, for each Annual Project Report, on which the 4-H member may be creative. If completed, page must be one side of an 8 ½" x 11" piece of paper. The 4-H member may draw, write, and use his/her imagination!

County Supplemental Forms

4-H Clubs and/or Counties may offer project-specific supplemental forms.

Project Report Form (Continued)

| Number | List things made, raised, grown, or improved. | List honors or awards earned. |
|--------|---|-------------------------------|
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| List citizenship activities | List leadership development activities |
|-----------------------------|--|
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| Expenses and Income/Value | | | |
|--|--------|---------|-----------------|
| <i>Summarize, totaling all expenses such as: ingredients, feed, vet supplies/visits, materials, exhibitor's fees, and all income such as: value of finished products, animals sold, exhibit premiums, etc.</i> | | | |
| Item | Number | Expense | Income or Value |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| Totals | | \$ | \$ |
| Total Profit or Loss | | \$ | |

| If you plan to take this project next year, what would you like to learn? |
|---|
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|---|-------|
| I have personally prepared this report and believe it to be correct. | |
| 4-H Member's Signature: | Date: |
| I have personally reviewed this report and believe it to be correct. | |
| 4-H Project Leader's Signature: | Date: |