KANSAS 4-H GENERAL PROJECT REPORT FORM

K·STATE | Research and Extension

Fill out a project report form for EACH general project you are enrolled in. This form is used to report one year's worth of 4-H project work, and is for 4-H members age 10-13.

This Record Belongs to: _____ Year: _____

4-H Club: _____ Age as of Jan. 1: _____

My Project is: _____ Years in project: _____ Years in 4-H: _____

As a person of character, who is trustworthy, responsible and fair, I have personally prepared this report and certify that it accurately reflects my project work. I will respect the judge's final decision.

Record Approved by: _____ _____
                                            4-H member   *Date*

Record Approved by: _____ _____
                                         Parent/Guardian   *Date*

Record Approved by: _____ _____
                                            Club Leader   *Date*

SECTION 1: PROJECT GOALS
Take goals written on *Setting 4-H Project Goals*, 4H1100 and insert here.
Include project goals of all types, i.e. learning goals, leadership goals, and citizenship goals.

What	When?	Who is going to help me?	Check if Accomplished
I want to learn how to use watercolors	*January*	*Sally Smith, project leader*	☒
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SECTION 2: PROJECT PRESENTATIONS & COMMUNICATIONS
Include project-related communications, such as demonstrations, talks, newspaper articles, social media, digital media, blogs, YouTube videos, etc. Fill out only those boxes that apply.

Date	Demonstrations, Talks, Social Media, other Communications	Location/Event	Result	Size, Scope and/or Reach
Jan. 12	Illustrated Talk, "The positive effect of pollinators"	4-H Club Day	Blue	Blue

Date	What I Did	What I Learned	Level
Mar. 14	Attended Sewing Fun Day in Manhattan	I learned how to piece a quilt block	C

Date	Exhibit(s)	Location/Event	Result
Sept. 10	Oak end table with drawer	Kansas State Fair	Red

SECTION 5: PROJECT LEADERSHIP

Include all 4-H committees, action teams, offices and anything leadership related to your project. Leadership is teaching another person or a group skills or information and includes organizing or coordinating an activity.
Include the level of participation: L, C/D), R, S, M, N, or I.

Date	What I Did (Activity)	Size & Scope	Level
Mar-July	Geology Junior Project Leader	Helped teach at 6 of the 8 project meetings, average of 9 members per meeting, 6 hours total	D

SECTION 6: PROJECT CITZENSHIP/COMMUNITY ENGAGEMENT

Citizenship/Community Engagement means helping out in your community and serving others without compensation.
Include all 4-H citizenship activities related to your project. Include the level of participation: L, C/D), R, S, M, N, or I.

Date	What I Did	Time Given	Level
Feb.	Started container garden in nursing home courtyard. 3 tomato, 2 zucchini	3 hours	L

SECTION 7: PROJECT FINANCES

Document all financial transactions related to the 4-H project. Income is all the monies you receive from the sale of services, products, and premiums. Expenses are all the items you paid to support the project.

Date	Description of Income or Expense	Income	Expense
Dec.	Purchased rocket kit		$29.99

Total Income: _____

Total Expenses: _____

Profit (+) or Loss (-): _____

SECTION 8: PROJECT REFLECTION

In the space provided below, using proper spelling, grammar and punctuation, please write no more than 2 pages reflecting on the project goals you set and your project work this past 4-H year. Must be 1.5 line spacing and font size 11. Some guiding questions may include:

    i.   What did you accomplish related to this project?
    ii.   How did you overcome challenges?
    iii.   What did you learn/how did you grow in skills and knowledge related to this project area?
    iv.   How do these skills apply to other areas of your life?
    v.   What are your future goals related to this project and your educational/career aspirations?

SECTION 9: PROJECT LEARNING PHOTOS
Include photos with captions that demonstrate project learning experiences.
Please label photos with the level of participation, L, C/D), R, S, M, N, or I. Limit 6 photos.