KANSAS 4-H GENERAL PROJECT REPORT FORM

K-STATE Research and Extension

INTERMEDIATE FORM for 4-H members age 10-13. *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. Refer to the Guide to Kansas 4-H Project Recognition.*

This Record Belongs to: _____ Year:_____

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

My Project is: Select a project from the dropdown list: . 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*	☒
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

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

SECTION 3: PROJECT LEARNING EXPERIENCES

Include project meetings/workshops, field trips, at home project work, self-guided study and any other learning experiences related to your project. L (Local Club), C/D (County or District), R (Regional, more than one county/district), S (State), M (Multi-State), N (National), I (International).

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*

SECTION 4: PROJECT EXHIBITS & SHOWCASE OPPORTUNITIES

Include project-related exhibits, entries and displays. May include 4-H events and non-4-H events such as school or community showcases. Fill out only those boxes that apply.

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 CITIZENSHIP/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?

Default is set to size 11 and 1.5 line spacing. For additional formatting options, place your cursor in the text field and press "Ctrl + e".

Default is set to size 11 and 1.5 line spacing. For additional formatting options, place your cursor in the text field and press "Ctrl + e".

SECTION 9A: 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.

SECTION 9B: LEADERSHIP & CITIZENSHIP PHOTOS

Include photos with captions that demonstrate project LEADERSHIP & CITIZENSHIP experiences. Please label as such in the caption. Please label photos with the level of participation, L, C/D), R, S, M, N, **or I.** Limit 6 photos.

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director of K-State Research and Extension, Kansas State University, County Extension Councils, Extension Districts.