KANSAS 4-H GENERAL PROJECT REPORT FORM

K-STATE Research and Extension

JUNIOR FORM for 4-H members age 7-9. *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. Please 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
Learn how to use watercolors	January	Sally Smith, my project leader	☒
			☐
			☐
			☐
			☐
			☐

SECTION 2: PROJECT PRESENTATIONS & COMMUNICATIONS

Include all 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	Type & Topic	Location/Event	Result
Jan 12	Show & Tell "My Fishing Lure Collection"	4-H Club Day	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 about fabric choices & how to make 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	Snickerdoodle brownies	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.
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	Meetings Held & Attended	Level
July	Member, Fashion Revue Committee- helped decorate the stage	Went to 2 of 2 meetings	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. 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	Time Given	Level
Feb 13 and 14	Baked & delivered 4 dozen cookies to nursing home for Valentine's Day	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
December	Purchased lumber and sanding supplies		$15.00

Total Income: _____

Total Expenses: _____

Profit (+) or Loss (-): _____

SECTION 8: PROJECT REFLECTION

In the space provided below, complete each sentence. Please use age appropriate spelling, grammar and punctuation.

1. The part of my project that I am most proud of is…_____

   _____

   _____

2. The part of my project that my family helped me with was… _____

   _____

   I received help from… _____

3. The most difficult part of the project was…_____

   _____

   _____

4. The most important thing I learned in this project was…_____

   _____

   _____

5. Next year I want to…_____

   _____

   _____

PARENT/GUARDIAN: What did your child gain from this project?

_____

_____

_____

_____

PARENT/GUARDIAN: _____ DATE: _____

SECTION 9: PROJECT PHOTOS

Include photos that demonstrate learning, leadership, & citizenship. Please label as such in the caption. Include the level of participation: L, C/D), R, S, M, N, or I. Limit 6 photos.

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