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Ami

PROJECT REPORT FORM OVERVIEW

March 9, 2021 (6:30 p.m.) on Zoom

Ami Lin
Molly Maddy
Christin Bartels

PURPOSE OF 4-H RECORD KEEPING

- To teach how to set goals
- To make plans for action
- Evaluate – how well you did
- To learn record keeping skills
- To learn to communicate, prioritize and summarize what you did
- To practice responsibility
- To evaluate and prioritize information.
- To allow 4-H members to tell how they have grown, learned within outline parameters
- Competition

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PROJECT RECOGNITION REVISION PRIORITIES

Tech Tip:
- Download Acrobat DC
- Save the file – don't open on browser

- Simple and straight forward
- Reinforces record keeping
- Tech friendly
- Reinforces project mastery and growth mindset
- Relevant and applicable to today's youth
- Stair-stepped awards and recognition process

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HOW ARE PROJECT RECORDS DIFFERENT FROM KAP?

There are two forms:

> General Project Form

> Animal Project Form

Age groups changed slightly (Junior is 7-9)

New structure/Organization of Forms

> 4-H'ers will need to prioritize what they will list on the form

> Project finances for animal form requires more information

> No 4-H Story Submitted → Project Reflection instead

Regional and State Evaluation will require a resume and cover letter.

GUIDE TO KANSAS 4-H PROJECT RECOGNITION

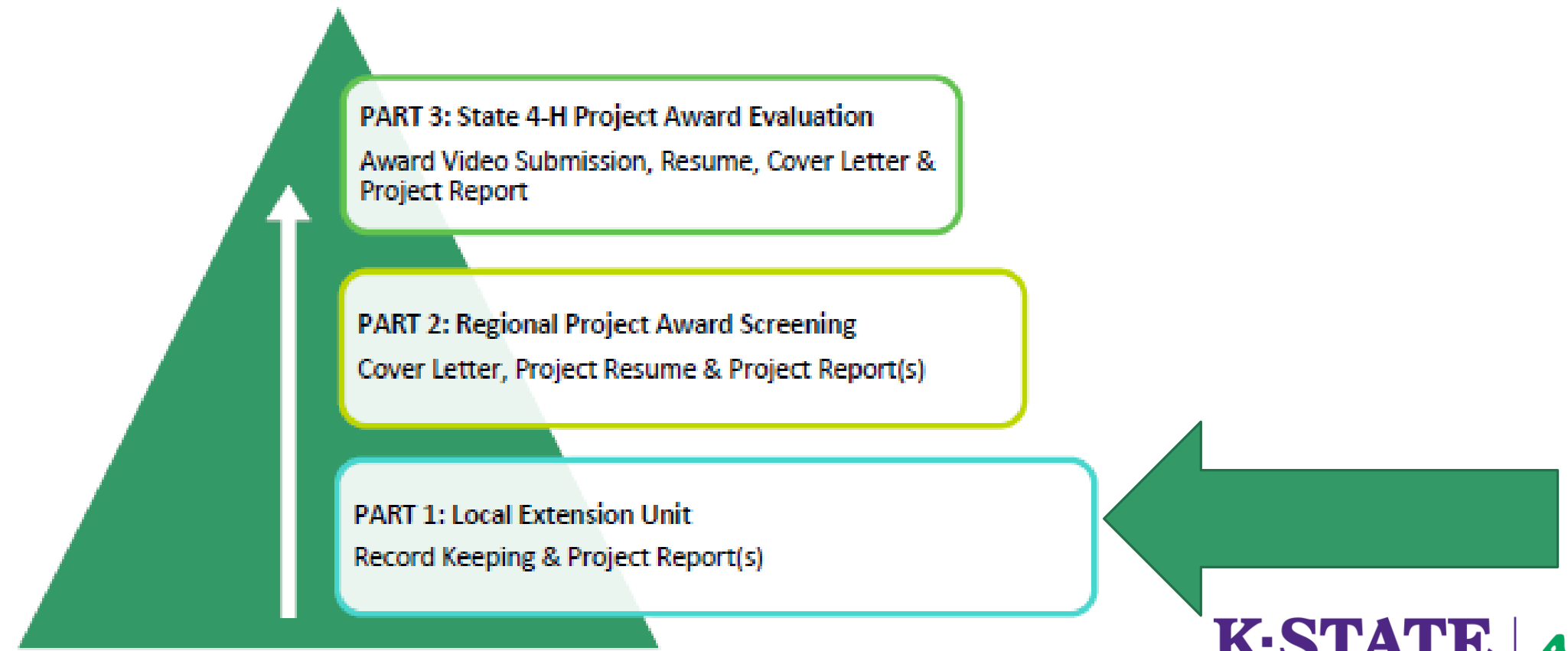**Resources at:** https://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/ProjectRecognition.html

GUIDE TO KANSAS 4-H PROJECT RECOGNITION

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KANSAS 4-H PROJECT RECOGNITION SYSTEM

PART 3: State 4-H Project Award Evaluation

Award Video Submission, Resume, Cover Letter & Project Report

PART 2: Regional Project Award Screening

Cover Letter, Project Resume & Project Report(s)

PART 1: Local Extension Unit

Record Keeping & Project Report(s)

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PROJECT RECORDS IN JOHNSON COUNTY 4-H

- Project Records are judged locally in October by volunteers from every club.
- All 4-H'ers are encouraged to submit at least one project record but it is not mandatory.
- Juniors/Intermediates: Record keeping skill being developed.
- Seniors: Top records from each project will move on to Regional Screening. Top regional records will move on to State Screening. State winners will be invited to attend 4-H Congress in Atlanta.

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WHAT DO YOU NEED FOR COUNTY EVALUATION?

1. **Check Sheet**
2. **Personal Information Sheet**
3. **Project Report**
4. **Permanent Record**

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WHAT DO YOU NEED FOR COUNTY EVALUATION?

1. **Check Sheet**
2. **Personal Information Sheet**
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4. **Permanent Record**

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Kansas 4-H Personal Information Page

Name: _____ Birth Date: _____

4-H Club: _____ This is my ____ year in 4-H

Local Extension Unit: _____

Address: _____ City: _____ Zip: _____

Parent's or Guardian's Name: _____

School You Attend: _____ Grade or Year: _____

Phone: _____ E-mail: _____

In alphabetical order, list projects in which you are enrolled this year:

I have personally prepared this report and believe it to be correct.

Date _____ Signed _____
                              4-H Member

Approved:

Date _____ Signed _____
                              Parent or Guardian

Date _____ Signed _____
                              Community or Local 4-H Club Leader

Revised September 2020

Christin

PROJECT REPORT FORM

- 🍀 Form Fillable PDFs
- 🍀 Animal Report Forms
- 🍀 General Report Forms
- 🍀 Age-appropriate level forms
  - Junior: Ages 7-9 before Jan 1 of current yr
  - Intermediate: Ages 10-13 before Jan 1
  - Senior: Ages 14-18 before Jan 1
- 🍀 Set font size, Arial size 10

KANSAS 4-H GENERAL PROJECT REPORT FORM — K·STATE Research and Extension

SENIOR FORM for 4-H members age 14-18. 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.

Goals	Check if Accomplished
By January, I want to master the skill of making a lattice pie crust with the help of my project leader.	☒
	☐
	☐
	☐
	☐
	☐
	☐
	☐
	☐
	☐
	☐
	☐
	☐

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PROJECT REPORT FORM - LEVELS OF PARTICIPATION

Learning activity or experience levels:

- L — Local Club level
- C/D — County or District level
- R — Regional (More than one county or district) level
- S — State level
- M — Multi-state level
- N — National level
- I — International Level

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PROJECT REPORT FORM- SECTION 1: GOALS

Action	Result	Timetable	Who Will Help Me
I want to learn	about my bucket calf's nutritional needs	before county weigh-in.	Dad
I want to make	three nutritious snacks for the nursing home residents	by our June club meeting.	my project leader
I want to learn	about the aerodynamics of my rocket	before the spring launch.	Mom
I want to lead	a horse project meeting	by February.	my extension agent
I want to keep	accurate records of my photography project experiences and expenses	monthly.	my project leader & parents

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KEEPING A RECORD

https://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/ProjectRecognition.html

Section 2: Project Presentations & Communications

Project Talks, Demonstrations, Public Speaking, Newspaper, Blog entries, social media, videos, etc.

Section 3: Project Learning Experiences

project meetings, workshops, clinics, contests, tours, field trips, computer learning programs, etc.

Section 4: Project Exhibit & Showcase Opportunities

any project-related exhibits, entries and displays
- may include 4-H events and non-4-H events such as school or community showcases

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SECTION 5 – PROJECT LEADERSHIP

- Be as specific as possible

- Leadership is defined as teaching another person or a group skills or information. Leadership also includes organizing or coordinating an activity, event, or meeting. Include elected, appointed, and volunteer leadership **within your project.**

- Do not include leadership that occurred as part of performing a community service activity.

SECTION 5: PROJECT LEADERSHIP

Leadership is teaching another person or a group skills or information and includes organizing or coordinating an activity. Include all project-related committees, action teams, offices and other leadership activities. 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 (Activity)	Size & Scope	Level
Mar-July	Clothing Construction Jr. Project Leader	Helped teach 12 kids at 6 project meetings, 1 hr	C

SECTION 6 – PROJECT CITIZENSHIP/COMMUNITY ENGAGEMENT

- Be as specific as possible

- Citizenship is defined as helping out in your community and serving others without compensation.

- List civic engagement, community service, or service-learning projects.

SECTION 6: PROJECT CITIZENSHIP/COMMUNITY ENGAGEMENT

Citizenship/Community Engagement means helping out in your community and serving others without compensation. Include all 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
April	Organized a community-wide disposal site for used batteries & household electronics.	5 hours	A

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PROJECT REPORT FORM- SECTION 7

General Project Report Form Finances

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
June	Purchased 6 photo mattes from Extension Office		$6.00
		Total Income:	
		Total Expenses:	
		Profit (+) or Loss (-):	

PROJECT REPORT FORM- SECTION 7

Animal Project Report Form Finances

SECTION 7A: PROJECT FINANCES: PROJECT ANIMAL INVENTORY
Fill in only the boxes that apply to your specific project.

Name of Animal	ID Tag or Tattoo #	Breed	Date of Birth	Sex	Date Purchased[A]	Purchase Price or value at start[B]	Sold/Kept/Loss	Value of Animals you still have[C]
"Tony"	123456	Dorset	Jan 15	M	April 1	$300	Sold	n/a

SECTION 7C: PROJECT FINANCES; FEED EXPENSE RECORD
Document financial transactions related to the 4-H project. Expenses are items you paid to support the project. Fill in only the boxes that apply to your project.

Date	Notes	Protein Supplement		Grain or Complete Feed		Roughage (including pasture)		Other	
		Lb.	Cost	Lb	Cost	Lb	Cost	Lb	Cost
October									
November									

SECTION 7G: PROJECT FINANCES: PROJECT FINANCIAL SUMMARY
Fill in the following to determine the net income from your project
(that is, money you have earned for your time, management & financial investment).

INCOME & VALUE AT CLOSE OF RECORD

Value of animals at close of record (2) $

Value of animals or products sold or used at home (9) $

Total Income (11) [(2) + (9)]: $

EXPENSES & VALUE AT START OF RECORD

Value of animals at start of record (1) $

Feed costs (6) $

Other expenses (8) $

Total Expenses (12) [(1) + (6) + (8)]: $

NET PROFIT OR LOSS* [(11) - (12)]: $

SECTION 8 – PROJECT REFLECTION

Project Reflection should not just be a repetition of what is in the project record. Include new information, expand on the entries to 'tell the story' of your 4-H project work. Organize your writing by including an introduction, body and conclusion.

Expand upon the entries in the record, sharing your experiences, growth, frustrations, challenges, highlights and future project plans.

Junior

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... _____

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

PARENT/GUARDIAN: _____ DATE: _____

Senior

SECTION 8: PROJECT REFLECTION
In the space provided below, using proper spelling, grammar and punctuation, please write no more than 4 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?

To adjust line spacing, place your cursor in the text field and press "Ctrl + e". Adjust spacing in "more" then "paragraph."

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SECTION 9 – PROJECT PHOTOS

Junior:
6 Project photos that demonstrate learning, leadership & citizenship

Intermediate:
6 Project Learning, 6 Project Leadership & Citizenship
Senior:
6 Project Learning, 6 Project Leadership, 6 Project Citizenship

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.

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

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EVALUATING THE PROJECT REPORT FORMS

KANSAS 4-H PROJECT RECORD EVALUATION SCORE SHEET

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4-H Member: _____ Project Area: _____

County or District: _____

SECTION	High Range	Mid-Range	Low Range	Points
SECTION 1: Project Goals- Maximum 5 points • Goals should reflect – Action=How; Result=What; Timetable=When • Project learning/personal development goals include details, are age appropriate, challenging yet realistic • Reflect growth in project mastery through leadership/citizenship, communications and/or contest goals.	**4-5 points** ✓ Detailed goals ✓ Thorough reflection ✓ Skill transfer	**2-3 points** ✓ Goals lack some detail ✓ Reflection is vague ✓ Lack of skill transfer	**0-1 point** ✓ No goals or not related ✓ Limited or lack of reflection ✓ Lack of skill transfer	
SECTION 2: Project Communications/Presentations- Maximum 10 points Shared learning with others, i.e. demonstrations, talks, articles written, web pages, slide shows, digital media, social media, etc.	**8-10 points** ✓ Shared learning in a variety of ways to a broad audience	**4-7 points** ✓ Sharing is limited to one method or to a limited audience	**0-3 points** ✓ Sharing is not clear or unrelated to project.	
SECTION 3: Project Learning Experiences- Maximum 20 points • Size/Growth/Development of Project • Knowledge and Skills Gained • Project Learning Experiences • Project Meetings, Clinics, Schools, Tours attended • Contests – Judging, Quiz Bowls, Skill-A-Thons	**15-20 points** ✓ Wide variety/depth of learning experiences ✓ Strong evidence of project growth ✓ Demonstrates skills gained	**7-14 points** ✓ Some evidence of project growth ✓ Average depth of learning experiences ✓ Limited demonstration of skills	**0-6 points** ✓ Limited project growth ✓ Little to no project work ✓ Shows few skills gained	
SECTION 4: Project Exhibits & Showcase Opportunities- Maximum 5 points • Fairs, Shows, Exhibits, Displays, Public showcases	**4-5 points** ✓ Much evidence	**2-3 points** ✓ Some evidence	**0-1 points** ✓ Limited evidence	
SECTION 5: Project Leadership- Maximum 15 points • Leadership Exhibited – elected, appointed or requested • Leadership Exhibited – independent, self-initiated *Leadership is teaching another person or a group, skills or information, also includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters.*	**10-15 Points** ✓ Wide variety/depth of project leadership at multiple levels	**5-9 Points** ✓ Leadership is evident, but is limited, lacks depth	**0-4 Points** ✓ Little to no project leadership	
SECTION 6: Project Citizenship- Maximum 15 points • Community Service/Citizenship Related to Project *Citizenship means helping out in your community and serving others without compensation.*	**10-15 Points** ✓ Initiating and coordinating project citizenship activities	**5-9 Points** ✓ Participation in project citizenship activities	**0-4 Points** ✓ Little to no project citizenship involvement	
SECTION 7: Project Finances- Maximum 10 points • Accuracy, completeness • Profit or loss is not evaluated, i.e. large profit does not equal high score	**7-10 Points** ✓ Accurate and well documented in an organized summary	**4-6 Points** ✓ Lacking accuracy ✓ Limited documentation	**0-3 Points** ✓ Incomplete documentation ✓ Inaccurate	
SECTION 8: Project Reflection- Maximum 15 points • Reflects/identifies knowledge gained in project area • Reflects/describes leadership/citizenship skills developed/used in project area • Reflects/describes impact of 4-H within family/personal life/community • Reflects/describes impact of 4-H on future plans • Ability to communicate ideas effectively (organization & word usage) • Reflects application of project knowledge and skills to non-4-H settings • Presentation - neatness, spelling, punctuation, grammar	**10-15 Points** ✓ Rich evidence of knowledge and skills gained ✓ Clearly communicates impact of project involvement ✓ Demonstrates strong application to daily life ✓ Excellent grammar	**5-9 Points** Some ✓ evidence of knowledge and skills gained ✓ Communicates some impact of project involvement ✓ Limited application to daily life ✓ Average grammar	**0-4 Points** ✓ Lacks evidence of knowledge and skills gained, impact of project involvement and application to daily life. ✓ Grammar needs much improvement.	
SECTION 9: Project Photos- Maximum 5 points • Project photos reflect action & growth • Leadership photos reflect organizing/coordinating activities, and/or teaching others • Citizenship photos reflect helping in your community and serving others without compensation	**4-5 Points** ✓ Strong evidence of growth, leadership and citizenship	**3-4 Points** ✓ Some evidence of growth, leadership and citizenship	**0-2 Points** ✓ Limited to no evidence of growth, leadership and citizenship	
100 TOTAL POINTS POSSIBLE			**TOTAL POINTS AWARDED:**	

KANSAS 4-H PROJECT REPORT FORM EVALUATION FEEDBACK

SECTION 1: Project Goals

SECTION 2: Project Communications/Presentations

SECTION 3: Project Learning Experiences

SECTION 4: Project Exhibits & Showcase Opportunities

SECTION 5: Project Leadership

SECTION 6: Project Citizenship

SECTION 7: Project Finances

SECTION 8: Project Reflection

SECTION 9: Project Photos-

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WHAT DO YOU NEED FOR COUNTY EVALUATION?

1. **Check Sheet**
2. **Personal Information Sheet**
3. **Project Report**
4. **Permanent Record**

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Kansas 4-H Permanent Record

Bring up to date at the end of each year.

Name		Address	
Club		County/District		Birth Date	

Section 1—Groups/Organizations
List all groups/organizations you participated in, i.e. 4-H, school, community and/or faith. If the group is non 4-H related enter an * in the non 4-H column. For each group, list elected offices (such as reporter, vice president, etc.) and other positions or roles you held (such as junior project leader, project leader, and committee chairman or committee participant). Indicate the total number of meetings held, the number you lead and the number of meetings you attended in the appropriate level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.) are optional, but may be useful for other applications.

Date	* = Non 4-H	Meetings, Committees, Offices, Leadership Roles	# Held	# Led	# Attended	Local	County/ District	Area/ Regional	State	National/Int' l	Hours

PERMANENT RECORD

Section 1: Groups & Organizations

- Meetings, committees, offices, leadership roles

Section 2: Communications & Presentations, Exhibits, Contests

- fair exhibits, judging contests, quiz bowls, skill-a-thons, demonstrations, illustrated talks, project talks, articles written, web pages developed, TV or radio presentations, county/district and regional club days activities, forensics and debate contests, fitting and showing, tractor driving, fashion revue, dog shows, horse shows, photography exhibits, etc.

Section 3: Activities

- achievement programs, talent shows, camps, regional 4-H days, nursing home programs, sponsorship of club or county awards, fairground clean up, assistance to fair superintendent, special fund-raising efforts, band, teams, or FFA.

Section 4: Most Important Recognitions

- Camp Scholarship, National 4-H Congress, 4-H Key Award, County Project Award, School Achievement Award, Letter.
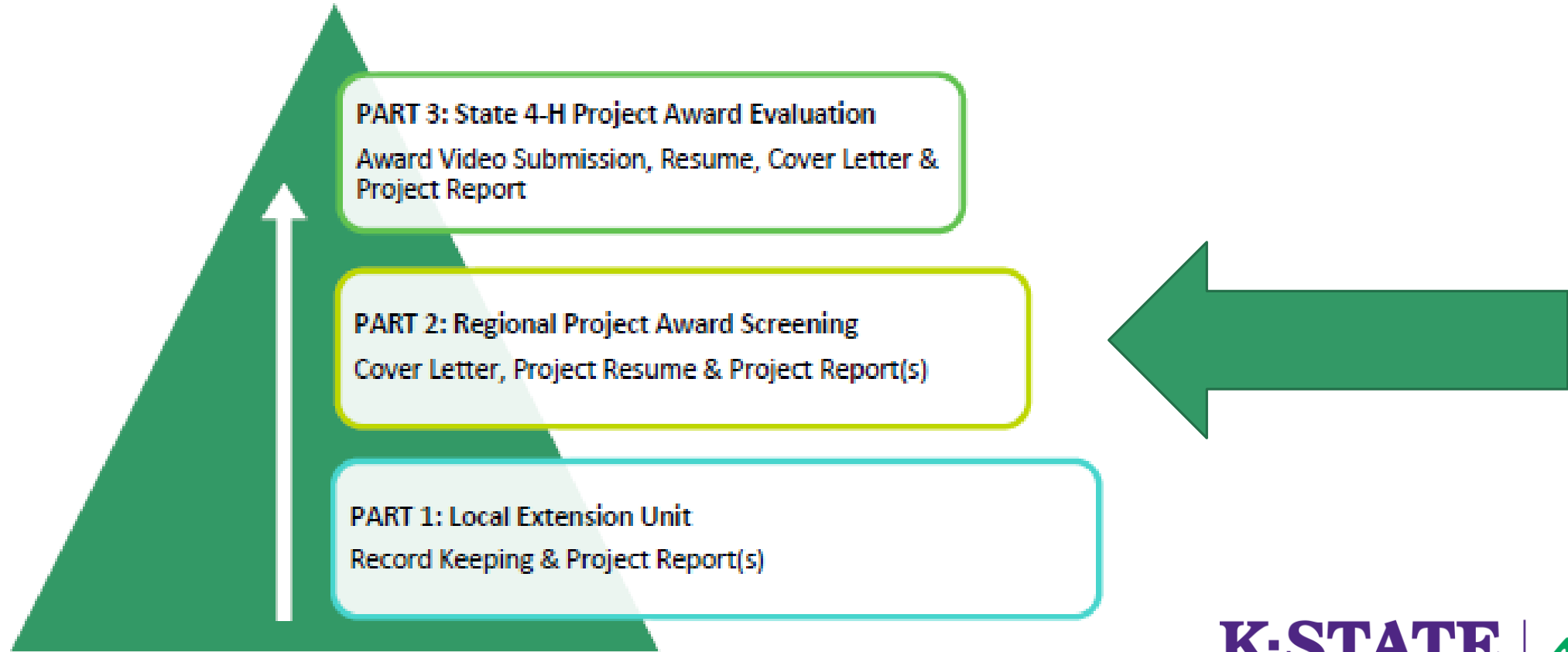
PURPOSE OF 4-H COVER LETTER & RESUME

- Encourage project mastery
- Learn to communicate, prioritize and summarize what you did
- Connect project work to possible career paths
- Develop workforce readiness skills
- Recognition for depth and scope of project work

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EVALUATING THE COVER LETTER & RESUME

KANSAS 4-H PROJECT AWARD
COVER LETTER & RESUME EVALUATION RUBRIC

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4-H Member: _____ Extension Unit: _____

Project Award Category: _____ REGION: _____

The Kansas 4-H Project Award Cover Letter & Resume is a cumulative summary of what a 4-H member has done throughout his or her 4-H career within the project award category they are applying for. The applicant should prioritize their knowledge and experiences so that the cover letter is 1 page and resume does not exceed 2 pages. The cover letter should be written in a business letter format, but the formatting of resume is at the discretion of the young person in a way that best represents their 4-H project work and personality. Resume should include contact information, county, school grade, and year in 4-H.

COVER LETTER CONTENT	Low Range	Mid-Range	High Range	Points
	0-10 Poor intro; lacking purpose & evidence; poor grammar/format	11-20 Limited intro; states purpose & evidence; correct grammar/format	21-30 Enticing intro; clear purpose; convincing; excellent grammar/format	/30

RESUME CONTENT	Low Range	Mid-Range	High Range	Points
Personal Objective Statement	0-3 • Vague goals • Lacking skills • Rambling & unclear	4-7 • Limited goals • Vague skills • Wordy but clear	8-10 • Specific & clear goal • Compelling skills • Short & concise	10
Project Mastery	0-5 • Lacking evidence • Limited scope of skill • Not age appropriate	6-10 • Adequate evidence • Sufficient scope of skill • Age appropriate	11-15 • Excellent evidence • Wide scope of skill • Exceeds age appropriateness	15
Leadership Experience	0-3 • Lacking evidence • Limited leadership • Not age appropriate	4-7 • Adequate evidence • Average leadership • Age appropriate	8-10 • Excellent evidence • High quality leadership • Exceeds age appropriateness	10
Citizenship/Community Engagement	0-3 • Lacking evidence • Limited service • Not age appropriate	4-7 • Adequate evidence • Average service • Age appropriate	8-10 • Excellent evidence • Abundant service • Exceeds age appropriateness	10
Life Skills/Career Readiness	0-3 • Lacking examples • Limited scope of skill • Inadequate	4-7 • Average examples • Some variety & depth • Average	8-10 • Abundant examples • Wide variety & depth • Exceptional	10
Recognition	0-2 • Limited	3 • Average	4-5 • Excellent	5
Non-4-H Project Related Experiences	0-2 • Limited	3 • Average	4-5 • Excellent	5
OVERALL Formatting Heading Punctuation/Grammar	0-2 • Visually unappealing • Lacking contact info • Poor grammar	3 • Clean and neat • Proper contact info • Few grammar mistakes	4-5 • Appealing & attractive • Proper contact info • Excellent grammar	5
			Resume Total	/70
			OVERALL TOTAL	/100

Name of Evaluator: _____ Signature of Evaluator: _____

Feb. 2021

KANSAS 4-H PROJECT AWARD
COVER LETTER & RESUME EVALUATION COMMENTS

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4-H Member: _____ Extension Unit: _____

Project Award Category: _____ REGION: _____

COVER LETTER

PERSONAL OBJECTIVE STATEMENT

PROJECT MASTERY

LEADERSHIP EXPERIENCE

CITIZENSHIP/COMMUNITY ENGAGEMENT

LIFE SKILLS/CAREER READINESS
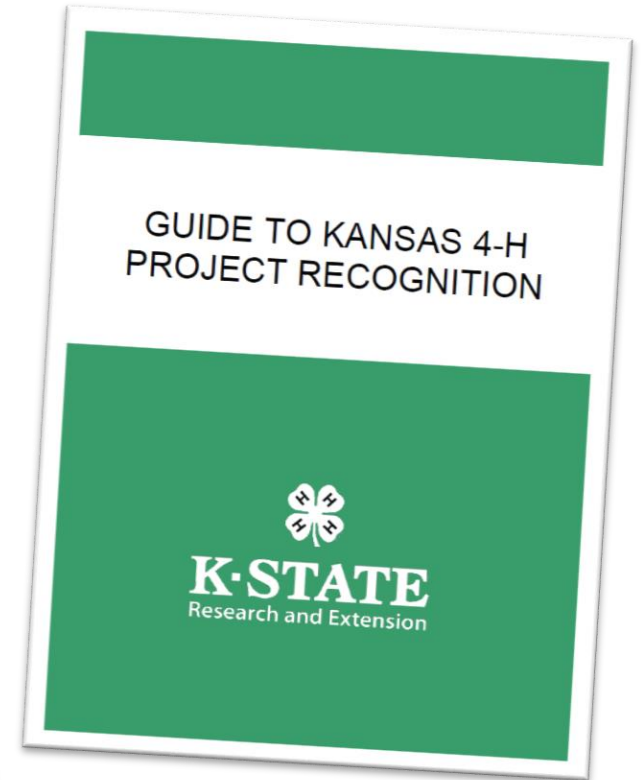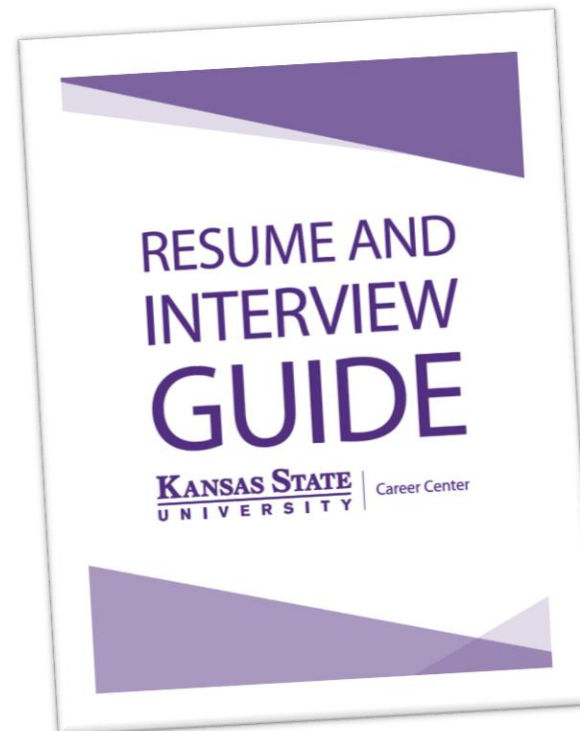
RECOGNITION

NON-4-H PROJECT RELATED EXPERIENCES

OVERALL FORMATTING/HEADING/GRAMMAR

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SUPPORTING RESOURCES

- 🍀 Guide to Kansas 4-H Project Recognition

- 🍀 KSU Career Center

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RESUME AND INTERVIEW GUIDE
KANSAS STATE UNIVERSITY | Career Center

GUIDE TO KANSAS 4-H PROJECT RECOGNITION

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RECORD KEEPING & REPORT FORM WEBSITE

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IMPORTANT TIPS

- ✓ Record keeping = Valuable Skill
- ✓ Checklist, Personal Page, Permanent Record, & Project Report Form
- ✓ Accuracy v. Quantity
- ✓ Record Keeping begins in October and end in September

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QUESTIONS?