

# KANSAS 4-H GENERAL PROJECT REPORT FORM



**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: \_\_\_\_\_ 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>I want to learn how to use watercolors</i>	<i>January</i>	<i>Sally Smith, project leader</i>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

**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 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?



## **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.