Helpful Hints for Your Project Report Form

Project Report Form are completed by members who are interested in applying for a county award.   Each Project Report Form needs the following. Each project should have a separate folder. Please assemble your award portfolio in the following order:

- A <u>complete</u> original or copy of the Kansas 4-H Personal Page
- The signed Project Report Form, includes Photos.

Place all above items in a regular 4-H Record book cover OR use an 8 ½ X 11 report cover. DO NOT use a 3-ring binder. Be certain that all pages are secure, so they will not fall out. **Place a label on the front of the cover (Upper right hand corner) with "4-H Member Name" on line one, "Division" – Junior, Intermediate or Senior – on line two and "Project Applying For" on line three.**

The Junior Division is for members age 7-9, Intermediates ages 10-13 and the Senior Division is for members age 14-19. This is your age as of January 1, 2023.

Members should be mindful that Project Report Form books WILL be judged. This means that the portfolios will receive feedback, and county award winners will be selected from them. The following are general facts to keep in mind about the Project Report Form process:

- MYTH – Each member should complete a Project Report Form for each project he or she is enrolled in. FACT – Members are encouraged to choose ONE, or at the most, TWO projects to complete a Project Report Form. Members are encouraged to apply for a county award in the project that they have done the most work in, or projects they enjoy most.

- MYTH – A 4-H story should only be about the good things that happened in the project. FACT – A member's 4-H story should talk about the entire year's 4-H experience. Stories can tell about the good and bad things learned, what happened in the club and other 4-H experiences. **Don't forget to highlight the project that is featured in that Project Report Form.**

- MYTH – The best time to set goals is after the fair. FACT – The best time to set goals is at the beginning of the 4-H year which is in October. It is ok to list goals and not accomplish all of them.

- MYTH – The Project Report Form must be typed in order to win. FACT – Project Report Form can be handwritten or typed. The information must be legible; that is what is important.

- 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. Do NOT include leadership that occurred as part of performing a community service activity. Leadership to a community service effort should be reported under citizenship. This should be project related.

- Citizenship means helping out in your community and serving others without compensation. List civic engagement, community service or service learning projects that might include: clean ups, collections, repairs, construction, care packets, visitations, education, and donations. This should be project related.

- STEM includes Aerospace, Robotics, Astronomy, UAS, & Architectural Block) and STEM: Energy Management includes Energy Management, Ag Mechanics, Small Engines, and Renewable Energy.

Assembling Your Project Report Form

Many members have questions regarding how to assemble the Project Report Form for judging. This page contains a listing of things that are required for a complete Project Report Form.

Necessary Items for a Complete Project Report Form:

- A pronged folder, 4-H Record Cover, OR a report cover. (NOT a 3-ring binder)
- **The cover of the Project Report Form MUST contain: First and last name of the 4-H member, project name, club and division (Junior, Intermediate or Senior).**
- Award Book Items MUST be in the following order: Personal Page and Project Report Form, including pictures.
- The Award Book MUST be reviewed and approved by Club Leaders prior to being submitted to the Riley County Extension Office.
- Forms must be LEGIBLY handwritten or typed.

Please do **not** include any of the following items in your award book:

- Clear, sheet protectors. All pages should be placed in the book without any covers.
- Divider tabs or table of contents.
- Any additional project records.
- Records from previous years.
- Items pertaining to other project categories.
- The permanent record.

Other Project Report Form tips:

- Use a computer or print clearly with an ink pen.
- All pages (Personal Page, 4-H Story and Project Report Form) must use 8 ½ X 11 inch **white** paper.
- Photos must use 8 ½ X 11 inch white paper. Heavy photo paper is acceptable, but not required. Cardstock is recommended if mounting prints.
- Margins: Top, Bottom and Right – 1 inch and Left – 1 ½ inches.
- Font: Easily legible, no smaller than 10 point font.
- Spacing: Double spaced.
- Use proper grammar, paragraph styling, punctuation, and spelling. If using a computer, be sure to spell check and proof-read.
- Use technology to your advantage such as bolding headings or key points, underlining, bullets, outlines, etc.
- White space is ok.
- Use action verbs to accurately describe what you have done. Did you "help" or did you "plan and conduct?"