Instructions

- Complete a Project Report for each project you complete and submit the report with all of the attachments listed in Section 3 of this form.
- Complete Section 1 as you start your new project.
- Sections 2 and 3 should be completed as you work with your project.
- Put together the Project Report, Project Book, Project Pictures, and Project Story in a folder.
Section 1: Project Plans and Goals

This is what I want to learn (goals) this year:


Member Signature: ___________________________ Date: __________

This is what my leader agreed to help me do:


Leader’s Signature: ___________________________ Date: __________

This is what my parent(s)/guardian(s) agreed to help me do:


Parent/Guardian Signature: ___________________________ Date: __________

Section 2: Project Highlights

Date:  My project activities and accomplishments:  Estimated amount of time:

__ _____  ______________________________________  ______________________

__ _____  ______________________________________  ______________________

__ _____  ______________________________________  ______________________

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__ _____  ______________________________________  ______________________
List information and skills learned through project experiences:

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__________________________________________________________________________

__________________________________________________________________________

List challenges faced when completing project work and how you handled them:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

List major successes in your project:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

My adult leader/parent helped me with my project by:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
What I will do different next time:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What do I want to do next year:

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List your leadership activities related to this project:

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__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

List your involvement with citizenship activities in this project:

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__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Awards and Recognition received in this project:


Section 3: Project Attachments

Project Pictures
Attach photos (or you may provide drawings) of your project work throughout the year showing you and your project at the beginning, during the work being done, and when completed. Don’t forget to include pictures of you helping others in your citizenship and leadership activities, too. Attach no more than three (3) pages (8 ½” x 11”, one side only) of pictures to this report. Be sure to include a sentence about what you are doing in the picture.

Project Story
Create a story of some of your project experiences. Record the good and bad experiences you had during the year, what you learned, and what you would do differently. Looking back over your past year in 4-H, think about the things you’ve learned and include how you might apply what you’ve learned to your life in the future.

The story should be no more than 3 pages, neatly written or typed (8 ½” x 11”, one side only) in 12 point double spaced font.

Project Book
Attach your project book or worksheets you have completed as evidence of your project accomplishments.