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: Click or tap here to enter text. Year: Click here

4-H Club: Choose an item. Age (as of Jan 1): Click here

My Project is: Choose an item. Years in project: Click Years in 4-H: Click

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*

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| **SECTION 1: PROJECT GOALS**  Take goals written on [*Setting 4-H Project Goals*, 4H1100](https://www.bookstore.ksre.ksu.edu/Item.aspx?catId=1007&pubId=21479) 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 want to learn how to use watercolors* | *January* | *Sally Smith, project leader* |  |
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|  | **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 |
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| **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 how to piece a quilt block* | *C* |
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| **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* | *Oak end table with drawer* | *Kansas State Fair* | *Red* |
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| **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* |
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| **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* |
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| **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* |
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|  |  | 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:

1. What did you accomplish related to this project?
2. How did you overcome challenges?
3. What did you learn/how did you grow in skills and knowledge related to this project area?
4. How do these skills apply to other areas of your life?
5. What are your future goals related to this project and your educational/career aspirations?

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**SECTION 9A: PROJECT LEARNING PHOTOS**

Include photos that demonstrate project learning experiences.   
Please label as such in the caption. L, C/D, R, S, M, N, or I. Limit 6 photos.

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**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.

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 **Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

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