



OSCEOLA COUNTY 4-H PROJECT REPORT

(New as of 9/2022)

4-H Year: _____



Name: _____

Age (as of 9/1): _____ Birth Date: _____ Years in 4-H: _____

Club Name: _____

Project: _____ Years completing project: _____

Age Division (circle one): JUNIOR INTERMEDIATE SENIOR

Cloverbuds use the 4-H Cloverbud Project Summary Sheet.

Approval of this report:

I personally prepared this report and it is a true record of my 4-H project.

4-H Member Signature: _____ Date: _____

Parents or Guardian Signature: _____ Date: _____

4-H Leader Signature: _____ Date: _____

Instructions for Completing the 4-H Record Book

- Complete a Project Report for each project you complete
- Submit the report with all of the attachments (Project Story, Project Photos, Certificates)
- Complete Section #1 (Project Plans and Goals) at the beginning of the year as you start your new project.
- Sections #2 (Project Overview) and #3 (Project Attachments) should be completed as you work with your project.
- When turning in your record book, put project records in order by:
 - Project Report Cover (includes name, project and signatures)
 - Project Report (section #1, 2, and 3)
 - Project Book with completed activities (glossy or non-glossy book)
 - Project Story
 - Project Pictures
 - Certificates.
- Record Books should be turned in using a three-prong folder, preferably green. Please write member name and club name on folder cover.

Please use this checklist to make sure you have everything complete.

CHECKLIST:

PROJECT REPORT SUMMARY INCLUDING FINANCIAL SUMMARY PAGE	
PROJECT BOOK and/or COUNTY ACTIVITY CERTIFICATES (w/ Agent signature)	
PROJECT STORY	
PROJECT PHOTOS	
CERTIFICATES—Leadership, Citizenship, Demo/Talk, Community Service (club level)	



Section 1: Project Plans and Goals

Complete this section at the beginning of your project.

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

1. _____

2. _____

Member Signature: _____ Date: _____

This is what my leader/adult agreed to help me do:

Leader/Adult Signature: _____ Date: _____

Section 2: Project Overview

4-H Presentations

List your 4-H Presentations (demonstrations, speeches, illustrated talks). This is an opportunity to show and tell others about your 4-H project.

Some examples of places that 4-H Presentations can be done are at 4-H club meetings, County Events, District Events, school, etc. **Presentations should not occur at home. If your club meets at your home, write club meeting as the location.**

Requirements:

- Juniors: 1 presentation, MUST be project related.
- Intermediates: 2 presentations, 1 MUST be project related.
- Seniors: 3 presentations, 1 MUST be project related.

Date	Presentation Title	Location
EXP. 04/31/23	Different Dog Breeds	Osceola County Extension, 4-H County Events



4-H Exhibits

List your exhibits. Exhibits are an opportunity for you to show what you learned in your 4-H project. This may be done by exhibiting something in the fair (for example showing your animal, participating in Fashion Revue, game board, tabletop, youth exhibits), at school or in the community.

Requirements:

- Juniors: 1 Exhibit, MUST be project related.
- Intermediates & Seniors: 2 Exhibits, 1 MUST be project related.

Date	Project Area/ Type of Exhibit	Location
EXP. 02/16/23	Dog project/ Game board on dog breeds	Osceola County Fair

Examples: Poster board on crocheting techniques, recycled craft, photo of my horse, club haybale, etc.



Leadership

List your leadership activities. Leadership is defined as any time when you teach or lead others. For example: camp counselor, club officer, show others how to groom an animal, Farm City Ambassador, etc. Keep in mind that sometimes a demonstration can be considered leadership. This is only if the audience is also doing the task at the same time. Remember, an activity can only be listed once. If it is listed as a demonstration, it cannot be listed for leadership.

Requirements:

- Juniors & Intermediates: 2 Leadership Activities, 1 should be project related.
- Seniors: 4 Leadership Activities, 1 should be project related.

Date	Description of Activity	Your Role
EXP. 12/16/22	Club President	President

Examples: Led the pledges at 4-H meeting, taught rabbit care at a different 4-H club, Buddy as a member of Best Buddies, Secretary of 4-H Club, etc.

Citizenship/Community Service

Citizenship and community service is anytime you have helped others. Did you help someone out? Did you donate something? Did you help the environment?

Requirements:

- Juniors & Intermediates: 2 Citizenship/Community Service Activities
- Seniors: 4 Citizenship/Community Service Activities

Date	Description of Activity	Your Role
EXP. 02/16/23	Donated canned goods to Osceola Council on Aging	Collected can goods from community

Examples: help pick-up litter, donated old show shirt to a 4-H member.

Awards and Recognition

These are accomplishments within the project area.

Date	Topic/Location	Placement/Amount
2/18/14	4-H Dog Show/ Osceola County Fair	3rd place/ \$10

Knowledge and Skills, I Gained

There are many things to learn in 4-H. Check each item below that you learned or improved on in 4-H during the past year.

I learned or improved my ability to...

HEAD (*Independence*)

- try something new
- set goals for myself
- plan a project
- keep myself organized
- keep track of finances
- keep records of my work
- gain knowledge of my project
- get more information about something I am interested in
- use resources wisely
- participate in a business meeting
- run a business meeting
- make wise choices and decisions
- solve problems
- learn from my mistakes
- understand that it's ok to change my mind if I need to
- pay attention to instructions

HEART (*Belonging*)

- speak confidently in front of a group
- give a public presentation
- share my feelings or point of view
- make myself understood without bullying or being loud
- listen to other people
- respect someone else's feelings
- resolve differences of opinion
- appreciate my cultural heritage
- accept people who are different from me
- get along with other kids
- make others feel welcome
- stand up for others
- make new friends
- appreciate the importance of friendships in my life

HANDS (*Generosity*)

- work with others
- work within a group
- work within a committee
- work with adults
- get past differences to reach a goal
- help others to succeed
- make something with my hands
- explore a career interest
- follow directions
- lead others
- find ways to make a positive contribution to society
- understand the importance of community service
- see that my efforts can make a difference
- take the initiative to start something on my own

HEALTH (*Mastery*)

- understand my strengths and weaknesses
- finish something I started
- be proud of my accomplishments
- accept change
- see that my character can affect a situation
- take responsibility for my own words and actions
- deal with winning and losing gracefully
- be careful and practice safety
- appreciate the importance of good health
- stay healthy
- feel good about myself

Other:

Section 3: Project Attachments

Financial Summary

As a part of your 4-H project, you want to keep up with your finances. Examples and instructions can be found on the next page.

Estimates for price are acceptable.

Expenses-Money Out (Supplies purchased for the project throughout the 4-H year.)

Date	Item	# of Item	Value
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Expenses			\$

Income-Money In (Money that you received for the project throughout the 4-H year.)

Date	Reason	Value
		\$
		\$
		\$
Total Income		\$

Seniors ONLY, if applicable

Cost Comparison (Compare the cost to make the item vs. cost to buy it in the store.)

Item	Cost to make it yourself	Cost to buy it in a store
	\$	\$
	\$	\$
Total	\$	\$

Financial Summary Instructions

Use these instructions to help you complete your financial summary.

EXPENSES: This is the section to list all your expenses for the project during the year. In the first column, write the DATE you purchased the item, for example “10/12/22.” Then you will describe the expense in the ITEM column, write in its quantity in the # OF ITEM column, and then it’s total value in the VALUE column. See below for an example. Then, add the amounts in the VALUE column and write in the space for TOTAL.

Date	Item	# of Item	Value
10/12/22	Fabric	3 yards	\$21.00
10/12/22	Sewing machine	1	\$250.00

INCOME: This is the section to list all your income for the project during the year. In the first column, write the DATE you received the money, for example “10/12/22.” Then you will write the reason for the income in the REASON column, and then it’s total value in the VALUE column. See below for an example. Then, add the amounts in the VALUE column and write in the space for TOTAL.

Date	Reason	Value
3/12/22	Fair Premium Money	\$21.00
3/12/22	Sold fair project	\$50.00

COST COMPARISON: This is the section to compare the cost of an item you made for your project with the cost of one you can buy at the store. If this section doesn’t apply to your project, write N/A in the item column. See below for example.

Item	Cost to make it yourself	Cost to buy at store
Skirt	\$50.00	\$30.00
Cookies	\$2.00	\$3.00
Apron	\$15.00	\$25.00
Honey	\$25.00	\$10.00

BEST PRACTICES:

- If you have more information than will fit into a table, add an additional page to your report.
- Don’t leave any section blank. If it doesn’t apply, write N/A. Or write NONE, if none

4-H Project Book and Activities

Please list the six activities you completed in your 4-H project area. If activities were completed in group setting, please attach certificates with County Agent signature or certificate table signed by 4-H Leader. There must be at least six activities—these can be within the book, activity certificates or a combination of book and activity certificates.

NEW-An Activity Form needs to be completed for:

- any activity completed outside of the record book
- a workshop (if no certificate was given)

The purpose of the activity sheet is to share what you learned. A form is included.

Examples:

Activity Title	Date	Page #/Certificate/Activity Wks
Furry Future	10/1/22	Pg. 6-7
So, You Think a Goat is for You	10/5/22	Pg. 6-7
Workshop	10/8/22	Activity Form and Certificate

Activity Title	Date	Page #/Certificate/Activity Wks
1.		
2.		
3.		
4.		
5.		
6.		



Osceola County 4-H Record Book Activity Form

(ONLY USE IF YOU DO NOT HAVE PROOF OF WORK-CERTIFICATE,
ACTIVITY PAGES, ETC.)

What activity did you complete (title) and when (date)?

What did you learn?

How did this activity help you with your project?

Additional Project Attachments

ALL project attachments should be completed in the exhibitor's handwriting. Project Story is allowed to be typed (12pt font; choose Arial or Times New Roman, double-spaced lines).

- Project Book/Activities: Attach project book with completed six activities, certificates for interactive activities and workshops, and/or activity forms. If the book will not fit in green cover, rubberband together.
- Project Story: Create a story of your project experiences. Pay attention to requirements for each age division. In your story, answer the following questions:

Juniors:

- What new thing(s) did you learn about your project?
- What was enjoyable this year?
- What was unique about your project this year?
- What did you do at/after the fair?

Intermediates:

- What new thing(s) did you learn about your project?
- Did you meet your goals? What plans or goals do you have for next year?
- What problems did you have and how did you overcome them?
- What would you do differently next time?
- What did you do at/after the fair?

Seniors:

- What new thing(s) did you learn about your project?
- Did you meet your goals? What plans or goals do you have for next year?
- What problems did you have and how did you overcome them?
- What would you do differently next time?
- What were your accomplishments?
- What did you do at/after the fair?

All project stories can be typed or handwritten. Please only type or handwrite on one side of the paper. The story should be long enough to cover the work that you have done in the project. Make sure to have a beginning, middle and an end.

- Project Pictures: Attach 3-20 photos of your project work with captions and dates. EXPLAIN what you are doing in the picture and include the date. An automatic 3 points off if any captions or dates are missing.

Show progress of you and your project. Include a beginning, middle and end. Pictures should not be selfies. You need to be in the photos, and you need to be doing something project related. You may also include pictures of you helping others in your citizenship and leadership activities. This does not count towards the limits on your numbers of photo (3 minimum, 20 maximum). These also do not count toward your project photos (unless the activity directly relates to your project). You may include club award certificates, if applicable, in this section. Flat stickers are acceptable, but do not include bulky scrapbook accessories! Digital photo collages are acceptable (4 photos max per page). No 3-D items.

Osceola County 4-H Project Report Score Sheet

Name: _____ Club: _____

Project Area: _____ Age Division: _____ Years in Project: _____

Points Earned	Possible Points	Criteria	Comments
Section 1: Project Plans and Goals (7 points possible)			
	7	This is what I want to accomplish this year: - Ability to set obtainable and relevant goals. - Goal should be in project area. 2 points off if not.	
Section 2: Project Overview (35 points possible)			
	9	4-H Presentations- 3 points off if 1 presentation is NOT in project area - A minimum of one oral presentation related to your project work. - Expectations: JR-1, INT-2, SR-3	
	4	Exhibit- Automatic 2 points off if one exhibit is NOT in project area - A minimum of one exhibit must be in your project area. - Two exhibits required	
	8	Leadership- Automatic 2 points off if one is NOT in project area - A minimum of one leadership activity in your project area. - Expectations: JR/INT12, SR-4	
	8	Citizenship- NOT required in project area - Expectations: JR/INT-2, SR-4	
	6	Knowledge and Skills, I Gained: - One item under each category should be checked.	
Section 3: Project Attachments (58 points possible)			
	10	Financial Summary Page -All sections that are applicable should be filled out.	
	24	Activities/Project Book– 4 points for each activity completed - Completed required number of activities (six) outlined in the project as evidence of learning project skills. - Activity Forms can be submitted for an activity you completed. - Approved county level workshop certificates (with Agent signature) may be substituted as an activity. - Leader signature is acceptable for Market Animal projects	
	14	Project Story - Story portrays experiences with project work. - Answers required questions - Meets length requirements (JR-4 paragraphs, INT-5 paragraphs, SR-6 paragraphs) - Shows a beginning, middle and end - If a market animal project, includes information after fair. -See guidelines under Additional Project Attachments	
	10	Project Pictures- Automatic 3 points off if captions or dates are missing - Shows member actively engaged in learning experiences with their project (evidence of beginning, middle and end /with captions and dates). Three points are given for completion of each section. - Minimum of 3 photos and maximum of 20. - Printed photo collages are allowed.	
	100	Total Score	

Evaluators: _____