

Duval 4-H Project Report Guidelines

Helpful Tips to Get a Blue-Ribbon Project Record Book!



Important Reminder!

Waiting until the end of the year can make completing your project record books difficult. Keep this process simple by following these Do's and Don'ts.



- Do make sure you are using the correct project report, instructions, and rubric for your age division.
- Do write down your goals for each project at the beginning of the year and get the necessary signatures from adults.
- Do use your project record books to keep track of all your activities, contests, etc. throughout the year. Be sure to include the date of each activity, too!
- Do keep every agenda, worksheet, program, etc. that you get throughout the year. Consider starting a folder or binder for this purpose!
- Do ask the 4-H office staff if you have any questions during this process.



- Don't wait until the end of the year to get started.
- Don't forget to write down the name and date of every event you attend.
- Don't throw away project records when you are done with them.

Submitting a project record book can be overwhelming. These tips will help guide you along the way. Be sure to reach out to the 4-H office staff at duval4h@ifas.ufl.edu if you have any questions at all. We're happy to help!

General Guidelines

Neatness, Completeness, and Evidence of Work Guidelines

Read the project report instructions, review the rubric, and follow these tips to receive full points for neatness, completeness, and evidence of work.

Your overall project report should:

1. show evidence of effort.
2. be neat, legible, and organized.
3. include all required components.

Section I: Project Plans and Goals

Plans and Goals Guidelines

Follow the project report instructions, review the rubric, and follow these tips to receive full points for your project plans and goals section.

Your project plans and goals should:

1. be clear, legible, obtainable, and relevant to the project.
2. include the instructed number of life skill goals.
 - a. Check the attached 4-H Life Skills Wheel for all your options.
 - b. Life skill examples include: sharing, responsible citizenship, teamwork, self-esteem, healthy lifestyle choices, problem solving, etc.
3. include the instructed number of project goals.
 - a. Project goals are project-specific plans and goals.
 - b. Project goal examples include: shooting a bullseye, earning high point at a show, showing your animal, harvesting from your garden, etc.
4. be formatted as SMART goals.
 - a. SMART goals are specific, measurable, attainable, realistic, and timely.
 - b. For example, a SMART goal for the archery project may be: "My project goal this year is to shoot a bullseye from 20 feet with my recurve bow by January."
5. include all necessary dates and signatures (member, leader, and parent/guardian).

Section 2: Project Highlights

Project Activities Guidelines

Follow the project report instructions, review the rubric, and follow these tips to receive full points for your project activities section.

Your project activities should:

1. be project specific.
 - a. All activities must be related to the project.
 - b. Examples include: County Events submissions, workshops, fundraisers, contests, club meetings, study sessions, etc.
2. include dates for all activities.
3. include descriptions for all activities.
 - a. Share the title of the activity and a brief summary of what happened there.
4. include estimations of time spent for all activities.
5. demonstrate progress toward your goals.

Citizenship and Community Service Guidelines

Read the project report instructions, review the rubric, and follow these tips to receive full points for your citizenship and community service activities section.

Your citizenship and community service activities should:

1. be project specific.
 - a. All citizenship and community service must be related to the project.
2. fall under the category of citizenship and community service.
 - a. Examples include: beach clean-ups, clothing drives, volunteering at an animal shelter, speaking to government officials, etc.
3. include dates for all activities.
4. include descriptions for all activities.
 - a. Share the title of the activity and a brief summary of what you did there.
5. include your role for all activities.
 - a. Examples include: leader, facilitator, committee chair, committee member, participant, etc.

Leadership Guidelines

Read the project report instructions, review the rubric, and follow these tips to receive full points for your leadership activities section.

Your leadership activities should:

1. show your involvement with various leadership roles.
2. fall under the category of Leadership.
 - a. Examples include: club officer positions, teaching interactive activities (non-interactive lessons would be presentations), serving on committees, etc.
3. be project specific.
 - a. All leadership activities must be related to the project.
4. include dates for all activities.
5. include descriptions for all activities.
 - a. Share the title of the activity and a brief summary of what you did there.
6. include your role for all activities.
 - a. Examples include: leader, facilitator, teacher, committee chair, committee member, officer, etc.

Presentations and Exhibits Guidelines

Read the project report instructions, review the rubric, and follow these tips to receive full points for your presentations and exhibits section.

Your presentations and exhibits should:

1. be project specific.
 - a. All presentations and exhibits should show project work.
 - b. Examples include: speeches, demonstrations, posters, etc.
 - c. Each presentation and each exhibit should only be included once and should not be included in multiple project reports.
2. be informational and non-competitive.
3. include dates for all presentations and exhibits.
4. include descriptions for all presentations and exhibits.
 - a. Share the location, event, audience, title, and any award(s) you received.

Section 3: Project Attachments

Project Pictures Guidelines

Be sure to include the minimum number of pictures for your age group, review the rubric, and follow these tips to receive full points for your project pictures section.

Your project pictures should:

1. be neatly and securely attached to the project report.
2. show the member actively participating in the project.
3. show various aspects of your project.
4. include thorough captions that state:
 - a. when the picture was taken.
 - b. what was happening in the picture.
 - c. skill(s) learned during the activity in the picture.
 - d. any other important information on how the picture relates to the project.

Project Story Guidelines

Follow the project report instructions for your age group, review the rubric, and follow these tips to receive full points for your project story section.

Your project story should:

1. be written in full sentences.
2. include minimal spelling and grammar errors.
3. be approximately one full page in length.
4. clearly answer all the questions included in the project report Project Story instructions.
5. be formatted correctly according to the project report Project Story instructions and be:
 - a. on a separate page.
 - b. double spaced.
 - c. neatly written or typed in 12-point font.
 - d. FOR SENIORS ONLY: separated into the appropriate sections.

Project Records Guidelines

To show how much progress you have made in your project in the 4-H year, choose different project evidence to include when submitting your project record book. Including this evidence will ensure that you receive full points* for your project records section.

***Note that generally Intermediates are expected to include higher-quality evidence than Juniors and Seniors are expected to include higher-quality evidence than Intermediates.**

Your project records should include any combination of three different options from below:

1. Project-Specific Record Book
 - a. Complete and include an official 4-H Record Book for your project when available.
 - b. Examples include: Horse Record Book, Poultry Record Book, Officer Books, etc.
2. Curriculum
 - a. Complete and include multiple lessons in any curriculum related to your project.
3. Worksheets
 - a. Complete and include multiple lesson/activity worksheets for your project.
4. Agendas
 - a. Include agendas from different project-related meetings you attended.
5. Scrapbook/Slideshow
 - a. Compile ten or more unique photos of you participating in different project activities.
 - b. Make sure you include 2-3 sentence captions for each photo and that each caption clarifies: 1) when the photo was taken, 2) what you are doing in the photo, and 3) any other important information on how it relates to your project.
 - c. These photos are in addition to those required for the project pictures section of the project report.
6. Poster
 - a. Create an educational poster that teaches about a subject related to your project.
 - b. Posters should be legible, clear, and project specific.
 - c. Examples include: posters from Horse Poster Contest and/or Dog Poster Contest.
7. Journal Entries
 - a. Write at least ten short (3-5 sentences) journal entries related to your project throughout the year.
8. Programs and Awards
 - a. Include certificates, ribbons, scoresheets, and/or programs of events from events and contests/competitions you have participated in.