OSCEOLA 4-H PROJECT REPORT
4-H PHOTO PAGE
(First item inside front cover of each green 4-H folder)

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│    PASTE YOUR PICTURE HERE  │
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NAME_____ 4-H AGE_____BIRTH DATE_____
(By Sept.1 Current 4-H Year)

CLUB NAME_____ YEARS IN 4-H_____

AGE DIVISION: (4-H Age – by September 1 of current 4-H Year): Please circle one:

 JUNIOR   INTERMEDIATE   SENIOR   CLOVERBUD

My 4-H Project Area is _____
(Example: Rabbit, Clothing, Food & Nutrition, Lamb, Woodworking, etc.)

This is my _____ year to complete this project

CHECKLIST:

PHOTO PAGE	
PROJECT REPORT SUMMARY INCLUDING FINANCIAL SUMMARY PAGE	
PROJECT BOOK and/or COUNTY ACTIVITY CERTIFICATES (w/ Agent signature)	
STORY	
PHOTOS	
CERTIFICATES—Leadership, Citizenship, Demo/Talk, Community Service (club level)	
Rev. 08/13	

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Osceola County 4-H Project Report

Circle One: Jr. (8-10) Int. (11-13) Sr. (14-18)

Name: _____ Date: _____

County: _____ Age: _____ Years in 4-H _____

Mailing Address: _____

Club/Group: _____ Leader: _____

Project: _____

Parents/Guardian Name: _____

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

Approval of this report

4-H Member Signature: _____ Date: _____

Parents or Guardian Signature: _____ Date: _____

4-H Leader Name: _____Date: _____

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 project records in order by: Photo Page, Project Report (including Financial Summary Page), Project Book (glossy or non-glossy), Project Story, and Project Pictures in a green project cover.
- Green Project Report covers may be purchased in the 4-H office

Section 1: Project Plans and Goals

Goals are your plans for the year. They should be specific, measurable, achievable, realistic and timely. They state what you want to learn/or do this year. At least one in project area should be listed (2 points off if no project goal).

Examples:

- By the end of the 4-H year, I will learn what products to use on my citrus tree and when they should be applied.
- By the end of the 4-H year, I will have completed six activities in my project area.
- Juniors (ages 8-10) should list <u>one</u> goal. Intermediates should list <u>two</u> goals. Seniors (age 14-18) should list <u>four</u> goals.

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Section 2: Project Overview

1. 4-H Presentations (Demonstrations/Illustrated Talks/Public Speaking)
2. Exhibits
3. Leadership
4. Citizenship
5. Project Highlights
    A. Information and Skills Learned
    B. Challenges Faced and How Handled
    C. Major Successes/Accomplishments (Awards/Recognition)
    D. Future Plans/What Could Be Done Differently Next Time

Section 2 – 4-H Presentations/Exhibits

4-H Presentations

List your 4-H Presentations (demonstrations and illustrated talks). This is an opportunity to tell others about your 4-H project. Juniors should have at least <u>one</u> 4-H presentation and it should be project related. Intermediates should have at least <u>two</u> 4-H presentations and one should be project related. Seniors should have at least <u>three</u> 4-H presentations and one should be project related. Some examples of places that 4-H Presentations can be done are at 4-H club meetings, County Events, District Events. <u>Three</u> points will automatically be deducted if NO presentation is listed in project area.

DATE	PRESENTATION TTLE/ PROJECT AREA	LOCATION
04/30/14	Different Dog Breeds/ Dog	4-H County Events, Osceola Extension

4-H 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, gameboard, tabletop) or through a contest (for example Marine Ecology, Consumer Choices). Juniors must have at least <u>one</u> exhibit and it should be project related to receive maximum points. Intermediates and Seniors must have at least <u>two</u> exhibits and one must be project related. <u>Two</u> points will automatically be deducted if NO exhibit is listed in project area.

DATE	PROJECT AREA/ TYPE OF EXHIBIT	LOCATION
02/16/14	Dog project/ Gameboard on dog breeds	Osceola County Fair

<u>Section 2</u> - Leadership/Citizenship

Leadership

Leadership is when you teach or lead others. At least one leadership activity must be related to your <u>project</u> area. Examples: Lead the pledges, teach someone how to feed an animal or sew a skirt, represent club at 4-H County Council. A demonstration is not leadership. Teaching someone about your project area with an interactive component (game, handout) is leadership. To obtain maximum points Juniors and Intermediates must have at least <u>two</u> leadership activities and Seniors must have at least <u>four</u>. List your leadership activities below; use additional page if necessary. <u>Two</u> points will automatically be deducted if NO leadership is listed in project area.

I taught my class at school about different dog breeds.

Citizenship/Community Service
Citizenship activities include any time you have helped others. One must be related to your project area. Examples: helped leader pass out papers, worked at 4-H community event, assisted a 4-H member with their project, made Thanksgiving baskets for needy families, visited a nursing home. To receive maximum points Juniors and Intermediates must have at least <u>two</u> citizenship/community service activities and Seniors must have at least <u>four</u> citizenship/community service activities. List citizenship/community experiences below; use additional page if necessary. <u>Two</u> points will automatically be deducted if NO citizenship is listed in project area.

<u>I volunteered at the animal shelter cleaning cages.</u>

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Section 2: Project Highlights

Please note: project highlights <u>are not</u> project activities: list six project activities (and dates) in the space provided in your project book or as an attachment to your project book if no space was provided.

List information and skills learned through project experiences:

Example: I learned how to sew a zipper onto a dress.
If you are a Junior 4-Her list at least <u>one</u> project highlight. If you are an Intermediate or a Senior 4-Her, please list at least <u>two</u> highlights.

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

Example: I sewed the zipper in backwards and had to undo the seam and stitch it in again. If you are a Junior 4-Her list at least <u>one</u> project challenge and how you handled it. If you are an Intermediate or a Senior 4-Her, please list at least <u>two</u> project challenges and how you handled them. A total of 1.5 points will be taken off if it is not listed or explained how the challenge was handled.

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Major successes / Awards and Recognition/ accomplishments within the project area.

Examples: Certificates, ribbons, medals, trophies, media coverage, premiums. This could be awards at the fair, County Events or other contests. If you are a Junior 4-Her list at least <u>one</u> success/ accomplishment. If you are an Intermediate or a Senior 4-Her, please list at least <u>two</u> successes/accomplishments.

<u>I successfully identified 12 different breeds of dogs. I did not know any at start of year</u>.

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DATE	TOPIC/ LOCATION	PLACEMENT/ AMOUNT
2/18/14	4-H Dog Show/ Osceola County Fair	3rd place/ $10

Future plans/what could be done differently next time:
Example: I will increase project displays/exhibits from two to four at the next fair. If you are a Junior 4-Her list at least <u>one</u> future plan. If you are an Intermediate or a Senior 4-Her, please list at least <u>two</u> future plans. This might include changing projects next year.

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4-H Project Book/ Activities

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

Activity	Date	Page Number/Certificate
1.		
2.		
3.		
4.		
5.		
6.		

Instructions for Completing the Financial Summary

As a part of your 4-H project, you want to keep up with your finances. And you may need to turn in this 4-H project financial summary with your 4-H project report forms. Use these instructions to help you complete your financial summary.

A. BEGINNING VALUE: This is the section to list your inventory of supplies, materials, etc at the beginning of your project. In the ITEM column, describe what you have, for example, if you are in the poultry project, you may have "Rhode Island Red hens" or "chicken coop." Or in a cooking project, you may have "2 9x13" glass baking dishes." In the AMOUNT column, list how many of that item you have. For example, you would write, "6" if you had six Rhode Island Red hens. Or "2" if you had two 9x13" glass baking dishes. In the VALUE column, write the estimated dollar value of what you have described. For example, write "$18" if your hens are worth $3 each; or "$14" for the value of two 9x13" glass baking dishes. In the bottom right corner of this first table, where it says "TOTAL," add the VALUES column and write the total in this space.

B. EXPENSES: This is the section to list all your expenses during the year. In the first column, write the DATE you purchased the item, for example "10/12/11." Then, as in the BEGINNING VALUE table, you will describe the expense in the ITEM column, write in its quantity in the AMOUNT 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	Amount	Value
10/12/11	chicken feed	50 lbs	$17

C. ENDING VALUE: In this section, think about what you have left from your project. And you might even be filling this section out after your county's fair. Here, you need to understand the term "depreciation." Depreciation is the value that an item decreases over time. For example, if you purchased a halter for $10 for your lamb, and listed it in your BEGINNING VALUE and then you used it all year, getting it dirty and worn – is it still worth $10 at the end of your project? It still works – so maybe now it's worth $8 in your ENDING VALUE. Another example of depreciation is with a car. When you first purchase a new car, it costs $15,000. But then, after you drive 10,000 miles on it, it may now be worth only $12,000 because its value has depreciated. The items on your BEGINNING VALUE and ENDING VALUE tables could include the same items, plus the ENDING VALUE table will include anything you may have purchased during the year that you still have at the end of the project. For example, you would include the halter you purchased and listed in the EXPENSES, but you wouldn't include the deworming shot you listed in EXPENSES because you do not have a deworming shot available at the end of your project. In the bottom right corner of this table, where it says "TOTAL," add the VALUES column and write the total in this space.

FINAL CALCULATIONS: In the first line, BEGINNING VALUE TOTAL, write in the total from table A. In the second line, TOTAL EXPENSES, write in the total from table B. In the third line, TOTAL COSTS, add together lines 1 and 2. In the fourth line, ENDING VALUE TOTAL, write in the total from table C. In the last line, PROFIT OR LOSS, subtract lines 3 from 4. If the value is a negative number, then you made a "loss" on your project – you lost money. If it is a positive number, you made a "profit." A "loss" can be indicated with a negative sign, parentheses around the value or the word "loss" beside the value.

BEST PRACTICES:
• If you have more information than will fit into a table, add an additional page to your report.
• If you made income on your project, like premium dollars at the fair, add that amount to the ENDING VALUE chart. See below:

Item	Amount	Value
Blue Ribbon Premium Dollars at Osceola County Fair	1	$10

If a piece of equipment was donated to you, add that item to the ENDING VALUE chart, noting it was donated. See below:

Item	Amount	Value
Show Halter (donated)	1	$15

Florida 4-H Project Financial Summary

Beginning Value (Materials, supplies, animals, equipment you had at the start of your project year.)
Date:

Item	Amount	Value
Total Beginning Value		

Expenses (Supplies purchased throughout the 4-H year.)

Date	Item	Amount	Value
	Total Expenses		

Ending Value (Materials, supplies, animals, equipment you had at the end of your project year. Be sure to depreciate the value of equipment)
Date:

Item	Amount	Value
Total		

1. Beginning Value Total (table A) $ _____
2. Total Expenses (table B) $ _____
3. Total Costs (Add lines 1 and 2) $ _____
4. Ending Value Total $ _____
5. Profit or Loss (Subtract lines 3 from 4)* $ _____

Include this page with all projects (unless already included in record book or project report). Every project has some costs. Even donated items have a value. *A loss can be indicated by a negative (-) sign in front of the value, parentheses around the value or the word "loss" beside the value.

Section 3: Project Attachments

- Make sure you have your <u>Photo Page</u> (use any clear photo of yourself) as the first page of your report.

- <u>Financial Summary</u> should also be within your 4-H Project Report.

- <u>Project Book</u>: Attach project book with completed six activities or certificates for interactive activities and workshops, approved by a County Agent as evidence of your project accomplishments. If the book will not fit in green cover, rubber band together.

- <u>Project Story</u>: Create a story of some of your project experiences.
  - ✓ Tell about an enjoyable experience during this project year (1 point)
  - ✓ Tell about a difficult experience this project year (1 point)
  - ✓ Share at least one thing you learned (1 point)
  - ✓ Share at least one thing you will do differently next time (1 point)
  - ✓ Share something unique about this project or your 4-H year (1 point)
  - ✓ Share what you did after the Osceola County Fair (2 points)
  - ✓ Your story should be long enough to cover the work you have done in this project during the 4-H year. Minimum 1 page length for Juniors, neatly handwritten or typed or minimum 2-3 pages length for Intermediates and Seniors, neatly handwritten or typed. Write on only one side of paper. (1 point)
  - ✓ Be sure to have an introduction, body and conclusion (1 point)
  - ✓ Spelling and grammar (1 point)

- <u>Project Pictures</u>: Minimum requirement is to include three photos of your project work <u>showing you</u> and your project at the **beginning, middle** (work being done during your project), and **end**; include a **<u>caption</u>** <u>telling what you are doing in the picture and the date.</u> An automatic 3 points off if <u>any</u> captions or dates are missing. Make sure that you are in the pictures.

  You must have a minimum of three (3) and a maximum of twelve (12) pictures. If not, automatic one point off. No more than two photos per page (each side of paper counts as one page). If not, one point off automatically. Flat stickers are acceptable, but do not include bulky scrapbooking accessories! No photo collages. No 3-D items.

  You may also include pictures of you helping others in your citizenship and leadership activities. This counts towards the limits on your numbers of photo (3 minimum, 12 maximum).

- ✓ Do not put pages in plastic sleeves, as the judges may want to make notes on your pages. Certificates or other non-graded pages are okay for sleeves. Add to end of Project Report.

Osceola County 4-H Project Report Score Sheet

Name: Youth version to keep/Do not include in project record report

Club: _____

Project Area: _____

Points Earned	Possible Points	Criteria	Expectations
		Section 1: Project Plans and Goals (5 points possible)	
	5	**This is what I want to learn this year:** - Ability to set obtainable and relevant goals. - At least **one goal** should be in project area– 2 points off if none listed.	Jr. 1 goal = 5pts Int. 2 goals = 5pts Sr. 4 goals = 5pts
		Section 2: Project Overview (41 points possible)	
	9	**4-H Presentations-** Automatic 3 points off if one presentation is NOT in project area - A minimum of **one** oral presentation related to your project work. - See Expectations column to receive maximum points.	Jr. 1 demo = 9pts Int. 2 demos = 9pts Sr. 3 demos = 9pts
	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. - See Expectations column to receive maximum points.	Jr. 1 exhibit = 4pts Int/Sr 2 exhibits = 4pts
	8	**Leadership-** Automatic 2 points off if one is NOT in project area - A minimum of **one** leadership activity in your project area. - See Expectations column to receive maximum points.	Jr. 2 (proj.+1) = 8pts Int. 2 (proj.+1) = 8pts Sr. 4 (proj.+3) = 8pts
	8	**Citizenship-** Automatic 2 points off if one is NOT in project area - A minimum of **one** citizenship activity in your project area. - See Expectations to receive maximum points.	Jr. 2 (proj.+1) = 8pts Int. 2 (proj.+1) = 8pts Sr. 4 (proj.+3) = 8pts
	12	**Project Highlights – 3 points for each of the following:** - Listed information and skills learned through project experiences. - Listed challenges faced when completing project work & how handled - Listed major successes/accomplishments in project. - Listed future plans/what could be done differently next time.	Jr: 1 in each area of project highlights Int./Sr,: 2 in each area of project highlights 1.5 points off if it is not listed how challenge was handled
		Section 3: Project Attachments (48 points possible)	
	1	**Photo Page – First item inside green 4-H folder**	
	10	**Financial Summary Page**	
	18	**Project Book / Activities– 3 points for each activity completed** - Completed required number of activities (**six**) outlined in the project book as evidence of learning project skills. - Approved county level workshop certificates (with Agent signature) may be substituted as an activity.	
	10	**Project Story** - Story portrays experiences with project work. - Reflects on what was learned from the project experience and future plans. -See guidelines within 4-H Project Report	
	9	**Project Pictures** - Shows member actively engaged in learning experiences with his project (evidence of beginning, middle and end /with captions and dates). Three points are given for completion of each section. - If any captions or dates are missing, automatic 3 points off - Minimum of 3 photos and maximum of 12. If not, automatic one point off. - No more than 2 photo per page (one side). If not, automatic one point off.	
		Section 4: Spelling, Grammar and Neatness (6 points possible)	
	2	**Spelling—for Project Report NOT including story**	
	2	**Grammar—for Project Report NOT including story**	
	2	**Neatness**	
	100	**Total Score**	

Evaluators: _____