<mark>GUIDE TO SOUTHWIND DISTRICT 4-H PROJECT RECOGNITION</mark>

Record keeping and Project Reporting are valuable skills taught to members of the Kansas 4-H program. Members are encouraged to keep a permanent record of all 4-H and Non-4-H Experience and are encouraged to summarize their experiences on the Kansas 4-H Project Report Form for project recognition.

Purpose/Objective of 4-H Records and Reports

- To learn how to set goals, how to make plans for action, and how to decide how well you did (evaluation).
- To learn the skills of record keeping and organization to use now and in the future. Examples: finances, taxes, health, immunizations, careers, scheduling, etc.
- To learn to communicate, prioritize, and summarize your project mastery and experiences.
- To practice responsibility by completing a task.
- To evaluate information that will market personal skills through future resumes and application forms.
- To allow 4-H members to tell how they have grown, what they have learned, where they came up short and to do it within outlined parameters.
- To provide an opportunity for competition at the County, Regional and State level.

State Project Award Selection
Award Video Submission, Resume, Cover Letter & Project Report

Regional Project Award Screening
Award Resume, Cover Letter & Project Report

Local Extension Unit
Record Keeping & Project Report

General Guidelines

The project record should represent the work and thoughts of the 4-H member and should not be completed by the parent or other adult volunteer.

Handwriting: 4-H members in the Junior division (4-H age 7-9) are encouraged to fill out their record by hand, or at minimum, an adult can help type verbatim what the youth has recorded. Handwriting at any age and in any part of the Project Report is acceptable. When doing so, make sure to write legibly.

Grammar & Punctuation: For all age divisions, members are encouraged to write using proper grammar and punctuation that is age appropriate for the individual member.

Recordkeeping - maintaining a history of one's activities such as financial dealings or life events by entering data in ledgers, journals, calendars or putting items into a file system; an essential life skill. Example: Kansas 4-H Permanent Record.

Kansas 4-H Project Report – summarization of a given year's 4-H work within a certain project, including, but not limited to: goals, learning experiences, finances, leadership, service, and exhibits. 4-H members assemble their project report into a specified document and submit those for evaluation.

Age and Eligibility

Once young people join 4-H, they are encouraged to keep their permanent record throughout the year and fill out at least one annual project report. You can do a project report for every project you are enrolled in.

For Regional and State competition, a 4-H'er must have passed their 14th birthday before January 1 of the year in which they are submitting their project report to regional and state competition. They must not have passed their 19th birthday in the year they are submitting their project report to regional and state competition. For specific birth years and eligibility chart, www.kansas4-h.org under Resources/4-H Library/Awards and Recognition.

A 4-H'er is eligible to apply for any award at the regional and state level for which they have not already been named a state winner. They can be named a state winner in a different project and receive an Emerald Circle medallion, but once they have taken the "National 4-H Congress" trip they are ineligible to take a second trip, and the trip will be offered to an alternate. Youth who have attended National 4-H Conference may also attend National 4-H Congress, once.

DEADLINES

October 1
Members complete and turn in project reports to local club leaders by the set club deadline. All Southwind District 4-H record books will then be turned in by your club leader to the local extension office by October 1.

January
The local Extension staff submits eligible Project Reports to the regional screening.

Before March 1
Project Reports that were selected at the regional screening are submitted to the state 4-H office for State Screening. Follow your local unit deadline. State Project Report Winners are announced during the month of April.

Goal Setting - Getting Started

Prior to or at the beginning of the 4-H year, a member should begin identifying, setting and recording personal goals for themselves in each project area. Parents, club leaders, adult volunteers, and local Extension Staff play an important role in helping guide young people through this process. Members should record their personal goals and then begin work toward achieving those goals. It is important to record anything the member would like to learn or do.

Journaling - As Things Happen

Record keeping is going to be an important part of a member's life. Members will keep records in high school, in college, and at work whether they own their own business or work for someone else. Now is the time to learn how to keep good records. The most important thing about 4-H record keeping is to know what records you need to keep and to find a comfortable way to collect information. Some of the most common ways of keeping up with 4-H records include a calendar, smart phone, computer, an index box, computer, or a notebook. These are further defined below.

1. **Calendar Method** – Keep a calendar in a handy location (such as on the refrigerator) and every time the member does something related to 4-H, school, church or other organizations, write it down. Then at the end of each month place the calendar in a safe place until it is time to assemble the Record Book.
2. **Smart Device** – If an electronic smart device is available, use an "app" or program to record activities, trainings, clinics, leadership roles, service activities, project experiences, etc. ZSuite will be the app that Kansas 4-H supports and encourages.
3. **Index Box Method** – Get a 3-inch by 5-inch box, index cards and some dividers. Label each of the dividers as one of the sections in the report form discussed later in this guide. Then each time the member does something, write it down on an index card, then file the card in the section marked by the divider. For example: If the 4-H member were to go to the nursing home for recreation with the residents, then have him/her write it down and put the card behind the community service divider. After maintaining the "4-H File Box" for a year, pull the cards out and select the most important activities for the 4-H Record Book. Do not forget to date each card.
4. **Binder, File, or Spiral Notebook Method** – Grab a binder, file folder, or notebook and organize each activity by type or by date. This is an easy first step to start out until the member gets the hang of record keeping. Keep any programs, newspaper clippings, or documents from your activities.

Reflecting – Looking Back

Below are some questions to help a member start reflecting on his/her project experiences as he or she prepares to complete a Project Report.

- What did you learn from your project(s)? How did you grow in your project? Did you master any skills?
- Did you meet any of your goals? If so, what helped you attain those? If not, what were some obstacles that might have prevented you from reaching your goals?
- How did your project change or grow within the year or from previous years?
- Did you serve in any type of leadership capacity?
- What impact did your involvement have on you, your club, or community?
- How have your project experiences influenced your future? Examples: career, leisure time, or other.

1. Members are required to complete the minimum of the MIGS Book (Member In Good Standing). The MIGS Book must meet the following checklist:

- Green 4-H Record Book or green plastic folder, clearly labeled with name and club of 4-H'er
- Achievement Pin Application (Set Inside the Front Cover of the MIG).
- Yearly 4-H Participation Summary, completed by 4-H'er
- Personal Information Page with appropriate signatures
- Permanent Record
- 4-H Story (Juniors: one paragraph minimum / Intermediate & Senior: one full page minimum)
- Pictures: maximum of three one-sided pages (no more than six pictures per page). Photos should be captioned and show project involvement, leadership, and citizenship within 4-H.

2. To receive county project recognition, 4-H'ers must complete a Project Record Report or Kansas Award Portfolio (KAP) for the appropriate 4-H age division. Each Project Record Report must be in a separate plastic folder with prongs clearly labeled with name, club, district location, and project. The requirements for each age division are as follows:

- **Junior (7-9):**

  - Copy of Personal Information Page
  - Correct Form (General or Animal Project)
  - All sections included and no additional pages
  - IMPORTANT: All forms must be downloaded before filling out.

- **Intermediate (10-13):**

  - Copy of Personal Information Page
  - Correct Form (General or Animal Project)
  - All sections included and no additional pages
  - IMPORTANT: All forms must be downloaded before filling out.

- **Senior (14-18):**

  - Copy of Personal Information Page
  - 4-H Story (Not to exceed 6 pages, double-spaced on one side of paper. Use the story to expand on your project knowledge, skills, accomplishments, personal growth, etc.)
  - All pages of Kansas Award Portfolio (KAP) must be on regular copy paper, including photos. KAP can be found here.
  - KAPs selected as 1st Place winners are eligible for Area Screening with one KAP per project area.

3. All MIGS books and Project Record Reports or KAPs are due to club leaders by the club deadline. Any books submitted after the club deadline may be accepted, but not judged.

Section I – Project Goals

Successful 4-H projects begin with written goals that provide a plan for the year. A project record that shows excellence will begin with goals designed to provide learning, technical skills, leadership and citizenship experiences for the individual. What new skills would you like to gain? Who is going to help you along the way? Setting measurable goals will help guide you through positive 4-H project learning experiences. Setting 4-H Project Goals (4H1100), will help guide the goal setting process at the beginning of each 4-H year. Take goals written on the Se*tting 4-H Project Goals* worksheet, and insert them in Section 1.

Important Definitions
Leadership - teaching another person or a group skills or information, also includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters. **Citizenship** - helping out in your community and serving others without compensation.

Section 2- Project Presentations

In this section, 4-H members are asked to record any and all forms of communication related to their 4- H project. Examples may include but are not limited to: Project Talks, Demonstrations, Public Speaking, newspaper articles, blog entries, social media, and other digital media. If a given presentation is evaluated, the 4-H member should record the rating received.

Section 3- Project Learning Experiences

This section is where you report what you have learned and done within your 4-H project this year. Your experiences and/or learning should be age-appropriate and detailed enough to evaluate your progress. List all of the new and fun things you have done and learned that are related to your 4- H project. This is the member's opportunity to tell the world: "Look at the cool stuff I have been doing!" Include activities such as, but not limited to: project meetings, workshops, clinics, contests, tours, field trips, research, computer learning programs, completed curriculum activities, interviews, job shadows, etc.

These learning activities may be completed in a project setting or may be the result of an independently conducted project. Please indicate the level of where the learning took place. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).

Section 4- Project Exhibits

Record project-related exhibits, entries and displays. May include 4-H events and non-4-H events such as school or community showcases.

Section 5- Project Leadership Experiences

Record your leadership experiences within the project. Be as specific as possible. Leadership is teaching another person or a group, skills or information, also includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters. When appropriate, include quantities or frequencies, and your level of involvement (were you a member or an officer or chairperson?). Include

elected, appointed and volunteer leadership. Please indicate the level of where the leadership took place. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).

Do NOT include leadership that occurred as part of performing a community service activity. Providing primary leadership to a community service effort should be reported in Section 6.

Section 6 – Project Citizenship

Record your Citizenship experiences within the project. Be as specific as possible. Citizenship means helping out in your community and serving others without compensation. List civic engagement, community service or service learning projects that might include: clean ups, collections, repairs, construction, care packets, visitations, education, and donations. Please indicate the level of where the Citizenship took place and the time given. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).

Section 7- Project Financial Journal

This section is where you will record all project related finances, both income and expense. The focus in this section is on accuracy and being thorough, not on total profit or loss. All project areas will incur some type of expense and most will provide an opportunity for income. On the Animal Project Report there are sections to document inventory of animals, expenses, income and animal performance related to the 4-H project. Please be as detailed and specific as possible.

Section 8- Project Reflection

Your Project Refection should focus on the project learning and experiences in one project from the current 4-H year. However, it may also include information or references from prior years when appropriate to demonstrate growth and variety.

It is acceptable to include general information about other projects later in the story, only if they tie into the project featured in the record. The Project Reflection should not just be a repetition of what is in the project record. Include new information, expand on the entries to 'tell the story' of your 4-H project work.

Organize your writing by including an introduction, body and conclusion. Your introduction should capture the reader's attention. It's a way to get the reader interested in what you have to say. Journalists call it a "lead." The idea is to make it fun, interesting, surprising or informative. Let your personality shine! The body of the Project Reflection should focus on activities and learning in the specific project area. Expand upon the entries in the record, sharing your experiences, growth, frustrations, challenges, highlights and future project plans. The conclusion ties it all together, summarizing your project reflection, including career goals and acknowledging who helped you along the way.

The narrative should include information such as:

Introduction

- Information about yourself, your family, and your community
- Why you enrolled in the project

Body

- Expand upon your project goals and what you wanted to accomplish
- Knowledge gain, improved skills, etc.
- Lessons learned from failure. What went wrong or didn't go according to plan?
- How the project has helped you become a better leader and citizen? What have you learned through your citizenship and leadership activities?
- Other projects that you have taken that tie into this one. (Example?)

Conclusion

- Project summary
- How the project has influenced your future plans or career goals
- Who helped you along the way? What have others done for you and with you in your 4-H project?

Section 9- Photos

Insert photos that demonstrate learning, leadership and citizenship within the project. Include captions in the spaces provided. Please indicate the level of where the leadership took place. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).

Maximum photos by age division:

- Junior – 6 total photos
- Intermediate – 6 learning photos and 6 combined leadership & citizenship photos
- Senior – 6 learning photos, 6 leadership photos and 6 citizenship photos

The photos used are very important and should reflect growth, development and involvement within the 4-H project. Use photos that show the member doing things, learning and teaching others, and especially having FUN in their 4-H project work.

EVALUATION OF PROJECT REPORTS

What will judges look for? Project Reports submitted for competition will be evaluated primarily on content. Please refer to the score sheet for judging criteria. Emphasis will be placed on the quality of the member's experiences, growth and scope of project work, accuracy and thoroughness.