

Section 4: Annual Project Report (APR) Instructions

Projects provide the basic framework for 4-H teaching and learning experiences. Projects provide cooperative learning opportunities, a well-documented context for effective learning. Each year 4-H members will participate in at least one project. A project is:

- Planned work in an area that is of interest to the 4-H member.
- Aimed at planned objectives that the 4-H member can attain and measure.
- Guided by a 4-H adult volunteer.
- Summarized by some form of record keeping.

A minimum of six hours of project instruction is required to complete a project. The county 4-H staff must approve all county or unit requirements for project completion.

Completing this Section

This section is used by the 4-H member to document their specific project work. Place items in the following order for each separate project:

1. An Annual Project Report form for every project the member has completed.
2. Expression page
3. Junior/Teen Leadership Development Report

Section 4-A: Annual Project Report Form

In the Learning Experiences box, explain what the 4-H member did, learned, and life skills gained in the project during the year. This includes activities that took place during project meetings, shows, and events. The 4-H member may record items raised, grown or improved, honors and awards, citizenship and leadership activities, and profit/loss related to the project on the second page of the form. The 4-H member may decide to document simulated "money" from the project in the profit/loss box if it is relevant to the project.

Each Annual Project Report form completed and signed by the Project Leader counts as a separate project on the PDR (under #1 Projects Completed).

Expression Page (Not to be confused with the Collection of Work)

Include one Expression page for each Annual Project Report. Page must be one side of an 8 1/2" x 11" piece of paper. The 4-H member may draw, write, use graphic design elements, etc.

Tips for Expression Pages:

- sparks
- be creative
- teach the reader something that you learned which was interesting to you
- design is age appropriate

Note:

The Expression Pages are not to be used to expand the Collection of Work.

Photos should demonstrate something that you learned which was interesting to you.



California 4-H Youth Development Program Annual Project Report

*Submit one form per project.
Members may add additional pages if needed.*

Name		Program Year	
Project		Years in Project	
	Number of project meetings held		% Attended
	Number of project meetings attended		

LEARNING EXPERIENCES			
Explain what you did, what you learned, and the skills you gained in the project.			
<small>Include the level of participation: I = Individual, L = Local Club/Unit/Project, C = County/Area/District, M = Multi-county/Section, S = State, N = National/Multi-State, G = Global</small>			
Date	Level	Hours	Activity Title Location Learning Experience

Project Report Form (Continued)

Number	List things made, raised, grown, or improved.	List honors or awards earned.

List citizenship activities	List leadership development activities

Expenses and Income/Value			
<i>Summarize, totaling all expenses such as: ingredients, feed, vet supplies/visits, materials, exhibitor's fees, and all income such as: value of finished products, animals sold, exhibit premiums, etc.</i>			
Item	Number	Expense	Income or Value
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Totals		\$	\$
Total Profit or Loss		\$	

If another member was thinking about taking this project next year, what would you tell him/her about what can be learned in this project?

I have personally prepared this report and believe it to be correct.	
4-H Member's Signature:	Date:
I have personally reviewed this report and believe it to be correct.	
4-H Project Leader's Signature:	Date: