



Ventura County 4-H Emerald Star Final Report and Evaluation

Date: _____

Upon completion of your project, please complete and submit final report.

Name(s) _____

Club: _____ Date Completed: _____

Project Title: _____

Date of Activity: _____ Location(s): _____

Type of Activity: ___ Individual ___ Team

Directions:

- Document your completed project. Include successes and failures, resources used, and any other items that document your project.
- The final report may be in written form, a multimedia presentation, informational poster, video, display, etc. Be creative, but keep in mind that if the project is not documented clearly, you may be asked to redo it and resubmit.
- Submit your final report items to the 4-H County Emerald Star Coordinator.
- Present your final report to the 4-H Emerald Star Committee and/or the County Management Board.

The final report must contain the following information:

Section I (team)

- Details of what I/we accomplished: What did you plan to do and what did you actually do?
 - What results did you achieve? Were goals met? How were they measured? What happened?
 - What were the high and low points of your project? What barriers did you encounter? How did you overcome them? What strategies did you use?
 - How can/should the project be sustained beyond your project or why should it be a one-time event?
- Details of what I/we learned and what I/we would do differently next time
- Suggestions for members who will complete an Emerald Star project and for improving the program.
- Final Financial Report (Includes sources of Funding, Income & Expenses)
- Photographs, meeting minutes, handouts, and any other supportive print materials.

Section II (individual) Based on the personal goals stated in the project application

- Did you meet your personal goal(s)? How?
- How did you demonstrate leadership in this project?
- How did you demonstrate your ability to work with others in this project?



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Emerald Star Committee Final Evaluation

For committee use

Member Name(s)

Title of Project

Yes ___ No ___ Project report/presentation contained all required information.

Yes ___ No ___ Project attained the stated goal.

Yes ___ No ___ Project plan filled a need/gap in the 4-H Program or community (or both).

Yes ___ No ___ The schedule was followed and/or adjustments were made appropriately as the need arose.

Yes ___ No ___ The project stayed within the proposed budget and/or under budget.

Yes ___ No ___ Youth final report/presentation clearly demonstrates achievements, areas where barriers were overcome, and the strategies used.

Committee Comments:

_____ APPROVED

_____ NOT APPROVED (see below for required changes; once these are made, resubmit for review)

Required Changes:

Committee Names/Signatures:

Emerald Star Committee Chair:

NAME _____ SIGNATURE _____

Emerald Star Committee Member:

NAME _____ SIGNATURE _____

Emerald Star Committee Member

NAME _____ SIGNATURE _____