

## 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 (*optional*)
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).

4-H members may add more lines on the report for additional information. The Annual Project Report may not exceed four pages.

### Expression Page (*Optional*)

4-H members may include one Expression page, for each Annual Project Report, on which the 4-H member may be creative. If completed, page must be one side of an 8 ½" x 11" piece of paper. The 4-H member may draw, write, and use his/her imagination!



*Project Report Form (Continued)*

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

List citizenship activities	List leadership development activities

<b>Expenses and Income/Value</b>			
<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
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Totals</b>		\$	\$
<b>Total Profit or Loss</b>		\$	

**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: \_\_\_\_\_