**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 ½” 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 for a maximum of four pages per project.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.**  *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* | | | |
| **Date** | **Level** | **Hours** | **Activity Title | Location | Learning Experience** |
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***Project Report Form (Continued)***

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| --- | --- | --- |
| Number | **List things made, raised,  grown, or improved.** | List honors or awards earned. |
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| --- | --- |
| **List citizenship activities** | List leadership development activities |
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| --- | --- | --- | --- |
| **Expenses and Income/Value**  *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.* | | | |
| **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: |