

Putnam County 4-H Project Report Guidelines

PROJECT REPORTS ARE **DUE BY 5:00PM : June 1st, 2017**

1. Your Project Report fulfills two purposes: **a)** it keeps a record of your 4-H work and **b)** it serves as a lifelong memory of what you did. Think of the fun looking back ...you will be glad you did !!!
2. All Project Report materials should be put into some type of binder. Any kind of binder is allowed. You can hand make a binder or use a store-bought notebook, or a 4-H binder.
3. Your Project Report should include the following: **My Project Report Form, Project Book and Educational Materials, Photos with Captions, Project Story** and any other items you wish to include that pertain to your 4-H project experience. **ALL parts MUST BE HANDWRITTEN BY THE 4-H MEMBER.**
4. Fill in **all** the blanks. If it does not apply, write in: “**n/a**” (not applicable).
5. **Photos and/or drawings are mandatory – limit to 3 pages!** Always put informative **captions** with the photos.
6. Your Project Report must have a **story – MUST BE HANDWRITTEN BY THE 4-H MEMBER.** Add as much detail to the story as you can. What did you learn? How did you feel about the project? Anything funny that happen? What life skills did you gain? How will you use these skills in the future? etc....
7. A “Project Report Score Sheet” (**judging sheet**) should be attached to the cover of your binder. Fill out and attach a **Project Report Score Sheet** for **each** Project Report. These are available at the 4-H Office.
8. It’s OK to use **pencil, pen or marker.** The **4-H member should fill out their own reports in their OWN HANDWRITING.** Neatness counts!
9. **Pay attention to spelling, grammar and sentence structure.** Age level and 4-H experience will be taken into consideration.
10. Be **creative** - you can mount pictures, draw pictures, use colored construction paper, different kinds of binders, etc....make it fun, something that represents you.
11. Use **official 4-H Project Report forms - these are provided by the 4-H office.** You can add extra pages and extra material if you choose.
12. Remember that accomplishments are not just awards won. **Setting goals** and fulfilling them, and **learning life skills** should always be your focus.
13. You can choose to have your Project Report Book or Portfolio reviewed on a **non-competitive** basis.
14. Secretary and Treasurer Records can count as a Project Report Book, providing photos and project story are included.
15. Multiple Project Reports need to be in **different project areas.**
16. **Signatures are Required and Requirements are Required** Get your Parent, Leader and 4-H Staff signatures **BEFORE June 1st.** Points will be deducted!

Call the Putnam County 4-H Office for more information, 386-329-0318.