



4-H Project Summary Guide



Name: _____ Club _____ Year _____ / _____

Program/Project: _____ Years in project _____ 4-H Age: _____

4-H Youth ages 8-18 can submit project summaries, due September 15 yearly. To receive a project pin for your 4-H project area, youth need 70% of the total points. *Pins are awarded once per project area* at 4-H Achievement night in November. If pin isn't won the first year *4-H youth can fill out project summary for a second or third year, to receive the pin. Must submit all years project summaries to receive the project pin.* Activities in each project summary must be specific to project area except Community Service and Leadership. Please do not duplicate activities/events...use them only once.

Record your project summary in four parts: 1) Participation, 2) Project learning 3) Leadership Exhibited 4) Community Service. List experiences yearly in the project area, one summary per year. Use numbers when appropriate, include records for crops and animal projects.

Check the box when participation/project learning/leadership/community service is complete. If you did something that affects your project but is not listed, add that in the "other" category.

Points Earned	PARTICIPATION	PARTICIPATION DETAILS 14 POSSIBLE POINTS
	Set Goal (1 pt.)	Goals should be measurable, not general. "Show cat at fair" is a good goal, learn about cats is not.
	Number of items made/number of animals raised and how long cared for. (1-2 pts.)	Give as many details as possible, number of recipes, cared for cat from Sep to Aug, poster made.
	Number of Exhibits shown, where shown (1-2 pts.)	Can be multiple exhibits within project area or multiple fairs.
	Project Income/Expenses knowledge. Complete details. (1-2 pts.)	Give as many details as possible. Feed costs, costs of art supplies, estimate cost of food, costs of poster making supplies.
	Project specific Workshop/classes attended (1-2 pts.)	Give name of workshop or class.
	Project specific Talk/Demo given (1-2 pts.)	Give name and date of talk or demonstration.
	Time spent on this 4-H project (1 pt.)	Estimate time spent
	Project Goal reached (1 pt.)	State goal reached
	Other not included (1 pt.)	Do not use this if information fits elsewhere

Points Earned	PROJECT LEARNING	PROJECT LEARNING DETAILS 15 POSSIBLE POINTS
	Number of Activities done in project manual/other (1-4 pts.)	List activities and page numbers
	Research (1-2 pts.)	List websites, magazines, books, etc.
	Successes/Mistakes (1 pt.)	Tell what you did - had to put in zipper 3 times
	New Skills Learned/Gained (1-4 pts.)	One point per skill - don't repeat last year's.
	Tours/Field Trips (1 pt.)	Date and place visited.
	Media used related to project (TV, Internet, etc.) (1 pt.)	List websites, TV shows
	Time spent on learning (1 pt.)	Estimate time spent learning skills
	Other not included (1 pt.)	
	Livestock record submitted (1-10 pts.)	Complete records receive the full 10 pints.
	LEADERSHIP	LEADERSHIP DETAILS 11 POSSIBLE POINTS
	Chaired a 4-H committee (2 pts.)	Remember that each item in this category doesn't necessarily have to relate to the project!
	Served on a committee (1 pt.)	List a committee that you serve on.
	Taught a workshop (1 pt.)	Name and what you taught. (Ex. taught sewing workshop and how to sew straight seams, top stitch and complete a pillowcase.)
	Helped others (1 pt.)	Be specific - taught members to crack eggs, show steer, blend colors on a watercolor canvas, etc.

	Promoted a 4-H Project (1 pt.)	Ex. School presentation, WSPY appearance
	Served as a Jr. Supt. Helped at fair set up/ fair clean-up/ Building watch/Barn Beautification. (1-3 pts.)	This doesn't have to be in your project area, but can be.
	Leadership position in other group or organization (1 pt.)	Officer in Art Club or FFA in School, chair committee for VBS at Church, etc.
	Other not included (1 pt.)	
Points Earned	COMMUNITY SERVICE	EXPERIENCE DETAILS 10 POSSIBLE POINTS
	Planned, participated in, and/or donated to a group service activity for my 4-H club (1-3 pts.)	The items in this category can be from any area school, community, church, etc.
	Planned, participated in, and/or donated to a group service activity with other groups or organizations. (1-3 pts.)	Details of what the activity was, date of event and who with like School, church, community, Scouts. (Ex. Planned our annual Village winter coat drive. Collected 29 coats Nov. 14 at the Millbrook Village Hall, to be donated to the Kendall County Health department)
	Planned community individual service project (2 pts.)	Individual activity for School, church, community, Scouts, etc. *Taking bookmarks to a nursing home, dinner to a new family in the neighborhood, raking leaves for elderly.
	Time spent on community service. (1 pt.)	Estimate the time you spent on all activities (from creating the *book marks, to delivering them, and visiting while you were there, including help at the food drive, or baking goods for the scout bake sale)
	Other not included (1 pt.)	

VERIFICATION STATEMENTS

Date: _____ Member Signature: _____,

I personally have prepared this application and certify that it accurately reflects my work.

Date: _____ Parent/Guardian Signature: _____,

I personally reviewed this application and certify that it accurately reflects my child's work.

Date: _____ 4-H Club Leader Signature: _____,

I personally viewed this application and certify that it accurately reflects the member's work.