



My Intermediate 4-H Project Report (Ages 11–13)¹

Joy C. Jordan, Jordan Callaham, and Georgene Bender²

Name: _____ Date: _____

County: _____ Age: _____ Years in 4-H: _____

Mailing Address: _____

Club/Group: _____ Leader: _____

Project: _____

Parent/Guardian Name: _____

I personally prepared this report and it is a true record of my 4-H project.

4-H Member Signature: _____ Date: _____

Approval of this report

Parents or Guardian: _____ Date: _____

4-H Leader: _____ Date: _____

Instructions

- Complete a Project Report for each project you complete and submit the report with all of the attachments listed in section 3 of this form.
- Complete section 1 as you start your new project.
- Sections 2 and 3 should be completed as you work with your project.
- Put together the project report, project book, project pictures, and project story in a folder.

Section 1: Project Plans and Goals

This is what I want to learn (goals) this year:

Member Signature: _____ Date: _____

This is what my leader agreed to help me do:

Leader's Signature: _____ Date: _____

This is what my parent(s)/guardian(s) agreed to help me do:

Parent/Guardian Signature: _____ Date: _____

Section 2: Project Highlights

Date:	What I did in my project (accomplishments):	Estimated amount of time:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What I learned:

What problems I had and how I handled them:

What were my successes in this project:

What my adult leader/parent helped me do with my project work this year:

What I will do different next time:

(example: I would practice my demonstration more times before presenting it to my 4-H Club.)

What project do I want to do next year:

My leadership activities related to this project:

My citizenship activities helping others in my community related to this project:

Awards and Recognition I received in this project:

Section 3: Project Attachments

Project Pictures

Attach photos (or you may provide drawings) of your project work throughout the year showing you and your project at the beginning, during the work being done, and when completed. Don't forget to include pictures of you helping others in your citizenship activities too. Attach no more than three (3) pages (8½" x 11", one side only) of pictures to this report. Be sure to include a sentence about what you are doing in the picture.

Project Story

Create a story of some of your project experiences. Looking back over your past year in 4-H, think about the things you've learned and include how you might apply what you've learned to your life in the future.

The story should be no more than two pages, neatly written or typed (8 ½" x 11", one side only) in 12-point, double-spaced font.

Project Book

Attach your project book or worksheets you have completed as evidence of your project accomplishments.

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1. This document is 4HGCR13, one of a series of the 4-H Youth Development Department, UF/IFAS Extension. Original publication date June 1996. Revised May 2014. Visit the EDIS website at <http://edis.ifas.ufl.edu>.
 2. Joy C. Jordan, associate professor in Family, Youth and Community Sciences; Jordan Callaham, events coordinator, Florida 4-H Youth Development Program; and Georgene Bender, regional specialized 4-H youth agent, South Central District, UF/IFAS Extension, Gainesville, FL 32611.

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Instructions for Completing the Financial Summary

As a part of your 4-H project, you want to keep up with your finances. And you may need to turn in this 4-H project financial summary with your 4-H project report forms. Use these instructions to help you complete your financial summary.

A. BEGINNING VALUE: This is the section to list your inventory of supplies, materials, etc at the beginning of your project. In the ITEM column, describe what you have, for example, if you are in the poultry project, you may have “Rhode Island Red hens” or “chicken coop.” Or in a cooking project, you may have “2 9x13” glass baking dishes.” In the AMOUNT column, list how many of that item you have. For example, you would write, “6” if you had six Rhode Island Red hens. Or “2” if you had two 9x13” glass baking dishes. In the VALUE column, write the estimated dollar value of what you have described. For example, write “\$18” if your hens are worth \$3 each; or “\$14” for the value of two 9x13” glass baking dishes. In the bottom right corner of this first table, where it says “TOTAL,” add the VALUES column and write the total in this space.

B. EXPENSES: This is the section to list all your expenses during the year. In the first column, write the DATE you purchased the item, for example “10/12/11.” Then, as in the BEGINNING VALUE table, you will describe the expense in the ITEM column, write in its quantity in the AMOUNT column, and then it’s total value in the VALUE column. See below for an example. Then, add the amounts in the VALUE column and write in the space for TOTAL.

Date	Item	Amount	Value
10/12/11	chicken feed	50 lbs	\$17

C. ENDING VALUE: In this section, think about what you have left from your project. And you might even be filling this section out after your county’s fair. Here, you need to understand the term “depreciation.” Depreciation is the value that an item decreases over time. For example, if you purchased a halter for \$10 for your lamb, and listed it in your BEGINNING VALUE and then you used it all year, getting it dirty and worn – is it still worth \$10 at the end of your project? It still works – so maybe now it’s worth \$8 in your ENDING VALUE. Another example of depreciation is with a car. When you first purchase a new car, it costs \$15,000. But then, after you drive 10,000 miles on it, it may now be worth only \$12,000 because its value has depreciated. The items on your BEGINNING VALUE and ENDING VALUE tables could include the same items, plus the ENDING VALUE table will include anything you may have purchased during the year that you still have at the end of the project. For example, you would include the halter you purchased and listed in the EXPENSES, but you wouldn’t include the deworming shot you listed in EXPENSES because you do not have a deworming shot available at the end of your project. In the bottom right corner of this table, where it says “TOTAL,” add the VALUES column and write the total in this space.

FINAL CALCULATIONS: In the first line, BEGINNING VALUE TOTAL, write in the total from table A. In the second line, TOTAL EXPENSES, write in the total from table B. In the third line, TOTAL COSTS, add together lines 1 and 2. In the fourth line, ENDING VALUE TOTAL, write in the total from table C. In the last line, PROFIT OR LOSS, subtract lines 3 from 4. If the value is a negative number, then you made a “loss” on your project – you lost money. If it is a positive number, you made a “profit.” A “loss” can be indicated with a negative sign, parentheses around the value or the word “loss” beside the value.

BEST PRACTICES:

- If you have more information than will fit into a table, add an additional page to your report.
- If you made income on your project, like premium dollars at the fair, add that amount to the ENDING VALUE chart. See below:

Item	Amount	Value
Blue Ribbon Premium Dollars at Osceola County Fair	1	\$10

If a piece of equipment was donated to you, add that item to the ENDING VALUE chart, noting it was donated. See below:

Item	Amount	Value
Show Halter (donated)	1	\$15

Florida 4-H Project Financial Summary

Beginning Value (Materials, supplies, animals, equipment you had at the start of your project year.)

Date:

Item	Amount	Value
Total Beginning Value		

Expenses (Supplies purchased throughout the 4-H year.)

Date	Item	Amount	Value
Total Expenses			

Ending Value (Materials, supplies, animals, equipment you had at the end of your project year. Be sure to depreciate the value of equipment)

Date:

Item	Amount	Value
Total		

1. Beginning Value Total (table A)	\$ _____
2. Total Expenses (table B)	\$ _____
3. Total Costs (Add lines 1 and 2)	\$ _____
4. Ending Value Total	\$ _____
5. Profit or Loss (Subtract lines 3 from 4)*	\$ _____

Include this page with all projects (unless already included in record book or project report). Every project has some costs. Even donated items have a value. *A loss can be indicated by a negative (-) sign in front of the value, parentheses around the value or the word "loss" beside the value.