

## December 2015 Youth Talk-Record Book Article

### The 4-H Record Book– The APR

Projects are all about learning new things and teaching others. Each year 4-H members participate in at least one project with a minimum of 6 hours of instruction. To show the completion of a project, an Annual Project Report (APR) form is filled out for every project completed followed by an expression page for that project.

In the Learning Experiences section on the APR, it asks you (the 4-H member) to explain what you did, learned and the skills gained in that specific project. Record every project-related activity or event where you learned something new or developed a skill related to the project. (This includes project meetings, judging events, field trips, shows, clinics, workshops, demonstrations/presentations, prepared talks etc.) Be sure to include **what** you did and **where** you did it and what you **learned** or the **skill** you practiced. List the **hours** you dedicated to that event or activity and what **level** you participated-as an individual (I), project meeting (L), county (C), etc. (Too often, members leave a chunk of information out in this section, making it difficult for evaluators to understand what took place in the project. ) If you gave a presentation on a topic related to the project, be sure to include that as a learning experience. Filling out the APR completely is important for Project Medal Competition.

*Chart #2:* (page 2 of APR) List all the items that were made, raised or grown as well as any honors that were received as a result of exhibiting those items at fairs or field days or other competitions.

*Chart #3:* The APR also asks for citizenship activities and leadership development activities. These should relate to the project listed on the APR. All projects are encouraged to perform some type of Citizenship or Community Service activities. For example, if you are in the Dog Care project, you may spend time working at a Shelter walking the dogs and cleaning kennels. Leadership comes in many forms from organizing the trip to the Shelter to giving a prepared talk on how to work with stray dogs.

*Chart #4:* Expenses and Income/Value is a section that is under utilized. Even though you may not be selling the item you made or raised it still has a value. If you baked a chocolate cake– there is an expense to making the cake as well as a value. Ask yourself, if I had to go to the bakery and purchase this cake, how much would I spend? If you are in Dog Care, your dog has to eat and there is an expense to purchasing dog food. Every APR should have a dollar amount in the Total Profit or Loss box.

Signatures are needed to consider the APR completed. Be sure to sign your APR and ask your adult partner/project leader to sign the form also.

But wait, you're not quite done yet. Each APR should be accompanied by an Expression page. This is the time to get creative and have some fun! The Expression page is designed to teach the readers of your APR something you learned in the project. Please use one 8-1/2" by 11" piece of paper for this. You can draw, write, use graphic design elements, or other creative elements.

Completing a minimum of 6 hours of instruction (or more as required by the project leader) and turning a completed APR enables you to receive a year pin and stripe.

*\*\*For more information on the 4-H Record Book, please refer to the California 4-H Record Book Manual at:*  
[http://4h.ucanr.edu/Resources/Members/RecordBook/About\\_4-H\\_Record\\_Books/](http://4h.ucanr.edu/Resources/Members/RecordBook/About_4-H_Record_Books/)