

# Steps to a Successful



## 4-H Annual Project Report (APR)



University of California

Agriculture and Natural Resources

4-H Youth Development Program

# Steps to a Successful A.P.R....

The Purpose of this Manual:

1. To make sure that every youth has the same opportunities for success in 4-H.
2. To make completing the 4-H APR easier to understand for new families.
3. To remove barriers for completing an APR.
4. Provide progression within the UCCE Steps to Success in 4-H recognition system:
  - a. project meeting attendance + completion of the Annual Project Report Form (APR) = annually receive a year stripe and pin.
  - b. 80% project attendance + club attendance=Record Book requirement for any achievement rank.
  - c. Completion of the Record Book=star ranking system and county/state Record Book Awards.

# Project Completion Vs. Project Medal

Recordkeeping is an important part of 4-H and we would like all members to participate in this skill.

## Project Completion

Club (for year pin & stripe)

- Be a member in good standing.
- Complete a minimum of 6 hours of project instruction or more as required by the project leader. Project leaders may determine the number of hours of project instruction necessary to achieve the goals of the project and, therefore, complete the project.
- Complete Annual Project Report (APR) form.

## Project Medal

County

- Everything on the left plus:
- Folder
- Title Page (name, club, county, year)
- Must have attended 80% of project meetings for current year.
- Share learning experiences with other 4-H members or community audiences. Record these communication activities in the project as defined in the PDR section #6.

Juniors are required to have 4 from current year  
Intermediates are required to have 7 from current year  
Seniors are required to have 10 from current year

# How to complete your APR...

<b>Name</b>	John Doe	<b>Program Year</b>	2015/2016
<b>Project</b>	Arts and Crafts	<b>Years in Project</b>	1
<b>6</b>	<b>Number of project meetings held</b>	<b>83</b>	<b>% Attended</b>
<b>5</b>	<b>Number of project meetings attended</b>		

Always confirm this information with your project leader.

For Example: There were 6 meetings held, I attended 5 meetings. Therefore, I attended 83% of the meetings for this project.

Divide the number of project meetings attended by the number of meetings held, to obtain your %.

# How to complete Learning Experiences...

LEARNING EXPERIENCES			
<b>Explain what you did, what you learned, and the skills you gained in the project.</b> <i>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</i>			
Date	Level	Hours	What did you do?  Where?   What did you learn or what skill did you practice?
2/20/16			

1. Record date of Experience

(You may not participate as a 4-H member in jackpot or prospector shows as these shows do not comply with 4-H Policy. Participation in these shows should NOT be recorded as a 4-H experience or as an “Outside 4-H” experience. Events that do not comply with 4-H Policy may not be recorded.)



# Hours of Participation...

- Record number of hours spent in 4-H meetings, activities, events, planning/organizing.

Record times as decimals or whole numbers.

*Do not count hours you are not spending in a 4-H activity. For example, do not count hours while you are waiting for awards at judging day.*

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0

# Activity Title/Location/Learning Experience...

## 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	What did you do?  Where?   What did you learn or what skill did you practice?
2/20/16	L	4.25	We researched online websites on our leaders' computer to see what types of projects we wanted to complete this year. We completed a list of needed items to complete the projects chosen.
3/15/16	L	2	Believe Sign: Today during our meeting we made a wooden sign. I learned how to paint with spray paint

- Record every project-related activity or event where you learned something new or developed a skill related to the project.
- Write about what you did, where you did it and what you learned or the skill you practiced.
- Be sure to include all communication related to the project.
  - 4-H Presentation
  - Prepared Talk (i.e.-project reports)
  - Radio & TV appearance
  - Newspaper articles
  - Letter

(refer to pg. 14 of RB Manual for more explanation)



# Second Table...

List things raised, grown or improved, honors and awards received

Number	List things made, raised, grown, or improved.	List honors or awards earned.
1	Believe Sign	Kings County 4-H Fair- Gold, Kings Fair- 1st pl.
1	Easter Sign	

# Third Table...

List citizenship and leadership activities

List citizenship activities	List leadership development activities
Donated project to Kings River Hardwick Calico Art Festival silent auction	Committee member-Made cards at Fashion Revue to send to soldiers.

# Fourth Table...

- Keep track of your expenses and income related to that project.
- To find the value of something you made, you might ask an adult partner to help you do some research to find a similar item.

(Income or expenses from participation in a jackpot or prospector show do not comply with 4-H Policy and are not to be included in this section. Participation in these shows should NOT be recorded as a 4-H experience or as an "Outside 4-H" experience. Events that do not comply with 4-H Policy may not be recorded.)

<b>Expenses and Income/Value</b>			
<i>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.</i>			
<b>Item</b>	<b>Number</b>	<b>Expense</b>	<b>Income or Value</b>
<b>Believe Sign</b>	<b>1</b>	<b>4.25</b>	<b>25.00</b>
<b>Easter</b>	<b>1</b>	<b>3.00</b>	<b>35.00</b>
		<b>\$</b>	<b>\$</b>
		<b>\$</b>	<b>\$</b>
		<b>\$</b>	<b>\$</b>
	<b>Totals</b>	<b>\$7.25</b>	<b>\$60.00</b>
<b>Total Profit or Loss</b>		<b>\$52.75</b>	

# Thoughts....

If another member was thinking about taking this project next year, what would you tell them about what can be learned in this project?

The Arts and Crafts project is fun because I learn to make projects not only for me to use but to give as gifts to others.

# Don't Forget...

<b>I have personally prepared this report and believe it to be correct.</b>	
4-H Member's Signature:	Date:
<b>I have personally reviewed this report and believe it to be correct.</b>	
4-H Adult Partner's Signature:	Date:

Don't Forget...The only person who can sign your APR is your project leader...Make sure you schedule a time with him/her to have your APR signed before you submit it to your community club leader (CCL). Adult Partner—which is another term for project leader.

# Expression Page example...

Expression pages are used to teach the reader something you learned in the project.

More examples can be found at:

<http://4h.ucanr.edu/Resources/Members/RecordBook/RBResources/>

## Creative Arts & Crafts

And glitter and bows are a girls' best friend, right? These are a couple of tricks I learned to use in my project this year!

- Clean up beads and glitter with a lint roller



- Get creases out of ribbon or twine by lightly sliding it across a warm lightbulb



# Any Questions?

Contact the UCCE Office at 559-852-2731



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