



Project Form Guidelines/Helpful Tips

Project forms are a one page questioner we ask 4-Her's to fill out on your project(s) which can lead into a great start on your record book. A 4-H member is required to participate in at least one project annually, but can select more based on their area(s) of interest. Every year we recognize those 4-Her's that have completed a project in one or more project areas at our Awards Banquet. However we can only recognize those 4-Her's that turn in a project form.

This one page Project form will only be accepted and certificates/awards awarded to those 4-Her's that have filled out the project forms completely. If a Project form is turned in blank or missing items they will be returned to the 4-Her if there is time before the deadline for corrections to be made. If you have questions please ask your club manager or call the extension office, we want to recognize all the 4-Her's on their hard work throughout the year. Forms may be turned in before the deadline and throughout the 4-H year at any time.

Only Projects listed on the **Texas 4-H Club Project List** will be accepted, you will need to find which one fits the project you are doing the best. If you have questions on which one to put it under you can always ask for assistance. There are over 40 different projects to choose from in 13 different focus areas.

There should only be one form per project and one project per form, for instincts if you are showing turkeys and broilers that would fall under Poultry or Heifers and Steers, would fall under Beef Cattle. You cannot group "Fair animals" as one project; each species would have its own form.

Please make sure all signatures are completed, Club Managers may sign all the forms for their club members at once in the Extension office or at club meetings. We ask the Club Managers not to sign blank forms, we want to make sure they have looked them over first and they are correct. With the intention of helping those that may need help to fill them out or give back incomplete ones before they are turned in to the Extension Office.

Project Forms are due on July 1st of every year, if it falls on a Saturday or Sunday it is your responsibility to make sure they are emailed, faxed, or mailed to the office by the deadline unless a new deadline is set for those years. Late Project forms WILL NOT be accepted! If you do not hand deliver them, please make sure to call the office to ensure they have been received.

Forms may be typed, computer generated (using the PDF fillable form), or handwritten. Please make sure if they are hand written it is legible and in pencil or pen ONLY. If we cannot read the form, it will be returned. We encourage the 4-Her's to fill the forms out themselves, but can have help from parents especially the young ones.

The next few bullet points will help with filling out the form, there is also an example attached that is filled out to help you better understand what needs to be filled out. This form was created so the form would be the same every year. You receive the corrections back during the awards banquet; please make the

appropriate notes for the following year. If the same form is used the next year it will be discarded and no awards will be given.

- First blank (Reporting 4-H Year)- is the 4-H year the project occurred in, so from September 1 to August 31st of a given 4-H year.
- Project Area- must be on the Texas 4-H Club Project List for the current year reporting, current list is attached.
- Years in Project- years doing the project, even if this is the 1st year you are filling out a project form.
- Current 4-H Age- age of 4-Her at the beginning of the given 4-H year.
- Years in 4-H- total years in 4-H, even if this is the 1st year you are filling out a project form or doing a project.
- Club- Primary Club, you can put more than one club if you are active in both or if the project falls more with one club than the other.
- Project Goals- this is something you wanted to learn or do with your project. Example: Show at the Houston Livestock Show and Rodeo or Learn to shear your own lamb before the show or win 1st place at county with your Creative living Project. You can have multiple goals.
- Activities & Learning Experiences- you MUST HAVE 6, there is not an exception to this rule. 4-H believes in order to fully master the project you need to have these activities and/or learning experiences and they need to last at least 30 minutes. These can be talking to someone at the feed store about which feed is best suited to feed your animal to watching cooking shows for your Food and Nutrition project or even YouTube videos on how to put a zipper in your jeans. They MUST be from the CURRENT year not past and must relate to that project area.

The next 2 (Leadership and Community Services & Citizenship) may be the same for all the project forms or you can list different ones or rotate through several different ones. If your project area is Leadership or Community service then they need to be different from your “Activities/Learning Experience.” *You can fill 1 form out and on the others write in “See XXX Project form” ONLY for these 2 Sections!!*

- Leadership- anything that you lead, whether it was the 4-H pledge and motto, to talking about your project, to being elected an officer in your club. If you don't have any leadership, you may ask your officers if you can lead one of the pledges. This can also be wearing a 4-H t-shirt to school or Promoting 4-H at an event (Paper Clovers at TSC).
- Community Service & Citizenship- is NOT for your placing at a show or contest. The community service is anything you did with your club, church, or school. The Citizenship is your awards you received from 4-H (Star Award, projects completed), School (A/B Honor Roll, Perfect Attendance), and Boy Scouts (Eagle Scout).

The next 2 questions please make sure the 4-Her's answer these themselves, we enjoy reading their answers. We encourage the help from parents but want to hear what the 4-Her's have to say

- How did you project change or grow- this is your chance to tell us what you learned, where you started and where you are now. For Example: When I started cooking all I was able to do was measured ingredients now I can cut vegetables that are all similar in size and shape.
- What was the most exciting thing you did in your project- this is your chance to tell us how you placed or anything else that was fun or exciting for you. For Example: I won Grand Champion at the Waller County Fair with my Steer, was excited received all the money at the auction.

Lastly, please check for spelling errors and give more than one word answers.

Good Luck with your projects!



(Reporting 4-H year) **WALLER COUNTY 4-H PROJECT FORM**

Name: _____ Project Area: _____ Years in Project: _____

Example: Beef or Mkt. Poultry (Must be on the project list)

Current 4-H Age: _____ (as of Aug 31st of the reporting 4-H year) Years in 4-H: _____ Club: _____

Project Goals: (Ex. – Raise a market hog for the Waller County Fair, learn how to read a medication label, and clip my pig for show.)

Activities & Learning Experiences: (Demonstrations, talks, judging activities, exhibits, clinics, workshops, tours, shows, etc. participated in and related to your project. **From Current 4-H Year!**)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Leadership: (List whether it was Promotional, Volunteer, Elected or Appointed Leadership and how you helped.) (Ex. – Lead the 4-H motto at a 4-H club meeting or teaching an activity)

1. _____
2. _____
3. _____

Community Service & Citizenship: (List awards & recognition from school, church and other organizations here too.) (Example - Participated in One Day 4-H or club service projects)

1. _____
2. _____
3. _____

How did your project change or grow?

What was the most exciting thing you did in your project?

Date

4-H Member Signature

4-H Club Manager Signature

Parent Signature