



# UTAH 4-H PROJECT REPORT FORMS

Section 1



SECTION 1
PROJECT REPORT FORM

Complete a new Section 1 every year for each project in which you participate. Print the Part A Size and Scope and Part B Knowledge and Skills Learned form front to back. Only one page per year, per project.

Put your strongest project in front with the current year first, followed by the previous years. Place any other projects within the category in the same order according to emphasis given.

PART A - SIZE AND SCOPE

SIZE - has to do with numbers - i.e. number of hours spent, dollars invested, profits, losses, or savings, time prepared, etc; you may design tables, charts, graphs, or plot plans to help you explain your activities.

SIZE AND SCOPE for Leather Craft Project

Table with 4 columns: ITEM MADE, #, Time, Cost. Rows include Leather Belt (4, 15 hrs, \$22), key chain (1, 3 hrs, \$2), and Saddle (1, 45 hrs, \$90).

SCOPE - indicates the varieties, different types, recipes, plants, or animal breeds with which you worked.

Think of size as "number of snickerdoodles made and time spent" and think of scope as "types of cookies made: snickerdoodles, chocolate chip, oatmeal, peanut butter."

Project Report Forms with sample Size and Scope formats are located in the Project Report Form Examples folder on the Portfolio CD, or you may choose to create your own.

4-H CATEGORY HEADING - Refer to the reverse side of the SECTION 1 - UTAH 4-H PROJECT REPORT FORMS for additional help in identifying the best category heading for your project area. Indicate the category heading in which you are submitting this report as well as the specific project area.

- 1 Citizenship and Civic Education
2 Communication and Expressive Arts
3 Consumer and Family Science
4 Environmental Education and Earth Science
5 Healthy Lifestyle Education
6 Personal Development and Leadership
7 Plants and Animals
8 Science and Technology

PART B - KNOWLEDGE AND SKILLS LEARNED

Describe what you have learned from your 4-H project. List the actual concepts and skills which you gained while completing your project. Think of knowledge as "concepts I have learned" and skills as "abilities I have gained."

Example:

Knowledge Learned:

- Food guide pyramid
Correct Serving Size
What foods contain calcium and the effects on the body.

Skills Gained:

- How to measure dry ingredients.
How to measure liquid ingredients.
How to make Pizza Pockets.