



Douglas County 4-H Award Procedures

Updated Fall 2025

KANSAS 4-H PROJECT REPORT FORM

GENERAL GUIDELINES

The project report should represent the work and thoughts of the 4-H member. The Kansas 4-H Project Report Form reports the most significant learning experiences a member has in a given project and current project year. Remember that 4-H teaches growth, so show as much growth as possible when filling out the record.

GENERAL VS. ANIMAL PROJECT REPORT FORMS

Project areas related to any animal need to use the Animal Project Report Form, i.e., Horse, Poultry, Rabbits, Beef, Sheep, Swine, Meat Goat, and Dairy. All other projects will use the General Project Report Form, including Dog and Pets.

Kansas 4-H Project Report Form awards will be given in the following age divisions:

- Junior (age 7-9, before January 1 of the current year)
- Intermediate (age 10-13, before January 1 of the current year)
- Senior (age 14 -18, before January 1 of the current year)

Although youth of all ages may be judged for county winners, only youth aged 14 and over (before January 1 of the current year) can advance for regional judging. A maximum of four project winners, per project area, in each age group will be awarded.

4-H Project Report Form awards are available in the current year's project areas. For a list of current projects, refer to the current year's project selection list at: [4-H Project Award Categories](#).

EVALUATION OF PROJECT REPORTS

Project Reports submitted for competition will be evaluated primarily on content. Please refer to the score sheet for judging criteria (<https://bit.ly/4-HReportFormRubric>). **Emphasis will be placed on the quality of the members' experiences, growth, scope of project work, accuracy, and thoroughness.**

WHEN SUBMITTING A 4-H RECORD BOOK (PROJECT REPORT FORM) FOR COUNTY JUDGING, THE FOLLOWING WILL BE REQUIRED:

RECORD BOOK COVER/Binder –

- 3-ring/prong folders or binders are accepted. Please be sure to include the 4-H'er's Name, Project, and Age level on the upper right corner of the folder/binder.

Personal Information Page – Found at: <https://www.kansas4-h.org/resources/awards-and-recognition/docs/projectrecordsandawards/Personal%20Info%20Page.pdf>

Project Report Form – One Report Per Project

- Fillable PDF or ZBooks may be used.
- ZBooks are more user-friendly and easier to complete.
- The fillable PDF and Link to ZBooks can be found at: <https://www.kansas4-h.org/resources/awards-and-recognition/LocalRecordKeeping.html>

BREAKDOWN OF PROJECT REPORT FORMS

I. Section I – Project Goals

Successful 4-H projects begin with written goals that provide a plan for the year. A project record that shows excellence will begin with goals designed to provide learning, technical skills, leadership, and citizenship experiences for the individual.

What new skills would you like to gain? Who is going to help you along the way? Setting measurable goals will help guide you through positive 4-H project learning experiences.

Section 2- Project Presentations

In this section, 4-H members are asked to record any and all forms of communication related to their 4-H project. Examples may include, but are not limited to: Project Talks, Demonstrations, Public Speaking, newspaper articles, blog entries, social media, and other digital media. If a given presentation is evaluated, the 4-H member should record the rating received.

III. Section 3- Project Learning Experiences

This section is where you report what you have learned and done within your 4-H project this year. Your experiences and/or learning should be age-appropriate and detailed enough to evaluate your progress. List all of the new and fun things you have done and learned that are related to your 4-H project. This is the member's opportunity to tell the world: "Look at the cool stuff I have been doing!" Include activities such as, but not limited to, project meetings, workshops, clinics, contests, tours, field trips, research, computer learning programs, completed curriculum activities, interviews, job shadows, etc. These learning activities may be completed in a project setting or may be the result of an independently conducted project.

Levels of Participation:

Levels of participation demonstrate project growth, involvement, and depth. Please use the following abbreviations to indicate where the learning took place:

L - Learning activity or experiences at Local 4-H Club level

C - Learning activity or experience at your County level

R - Learning activity or experience at the Regional level (more than one county/district)

S - Learning activity or experience at the State level

M - Learning activity or experience at a Multi-State level

N - Learning activity or experience at the National level

I - Learning activity or experience at the International level

CLARIFICATION ON LEARNING ACTIVITIES THAT TAKE PLACE OUTSIDE OF 4-H CLUBS AND PROJECT GROUPS

Very often, 4-H members can enhance their 4-H project learning experiences by participating in activities beyond the 4-H club/project. For example, a youth may participate in a showmanship clinic sponsored by a cattle breed association.

The learning that takes place and the practice of showing enhances their 4-H project and thus should be reported in the Report Form. Another example may be in the Theatre and Performance Arts category, where many learning experiences may take place within a community theatre or through school theatre. The knowledge, skills, and practice associated can be reported as learning experiences within the Report Form.

IV. Section 4- Project Exhibits

Record project-related exhibits, entries, and displays. May include 4-H events and non-4-H events such as school or community showcases.

V. Section 5- Project Leadership Experiences

Record your leadership experiences within the project. Be as specific as possible. Leadership is teaching another person or a group, skills or information, also includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters. When appropriate, include quantities or frequencies, and your level of involvement (Were you a member, an officer, or a chairperson?). Include elected, appointed, and volunteer leadership. Please indicate the level at which the leadership took place. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).

Do NOT include leadership that occurred as part of performing a community service activity. Providing primary leadership to a community service effort should be reported in Section 6.

VI. Section 6 – Project Citizenship

Record your Citizenship experiences within the project. Be as specific as possible. Citizenship means helping out in your community and serving others without compensation. List civic engagement, community service, or service-learning projects that might include: clean-ups, collections, repairs, construction, care packets, visitations, education, and donations. Please indicate the level at which the Citizenship took place and the time given. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).

VII. Section 7- Project Financial Journal

This section is where you will record all project-related finances, both income and expenses. The focus in this section is on accuracy and being thorough, not on total profit or loss. All project areas will incur some type of expense, and most will provide an opportunity for income. On the Animal Project Report, there are sections to document inventory of animals, expenses, income, and animal performance related to the 4-H project. Please be as detailed and specific as possible.

VIII. Section 8- Project Reflection

- Age 7-9 report - There are questions to answer as a reflection of the project during the year. There is also a question for a parent/guardian to answer as well.
- Ages 10 and up reports - Your Project Reflection should focus on the project learning and experiences in **one project** from the current 4-H year. However, it may also include information or references from prior years when appropriate to demonstrate growth and variety.
- It is acceptable to include general information about other projects later in the story, only if they tie into the project featured in the record. The Project Reflection should not just be a repetition of what is in the project report. Include new information, expand on the entries to 'tell the story' of your 4-H project work.
- Organize your writing by including an introduction, body, and conclusion. Your introduction should capture the reader's attention. It's a way to get the reader interested in what you have to say. Journalists call it a "lead." The idea is to make it fun, interesting, surprising, or informative. Let your personality shine! The body of the Project Reflection should focus on activities and learning in the specific project area. Expand upon the entries in the record, sharing your experiences, growth, frustrations, challenges, highlights, and future project plans. The conclusion ties it all together, summarizing your project reflection, including career goals and acknowledging who helped you along the way.

The reflection narrative could include information such as:

A. Introduction

- Information about yourself, your family, and your community
- Why did you enroll in the project

B. Body

- Expand upon your project goals and what you wanted to accomplish
- Knowledge gain, improved skills, etc.
- Lessons learned from failure. What went wrong or didn't go according to plan?
- How has the project helped you become a better leader and citizen? What have you learned through your citizenship and leadership activities?
- Other projects that you have taken that tie into this one. (Example?)

C. Conclusion

- Project summary
- How the project has influenced your future plans or career goals
- Who helped you along the way? What have others done for you and with you in your 4-H project?

IX. Section 9- Photos

Insert photos that demonstrate learning, leadership, and citizenship within the project. Please note that landscape-oriented photos work better in the form. Include captions in the spaces provided. Please indicate the level at which the leadership took place. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).

Maximum photos by age division:

- Junior – 6 total photos (Please include max photo limits)
- Intermediate – 12 total photos: 6 learning photos and 6 combined leadership & citizenship photos (Please include max photo limits in each section)
- Senior – 18 total photos: 6 learning photos, 6 leadership photos, and 6 citizenship photos (Please include max photo limits in each section)

The photos used are very important and should reflect growth, development, and involvement within the 4-H project. Use photos that show the member doing things, learning and teaching others, and especially having FUN in their 4-H project work.

MEMBER ACHIEVEMENT AWARDS

Membership Achievement Awards are awarded after each 4-H year. Only one pin per 4-H year can be earned. Pins cannot be earned more than once. Achievement Award applications must be submitted to the 4-H member's community club leader by the club's application deadline. A completed application includes the appropriate number of activities completed and required signatures. An electronic copy of the application is available at: <https://www.douglas.k-state.edu/program-areas/4-h/awards-recognition.html>.

Membership

- Awarded after the 4-H year in which you joined your club.
- Must attend a majority (more than one-half) of the remaining regularly scheduled meetings for your club.

Bronze

- Meet requirements 1-4 listed on the application, including: exhibiting one or more 4-H projects, attend a majority of the regularly scheduled meetings for your club, attending a county 4-H event, and completing your permanent record.

Clover

- Meet requirements 1-4 listed on the application, including: exhibiting one or more 4-H projects, attending a majority of the regularly scheduled meetings for your club, presenting a program at a 4-H meeting, and completing your permanent record.
- Complete three of the optional requirements.

Emerald

- Meet requirements 1-4 listed on the application, including: exhibiting one or more 4-H projects, attending a majority of the regularly scheduled meetings for your club, presenting a program at a 4-H meeting, and completing your permanent record.
- Complete five of the optional requirements.

Silver

- Meet requirements 1-4 listed on the application, including: exhibiting one or more 4-H projects, attending a majority of the regularly scheduled meetings for your club, presenting a program at a 4-H meeting, and completing your permanent record.
- Complete six of the optional requirements.

Silver Guard

- Meet requirements 1-4 listed on the application, including: exhibiting one or more 4-H projects, attending a majority of the regularly scheduled meetings for your club, presenting a program at a 4-H meeting, and completing your permanent record.
- Complete eight of the optional requirements.

Leadership

- Meet requirements 1-5 listed on the application, including: exhibiting one or more 4-H projects, attending a majority of the regularly scheduled meetings for your club, presenting a program at a 4-H meeting, enrolling in a leadership project, and completing your permanent record.
- Complete 11 of the optional requirements.

Gold

- Meet requirements 1-4 listed on the application, including: exhibiting one or more 4-H projects, previously earned leadership and silver guard awards, enrolling in a leadership project, and completing your permanent record.
- Complete 15 of the optional requirements.

Gold Guard

- Meet requirements 1-5 on the application, including: exhibiting one or more 4-H projects, previously earning the gold award, enrolling in a leadership project, completing your permanent record, and being 15 years or older as of January 1 of the current year.
- Complete 16 of the optional requirements.

Key Award

The Kansas Key Award is among the highest honors awarded to 4-H members across Kansas. As a 4-H award, the applicant must highlight 4-H-related events, activities, and achievements accomplished within the 4-H club, county/district, region, or state.

ADDITIONAL AWARDS – All award applications can be found at: <https://www.douglas.k-state.edu/program-areas/4-h/awards-recognition.html>.

Citizenship Award

- The Citizenship Award is presented to the top senior (ages 14-18) Project Report Form Winner for the Citizenship Award.
- The Citizenship Award recognizes 4-H members for contributing to the Douglas County community through their citizenship project. The award encourages youth to be engaged in their communities.

I Dare You Award

- The I Dare You Award is presented to the top two senior (ages 14-18) Kansas Award Portfolios for the Leadership Award.
- The I Dare You Award recognizes youth with strong character and leadership skills. The award challenges youth to lead creative, purposeful lives. 4-H'ers earning the award receive a copy of the book *I Dare You*, written by William H. Danforth.

4-H Spirit Award

- This award is designed to honor a current 4-H member who strives to live and achieve the ideals of the 4-H pledge: developing clearer thinking, loyalty, service to others, and better living for their club, community, country, and world. This 4-H'er is enthusiastic about the program and willing to assist with activities and programs.

Dorothy Akin Leadership Award

- This award is for any adult leader: community leader, project leader, or committee leader. It is designed to award someone exceptional for their duties. It should go to a hardworking leader who is willing to assist positively and enthusiastically while helping 4-H youth.

Florine Alexander Leadership Award

- This award is designed to go to an adult project leader. This leader goes above and beyond regular project leader duties and meetings. This might include organizing special trips and community service projects, and helping 4-H'ers prepare for judging contests or the fair. This project leader is very hands-on and creative while assisting 4-H'ers to realize their potential.

Friend of 4-H Award

- This award is designed to go to a person or business that is not currently or directly tied to 4-H but has provided excellent support for a 4-H program, event, or community service project. This person may be a past 4-H'er or 4-H leader, but does not have to be.

Dea Lieber Outstanding Adult Volunteer Award

- This award is for an adult who generously gives of themselves for the betterment of 4-H'ers and the 4-H program. This could be the adult volunteer who does not hold an official title (community leader, project leader, committee chair, etc.), but can always be counted on to go the extra distance to get the job done for the kids.

4-H Family of the Year

- This award recognizes 4-H families who go above and beyond to support the Douglas County 4-H Program. The 4-H Family of the Year exemplifies the 4-H motto- To Make the Best Better.