

Formatting the Oklahoma Report Form

There is no “right” or “wrong” way to format the information reported in Oklahoma Report Form. However, it is important to report facts as completely and accurately as possible, to demonstrate growth and to make the information easy to read and understand.

General Formatting Guidelines:

- ✓ Use charts or graphs to illustrate repetitive activities or show time spent on project work
- ✓ Use short statements to report one-time or short-term activities (include number of times or number of participants as appropriate)
- ✓ Use short paragraphs to show impact of an intensive program, share details of a research project or career exploration activity
- ✓ Selectively use **bold type** and/or color for emphasis
- ✓ Remember that everyone does not use the same acronym to describe and activity. For example, the leadership conference held during Fall Break has a different name in each district – use the generic term “Leadership Conference” rather than a specific name
- ✓ Be specific (and honest) about your role in an activity (Did you participate, organize or lead? Was the activity initiated by 4-H or another group? Would those who observed or benefited from the activity think it was carried out by 4-H or some other group?)
- ✓ Report how you have used your project/leadership skills in other organizations (Church, FFA, FCCLA, FBLA, Boy/Girl Scouts, Jr. Breed Associations, etc.) appropriately. This can be done by grouping these activities together in the appropriate sections of the Oklahoma Report Form and clearly identifying them as project-related work done with another group or organization.
- ✓ Eliminate repetition between sections of the Oklahoma Report Form (ORF). In some cases, one aspect of an activity may be project work and another aspect leadership. Report the project work in Section I-A and the leadership in Section II rather than report all of the information in both sections.

Project related work carried out with/as a part of other groups or organizations

4-H is part of a holistic process that helps to develop lifeskills in its members. As such, a 4-H member may benefit from membership in more than one youth organization. 4-H members should strive to honestly and accurately report service, experiences or other project work conducted in the name of 4-H as 4-H Project work and other project-related experiences that were done as a member of another youth program as non-4-H work. If a member is not sure if something fits as 4-H project work, they should use the following test:

“If those who were there and saw, heard or benefited from my actions were asked what organization I was representing, the answer determines whether it should be reported as 4-H or non-4-H work.”

Technical tips for the form:

- ✓ Think of the front page of the ORF as a table that you tab through to get to each field
- ✓ The remainder of the form is based on text boxes – a gray box should appear if you’re typing inside the box.
- ✓ Sections I-A, II and III have linked text boxes, which means that you will not be able to input information into the second page of the section until the first page is full.

As you study the examples which follow, consider not only how the information is presented, but the quality of what is presented in making the member’s role in project work, leadership and citizenship activities clear to the reader.

Also, compare the example to the objectives for the Recreation and Leisure Arts project to see how and where each objective is addressed.

The Oklahoma 4-H Report Form

County: Clover

Year: 2005

Name of Project reported in Section I : Recreation and Leisure Arts

For AOP projects, list project reported:

Number of years in this project: 5 Number of years in 4-H: 5

Name you want used in Publicity: Christine Clover

Complete Home Address

Street, RR, or PO Box:

City, State & Zip Code:

Home Telephone: 555-555-5555

Cell Phone:

Date and Year of Birth (00/00/0000)

Age on January 1, current year: 14

Names of Parents/Guardians:

Name of your local 4-H club or group:

Year in School on January 1, current year (check one)

High school (Grade on January 1, Current Year): 9th

Graduating High School Senior (Expected Graduation Date):

Full-time College Student (Number of hours completed):

If I am named a state winner in two project areas, my ranking is: 1st

2nd

Applicants for Level II (Advanced) Projects must complete the following information:

I was named a State Winner in the _____ Project in _____ (year)

Statement by 4-H Member

I have personally prepared this report and certify that it accurately reflects my work

Date (00/00/0000)

Signature of 4-H Member

Approval of Report

We have reviewed this report and believe it to be correct:

Date (00/00/0000)

Signature of Parent or Guardian

Date (00/00/0000)

Signature of Local 4-H Leader

Date (00/00/0000)

Signature of Extension Staff

Section I – Participation in the 4-H Recreation and Leisure Arts Project

What have you done in this project? Limited to the space provided (2 pages)

Scoring: 4-H project work – 15 points; Other Project Work – 5 points

2003

Participated in games, activities and workshops promoting healthy lifestyles
Attended craft and hobby workshops
Attended dance workshops
Attended skits and games workshops
Participated in water sports, hunting, fishing or other outdoor activities
Create and exhibit collections of postmarks
Create and exhibit a variety of craft items
Participated in local club training presented by county extension educator
Entered exhibits in county fair

2004

Attended CPR/First aid workshops at the Red Cross
Attended Lifeguard certification training
Attended Sun Safety workshops
Researched therapeutic recreation and create a display
Create a craft kit for use with children
Manned a mini fair booth a district volunteer conference
Competed in district and State events

2005

Collect games, craft instructions and reference materials to create a reference library
Attended team building/ropes course seminars
Attended sports/cheerleading camps
Worked at a fitness/community recreation center
Applied for grants to help purchase community recreation equipment or upgrade facilities
Explored careers in the recreation field
Competed in district and State events

Section I – Participation in the 4-H Recreation and Leisure Arts Project

What have you done in this project? Limited to the space provided (2 pages)

Scoring: 4-H project work – 15 points; Other Project Work – 5 points

2003

Participated in games, activities and workshops promoting healthy lifestyles 16 times

Attended 5 craft and hobby workshops

Attended 2 dance workshops

Attended 3 skits and games workshops

Participated in water sports, hunting, fishing or other outdoor activities 22 times

Created and exhibited 3 collections of postmarks at local, county and state fairs

Created and exhibited a variety of craft items at local, county and state fairs

Participated in local club training for recreation leaders presented by county extension educator

2004

Attended CPR/First aid workshops at the Red Cross – 8 hours

Attended Lifeguard certification training – 16 hours

Attended 2 Sun Safety workshops

Researched therapeutic recreation and created a display which was viewed by 125 people

Created a craft kit for use with children

Manned a mini fair booth on games and skits at district volunteer conference

2005

Collect games, craft instructions and reference materials to create a reference library

Attended 1 team building/ropes course seminars

Attended 4 sports/cheerleading camps

Worked at a fitness/community recreation center 15 hours per week

Applied for and received grants totaling more than \$5,000 to help purchase community recreation equipment and upgrade facilities

Explored 5 different careers in the recreation field

Section I – Participation in the 4-H Recreation and Leisure Arts Project

What have you done in this project? Limited to the space provided (2 pages)

Scoring: 4-H project work – 15 points; Other Project Work – 5 points

4-H Participation	2002	2003	2004	2005	2006	Total
Craft/hobby workshops attended	3	5	6	5	9	28
Craft Items made	7	10	7	15	22	61
Craft Items sold	0	0	0	6	15	21
Craft and Leisure Arts Exhibits	L-1	L-3	L-2	L-4	L-5	L-15
	C-3	C-5	C-4	C-6	C-5	C-23
	S-1	S-1		S-2	S-3	S-7
Postmarks collected	10	15	15	25	50	115
Postmark exhibits	L-1	L-2	L-2	L-3	L-3	L-11
	C-1	C-2	C-2	C-3	C-3	C-11
	S-1	S-1		S-2	S-3	S-7
Games/activities learned	3	4	5	8	12	32
Hours spent leading games/songs	1	2	2	4	8	17
Swimming/water sports (# of hours)	25	40	40	50	75	230
Hunting/fishing (# of hours)	10	15	25	25	40	115
Talks/Illustrated Presentations	L-1	L-3	L-4	L-6	L-10	L-24
		C-1	C-1	C-2	C-2	C-6
					S-1	S-1
Share the Fun act performances	1	2	3	5	5	16

Reference Library - I have collected 15 books, 23 topic sheets and 31 game and craft ideas to form a library to help me when a 4-H recreational activity must be planned on short notice. I continue to add to this as I find additional resources. I have also learned how to search the internet for appropriate group activities.

Red Cross First Aid Training - To be better prepared to deal with emergencies at 4-H camps and other recreational events, I participated in a 16-hour Red Cross First Aid training course and received certification in both first aid and CPR

Grants - To help improve our park, I worked with my 4-H Club and local civic groups to apply for three different grants which totaled \$5,000 to purchase equipment and supplies for the local community center. Working with the director, we chose a combination of sports equipment, games and improved seating.

Project-Related Activities with non-4-H Groups

	2002	2003	2004	2005	2006	Total
Sports training/participation (hours)	150	200	375	450	500	1,675
Sports/cheerleading camps attended	1	3	4	6	8	22
Dance classes/ workshops attended	32	45	50	50	72	249
Dance recitals/performances	2	5	7	10	13	38
Family recreational activities planned	1	1	3	5	8	18

Project Related Employment - My participation in the recreation and leisure arts program provided me with the background and skills needed to work as a summer intern with the YMCA supervising activities for 6-8 year olds. I use my project-related skills 20 hours per week during the summer months. I also serve as a volunteer youth league basketball coach which takes about 10 hours per week during the school year.

Section I-B What have you learned in this project?

Limited to space provided – 1 page Scoring: 5 points

2003

Learn rules of a variety of games
Learn various skits, games and dances to share with others
Learn CPR/First Aid techniques
Leadership Skills

2004

Learn to lead
Learned age group appropriate activities
Learned ways to create team spirit
Learned how crafts and hobbies contribute to productive leisure time
Learned how to involve everyone in an activity as a team

2005

Learned how games and competition teach life skills and sportsmanship
Learned signs of heat/exercise related health problems
Learned how constructive leisure activities contribute to mental and physical well-being

In 2003 I learned:

- Rules of 6 different games and why rules are important in group activities
- How to share skits, games and dances with others
- Simple first aid techniques including how to deal with injuries and poison ivy at camp
- Techniques for getting a group's attention.

In 2004, I learned

- To lead small group activities
- Age group appropriate activities for young children
- Techniques for creating team spirit
- How crafts and hobbies contribute to productive leisure time by providing a structured way to relax and a sense of completion
- How to involve everyone in an activity as a team by using techniques to divide pre-formed groups and help everyone meet new people

In 2005, I learned

- How games and competition teach life skills and sportsmanship by providing the opportunity to succeed or fail at an activity without internalizing the success or failure
- To recognize signs of heat/exercise-related stress, such as dehydration, shortness of breath, flushing and elevated body temperature and what to do until help arrives
- How constructive leisure activities contribute to mental and physical well-being by providing a positive way to deal with stress

Section II –Leadership Experiences

Limited to space provided -2 pages. Place asterisks (*) beside leadership activities relating directly to the project outlined in Section I.

Scoring: 4-H Leadership – 15 points; Other Leadership – 5 points

Organized games, activities and mixers at county 4-H camp

*Taught workshops on teamwork

*Organized and served as a teen leader for a recreational project club

*Taught Sun Safety workshops for county youth attending 4-H camp

* Taught first aid workshops for county youth attending 4-H camp

* Compiled game notebooks for local club recreation leaders

*Taught games and crafts to local recreation leaders

* Taught chants and cheers at county officer training to build team spirit

*Lead games/sports at community events

* Organize 4-H group visit to nursing homes and assisted living centers

* Taught fitness, stretching and proper training techniques

* Taught aerobics in before/after school programs

4-H Leadership

2003

*Elected as local recreation leader – led games with 32 members at 8 local club meetings

*Arranged carpool for 5 4-H members in my area to visit nursing homes and assisted living centers

*Organized games, activities and mixers at county 4-H camp for 40 members

2004

*Taught workshops on teamwork for 9-12 year-olds in 5 different clubs. A total of 110 members participated in one or more workshops

*Organized and served as a teen leader for a recreational project club which met monthly.

16 Members learned games, skits, crowd control techniques and practiced those skills at their local club meetings

*Taught Sun Safety workshop 5 times for a total of 80 county youth attending 4-H camp

2005

*Taught 6 first aid workshops for 72 county youth attending 4-H camp. Participants made a simple first aid kit and learned to perform basic first aid and recognize signs of heat stress

* Compiled notebooks with 25 different games, crafts and group activities for 5 local club recreation leaders in the county

*Taught chants and cheers at county and local officer training to build team spirit

* Organize local 4-H group of 45 members to visit nursing homes and assisted living centers 5 different times during the year

Application of 4-H Leadership skills in other settings:

*Taught fitness, stretching and proper training techniques to athletic teams once a week during the school year reaching 150 students

*Served as volunteer aerobics instructor 3 days a week in before/after school care programs reaching 40 children

*Lead games/sports at community events

Section III – Citizenship/Community Service

Limited to space provided – 2 pages. Place asterisks (*) beside citizenship/community service activities relating directly to the project outlined in Section I.

Scoring: 4-H Citizenship – 15 points; Other Citizenship – 5 points

- *Assisted with presentation of an after school program
 - * Gave community action group presentations
 - * Gave civic club presentations
 - * Painted and repaired public parks and athletic sports complex
 - * Raised funds to purchase school playground equipment
 - * Raised funds to purchase T-ball uniforms
 - * Tutored elementary students in reading
 - * Read to youth at public libraries
 - * Organized craft and recreation activities and games at Senior Nutrition
 - * Collects games and puzzles and donate to shelters, nursing homes, etc.
 - * Volunteered at a youth shelter
 - * Participated in parades
 - * Organized an exercise class at an assisted living, nutrition site or nursing home
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4-H Citizenship/Community Service

2003

- *Read to youth and promoted 4-H at public library once a week as a part of the Summer Reading Program. About 25 youth attended each week
- *Organized a group of 4-H members from my club to conduct crafts, recreation activities and games at Senior Nutrition site once a week during the summer
- *Participated in parades with my 4-H club

2004

- *Organized Recreation Project club members to assist with athletic/recreation activities for an after school program in the community (My contribution – 30 hours; the club's contribution 150 hours)
- *Gave community action group presentations
- *Researched youth recreational opportunities in the community and gave civic club presentations to 6 groups and a total of 120 people
- *Spent 25 hours painting community center and athletic sports complex.

2005

- * Organized a 4-H fund-raiser which raised \$800 to purchase school playground equipment
- * Tutored 5 elementary students in reading every morning before school (75 hours)
- * Applied for and received \$500 National 4-H Council grant for paint and repairs of local park for Make a Difference Day
- * Served as a volunteer basketball coach at local youth shelter – 10 hours per week
- * Organized an exercise class at the local Senior Nutrition Site

Application of 4-H Citizenship Skills in another Setting

- * Raised funds to purchase T-ball uniforms
- * Organized Student Council project which collected more than 100 games and puzzles for donation to shelters, nursing homes, etc. I made deliveries to 3 facilities

Section IV – Awards in all 4-H Projects

Limited to the space provided – ½ page. List the most meaningful awards you have received.

Scoring: 5 points

Year(s)	Type of Award	Level (L,C,D,S)
2003	County Medals in Recreation and Food Science	C
2004	Champion - County Speech Contest	C
2004	Outstanding Exhibitor – Clover County Fair	C
2005	Key Club Member	S
2005	I Dare You Award Winner	C
2005	Selected to attend Kansas City Conference	C/N

Section V – Non-4-H Experiences

In the space provided – (½ page) list your most meaningful non-4-H experiences. May include participation in school, church/faith or community organizations.

Scoring: 5 points

Year(s)	Type of Award	Level (L,C,D,S)
2003-2005	Superintendent’s Honor Roll	L
2004-2005	Student Council	L
2004-2005	FCCLA (Secretary – 2005)	L
2005	Masonic Student of Today	L
2005	Selected to serve as page in state Senate	S