

## 4-H Project Record Story Guidelines

- Be on 8 ½ x 11 inch white paper.
- Max 6 double-spaced pages (Seniors be to competitive your story should be over a page long.
- One side of page only.
- Margins: Top, Right Side & Bottom: 1 inches Left: 1 ½ inch
- Easily legible, no smaller than 10 point font.
- Double Spaced
- Use proper grammar, paragraph styling, punctuation, and spelling
  - Use action verbs to accurately describe what you have done. Did you “help” or did you “plan and conduct?” Some words to consider are: Assisted, Directed, Maintained, Presented, Constructed, Explained, Managed, Revised, Coordinated, Initiated, Organized, Selected, Developed, Learned, Planned
- 4-H Story, does not need to be signed
- Do not use plastic sleeves, divider tabs or table of contents page
- White space is ok.
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Your story is your opportunity to let the judge get to know you personally and your life in this 4-H project. The idea is to make it fun, interesting, surprising or informative. Your introduction should make the reader want to delve further into your 4-H Story. The body of the 4-H Story should focus on activities and learning in the specific award program area. It’s okay to touch on other projects later in the story, especially if they tie in with the main project. The 4-H Story is a time to expand on what you learned and how you shared your project with others.

- Highlights of the year (more than just awards and ribbons)?
- Did you have a project disaster? If so, tell what it taught you.
- Did you achieve a longtime goal?
- Did you learn something totally new?
- Did you solve a project problem?
- People who have helped you be successful in this project.
- What have others done for you and with you in your 4-H project?
- Don’t forget to consider your future when writing your 4-H Story. Will you take this project again? Why or why not? Has this project affected your career dreams? What did you learn that has helped you in everyday life?

These are just some sample questions. Focus on what you want to share about your project and what the reader needs to know in order to distinguish your KAP from all others.

The 4-H Story should focus on one project. It is acceptable to include general information about other projects later in the story, especially if they tie in to the project featured in the KAP.

A conclusion isn’t always necessary but it let’s you wrap up your story neatly. It is here you can stress what makes your KAP stand out above the rest.