

Orange County 4-H Youth Development Program Emerald Star Report Guidelines

Upon completion of the Emerald Star project, a report is written telling:

- what project was undertaken, and when the event occurred
- how other 4-H'ers were involved
- what the results of the event were/how successful the event was
- what contributions/improvements were made to other 4-H members/the 4-H program
- what new things you learned (about logistics, yourself, etc.) in planning this event
- what training sessions you attended in conjunction with this event
- what things happened in planning, or at the event that were unforeseen, & how they were handled
- what you would do differently if you did this event again
- what suggestions you have for future event planning
- what other leadership accomplishments you have experienced (in & out of 4-H)

Two or three pages single-sided and double-spaced should be all right. If you have more pages, that's ok; enthusiasm is wonderful! Several picture pages with captions are helpful. If you have a sign-in sheet, program, handouts, etc. please include copies of them. You can enclose this material in a school report cover, recordbook-type folder, or small 3-ring binder, whichever you prefer. Dividers between categories are helpful.

This evaluation report is due to the Incentives & Recognition Committee as soon as possible after the event, so all details will be remembered and included.

The Incentives & Recognition Committee evaluates Emerald Star reports each September, in conjunction with Officer Book Judging.

Please let the Incentives & Recognition Committee members know if you have any further questions!