Common Errors Made in Writing Accomplishment Statements
Adapted from the University of Kentucky College of Agriculture

No impact reported
- Only a description of activity given
- Every accomplishment statement should report the results of the program, not just why and how it was conducted. The "so what" of programming efforts.

Impact of activity reported was very small
- Ex: the amount saved by program participants was $35.00 when four 4-Hers learned to sew shorts, or 15 Homemakers saved $6.00 per member by making a glass bottomed basket.

Did not use the official organizational name
- The Extension Office cannot carry out a program; we must use the official name.

Dollars reported are not focused on the intended outcome of a program
- Ex: "The youth livestock program was directed by 10 leaders volunteering 20 hours each and at a value of $17.15 per hour, that totaled a value of $3430.00 to the community," or "The youth livestock program reported an increase of $.25 per pound for the grand champion steer at the county fair livestock sale this year."
- The intended outcome should be focused on youth development and how they changed.

Inadequate length of statement
- Too long – ¾ of a page is too long to get people to read
- Too short – a three sentence statement is too short to tell the story

Repeating the same program year after year
- Yes, we have some successful programs that become annual events, but people remember those.

Gave more credit to other organizations and agencies
- Listed them first in write up
- Gave primary credit because they contributed a grant

No mention of the county name
- These impact statements need to be able to stand alone. (i.e., a member of congress wants to know that this happened in one of their counties.)

Accomplishments not stated in past tense
- We are describing accomplishments of programs that have already occurred.

Statements written in the first person
- They are not "my" 4-H'ers or a program that "we" conducted.

Using acronyms or program names without explanation
- APES, BMPs, NRCS, IPM, EFNEP, IRM, SEEC, KOSA, Reality Store, LEAP for Health, etc.
- Neither should we use personal names of adults nor youth; these are public records.
Trying to report impact too early or more impact than a single activity can produce
- Many individual activities will not generate evidence of impact beyond an increase in knowledge.
- Neither will programs generate measurable impact without follow up contact with participants.

Look for creative and innovative programs that had a significant outcome with a segment of the population that is identifiable
- Ex: Reality Store, Homemaker Bazaar or Annual Meeting, and the Annual Tobacco Meeting
- How much money was given away by the Phase 1 Committee is not an indicator of impact.