# 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**
- Instead of "Cooperative Extension Service," used Extension Office, Extension, Coop Extension, Extension Service, CES, 4-H, Homemakers instead of the official 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.