My 4-H Project Record Book

A general-purpose record book

for use with any 4-H project

in South Carolina

Member name: _____________________________________________________
Birth date: ___/___/____ Grade: ____ 4-H county: __________________________
Mailing Address: ___________________________________________________
City: ____________________________ State: ______ Zip: ______________
Phone: (___)____________________
Project name: ____________________________ Years in Project: ____
Name of club/group in which I am completing this project:
__________________________________________________________________
4-H Year: __________ Club leader's name: ____________________________
End-of-year signatures

At the end of the 4-H year, when your record book is complete, your 4-H club leader will probably ask to see this record book. He or she may also review it during the year.

*By signing below, I am stating that I have completed this record book myself and, to the best of my knowledge, the information included in it is correct.*

<table>
<thead>
<tr>
<th>4-H member signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*By signing below, I am stating that I am familiar with this work and, to the best of my knowledge, the member completed this record book and the information included in it is correct.*

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-H club leader</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Written by Keith G. Diem, Ph.D.
October 2005

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This publication is available for downloading at the state 4-H web site:
www.clemson.edu/4h

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When do I use this general-purpose 4-H record book?

This is your annual 4-H Record Book. It can be used with any 4-H project. An additional page (page 15) is for 4-H animal projects. You can add any extra pages to include any important information about your project.

What is a 4-H project?

A project is a subject or topic that you learn about in 4-H. More important, a project is something you do or make, which results from knowledge and skills you learned in the project. You learn about your project from attending club meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and camps, by participating in shows and competitions, as well as through your family and self-study. Here are some examples of 4-H projects and the results that might be produced from each:

<table>
<thead>
<tr>
<th>Project name (examples)</th>
<th>Typical results from project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodworking</td>
<td>Making a bird house, book shelf, or towel rack.</td>
</tr>
<tr>
<td>Gardening</td>
<td>Planning and planting a garden, harvesting vegetables, making a flower arrangement.</td>
</tr>
<tr>
<td>Food &amp; nutrition</td>
<td>Prepare a balanced menu based on the USDA food pyramid, prepare a nutritious meal, prepare healthy snacks with healthy ingredients or healthier substitutes.</td>
</tr>
<tr>
<td>Animal science</td>
<td>Raise an animal for show or market. Demonstrate knowledge and skills related to the care of the animal and its use.</td>
</tr>
<tr>
<td>Wildlife</td>
<td>Demonstrate knowledge and skills related to the habitats and management of wildlife species. Prepare a management plan for attracting and maintaining wildlife.</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>Prepare and give a variety of presentations to different audiences and groups.</td>
</tr>
<tr>
<td>Rocketry</td>
<td>Building and launching a model rocket.</td>
</tr>
<tr>
<td>Photography</td>
<td>Take photos of a variety of subjects in different settings. Demonstrate knowledge and skills related to composition, lighting, etc.</td>
</tr>
</tbody>
</table>
Why complete a record book?

A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

*Keeping a 4-H record book will help you ... *

- Learn how to organize yourself
- Learn how to set reasonable goals for yourself
- Appreciate what you’ve learned this year from the goals you reached
- Recognize what things you learned in your 4-H project
- Explain what you’ve learned
- Keep track of costs of your project
- Gather information needed to apply for awards and scholarships
- Complete applications and resumes for jobs and college
- Meet requirements to participate in some county, state, or national 4-H events.

Member in good standing requirements

In general, all 4-H members are expected to meet the following standards each year. These are the minimum requirements. Your club may have additional requirements.

- Attend at least 70 percent of regular club meetings and/or activities.
- Complete a 4-H project, doing one’s own work with minimal assistance from parents or others.
- Give a club or county 4-H public presentation.
- Complete a project record book (like this one).

How this record book is organized

Besides this introduction, this record book is organized into four main sections:

- Starting Out - My goals for the 4-H year (Page 5)
- Along the Way - Keeping track of what I do (Page 6)
- Looking Back - What I learned this year (Page 10)
- Thinking Ahead - My goals for next year (Page 14)
### Starting Out - My goals for the 4-H year

The beginning of the 4-H year is a good time to begin thinking about what you’d like to do or learn in 4-H during the upcoming months. List some of your goals for the year and what plan you have to accomplish your goals. Talk to your leader and parents to decide what goals are realistic to try and possible to finish this year.

<table>
<thead>
<tr>
<th>My goals for this year</th>
<th>What I need to do to reach this goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: I will learn how to give a public presentation.</td>
<td>Attend county public presentation workshop. Have my leader and parents help me pick a topic that will be good for me. Practice my presentation. Give the presentation at a club meeting.</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

### Signatures for goal setting

I will work toward the above goals I have set for myself for the upcoming 4-H year to the best of my ability:

_________________________ (Member signature) ____________ (Date)

I will support my son’s/daughter’s goals for the upcoming 4-H year:

_________________________ (Parent signature) ____________ (Date)

I will help support this member’s goals for the upcoming 4-H year:

_________________________ (4-H Leader signature) ____________ (Date)
**Along the Way - Keeping track of what I do**

For this section, it is best to write down what you have done shortly after completing it so you won’t forget important events and activities. This section includes the following parts:

- What I did in this project this year
- Other 4-H activities and events I participated in
- Project finances
- Other clubs and projects

**What I did in this project this year**

List the results from being in this project this year. See “What is a 4-H project?” in the “Introduction” section for examples, if needed.

<table>
<thead>
<tr>
<th>What I did or made in my project</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Example: Made a collection of 22 rocks &amp; minerals</em></td>
<td>1/1/2000</td>
</tr>
</tbody>
</table>

**Other 4-H activities and events I participated in**

Besides the projects you completed, the following page is where you can list what else you did in this 4-H project. Don’t forget to include these types of activities you might have done this year:

- Field trips
- Shows & competitions
- Meetings
- Leadership roles - such as offices held, committees led
- Events participated in
- Community service
- Public Speaking
- County 4-H Fair
<table>
<thead>
<tr>
<th>Name of event/activity</th>
<th>Date &amp; Location</th>
<th>What I did</th>
<th>Level (Club, County, State, National)</th>
<th>Award or Recognition Earned?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Visited nursing home with the club</td>
<td>1/1/2000 Evergreen Convalescent Center, Milltown</td>
<td>I read stories to some of the children</td>
<td>Club</td>
<td>Received a thank-you letter from the Center Director</td>
</tr>
</tbody>
</table>

(Add other pages if needed.)
**Project Finances**

It is likely that you spent money on your 4-H project this year. This section will help you add up what it cost to complete your project.

**(E) Expenses**

This section is where you can keep track of what materials, supplies, and equipment you purchased or used for your project and what it cost to use.

Don’t forget:

- Cost of items purchased, including equipment and supplies
- Cost of maintenance or repairs
- Entry fees for any shows or exhibitions

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of expense</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2000</td>
<td>Example: Oil paint, brushes, and canvas</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

(Add up all expenses from above and put number in box at right)
(I) Income
List any income received from your project this year. For instance, sales of any project-related items or cash prizes from contests or exhibitions. It is quite likely your project had no income. If so, enter “None” under description and “0” under “Total Income.”

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of income</th>
<th>Income ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15/2000</td>
<td>Example: Sold oil painting at art fair</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Total Income (Add up all income from above and put number in box at right)

(N) Net Project Cost or Profit
If your project earned more than it cost, then your project made a profit. But this is not likely so don’t worry if your project did not make money! Although a business aims to earn a profit, a 4-H project is meant for learning. The important point to learn is that most activities have costs. Therefore, you must be careful to spend money wisely.

More likely, you spent more on your 4-H project than you earned from it. Therefore, “expenses” minus “income” is the total (or “net”) cost of your project.

Financial Summary Table

<table>
<thead>
<tr>
<th>Total Expenses (E)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Income (I)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Net Project Cost or Profit</strong> (Subtract I from E)</td>
<td>$</td>
</tr>
</tbody>
</table>
Other clubs and projects

List any other clubs and projects you participated in during the past year.

<table>
<thead>
<tr>
<th>Club name</th>
<th>Project(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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</tbody>
</table>

Looking Back - What I learned this year

This section is to be completed at the end of the 4-H year. It is meant to help you look back on all that you learned during the past year. This section includes the following parts:

- My goals completed
- Knowledge and skills I gained
- The three most important things I learned
- Telling my story

My goals completed

Look back on the goals you set for yourself at the beginning of the year. How well did you meet those goals? If you added new goals during the year, add them and explain them below.

<table>
<thead>
<tr>
<th>My goals for this year</th>
<th>How well did each goal get met?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: I will learn how to give a public presentation.</td>
<td>I attended county public presentation workshop. I had to change my topic three times. I should have practiced my presentation more before I gave it at the club meeting. I will start planning and practicing earlier next year!</td>
</tr>
</tbody>
</table>

| | |
| | |
Knowledge and skills I gained

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.

\[\text{I learned or improved}\]

**Personal Skills**
- To set goals for myself
- How to organize myself
- How to finish something I started
- How to pay attention to instructions
- To feel good about myself
- Knowledge of my project
- To be proud of my accomplishments
- To make something with my hands
- To follow directions
- To try something new
- To accept change
- How to keep records of important information in my project
- To take responsibility for my own words and actions
- What is important to me
- What I am interested in
- How to get more information about something I am interested in
- How to satisfy my curiosity about a new subject
- To deal with winning and losing gracefully
- How to be careful and practice safety
- To explore a career interest
- How to make wise choices and decisions
- New words and how to use them
- How different things relate to each other
- To appreciate my cultural heritage
- To keep track of finances

**Working with other people**
- How to listen to other people
- Parliamentary procedure
- How to lead others
- How to solve problems
- How to run a business meeting
- How to participate in a business meeting
- How to work with adults
- How to give a public presentation
- To feel comfortable speaking in front of a group
- How to help others succeed
- To understand my strengths and weaknesses
- To make new friends
- How to get along with other kids
- To accept people who are different from me
- How to work on a committee
- How to work with the club to complete a community service project
- How to give the 4-H Pledge
- How to work with other kids
- To respect someone else’s feelings

Feel free to add any other items not listed above in the space below.

\[\text{________}\]

\[\text{________}\]

\[\text{________}\]
The three most important things I learned

Even if you learned a lot of different things in 4-H, think of what was the most important for you. Then, list the three most important things you learned in this project during the past year in the boxes below. For instance, I learned how to groom my cat, I learned that working with senior citizens is challenging but also fun, I learned to speak in front of my club without being afraid.

<table>
<thead>
<tr>
<th>The three most important things I learned in this project during the past year were ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

Telling my story

Keeping in mind the knowledge and skills you said you learned from the items you checked above, write a story that explains what you gained this past year in 4-H. Use specific examples that are unique to you whenever possible. Feel free to relate what you learned in 4-H to school, family, or other activities in your life. Use extra pages if needed. Attach photos or clippings on additional pages of this book if it helps tell your story better. Don’t forget to label them with captions if you do.

4-H is proud of what 4-H members learn and sometimes likes to use excerpts (parts) of stories 4-H’ers write in 4-H publicity. If you do not want your information shared, please let us know by checking one of the boxes below:

- Do not use my story for any 4-H publicity.
- If you use my story, do not credit my name.

(Begin your story on the next page)
My 4-H Story

(Continue 4-H story on next page.)
Thinking Ahead - My goals for next year

Now is a good time to begin thinking about what you’d like to do or learn in 4-H next year. List some of your goals for next year and what plan you have to accomplish your goals.

<table>
<thead>
<tr>
<th>My goal for next year</th>
<th>What I need to do to reach this goal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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Feel free to attach additional pages to this record book if needed.
Animal Care & Management

Because your project is a living creature, it requires regular care and management. Here is the place to explain what you regularly do with your animal on a daily, weekly, monthly, and yearly basis. Be as specific as possible. Do not forget to list the following:

- Feeding and watering practices
- Grooming (clipping, trimming hooves, checking health)
- Cleaning pens, food and water containers
- Manure removal
- Checking and repairing as needed: fencing, pens, barns, etc.

<table>
<thead>
<tr>
<th>What I do for/with my project animal ...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daily</strong></td>
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<tr>
<td><strong>Weekly</strong></td>
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<td><strong>Monthly</strong></td>
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<tr>
<td><strong>Yearly</strong></td>
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</tbody>
</table>
The 4-H pledge

I PLEDGE ...
... my HEAD to clearer thinking,
... my HEART to greater loyalty,
... my HANDS to larger service,
... and my HEALTH to better living,

for my club, my community,
my country, and my world.

4-H motto

“To Make the Best, Better”

4-H slogan

“Learn by Doing”