
INSTRUCTIONS

1. Use this record book for all the things you do in 4-H this year. Use "save as" to save your entries, and add to them as needed until your Record Book is completed for the year.
2. Use a separate **PROJECT RECORD** for each of your projects. This section is also printed separately for convenience.
3. There may be added sheets for projects with special planning or recording needs, such as breeding records, milk production, egg record, garden plan, horse certificate and shooting sports record. Check with the policy in your district.
4. Use your records to look back at the progress you have made during the year. This will be helpful when you write your year-end story and also when you make plans for next year.
5. When you complete your 4-H program for this year, write your 4-H story covering all projects.
6. The record book is your personal work. It should be kept current as the year progresses. Handwriting or typing should be your own. You may add pages if you run out of room for entries.
7. You may want to organize your records with tabs in a binder. Use a tab for each of these sections and organize in this order:
 - General Activities
 - Project Record—use a separate tab for each project. If a project requires an added sheet, put it at the end of that project section.
 - Story and Clippings
 - Comments and Signatures. Obtain signatures at the end of the year.
 - If necessary, separate your general record sheets to put your story, clippings and comment pages last.

Suggestions for your Project Journal

DATE

This is a log of your actions. It should be kept up to date.

WHAT I DID OR MADE

List, in order, things you did or made. Examples are: purchased supplies, cooked dinner, taught my dog to heel.

HOW MUCH/HOW MANY

How much did you buy? How many people did you serve? How many pounds did your animal weigh? If this column doesn't apply to you, leave it blank.

COST

What was the total cost of the items you purchased? If you used feed or other materials given to you by others, estimate the cost. For many things you do, such as teaching your dog to heel, there will be no cost or income.

VALUE/INCOME

Record the amount you received for items sold or premiums won at shows; estimated value of items you made, or items raised and consumed at home.

TIME

Estimate the time you spent on this action related to your project. For some activities you may want to summarize weekly or monthly hours spent.

EXPLANATION/COMMENTS/WHAT YOU LEARNED

Briefly say what happened; what you learned; problems you had; how you feel about what you did or made.

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GENERAL ACTIVITIES

Your 4-H experience should include opportunities for developing leadership, giving public presentations and participating in citizenship and community service activities.

4-H LEADERSHIP:

List 4-H offices held, (such as club president, secretary, etc.) committees served on and other leadership activities where you helped or taught someone else. Include all club, community, district and state 4-H leadership activities.

DATE	EVENT/OFFICE/ COMMITTEE	WHAT I DID	WHO BENEFITED (INCLUDE NUMBER)

PUBLIC PRESENTATIONS:

Include all demonstrations, illustrated talks, speeches and talent presentations given to your club, or in your community, that relate to any 4-H project or activity. Include all informal presentations as well as planned presentations given at fairs, contests, radio or TV talks or interviews.

DATE	TITLE OF TALK	PROJECT/ SUBJECT	WHERE GIVEN	NUMBER IN AUDIENCE

CITIZENSHIP/COMMUNITY SERVICE:

List activities you did without pay to help others. Include activities done with your club as well as by yourself. News articles written, window displays or other 4-H promotional activities should be included here.

DATE	TYPE OF SERVICE	WHAT I DID	WHO BENEFITED (INCLUDE NUMBER)

EVENTS ATTENDED:

List all 4-H noncompetitive events you attended, such as achievement programs, workshops, tours, rally day, camp, teen events, etc. Events have a definite time and place and can be project-related or general 4-H events.

DATE	EVENT/LOCATION	WHAT I DID/LEARNED



NAME OF PROJECT _____

NAME OF MEMBER _____

YEARS IN THIS PROJECT _____

YEARS IN 4-H _____

PROJECT COMMITMENT

This is what I want to do and learn: include description of animals you plan to have, items you hope to make, skills you want to learn, etc.

Member's Signature

Date

This is what my leader agreed to do to help me learn:

Leader's Signature

Date

This is what my parent(s)/guardian agreed to do to help me:

Parent(s)/Guardian Signature

Date

PROJECT HIGHLIGHTS

Do this report when your project is completed. It should show growth in your project as reflected by at least *SIX NEW* things learned this year.

What was learned:

Unusual events, successes or problems solved:

To do differently next time:

PROJECT FINANCIAL SUMMARY (use if applicable to your project)

BEGINNING VALUE:

Materials, supplies, animals and equipment you had on hand at the start of your project year or carried over from previous years.

DATE	ITEM	HOW MUCH/ HOW MANY	VALUE
TOTALS			

Income/Value (project journal)

Sale of equipment \$ _____
 Sale of animal or project _____
 Value of products used at home _____
 Fair and show premiums _____
 Other _____
Total income from project \$ _____

Costs (project journal)

Cost of supplies \$ _____
 Cost of feed _____
 Cost of new equipment _____
 Veterinary care, medication _____
 Other _____
Total cost of project \$ _____

Profit (subtract costs from income; use a calculator) \$ _____

Cost of project (if costs are greater subtract income from costs; use a calculator) \$ _____

Total time spent on project (project journal) _____

4-H PICTURES

Pictures of you with your 4-H project, participating in 4-H activities or receiving recognition, or results of your 4-H work. Caption each photograph with an explanation of the picture.

MY 4-H STORY

Write your story for the year in narrative form. Write as though you are actually talking to the reader. Include:

- Some things about yourself and your family.
- Information about each of your projects, but do not repeat your project highlights.
- Most important recognition you received such as honors, awards, trips.
- Your 4-H club experiences and how you were involved in your community and school.
- How you have changed as a result of your 4-H experience.

4-H CLIPPINGS AND CORRESPONDENCE

Include copies of newspaper clippings about your 4-H work and letters received by you through 4-H in the current year. Highlight your name in articles.

COMMENT PAGE

To be filled out by leaders, record book judges and others at end of the 4-H year.

I have reviewed this record book and believe it to be correct.

Member

Date

Parent/Guardian

Date

Leader

Date

HEAD



The Motto

To make the best better.

The Pledge

I pledge

my HEAD to clearer thinking,
my HEART to greater loyalty,
my HANDS to larger service,
my HEALTH to better living,
for my club, my community,
my country, and my world.

The Slogan

Learn by doing.



HEALTH

HEART

HANDS