



# 4-H Project Book 20\_\_\_\_\_

**Project:** \_\_\_\_\_

Name \_\_\_\_\_ Age (as of Dec. 31) \_\_\_\_\_

Club \_\_\_\_\_ Leader \_\_\_\_\_

Year in 4-H \_\_\_\_\_ Year in this project \_\_\_\_\_ Grade \_\_\_\_\_

Member Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Leader Signature \_\_\_\_\_

Agent Signature \_\_\_\_\_



## PROJECT PLAN

Before starting activities, begin by completing a plan. Review your plan with your 4-H project leader.

### Learning Goals

What do you hope to learn about related to your project and what skills do you want to practice while doing this project?

My goal for my project this year	What I need to do to reach this goal

### Planning Notes or Questions You Would Like Answered

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## PROJECT MANAGEMENT RECORD

What I did or made in my project	Date completed

## PROJECT FINANCIAL RECORD

### Project Finances

Describe the financial agreements you have made with financial institutions, your parents or other persons regarding this project.

Date	Description of expense	Cost (\$)
<b>Total Expenses</b>	(Add up all expenses from above and put number in box at right)	

Date	Description of income	Income (\$)
<b>Total Income</b>	(Add up all income from above and put number in box at right)	

### Financial Summary Table

Total Expenses (E)	\$
Total Income (I)	\$
<b>Net Project Cost or Profit</b> (Subtract I from E)	\$

## Knowledge and Skills I Gained This Year

Check each item below that you learned or improved in 4-H during the past year.

### *I learned or improved my ability to...*

<b>HEAD (<i>Independence</i>)</b>		<b>HANDS (<i>Generosity</i>)</b>	
	try something new		work with others
	set goals for myself		work within a group
	plan a project		work within a committee
	keep myself organized		work with adults
	keep track of finances		get past differences to reach a goal
	keep records of my work		help others succeed
	gain knowledge of my project		make something with my hands
	find information on things that interest me		explore a career interest
	use resources wisely		follow directions
	participate in a business meeting		lead others
	run a business meeting		find ways to make a positive contribution to society
	make wise choices and decisions		understand the importance of community service
	solve problems		see that my efforts can make a difference
	learn from my mistakes		take the initiative to start something on my own
	understand it's ok to change my mind if I need to		
	pay attention to instructions		

<b>HEART (<i>Belonging</i>)</b>		<b>HEALTH (<i>Mastery</i>)</b>	
	speak confidently in front of a group		understand my strengths and weaknesses
	give a public presentation		finish something I started
	share my feelings or point of view		be proud of my accomplishments
	make myself understood without being loud		accept change
	listen to other people		see that my character can affect my situation
	respect someone else's feelings		take responsibility for my own words and actions
	resolve differences of opinion		deal with winning and losing gracefully
	appreciate my cultural heritage		be careful and practice safety
	accept people who are different from me		appreciate the importance of good health
	get along with other kids		stay healthy
	make others feel welcome		feel good about myself
	stand up for others		
	make new friends		
	appreciate the importance of friendships in my life		

## MY PROJECT STORY

<b>My goals for this project</b>	Did you achieve your learning goals? What was most helpful in achieving them? What problems did you have?
<b>Complete management and financial sections.</b>	How did the actual performance compare to the expected performance?

### The three most important things I learned in this project during the past year

### What I learned this year from my project

Some of the important things you learned about your project	
Some of the important things you learned about yourself	
Your accomplishments	
Improvements you need to make	

**Instructions:** Check one box for the statement on each row that best describes each record book section/criteria. Provide specific details in the comment boxes if necessary.

	Excellent	Good	Fair	Needs Improvement	Comments
<b>Cover Page</b> - Complete with signatures and checked boxes					
<b>Project Plan &amp; Project Management Record</b> – All sections are completed.					
<b>Project Financial Plan</b> - Expected column completed, Actual column completed, calculations accurate and reasonable. Has description of financial agreement.					
<b>Knowledge &amp; Skill Sheets</b> - Member documented 6-7 new skills learned. Has had club leader date and sign off once skill was learned.					
<b>Story</b> – Story is well organized. One idea follows another in a logical sequence with clear transactions.					
<b>Story</b> summarizes learning experiences.					
<b>Story</b> contain minimal spelling, punctuation, or grammatical errors..					
<b>Story</b> contains creative detail and/or description that contribute to the reader's enjoyment					