



My 4-H Record Book



A general-purpose record book

*for use by New Jersey 4-H members
with any 4-H project that doesn't have its own record book*

Member name: _____

Birth date: ____/____/____

Address: _____

Grade: _____

Phone #: _____

4-H County: _____

Years in Project: _____

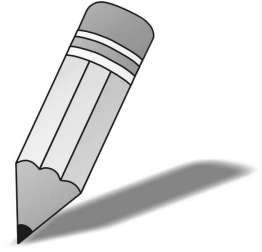
Name of club: _____

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.

4-H member signature	Date

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.

Title	Signature	Date
Parent		
4-H club leader		



Protected Under
18 U.S.C. 707

Written by
Keith G. Diem, Ph.D., Program Leader in Educational Design, 1998.
Revised Sept. 2003. HcWgXWJan. 2011

© 1998-2003, Rutgers Cooperative Extension.

Visit the NJ 4-H web site: www.nj4h.rutgers.edu
(This publication is available for downloading)



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

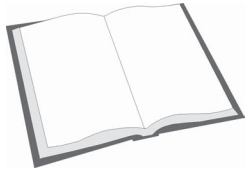
This is your annual 4-H Record Book. This version is only to be used if your 4-H project doesn't have its own record book or if your club leader tells you to. If your project does have its own book, you must use that.

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:

Project name (examples)	Results from project
Woodworking	Making a bird house, book shelf, or towel rack
Rocketry	Building and launching a model rocket
Go-karting	Rebuilding an engine, completing a race
Model airplanes	Building a model plane, getting a "pilot's" license, flying a model plane
Radio-controlled cars	Customizing an "R/C" car, completing an obstacle course
Gardening	Planning and planting a garden, harvesting vegetables, making a flower arrangement
Karate	Participating in a karate exhibition, earning a "black belt"
Pet therapy	Visiting a nursing home every month with my dog, keeping a journal about the lives of three residents

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.

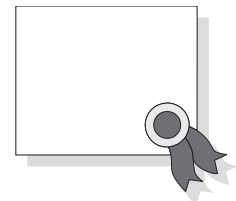
Keeping a 4-H record book will help you ...

- 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).



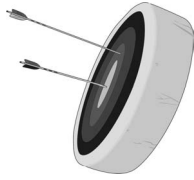
How this record book is organized



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.

My goals for this year	What I need to do to reach this goal
<i>Example: I will learn how to give a public presentation.</i>	<i>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.</i>

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.

What I did or made in my project	Date completed
<i>Example: Made a collection of 22 rocks & minerals</i>	<i>1/1/2000</i>



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

Name of event/activity	Date & Location	What I did	Level (Club, County, State, National)	Award or Recognition Earned?
<i>Example: Visited nursing home with the club</i>	<i>1/1/2000 Evergreen Convalescent Center, Milltown</i>	<i>I read stories to some of the children</i>	<i>Club</i>	<i>Received a thank-you letter from the Center Director</i>

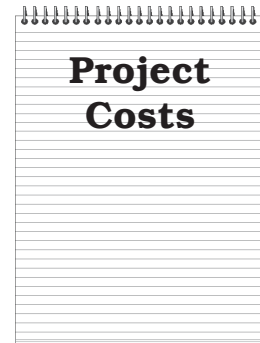
(Add other pages if needed.)

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.

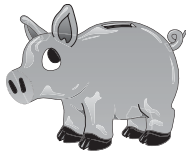


Don't forget:

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

Date	Description of expense	Cost (\$)
1/1/2000	<i>Example: Oil paint, brushes, and canvas</i>	\$22.00
Total Expenses	(Add up all expenses from above and put number in box at right)	

(I) Income

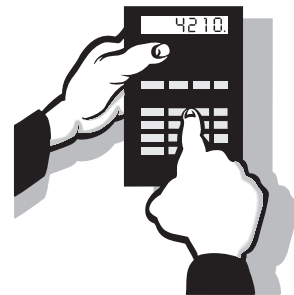


List any income received from your project this year. For instance, sales of any project-related items or cash prizes from contests or exhibitions. It is quite likely your project had no income. If so, enter “None” under description and “0” under “Total Income.”

Date	Description of income	Income (\$)
1/15/2000	<i>Example: Sold oil painting at art fair</i>	\$20.00
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

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

Other clubs and projects

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

Club name	Project(s)

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.

My goals for this year	How well did each goal get met?
<i>Example: I will learn how to give a public presentation.</i>	<i>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!</i>

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.

I learned or improved my ability to...

HEAD (Independence)

- try something new
- set goals for myself
- plan a project
- keep myself organized
- keep track of finances
- keep records of my work
- gain knowledge of my project
- get more information about something I am interested in
- use resources wisely
- participate in a business meeting
- run a business meeting
- make wise choices and decisions
- solve problems
- learn from my mistakes
- understand that it's ok to change my mind if I need to
- pay attention to instructions

HANDS (Generosity)

- work with others
- work within a group
- work within a committee
- work with adults
- get past differences to reach a goal
- help others succeed
- make something with my hands
- explore a career interest
- follow directions
- lead others
- find ways to make a positive contribution to society
- understand the importance of community service
- see that my efforts can make a difference
- take the initiative to start something on my own

HEART (Belonging)

- speak confidently in front of a group
- give a public presentation
- share my feelings or point of view
- make myself understood without bullying or being loud
- listen to other people
- respect someone else's feelings
- resolve differences of opinion
- appreciate my cultural heritage
- accept people who are different from me
- get along with other kids
- make others feel welcome
- stand up for others
- make new friends
- appreciate the importance of friendships in my life

HEALTH (Mastery)

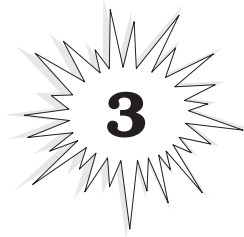
- understand my strengths and weaknesses
- finish something I started
- be proud of my accomplishments
- accept change
- see that my character can effect a situation
- take responsibility for my own words and actions
- deal with winning and losing gracefully
- be careful and practice safety
- appreciate the importance of good health
- stay healthy
- feel good about myself

Other: _____

My grade in school: _____

Number of years in 4-H _____

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.

The three most important things I learned in this project during the past year were ...
1.
2.
3.

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)



The New York Times

My 4-H Story

Project Work
 Under the stars, concentrated...
 ...

To Make the Best Better
 Under the stars, concentrated...
 ...

Trends
 Under the stars, concentrated...
 ...

Learn by Doing
 Under the stars, concentrated...
 ...

Best Year Yet!
 Under the stars, concentrated...
 ...

Fun!
 Under the stars, concentrated...
 ...

4-H Fair
 Under the stars, concentrated...
 ...

Helping Others
 Under the stars, concentrated...
 ...

Camp
 Under the stars, concentrated...
 ...

My 4-H Story

(Continue 4-H story on next page.)

(Continue 4-H story, attach additional pages if necessary.)

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.



My goal for next year	What I need to do to reach this goal

Feel free to attach additional pages to this record book if needed.

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

“Learning by Doing”

Visit the NJ 4-H web site: www.nj4h.rutgers.edu
(This publication is available for downloading)

For a comprehensive list of our publications visit www.njaes.rutgers.edu