

Massachusetts

4-H



Project Record

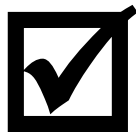
Name: _____

Project: _____

4-H Year: _____



Record Book Checklist



You are encouraged to fill in and submit a complete record book*. Use this checklist to be sure you have included all required and recommended pages. Pages you include should be arranged in your record book in the order they appear below:

- Signature Sheet (one per year)
- Summary Record (one per year)
- Project Record Forms (one set per project)
 - Project Record Cover Page
 - Goals & Reflections (Option 1 **or** Option 2)
 - Project Record
 - Financial Record
 - Veterinary Record (animal projects)
 - Weight Tracker (market animal projects & optional for other animal projects)
- 4-H Story (one per year)
- Supplemental Materials** (up to 5 pages per year)

(Do not include this page in your record book.)

*If this is your first year in 4-H, talk to your Regional 4-H Extension Educator to discuss completing a novice record book if this idea interests you.

**Supplemental materials are encouraged but not required.

4-H Project Record Signature Page

Before submitting this record book to your regional UMass Extension 4-H Office, remember to print, date, and sign your name and have a parent or guardian and your club leader sign, indicating they have checked it.

Project Title(s):	4-H Year:
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4-H Member Name (printed):	
Member Signature:	Date:

Parent/Guardian Name (printed):	
Parent/Guardian Signature:	Date:

4-H Club Leader Name (printed):	
4-H Club Leader Signature:	Date:

Records Judge Name (printed):	
Records Judge Signature:	Date:

4-H Extension Educator Name (printed):	
4-H Extension Educator Signature:	Date:



4-H Summary Record

Name:		Age:	Main Club:			Number of years in 4-H:		
			"X" the correct category (or categories if applicable). Write # of hours spent on community service.					
Year (include specific date if applicable)	Topic/Title	Description	Project	Community Service	Leadership	Communication Skills	Youth Development	Awards & Achievement

Year (include specific date if applicable)	Topic/Title	Description	Project	Community Service	Leadership	Communication Skills	Youth Development	Awards & Achievement

Year (include specific date if applicable)	Topic/Title	Description	Project	Community Service	Leadership	Communication Skills	Youth Development	Awards & Achievement

On the following pages you will see ***two options*** for writing about your project goals and reflecting on them throughout this 4-H year.

CHOOSE ONLY ONE FORMAT.

Why are there two choices?

One of the formats might work better than the other one for you.

Do I need to do both?

No, you only need to use either *Option 1* **OR** *Option 2* for your project goal setting. Only print and include the one you use in your final records submission in October.

GOALS & REFLECTIONS

OPTION 1

(Do not include this page in your record book.)



Massachusetts 4-H Records: Goal Setting & Reflection



Name: _____

Club Name: _____

Project: _____

Age on 1/1: _____

4-H Year: _____

of yrs. in project : _____

Goal(s)

Action Steps to Achieve Goal(s)

Massachusetts 4-H Records: Goal Setting & Reflection

Name: _____

Project: _____

Goal(s) Reflection

What did you learn?

How well did you achieve what you set out to do?

- Think about how your project is going and what you have learned part way through the year and again at the end of your project.
- Describe successes and barriers you encountered and how you overcame them.
- Discuss actual versus planned action steps, reasons for changes, and how these changes affected you reaching your goal.
- Did you learn anything unexpected?

GOALS & REFLECTIONS

OPTION 2

(Do not include this page in your record book.)



Massachusetts 4-H Records: Goals & Project Planning



Name: _____ 4-H Year: _____

Project: _____ Age on 1/1: _____

Club Name: _____ # of yrs in project: _____

Use this form *at least* three times throughout the 4-H year:

Fall is a great time to plan your projects. Ask yourself, “What specific things do I want to work on this year? What will probably be easy for me? What might be hard and how will I tackle the hard parts?” Answering these questions will help you to set project goals.

Winter is an important time to check in to see how you are doing on your project. Ask yourself, “What have I done so far? How is it going? What was hard and how did I work through it? Is there anything I should change? Did I finish something already so that I have room to try something new?” You can always add new goals throughout the year.

Spring and **Summer** are times when you are probably wrapping up your projects. Once you finish a project, ask yourself, “How did it go? Did I finish my project? What do I think went well with my project? What would I change if I worked on a similar project next year?”

Project Goals

Fall (October & November) is the start of the 4-H year and is the ideal time to set your project goals. List your project goal or goals below. Include the date when you set each goal.

Talk with your family, friends, club leader, and 4-H educator about your ideas if you are not sure how to write about what you want to do this year.

Mid-year Project Check-in

Winter (January - March) is a great time to read over your goals and compare them to your record log that lists what you have been doing.

Think about which goals you have reached and which ones you are still working on. What is going well and what do you think you might change and how will you change it? What resources will you use to help you learn what you need to reach your goal? This could be people, books, trial and error, or something else! Write your thoughts below and add new goals or change your original goals based on what you have done so far.

Project Reflection

Spring and Summer (April - September) are when you will be wrapping up your project. Reflect on what you learned from your project this year. Some questions to think about include, "Which goals did I meet and which ones didn't get accomplished? What did I learn from this project? What did I do really well? What would I change if I were to do a project like this again?"



4-H Project Record

Name:		Age:	Project Title:	4-H Year:
<input type="checkbox"/> Check here and attach at least one photo or drawing of your project.				
Date	Time Spent	Activity Description	Check here if this activity is entered on your financial record \$	



4-H Financial Record

Name:	Club:	Project:
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Check one: I leased my project animal. I own my project animal. I worked with someone else's animal but did not lease it.
 I completed an animal lovers project. I completed a non-animal project.

Date	Description	Expenses (-)		Income (+)	\$ Balance
		Purchase Amount	Materials Donation (Estimated Value)		

Date	Description	Expenses (-)		Income (+)	\$ Balance
		Purchase Amount	Materials Donation (Estimated Value)		

My 4-H Story

Name: _____



Club Name: _____

Project: _____

Age on 1/1: _____

4-H Year: _____

of Years in 4-H: _____

SUPPLEMENTAL MATERIALS

You are encouraged to include up to 5 pages of additional material in your record book to add richness to the reporting of your 4-H experience this year. These pages can include pictures, drawings, newspaper articles, and additional information that is relevant to your project, like verification forms, an animal ancestry diagram, animal show record, etc.

Supplemental materials are not required; however, if you choose to include them, place them at the end of this year's project record(s), after your 4-H Story.

(Do not include this page in your record book.)

