RUTGERS
New Jersey Agricultural Experiment Station

4H239E

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: _____

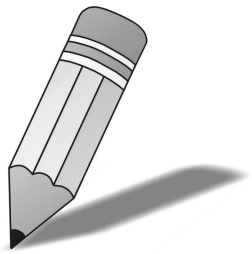
Phone #: _____

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		

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

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Visit the NJ 4-H web site: *www.nj4h.rutgers.edu*
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Introduction

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

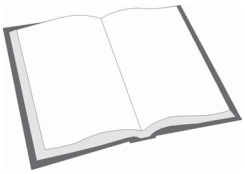
This is your annual 4-H Record Book. This version is only to be used if your 4-H project doesn't have its own record book or if your club leader tells you to. If your project does have its own book, you must use that.

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.

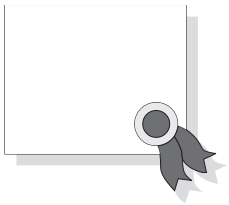
Keeping a 4-H record book will help you ...

- 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

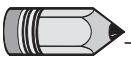


The beginning of the 4-H year is a good time to begin thinking about what you'd like to do or learn in 4-H during the upcoming months. List some of your goals for the year and what plan you have to accomplish your goals. Talk to your leader and parents to decide what goals are realistic to try and possible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

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

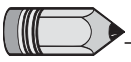
Signatures for goal setting

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



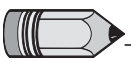
_____ (Member signature) _____ (Date)

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
Example: Made a collection of 22 rocks & minerals	*1/1/2000*



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?**
Example: Visited nursing home with the club	*1/1/2000 Evergreen Convalescent Center, Milltown*	*I read stories to some of the children*	*Club*	*Received a thank-you letter from the Center Director*

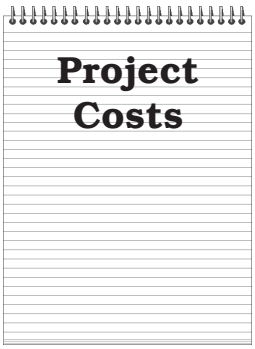
(Add other pages if needed.)

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



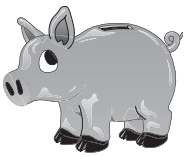
This section is where you can keep track of what materials, supplies, and equipment you purchased or used for your project and what it cost to use.

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	*Example: Oil paint, brushes, and canvas*	*$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	*Example: Sold oil painting at art fair*	*$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?
Example: I will learn how to give a public presentation.	*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!*

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

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

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

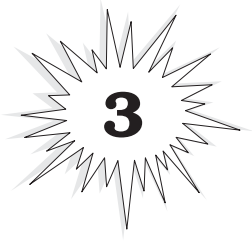
HEALTH (*Mastery*)

____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)

My 4-H Story

(Continue 4-H story on next page.)

(Continue4-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"

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