RUTGERS
New Jersey Agricultural Experiment Station

4H262

My 4-H Clothing and Textile Project Record Book



For use by New Jersey 4-H clothing and textile project members

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 club leader will probably ask to see this record book.

By signing below, I am stating that I am familiar with this work and, to the best of my knowledge, the information included in this record book is correct.

Title	Signature	Date
4-H member		
Parent		
4-H club leader		
County 4-H Agent		

Written by:
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Based on;
My 4-H Record Book – A General Purpose 4-H Record Book
Written by Keith Diem, Ph.D., Program Leader in Educational Design,
Rutgers Cooperative Extension

Portions adapted from:
Exploring Textiles & Sewing, 4-H Sewing and Textiles Curriculum,
Level 3 Youth Activity Guide; 4-H Cooperative Curriculum System

Sewing Skills Checklist, Washington State University Cooperative Extension
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the NJ 4-H web site: *www.nj4h.rutgers.edu*
(This publication is available for downloading)

Introduction

What is a 4-H project?

A project is a subject or topic that you learn about in 4-H. More importantly, a project is something you do or make, which results from knowledge and skills you learned in the clothing and textile 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.

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've 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 record, 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).

Starting Out

My Project Goals For This 4-H Year



The beginning of the 4-H year is a good time to begin thinking about what you would 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.

During each year in the 4-H Clothing and Textiles project area, members should choose a minimum of three goals to pursue. Suggestions are listed in the Appendix on page 15. Write your choices below. Don't be afraid to challenge yourself! Of course, you may aim to reach more goals. For now, write your goals below and your plan for reaching each goal. If the items on the list have all been accomplished, develop some of your own. You may also choose special ones not listed. Be sure to get the needed signatures on the next page.

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 parent 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)

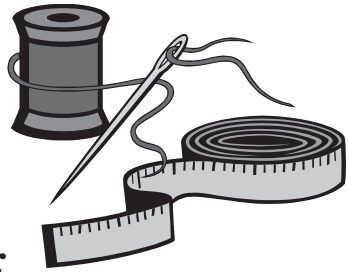
I will help support this member's goals for the upcoming 4-H year:

_____(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 year
- Other 4-H activities and events I participated in
- Project finances
- Other clubs and projects



What I did in Clothing and Textiles this year

What I did or made in my project	Date Completed
Example: Made a pin cushion out of plaid fabric	3/23/01

Other 4-H activities and events I participated in

Besides the clothing and textiles projects you completed, the following page is where you can list what else you did in this project area. Don't forget to include these types of activities you might have done this year:

- Field trips
- Shows and competitions
- Meetings
- Leadership roles- such as offices held, committees led, etc.
- Events participated in
- Community service
- Public speaking
- County 4-H Fair

Name of event/ activity	**Date & Location**	**What I did**	**Level** *Club, County, State or National*	**Award or Recognition Earned**
Example: Visiting a nursing home with club	12/15/01 Mary's Manor	Visited with the residents and sang holiday songs. Had a lot of fun.	Club	Received a Thank You note from the director
Example: Attended a sewing workshop	3/12/01 Joanne's Fabric Store	Participated in a workshop on using the serger	Club	None

(Add other pages if necessary)

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.

Expenses (E)

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 ($)**
2/17/01	*Purchased 3 yards of 4-H Fabric at $1.50 per yard*	*$4.50*
	Purchased 1 McCall's pattern	*$5.00*
Total Expenses	(Add up all expenses from above and put number in box at right)	

Income (I)

List any income received from your project this year. For example, 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 *4/20/01*	**Description of income** *Example: Sold pin cushions at craft fair*	**Income ($)** *$6.00*
Total Income	(Add up all income from above and put number in box at right)	

Net Project Cost or Profit (N)

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.

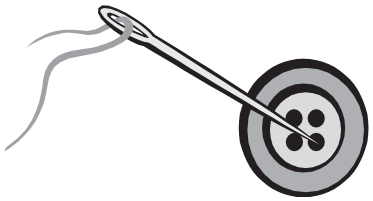


More likely, you spent more on your 4-H project than you earned from it. Therefore, "expenses" minus "income" is the total (or "net") cost of your project.

Total Expenses (E)	minus Total Income (I)	= Net Project Cost (N)
Example: $9.50	*$6.00*	*$3.50 (net project cost)*
My actual numbers:		

Project Completion Page

Photo or drawing of project



Sample(s) of Fabric

Project Cost:

Pattern _____

Fabric _____

$_____ per yard

Thread _____

Zipper _____

Trim _____

_____ _____

_____ _____

_____ _____

Total Cost **$** _____

If I had purchased this, it would have cost $ _____.

I saved $ _____ by making this myself.

I did not save money, however I enjoyed this project because _____

_____

New skills I learned are _____

_____

_____

_____

Evaluation completed on _____

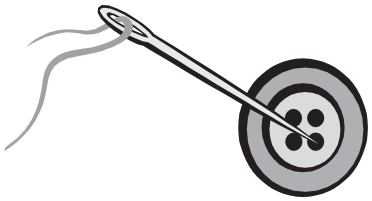
RATING RECEIVED: (Circle one)

◯ **Excellent** ◯ **Very Good** ◯ **Good**

Add other pages if necessary

Project Completion Page

Photo or drawing of project



Sample(s) of Fabric

Project Cost:

Pattern _____

Fabric _____

$_____ per yard

Thread _____

Zipper _____

Trim _____

_____ _____

_____ _____

_____ _____

Total Cost **$** _____

If I had purchased this, it would have cost $ _____.

I saved $ _____ by making this myself.

I did not save money, however I enjoyed this project because _____

_____

New skills I learned are _____

_____

_____

_____

Evaluation completed on _____

RATING RECEIVED: (Circle one)

◯ **Excellent** ◯ **Very Good** ◯ **Good**

Add other pages if necessary

Other clubs and projects

List any other clubs and projects you participated in during this 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 have 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 the county public presentation workshop. I practiced my presentation for my club and ended up changing my title. I plan to pick a topic and get started 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

My grade in school:_____
Number of years in 4-H _____

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: _____
_____
_____
_____

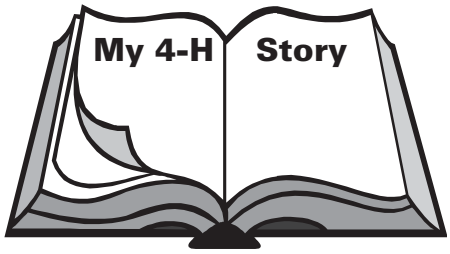
The three most important things I learned



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 clothing and textiles during the past year in the boxes below. For instance, I learned to hem a pair of pants, I learned how to use the sewing machine, and I learned how to speak in front of a group without being afraid.

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

Telling my story

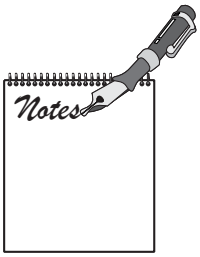


Keeping in mind the knowledge and skills you said you learned from the items you listed above, write a story that explains what you have gained this past year in 4-H. Use specific examples that are unique to you whenever possible. Feel free to relate what you have learned in 4-H to school, family, or 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.

(Continue 4-H story on next page)

(Continue 4-H story below or 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.

Appendix

The Appendix contains the following parts:

- Sewing Knowledge and Skills
- Personal Development Activities

During each year, members may choose several knowledge and skill goals. Do not be afraid to challenge yourself!

Item #	Sewing Skills for Beginners (1- 3 years in project)
C-1	Identify and use properly the following sewing tools:Scissors, shears, pinking shears, pins/pin cushion, thimble, needles – hand and machine, marking tools, seam ripper
C-2	Identify and demonstrate the following measuring tools: Ruler, tape measure, seam gauge, etc.
C-3	Name the parts of a sewing machine
C-4	Thread machine and insert/fill a bobbin
C-5	Change machine needle
C-6	Recognize balanced stitching
C-7	Control the following elements of using a sewing machine: Speed and fabric running through machine
C-8	Be able to change the following when using a machine:Length of straight stitch, length & width of zigzag stitch, settings to stretch stitching
C-9	Know proper uses of the following stitches: Straight, basting, zigzag and stretch
C-10	Use the seam guide on machine and pivot
C-11	Use good habits while sewing:Proper lighting, good posture, clean-up skills
C-12	Recognize the difference between knit and woven fabric
C-13	Recognize the following fabrics:Solid, print, striped, plaid, lengthwise grain, crosswise grain
C-14	Choose appropriate fabric for pattern
C-15	Match thread to fabric
C-16	Lay out and cut pattern
C-17	Pre-treat fabric, press seams and complete a final press

C-18	Demonstrate sewing a straight seam, square corner, curved seam
C-19	Backstitch at ends of seams
C-20	Trim seams
C-21	Machine hem
C-22	Thread a needle, tie a knot and use a thimble when hand stitching
C-23	Use a variety of hand stitches – i.e.: Basting, blind, overhand and running.
C-24	Demonstrate sewing in care labels
C-25	Replace buttons and repair broken seams
C-26	Sort clothes for laundry
C- 27	Take body measurements to determine pattern size and type
C- 28	Compare body measurements to pattern measurments
C- 29	Determine amount of fabric needed to construct an item
C- 30	Use pattern pieces and markings
C- 31	Lay out pattern on fabric using pattern guide. Pin and cut out garment
C- 32	Recognize differences between knit, woven, & non-woven fabrics
C- 33	Transfer pattern markings to fabric using a variety of methods. Example: Marking pens, pins, tailor's chalk/tacks, tracing wheel & carbon
C- 34	Select correct pattern size
C- 35	Lay out pattern – "with nap", "with out nap"
C- 36	Construct a shirt, vest, blouse or top
C- 37	Construct shorts, culottes/split skirt
C-38	Stitch with grain of fabric
	Sewing Skills for Intermediates (4-6 years in project)
C-39	Recognize balanced tension on sewing machine
C- 40	Adjust upper tension/ presser foot pressure
C- 41	Recognize & use special stitches on your machine
C- 42	Use a zipper foot

C- 43	Change the light bulb/ clean and oil machine
C- 44	Using a serger be able to do the following: Recognize balanced tension, sew a seam, adjust tension, adjust stitch width & length. Change needles. Clean and oil machine.
C- 45	Recognize weaves- plain, satin, twill
C- 46	Determine notions and trim needed
C- 47	Differentiate between sewing with a knit & a woven
C- 48	Pre-treat fabric & notions
C- 49	Fit by making minor pattern adjustments
C- 50	Use a variety of interfacings- non-fusible, fusible
C- 51	Machine baste
C- 52	Use different seam constructions – plain, flat felled, French, stretch stitch
C- 53	Use different seam finishes on a plain seam – clean finish (turn under edge & stitch), pinked, zigzag
C-54	Reinforce seams
C-55	Stitch darts, apply facings, understitch, stitch in the ditch
C-56	Apply following zipper functions – lapped, centered, invisible
C-57	Sleeves- construct kimono sleeves, put in set-in sleeves, reinforce sleeve seam, make sleeve plackets
C-58	Apply cuffs
C-59	Attach collar- point turning, understitching
C-60	Make gathers and ruffles
C-61	Topstitch
C-62	Apply yokes
C-63	Construct belt & belt loops
C-64	Attach fasteners – buttons with built-in shank, buttons with thread shank, hook & eyes, snaps, decorative snaps, nylon hook & loop tape
C-65	Use hem variations – hem by hand, machine hem using regular stitch, machine hem using blind hem, apply trim, use self-made bias

C-66	Make pants- reinforce crotch seam, apply zipper front, use fly front guard
C-67	Sew stretchy knits – construct seams with stretch, construct seams for stability (taping), apply ribbing, stitch in the ditch
C-68	Pressing – press as you sew, press darts, final press
C-69	Repair seams, hems, replace missing fasteners
C-70	Operate washer and dryer
	Sewing skills for Advanced (7 or more years in project)
C-71	Identify and use the following sewing and pressing tools:Rotary cutter & mats, pattern weights, specialized rulers, correct pins for fabric type
C-72	Demonstrate use of the following hand sewing needles:Sharps, betweens, crewels
C-73	Identify and use a variety of marking pens & pencils.
C-74	Demonstrate use of pressing cloth, pressing ham, pressing mitt, seam roll, sleeve board, point press and pounding block (clapper)
C-75	Select the correct type of needle for sewing machine
C-76	Use special stitches for seam finishes
C-77	Use multiple zigzag features
C-78	Use decorative stitches
C-79	Identify and use a variety of sewing machine feet/attachments. Example- straight stitch foot, zigzag foot, zipper foot, satin foot, blind hem foot, ruffler, quilting foot.
C-80	Use serger to – sew balanced stitch, finish seams, use decorative threads
C-81	Change feet/plates/stitches for different applications on serger – flatlock, rolled edge, specialty feet
C-82	Secure the thread tails using different methods on serger – seam sealant, knot & clip, thread back through stitching
C-83	Use serger gathering
C-84	Read and follow serger instruction manual
C-85	Select correct pattern size
C-86	Lay out pattern – “with nap”, “without nap”

C-87	Combine different patterns into one garment
C-88	Use a multi-sized pattern
C-89	Use a master pattern (tracing to use)
C-90	Use a pattern without seam allowances printed on the pattern
C-91	Use a pattern with a ¼" seam allowance
C-92	Know difference between fibers and fabric
C-93	Understand fiber characteristics
C-94	Use fabrics made from a variety of fibers (either as blends or 100%)
C- 95	Use a variety of designer fabrics – stripes, plaids, 1-way prints, border print designs, pre-shirred fabric etc.
C-96	Pile & napped fabrics – terry cloth, corduroy, velvet/velveteen, velour, leather/leather-like, fur/fake-fur, etc.
C-97	Outerwear fabrics- outdoor nylons, knits etc.
C-98	Specialty fabrics- crepes, charmeuse, satin, brocade, eyelet embroidery, lamé, tulle, etc.
C- 99	Use a variety of interfacings
C-100	Use a variety of special threads – metallic/silver/foil, pearl, rayon, topstitching/buttonhole twist, nylon filament, yarn
C-101	Use a variety of pressing tools
C-102	Use different seam construction methods – double stitched, lapped, serged
C-103	Use a variety of seam finishes- bound, Hong Kong, Sear, 3-step zigzag
C-104	Use a variety of darts – straight, curved, 2-ended, dart in heavy fabric, dart in sheer fabric
C-105	Use a variety of neck lines – round, square, v-neckline
C-106	Construct and attach different collars- mock turtleneck, turtleneck, cowl, square, pointed, shawl, scalloped, sailor collar, ruffle, hood, etc.
C-107	Use a variety of fasteners- buttons & buttonholes, eyelets, hanging snaps, self-fabric loops, snap tape, thread loops, covered buttons, covered snaps, toggles & frogs

C-108	Use a variety of pocket applications – curved or shaped, mitered corners, bias, pocket flaps, slot, inseam, lined, welt, kangaroo
C-109	Use a variety of sleeve and armhole finishes – raglan, drop, circle or bell sleeve, peasant/designer gathered sleeve, ruffle, square armhole, bias bound armhole, faced armhole
C-110	Use a variety of waistline treatments – drawstring casing, contoured waistband, faced/pleated/eased waistline, straight/ shaped yokes
C-111	Use a variety of hems – faced, fused, bound, ribbing used at hemline, catch stitch/ slip stitch by hand, machine hems, tailor's hidden hem, etc.
C-112	Use a variety of cuffs – 1-piece/2-piece flat, fake cuff, fitted or shaped, French, buttoned
C-113	Use a variety of zipper applications – corded, decorative, exposed, zipper in pocket, etc.
C-114	Insert a lining in a garment – skirt, pants, jacket, dress
C-115	Demonstrate machine quilting
C-116	Use a variety of details or embellishments – appliqué, braid, button décor, cobweb lace, couching, "crinkle & winkle" , fringe, godets, gusset, insets, metal studs, piping, trims by hand or machine
C-117	Construct a jacket/coat
C-118	Construct a shirt, vest, blouse or top
C-119	Construct shorts, culottes/split skirt
C-120	Construct a 1-piece dress
C-121	Construct formal wear
C-122	Demonstrate knowledge of repairing or patching items
C-123	Identify and use correct care method for each item sewn

If the above skills have all been accomplished, develop some of your own. You may also choose any special skill not listed above.

Personal Development Activities

During each year, members may also choose several personal development goals. Do not be afraid to challenge yourself!

Item #	Personal Development Activity
PD-1	Participate in a community service project (such as a food drive, community clean up, etc.)
PD-2	Participate in a community pride project (such as a parade or community day)
PD-3	Help prepare a display or booth relating to your project area or club activities
PD-4	Serve as a member of a club committee
PD-5	Attend 4-H camp
PD-6	Participate in your county fair
PD-7	Participate in a fashion show with your completed projects
PD-8	Assist at a 4-H event for your project area
PD-9	Serve as a host for a 4-H meeting, making everyone feel welcome
PD-10	Provide refreshments for a club meeting
PD-11	Help plan a fun activity for your club
PD-12	Help with your club/county fund raisers
PD-13	Write a newspaper story for your club about an event you have participated in.
PD-14	Serve a chairperson for a club committee
PD-15	Arrange for a speaker to talk to your club
PD-16	Make arrangements for your club to go on a field trip
PD-17	Attend Citizenship Washington Focus (CWF)
PD-18	Attend National 4-H Congress
PD-19	Attend National 4-H Conference
PD-20	Explore careers in clothing and textiles
PD-21	Assist a younger member in preparing a public presentation
PD-22	Participate in county public presentations
PD-23	Assist younger members with club project work

If the above activities have all been accomplished, develop some of your own. You may also choose any special activities not listed above.

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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(This publication is available for downloading)

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