

North Carolina 4-H Project Record Guidelines

1. Each 4-H member should complete their 4-H Project Record to the best of their ability and turn it into their county 4-H agent by the county due date.
2. Project work should be reported for one year. You may add additional pages to the report form in sections 1, 3, 4, 5, 6, 7, 9, 10. All information should only be listed **once** in the report form. This means you may have to choose the BEST place to report information.
3. All materials are property of North Carolina 4-H and may be used to showcase 4-H work but will not contain your personal information.

Guidelines for completing your records:

In the upper right hand corner of the outside cover, please include the following information: Name, County, District, Project Record Category, and Age Category.

Place your Project Record in a 3 prong report folder.

Please print legibly or type using Arial or Times New Roman font in size 12 ONLY. See link below for the form to download: <http://www.nc4h.org/youth/4-h-awards-incentives-programs>

Guidelines

Your 4-H Project Record should have all 10 sections of the book in consecutive order.

Section 1 – Personal Data and 4-H & You page

Please be sure to complete all of the information requested on this page. Do not forget to list your Project Record Category. Make sure the appropriate people sign your Project Record.

Section 2 – My 4-H Story

Write a story about your 4-H experiences, including what you've done, learned, and enjoyed. Your story should be no more than 4 pages. It can be typewritten or printed neatly. It should include your 4-H experience for this year in the story. Introduce the judges to who you are. See specifics in Section 2.

Section 3 – 4-H Project Focus

We "learn by doing" in 4-H. List the specific things you learned and did in this project area this year. List knowledge and skills gained as well as the things you learned how to do. Use numbers to show how much you did and learned. Please list the most important presentations, talks, exhibits, radio, TV, newspaper articles, tours, camps, judging events, workshops, and any other learning experiences in which you have participated related to your project. You should only include 4-H work completed in one program year.

Section 4 – Leadership

This page is where you should list all the leadership activities in which you have participated. Be specific – list the number of people you taught and the name of the lesson. Leadership involves holding offices and serving on committees. It can also involve teaching workshops, volunteering at 4-H day camps, leading/facilitating club programs, organizing events and meetings, recruiting new members, serving as a 4-H Ambassador, and motivating peers to set a goal and take action. List ways you have been a leader and/or have learned about leadership. If you are listing non 4-H leadership activities, please list only those for which 4-H has helped you prepare. You should only include 4-H work completed in one program year. If your 4-H project focus is on Leadership you may write "See Section 3" as your answer in this section or use it to continue adding project work for Section 3.

Section 5 – Citizenship

As teenagers, it is important to participate and be involved in the political process and make a civic contribution in our communities. Citizenship activities might include: attending a town meeting where you were representing 4-H; sending a message to your state legislator about 4-H teen issues that have been identified on the state 4-H program level; promoting 4-H and Cooperative Extension to county commissioners or other government representatives, etc. If you are listing non 4-H citizenship activities, please list only those for which 4-H has helped you prepare. You should only include 4-H work completed in one program year. If your 4-H project focus is on Citizenship you may write "See Section 3" as your answer in this section or use it to continue adding project work for Section 3.

Section 6 – Community Service

Community service involves contributing to the quality of life in your community. Like many

4-H'ers, you may have participated in community service activities for your club or by yourself. Examples may include: volunteering at your local animal shelter, participating in a food drive, holding a fundraiser for your 4-H club, etc. List the number of hours you volunteered and who benefited from your volunteer service. If you are listing non 4-H Community Service activities, please list only those for which 4-H has helped you prepare. You should only include 4-H work completed in one program year. If your 4-H project focus is on Community Service you may write "See Section 3" as your answer in this section or use it to continue adding project work for Section 3.

Section 7 – 4-H Awards and Recognition

List certificates, ribbons and other awards you have won in the past year. Remember, only 4-H winnings go on this page! Specify whether they were National, Regional, State, District, County or Club awards. Experiences should be divided out between project specific awards that related to this Project Record area and other 4-H awards.

Section 8 – Non 4-H Experiences, Awards, and Recognition

List any other groups, clubs, organizations, or sports teams to which you belong, as well as other items that have had a significant impact in your life, such as camps, conferences, or a job. You may also list any awards you have won or recognition you have received outside of 4-H. Examples of activities you may have been involved in would include: school clubs, VBS, Girl Scouts, Boy Scouts, FFA, etc.

Section 9– 4-H Photos and Supporting Materials

Include up to six 4-H scrapbook pages, which may include pictures (with captions), news clippings, letters, certificates, poems, teaching tools, short stories, digital media, etc. Be sure to follow the guidelines closely especially the page limits.

Section 10– 4-H Goals Setting for the next year

In order to get the most out of your 4-H Project experiences, members must be actively involved in developing what their 4-H projects will be, set their own goals and making decisions on when and what they will do to accomplish their goals. Goals basically represent what your next "destination" will be. If your goals are well written, they will help members, parents, leaders and agents know exactly where you want your 4-H project to go. Your goals should have the following parts: "I want"; Action; Results; and a Timetable. You will develop the goals for the next year in your 4-H projects.

ACTION: How you will do something?

RESULTS: What you are going to do?

TIMETABLE: When you are going to do it.

Question to think about as you develop your goals for the next year in 4-H.

What are some things I really like to do?

How good am I already at these things?

How much do I know about this already?

Is there one thing I'd like to learn more about or learn to do better?

Are there completely new things that I want to learn or do?

A goal is:

- the point you strive to reach

- completed by a designated time
- short term or long term
- an ideal to strive towards, sometimes so far up, it is impossible to reach from the point you are now; but the point is by trying and working hard, you can obtain that goal.

| | ACTION | RESULTS | TIMETABLE |
|--------|---------------|---------------------------|------------------------|
| I want | to learn | how to eat healthier | by December. |
| I want | to give | a 4-H presentation at DAD | by June. |
| I want | to train | my do to sit and stay | before summer is over. |

For More Information contact:

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www.nc4h.org



North Carolina 4-H Project Record

A Message to 4-H'ers:



Introduction

Records are an important written summary of what you have learned and the skills that you have gained within your 4-H work, as well as in other parts of your life. Over a period of years your records will show how you have grown. The information on your 4-H records will be useful as you fill out other forms in your life such as 4-H Portfolio's, resumes, job applications and college applications.

- Record keeping is an important part of every 4-H educational project.
- Many awards, educational trips, and college scholarships are given to club members on the basis of their records and project work.
- Records show your 4-H growth. You may include 4-H work completed in one program year.
- This form is designed to help you keep records and other supporting materials in an orderly manner.
- Do not alter the basic format of this book.
- You may hand write neatly or type in size 12 Arial or Times New Roman font.

Your 4-H Project Record should contain the following sections:

Section 1 Personal Data and 4-H & You

Section 2 4-H Story

Section 3 4-H Project Focus

Section 4 Leadership

Section 5 Citizenship

Section 6 Community Service

Section 7 4-H Awards and Recognition

Section 8 Non 4-H Experiences, Awards, and Recognition

Section 9 4-H Photos or Supporting Materials

Section 10 4-H Goals Setting



SE N 1: Personal Data

County You Participate In 4-H: _____



Program Year: _____

4-H Project Record Category in which you are entering: _____

Competition Category: 13 thru 15 years old 16 thru 18 years old

(age as of Jan. 1 for the project reporting year)

Number of years in the above program area: _____ Years in 4-H: _____

Name: _____ Male Female
(first) (middle) (last)

Name you want used in publicity: _____
(please print)

Home Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Telephone Number (include area code): _____

Date and Year of Birth: _____ Age as of January 1: _____
(age as of Jan. 1 for the project reporting year)

Names of parents or guardians: _____

Name of your 4-H club or group: _____ 4-H'ers Primary email address: _____

Name of School: _____ Grade in School: _____

Prior 4-H Project Record Gold awards won in this category Gold Year: _____
for this age group:

STATEMENT BY 4-H MEMBER

I give North Carolina 4-H permission to use my record as a sample, after identifying information has been removed, and allow North Carolina 4-H to use my Digital Media if any is provided to use for 4-H Marketing opportunities. I also understand that North Carolina 4-H will contact me before any of my information is shared.

I have personally prepared this report and certify that it accurately reflects my work:

Date: _____, 20 _____ Signature of 4-H Member: _____

APPROVAL OF THIS REPORT

We have reviewed this report and believe it to be correct:

Date: _____, 20 _____ Signed: _____
(Parent or guardian)

Date: _____, 20 _____ Signed: _____
(Local 4-H Leader)

Date: _____, 20 _____ Signed: _____
(County Extension Agent)



4-H & YOU!

Answer questions on separate paper if needed. Please retype the questions
Looking back over the past year in 4-H:

1. Discuss your favorite thing about 4-H. It does not have to relate to the project reported in Section 3.

2. Who is your role model in 4-H? Why?

3. Discuss the most important thing you have learned during the past year in 4-H.

Looking to the future:

4. If you were in charge of 4-H, how would you make it better? In your:

County:

District:

State:



SECTION 2

My 4-H Story

(Place your 4-H Story behind this page)

Your story is limited to no more than four (4) pages typed or handwritten. Your story should include all of your 4-H projects for this year.

Suggestion of things to include in your story:

Introduce yourself and include any information you choose to share about your interests, family, hobbies etc. Think about this as what would you say if you were given two minutes to introduce yourself.

Describe the impact 4-H has had on your life.

How has participating in the project you are completing in this Project Record impacted your personal growth?

Who has helped you in your 4-H journey?

How has your 4-H participation helped others?

What are your goals in life?

Summarize your experiences in 4-H.



Program Year: _____

SECTION 3

4-H Project Focus

(Name of 4-H Project)

We "learn by doing" in 4-H. List the specific things you learned and did in this project area during the past year. List knowledge and skills gained as well as the things you learned how to do. Use numbers to show how much you did and learned. Please list the most important presentations, talks, exhibits, radio, TV, newspaper articles, tours, camps, judging events, workshops, and any other learning experiences in which you have participated related to your project. Please list the work you have done this year. You should include work from January – December.

Provide a bullet statement, list, and/or chart. For example, provide numbers of animals raised. If possible, show money earned, savings realized, and profits and losses when appropriate. Also give totals where possible.

Activity

4-H Youth Summit during County Commissioners Assoc. meeting

Knowledge Skills Gained

To demonstrate responsible decision making

(Attach pages here)

Savings, Profits, Losses

If applicable, please list your savings, profits, and losses when appropriate in this section.

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National



Program Year: _____

SECTION 4

Leadership

List all leadership activities in which you have participated. Be specific – list the number of people you taught and the name of the lesson. Leadership involves holding offices and serving on committees. It can also involve teaching workshops, volunteering at 4-H day camps, leading/facilitating club programs, organizing events and meetings, recruiting new members, serving as a 4-H Ambassador, and motivating peers to set a goal and take action. List ways you have been a leader and/or have learned about leadership.

Please denote 4-H Leadership activities with an asterisk. If you are listing non 4-H Leadership activities, please list only those for which 4-H has helped you prepare.

Responsibility

*4-H Club presentation (taught workshop)

*4-H County Council Meeting (taught workshop)

Accomplishment

15 club members learned basic parliamentary procedure

28 club members learned how to make a healthy snack

Level

Local

County

(Attach pages here)

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National



SECTION 5

Program Year: _____

Citizenship

As teenagers, it is important to participate and be involved in the political process and make a civic contribution in our communities. Citizenship activities might include: attending a town meeting where you were representing 4-H; sending a message to your state legislator about 4-H teen issues that have been identified on the state 4-H program level; promoting 4-H and Cooperative Extension to county commissioners or other government representatives; etc.

Please denote 4-H Citizenship activities with an asterisk. If you are listing non 4-H Citizenship activities, please list only those for which 4-H has helped you prepare.

Description of Activity

Example: *Attended the 4-H Youth Summit.

Example: *Attended my local County Commissioners meeting

Level

S

C

(Attach pages here)

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National



Program Year: _____

SECTION 6

Community Service

List the community service activities you have participated in as a 4-H'er. Community service involves contributing to the quality of life in your community. Like many 4-H'ers, you may have participated in community service activities for your club or by yourself. Examples may include: volunteering at your local animal shelter, participating in a food drive, holding a fundraiser for your 4-H club, etc. List the number of hours you volunteered and who benefited from your volunteer service.

Please denote 4-H Community Service activities with an asterisk. If you are listing non 4-H Community Service activities, please list only those for which 4-H has helped you prepare.

Description of Activity

Example: *Donated 6 canned goods for Food for Families Food Drive

Example: *Writing Letters to Soldiers

Level

L

S, N

Hours

5

3

(Attach pages here)

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National



Program Year: _____

SECTION 7

4-H Awards and Recognition

List all the awards, honors, and recognitions you have received in 4-H, including contests, trips, certificates, ribbons, etc. Remember, only 4-H winnings go on this page! Specify whether they were National, Regional, State, District, County or Club awards.

Experiences should be divided out between project specific awards that related to this Project Record area and other 4-H awards. List your Project Record project specific awards first then follow with other awards for each page.

Project Record Award

Award/Recognition

Example 1: Certificate of Participation
Example 2: Certificate Blue Ribbon

For What Received

Attendance State 4-H Marsh Maneuvers
Area commodity ambassador

Other 4-H Awards Award/Recognition

For What Received

(Attach pages here)

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National



Program Year: _____

SECTION 8

Non 4-H Experiences

List any other groups, clubs, organizations, or sports teams to which you belong, as well as other items that have had a significant impact in your life, such as camps, conferences, or a job. You may also list any awards you have won or recognition you have received outside of 4-H. Examples of activities you may have been involved in would include: school clubs, VBS, Girl Scouts, Boy Scouts, FFA, etc.

Responsibility /Accomplishments

Example: Youth Praise Team; Captain of Softball Team

Non 4-H Awards & Recognition

Type of Award

Example: Plaque-1st place

For What Received

Community Beautification poster contest

(Attach pages here)

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National



Program Year: _____

SECTION 9

4-H Photos and Supporting Materials

There is a six page limit: This can include pictures (with captions), news clippings, letters, certificates, poems, teaching tools, short stories etc. Use the front side only and please do not attach any item thicker than 1/8 of an inch. The use of clear non-glare protective sheets is **optional**.

Digital media should be no more than two minutes long. Please use YouTube to upload your videos, as this is our preferred method. Also, please note that all videos must have closed caption incorporated into it. This is a requirement. All digital media will count as one page.

(Attach pages here)



Program Year: _____

SECTION 10

4-H Goal Setting

On a separate piece of paper, please use the following guide to develop your 4-H goals for next year. Include goals for your entire 4-H year as well as goals for this specific project. There is no page limit to this section.

| | ACTION | RESULTS | TIMETABLE |
|--------|---------------|---------------------------|------------------------|
| I want | to learn | how to eat healthier | by December. |
| I want | to give | a 4-H presentation at DAD | by June. |
| I want | to train | my do to sit and stay | before summer is over. |

(Attach pages here)

For More Information

Visit our website: www.nc4h.org

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Cooperative Extension's
Youth Development Program

North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, veteran status or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.