

4-H Project Record Book



Why Should I complete a Project Record Book?

- ▶ Learn the skill of record keeping
 - ▶ An important part of every 4-H educational project



Why Should I complete a Project Record Book?

- ▶ Learn the skill of record keeping
- ▶ Create a useful reference for scholarship and college applications
 - ▶ Won't it be nice to simply pull out your completed books and transfer the information to your college or job applications?



Why Should I complete a Project Record Book?

- ▶ Learn the skill of record keeping
- ▶ Create a useful reference for scholarship and college applications
- ▶ Show your 4-H growth
 - ▶ As you continue in your 4-H career you will have a record of where you began and where you are currently.



Why Should I complete a Project Record Book?

- ▶ Learn the skill of record keeping
- ▶ Create a useful reference for scholarship and college applications
- ▶ Show your 4-H growth
- ▶ Earn awards and ACHIEVE points
 - ▶ Your completed Project Record Books will compete at the county level and maybe go on to state. Everything you accomplish as a 4-H'er earns you points towards your ACHIEVE level.
 - ▶ It is a requirement to be receive your 4-H Livestock Show and Sale Check shortly after the show and then you turn it back in at the end of the year to be eligible for the next years show participation. (Nash County)



Why Should I complete a Project Record Book?

- ▶ Learn the skill of record keeping
- ▶ Create a useful reference for scholarship and college applications
- ▶ Show your 4-H growth
- ▶ Earn awards and ACHIEVE points
- ▶ Win
 - ▶ 643 4-H'ers participated project records on the district level in 2016.
 - ▶ Total money awarded was \$7,450.00 - \$50 per gold winner



Why Should I complete a Project Record Book?

- ▶ Learn the skill of record keeping
- ▶ Create a useful reference for scholarship and college applications
- ▶ Show your 4-H growth
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- ▶ Win

- ▶ Any Questions?



You will complete a record book outlining your participation in your programs, including establishing goals, creating a plan to achieve your goals, and reporting of activities completed to accomplish goal(s).



NC Project Record Guidelines

- ▶ 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; Jan 4, 2021. Leaders and Agent will sign off books when you turn in your books.
- ▶ Project work should be reported for one year. All information should only be listed **once** in the report form. This means you may have to choose the **BEST** place to report information.



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- ▶ Some of your goals and accomplishments may be shared with family and/or 4-H club members, but this project should be your **OWN** work.



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- ▶ Project work should be reported for one year. All information should only be listed **once** in the report form. This means you may have to choose the **BEST** place to report information.
- ▶ Some of your goals and accomplishments may be shared with family and/or 4-H club members, but this project should be your **OWN** work.
- ▶ 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.
- ▶ You can submit no more than 2 Project Records/year



NC Project Record Guidelines

Forms

- ▶ Use this form as a guide for completing your record book. If you choose to type your record, feel free to use a word processing program. We do ask that you list the **Section Number** and **Title** at the top of the page.
- ▶ 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 (No 3 ring binders please). You got one for free if you RSVP'd for this event. 😊
- ▶ Please print legibly or type using Arial or Times New Roman font in size 12 ONLY. See link below for the form to download:

Where can I find the forms?

<https://nc4h.ces.ncsu.edu/youth-3/4-h-awards-incentives-programs-2/>



- ▶ ***Section 1 - Personal Information and 4-H & You***
 - ▶ 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.
 - ▶ **Please print legibly or type using Arial or Times New Roman font in size 12 ONLY.**



NC Project Record Reporting Forms

Section 1

Please print legibly or type using Arial or Times New Roman font in size 12 ONLY.



NC Project Record Reporting Forms

Section 1

▶ Looking back over the past year in 4-H:

1. What was your favorite thing you did in 4-H this year and why?
2. Who is your role model in 4-H? Why?
3. What was 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:

Club:

County:

District:

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NC Project Record Reporting Forms

Section 2

Your 4-H Project Record should have all sections of the book in consecutive order and should only include things from THIS YEAR (January 1 - December 31).

▶ *Section 2 - My 4-H Story*

- ▶ Tell us your 4-H story! Your story should be no more than 4 pages. It can be typewritten or printed neatly. It should include your entire 4-H experience for this year. Introduce yourself to the judge.

Please print legibly or type using Arial or Times New Roman font in size 12 ONLY.



NC Project Record Reporting Forms

Section 2

- ▶ Here are some things you **COULD** include in your story:
 - ▶ Introduce yourself and include any information you choose to share about your interests, family, hobbies etc. If you were given two minutes to tell someone about yourself, what would you say?
 - ▶ Describe how 4-H has made a difference in your life.
 - ▶ How did the project you are completing in this Project Record help you grow?
 - ▶ 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.
 - ▶ Write about your pandemic experience and how you stayed connected with your community, friends, and family
- ▶ The Judges will be looking for
 - ▶ Did you follow the story format?
 - ▶ Did you honor the 4 page limit?
 - ▶ Did you tell about other 4-H projects or experiences?

- * Outstanding
- * Good
- * Needs Improvement

Please print legibly or type using Arial or Times New Roman font in size 12 ONLY.



NC Project Record Reporting Forms

Section 3

▶ *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. Project work is from January - December.
- ▶ List knowledge and skills gained as well as the things you learned how to do.
- ▶ Include dates and levels of participation.
- ▶ 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.
- ▶ We realize due to COVID, this could be small - but focus on the time that you had your project and what you learned

▶ *The Judges will be looking for:*

- ▶ Did you list things you learned and did in this specific project?
- ▶ Do you show the progress from start to finish in this specific project?
- ▶ Do you show dates and levels of participation?

- * Outstanding
- * Good
- * Needs Improvement



NC Project Record Reporting Forms

Section 3

- ▶ **Did you spend or make any money on your project?**
- ▶ **How much did you spend? How much did you make?**



NC Project Record Reporting Forms

Section 4

▶ **Section 4 - Leadership (8-10 & 11-12)**

- ▶ 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 4 - Leadership/Citizenship/Community Service (13-15 & 16-18)**

- ▶ In this section, please make a list of the things you have done involving citizenship, community service, leadership, and other projects and events.
- ▶ If you are listing non 4-H activities, please list only those for which 4-H has helped you prepare.
- ▶ If your 4-H project focus is on Leadership, Citizenship or 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.
- ▶ Leadership includes holding offices and serving on committees. It also can include teaching workshops, volunteering at 4-H Day Camps, giving a club program, organizing events and meetings, and recruiting new members.
- ▶ Community service activities might include fundraising for a community organization or assisting with the Fire Department raffle. List the number of hours you volunteered and who benefited from your volunteer service. You might also begin to learn about citizenship by going to county commissioners or town council meetings or writing your legislative representative.



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

NC Project Record Reporting Forms

Section 5

Your 4-H Project Record should have all 7 sections of the book in consecutive order and should only include things from THIS YEAR (January 1 - December 31).

▶ ***Section 5 - Citizenship (13-15 & 16-18)***

- ▶ 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 - Did you attend voting with your parents? Did you visit a historical location?
- ▶ 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 5 - Awards and Recognition (8-10 & 11-12)***

- ▶ List certificates, ribbons and other awards you have won in this year. Separate out your 4-H awards and your Non 4-H Awards. Specify whether they were National, Regional, State, District, County or Club awards.

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NC Project Record Reporting Forms

Section 6 & 9

- ▶ ***Section 6 - 4-H Photos and Supporting Materials (8-10 & 11-12)***
- ▶ ***Section 9 - 4-H Photos and Supporting Materials (13-15 & 16-18)***
 - ▶ 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.



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NC Project Record Reporting Forms

Section 7 & 10

- ▶ **Section 7 - 4-H Goal Setting for the Next Year (8-10 & 11-12)**
- ▶ **Section 10 - 4-H Goals Setting for the next year (13-15 & 16-18)**
- ▶ **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.



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NC Project Record Reporting Forms

Section 7 & 10

- ▶ **Section 7 - 4-H Goal Setting for the Next Year (8-10 & 11-12)**
- ▶ **Section 10 - 4-H Goals Setting for the next year (13-15 & 16-18)**
 - ▶ In order to get the most out of your 4-H Project experiences, you must be actively involved in developing what your 4-H projects will be, set your own goals and making decisions on when and what you will do to accomplish their goals.
 - ▶ Goals represent the direction of your destination.
 - ▶ 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.
 - ACTION: How you will do something?
 - RESULTS: What you are going to do?
 - TIMETABLE: When you are going to do it.
 - ▶ You will develop the goals for the next year (the year coming up, after you complete this book) in your 4-H projects.
- ▶ **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?

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NC Project Record Reporting Forms

Section 6 (13-15 & 16-18) only

- ▶ **Section 6 - Community Service (13-15 & 16-18)**
 - ▶ 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.
 - ▶ Help an elderly, community person in response to pandemic?

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- ▶ ***Section 8 - Non 4-H Experiences, Awards, and Recognition (13-15 & 16-18 only)***
 - ▶ 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.



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- ▶ <http://www.nc4h.org/youth/4-h-awards-incentives-programs>



NC Project Record Reporting Forms

- ▶ Please make sure to turn in your books on or before January 4th, 2021. Our office is open from 8 am until 5 pm but our office will be closed on the following days:
- ▶ December, 24th, December 25th, December 28th & January 1st!!!
- ▶ Many of us are on Annual Leave so we hope this is helpful in our absence!!



Happy Holidays!

