



COMPLETION OF PROJECT RECORDS (4-H 510)

Records such as birth certificates, report cards, and income-tax records are important to all of us. We use them throughout our lives. They are a permanent record of where we come from, where we have been, what we've done, and where we are.

4-H records are a written expression of your achievements. They document the knowledge, attitudes, and skills that you have learned; they also relate your experiences in leadership, citizenship, and community service.

4-H records help you to:

- Establish goals
 - Assume responsibility for record keeping
 - Collect and record information
 - Evaluate your progress in certain areas

4-H records help others understand and know you, learn about your interests, and evaluate your progress and achievements. They are the basis of various awards and recognition that are presented annually to members.

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4-H Project Record

Projects are the foundation for learning in 4-H. Projects are designed so a 4-H'er can progress at his or her own pace through various learning experiences.

The following tips will help you complete the 4-H Project Record:

1. Complete one for each different project you carry.
2. Record should include only information for that project.
3. Project-record completion includes a communication activity and an exhibit.
4. Many of the new projects are in a workbook or guide format. You can submit the workbook along with your project record sheet, but this is not required.
5. If you are submitting project records separate from a record book, please secure them in a folder.

Page 1

This *introductory* page ... asks the member to identify some personal information, the specific project they chose, and what they hope to learn during the year. Size of the project

could be number of animals, size of garden plot, number of garments made, etc. The signatures on this page verify that records have been reviewed and information is correct.

Title of project guide ... refers to the skills for life books, project activity guide, and performance-level books.

Page 2

The *Project Journal/Long* ... may be at the club, city, county, regional, or state level and may or may not be judged.

Communications ... includes all demonstrations, visual presentations, and speeches relating to the project (verbal presentations by members).

Exhibits ... include all that relate to this project. (For example: fair entries, Fashion Revue, displays).

Learning Experiences ... follow this sample format.

<u>Date</u>	<u>What I Did</u>	<u>What I Learned</u>
June 3	Attended Rabbit Workshop	To tattoo a rabbit

Page 3

The *Project Financial Journal* ... Youth will need to record on this page throughout the year. Please note the space at the bottom of the page for profit/loss statement.

If a project involves a large number of entries, youth may want to attach a log of income/expense and just summarize here. (For example, babysitting income or sale of produce.)

Page 4

Resources ... List resources that have helped you learn more about your projects in the last year.

Life Skills ... You've probably heard the saying "4-H teaches life skills." These life skills can be grouped under the "4-H's" in the 4-H Clover. You can use the chart that follows as a guide for listing "life skills" you may have learned through your 4-H projects.

The last statements can be completed as you'd like; please use complete sentences to share your thoughts.

These should be different for each project you carry and should be different from other siblings or club members carrying the same project.

HEAD (What did I learn?)	HEART (How did it make me feel?)	HANDS (What did I do?)	HEALTH (What impact did it have on me or my community?)
keeping records	nurturing relationships	community service	self-esteem
<i>wise use of resources</i>	<i>sharing</i>	<i>volunteering</i>	<i>self-responsibility</i>
planning/organizing	empathy	leadership	character
<i>goal setting</i>	<i>concern for others</i>	<i>responsible citizenship</i>	<i>managing feelings</i>
critical thinking	accepting differences	contributions to group	self-discipline
<i>problem solving</i>	<i>conflict resolution</i>	<i>effort to do better</i>	<i>healthy lifestyle choices</i>
decision making	social skills	marketable skills	stress management
<i>learning to learn</i>	<i>cooperation</i>	<i>teamwork</i>	<i>disease prevention</i>
managing time	communication	self-motivation	personal safety
	<i>caring for others</i>	<i>service learning</i>	

[This chart is based on Iowa State University Extension's "Targeting Life Skills Model." 1996.]

Supplemental Materials/Creative Time

In addition to the minimum requirements for a 4-H Project Record, members are required to include more in-depth information about their project. This must be 8 ½" x 11" sheet – a minimum of one page. [This allows a member to tell more about their projects and could include charts, graphs, worksheets, drawings, photographs, or reports that help tell of adventures with this project. **Please do not include ribbons, medals, score sheets, etc. – these items are for the 4-H member's memory book.**

Make sure all supplemental materials are neat and secure in the book and do not overhang the record book cover or folder.

Examples:

- **Animal Sciences** ... feed records, breeding records, inventory list, health logs, training schedules.
- **Environmental Sciences** ... **Gardening** – drawing of garden; **Woodworking** – listing of what 4-H'er made; **Human Sciences** – clothing, crafts – drawing/swatches of what 4-H'er made; **Photography** – sample of pictures

See Attached IDEAS FOR SUPPLEMENTAL MATERIALS

Members are encouraged to be creative and design their own materials. Avoid duplication of information that is already in the Maryland 4-H Project Record or 4-H Junior Member's Report Form.

**Adapted from MD 4-H 508 (Member Guide – Completion of 4-H Record)

1

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IDEAS FOR 4-H PROJECT RECORD (4-H 510) SUPPLEMENTAL MATERIALS

Dear Project Completer:

As I'm sure you know, Maryland 4-H is using 4-H 510 Project Record. This is a generic type of record that can be applied to all projects.

Because of this, the form does not ask for very specific information and you may feel that you cannot display all of the hard work that you have put into your project over the past year.

You are required to attach a supplemental piece of information to each of your project records. This should be on an 8 ½" x 11" sheet of paper and be clearly understood. These are your only guidelines. You may be as creative as you like. This is your opportunity to show off what you have done and learned while completing your project. Here is a list of project areas with a few ideas to get you started.

Project	<i>Suggestion</i>
Beef	For Breeding Project -- Give a sample set of EPD's and explain what they are and used for; for market project – give example of different breeds of cattle and what traits are ideal for a top-quality market animal.
Dairy	Collect a list of all the grains and supplements you are feeding your animal. Identify their purposes in the feed and the nutritional value.
Goat	For Dairy Project – Keep a log of milk production; for market project – rate of gain
Sheep	For Breeding Project – Create a list of equipment that should be on hand during the time of lambing and explain the use of each; for market project – keep a log of shots and worming that was given to your lamb. Explain the purpose of each.
Swine	For Breeding Project – Design a farrowing stall and explain its purposes; for market project – draw a diagram of a market hog and label the different cuts of meat and the use of each.
Cats	Create a narrative story of your experiences and include photographs.
Dog	Explain the purpose of showing dogs and how a dog is trained to respond to its owner.
Horse and Pony	Provide an expense and income chart to include feed, veterinary, equipment, premiums, etc.
Poultry	Keep a record of hatchings to include date eggs set, number set, date chicks hatched, number hatched, incubation method used. Keep a record of egg production.
Rabbits	Keep a record of grooming schedules, feeding schedule, shows attended, costs, and breeding records.
Small Pets	Keep a chart of daily care and explain how your small pet has taught you responsibility.
Veterinary Science	Select a specific animal species and give an outline of what an interested buyer needs to know about diseases, vaccinations, feed, and general upkeep of the animal.
Aerospace	Create a collage of your rockets and launching experiences. Include a write-up of what you learned.

Project	<i>Suggestion</i>
Bicycle	Create a diagram of all bicycle parts identified. Keep a logbook of how far you travel on your bicycle.
Electricity	Draw a diagram that includes open circuits and closed circuits. Explain why or why not they would conduct electricity.
Computer	Describe any upgrades that you have had done to your computer or would like to have done. Tell of the benefits of the upgrades and how the upgrade has assisted you.
Small Engines	Tell of any workshops that you have attended this year and what you learned from them.
Automotive	Draw a diagram of what is under the hood of the car. Tell why each part is important.
Tractor	Select your favorite type of tractor and explain its use.
Woodworking	Create a page of pictures of items that you created this year. Write a short summary of what you learned.
Entomology	Provide a listing of all of the bugs in your collection. Tell a few interesting facts about each of them.
Beekeeping	Create a diagram of a typical hive and label where the different types of bees live and work.
Composting	Keep a daily record of the items that you have added to your compost and what the intended use of the compost. Draw a diagram and label the various layers.
Conservation	Explain one type of conservation and tell how you are using this method.
Forestry	Collect various leaves from around your home and preserve them in a contact paper press. Give the common and scientific names of each and tell in what regions they may be found.
Shooting Sports	Create a safety checklist that you should go over every time you use a firearm.
Sports fishing	Keep a log of various baits and lures that you used to catch different types of fish. Tell about your favorite place to fish and why.
Wildlife	Keep a record of various types of birds that visit your bird feeder over the course of two months. Tell what you observed about the bird behaviors and habits.
Gardening	Plot your garden. Create a table of the different types of vegetables grown. Also create a schedule of your time spent caring for your garden.
Family Life	Keep a log of all your babysitting jobs. Include how many children, time, and anything you learned.
Personal Finances	Create a list of your personal income, expenses, and savings for the year.
Entrepreneurship	Create a business plan. Include expenses for advertising, rent and other miscellaneous costs.
Money Management	Provide a budget for one month. This should include food, shopping, animal, gas and other expenses. Tell how you stuck to the budget or how you didn't and tell what you learned.
Food And Nutrition	Create a menu for each of the following: 5-year-old child, 25 year-old diabetic, 67 year-old man. Follow the food pyramid and include the nutritional value.

Project	<i>Suggestion</i>
Health	Create a fitness record for one month.
Citizenship	Create and execute one specific community-service project. Write a summary of your experiences and include pictures.
Photography	Draw and label the parts of the camera. Tell what each part is used for and what it does. Include some of your best pictures.
Public Speaking	Write a summary of the best and worst public speaking experiences that you have had. Tell what you have learned from each.
Theatre Arts	Write a summary about your first performing experience. Tell what you learned and if you had any problems.
Teen Leadership	Create a story of the biggest challenge that you found while being a leader and tell how you overcame it.
Clothing	Provide a sample of fabrics that you used and a picture of the garments created. Write a summary of what you learned and your future goals in the project.
Fashion Revue	Create a collage of photographs from all the shows you attended or participated in. Write a summary of your past year experience and include leadership, citizenship and learning opportunities.

I hope that this list is able to get you started on a few ideas for your record sheets.

Jennie Lippy
12/00