TEXAS A&M
AGRILIFE
EXTENSION

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4-H Project Record Form for all Non-Animal Projects
(Complete this page at beginning of project)

_____   _____
Name of Project   Year

Name: _____ County: _____

Address: _____ City: _____ Zip: _____

Phone: _____   Years in 4-H: _____   Years in Project: _____

Age as of August 31: _____   Birthdate: (MM/DD/YY) _____

Name of 4-H Club: _____

Planning Your Project

What do you want to learn and/or do in this project this year?

Project Goals	Date Accomplished

This project planned and began:

Date: _____   _____
                                                                                    Signature of 4-H member

Date: _____   _____
                                                                                    Signature of Parent or Guardian

What is a 4-H project?	A 4-H project is the center of the 4-H experience. Projects are selected by members parents and leaders based on interest, abilities, family situation, facilities and availability of leadership for the project. A member who enrolls for the first time is encouraged to take only one project. As a member gains knowledge and experience, the size of the project may be increased and additional projects selected. At the age of 12 or 13, a member should consider developing a project plan based around a major project. This plan will guide the member throughout the rest of his or her 4-H career. Projects continued year after year should be increased in size and varied in learning experiences when possible. When enrolling for additional projects, try in include projects related to other project work. For example, a foods project might be complemented with gardening and poultry projects, or a livestock project might be complemented with veterinary science, safety or woodworking projects.
Who can have a 4-H project?	Any boy or girl, ages 9 to 19, who is enrolled as a 4-H member.
How is a project conducted?	A project may be conducted by participating in a project group with instructions from a project leader or by planning and conducting a 4-H project with the help of an adult leader.
How is a project completed?	A project is completed after activities are over and the project record is turned in to a 4-H leader. One 4-H project, including a project record, should be completed each year.
Why are records included as a part of 4-H projects?	Recordkeeping is an important part of the 4-H program. Records: (1) teach the skill of recordkeeping, (2) encourage good work, (3) show progress, growth and accomplishment, (4) help direct future plans and (5) help determine recognition.

Instructions for the Project Record

How do I prepare the record book at the beginning of my project?	PLAN, DESCRIBE AND TAKE INVENTORY OF THE PROJECT. Complete page one and the description and beginning inventory on page three with the help of a parent and/or leader. The 4-H member, parent and leader sign on page one after discussing the plans, the project and record requirements.
How do I prepare the record book during my project?	CONDUCT PROJECT AND PARTICIPATE IN PROJECT ACTIVITIES. As the project is conducted, management and activity records should be kept on a daily, weekly or monthly basis.
How do I prepare the record book at the end of my project?	SUMMARIZE PROJECT AND DETERMINE FINAL RESULTS. 4-H projects end when animals or poultry are sold, at the end of the 4-H year in August or at the time records are turned in to the County Extension Office. Total the columns in the Management Record and complete the inventory at the end of the project to determine profit or loss. Complete the optional records if they apply and the project summary. The total project record is reviewed by the 4-H member and leader and then signed.

Optional Financial records for Projects in
Which Finances Are an Integral Part

Project Description and Inventory

Describe the 4-H project including the beginning inventory at the beginning of the project. The ending inventory should be completed at the end of the project and will be the beginning inventory for the next year.

A. Beginning of Project		B. End of Project	
Projects and/or equipment description	*Amount*	*Projects and/or equipment description*	*Amount*
	$		$
TOTAL VALUE	$	TOTAL VALUE	$
Cost of equipment or materials purchases	+	Earnings, savings, sales, etc.	+
TOTAL A	$	TOTAL B	$
		TOTAL A	-
		Project Profit or (loss)	$

Savings

Record items made or repaired and/or labor if savings are to be shown. Estimate the cost of labor and/or the items bought, repaired or refinished and record in column A. Record actual cost in column B. Subtract column B from column A to find out the amount saved.

Date	Items Made, Repaired, Labor	A Estimated purchase, repair or labor cost	B Amount Spent	A – B Amount Saved
TOTALS				

Actual Income and Expenses

Expenses: Record expenses incurred in carrying out project, other than that reported in savings summary.

Income: Record income derived from this project or skills learned in this project.

Date	Purchases of Supplies, Equipment, Labor in Hours, etc.	Amount	Date	Income from Earnings, Awards, Sales, Growth, etc.	Amount
TOTAL EXPENSES			**TOTAL INCOME**		

Activities Record
(Record activities and things learned as you complete them during the year)

List specific things learned from this project:

_____

_____

_____

_____

List all activities: demonstrations, talks, judging activities, exhibits, clinics, workshops, tours, shows, etc. participated in and related to this project:

_____

_____

_____

_____

List awards and recognition: medals, ribbons, trips, plaques, scholarships, etc. received in this project:

_____

_____

_____

_____

Leadership. List what you did to assist other in this project. Explain briefly what you did, include numbers of people taught and involved and list the results for each item:

_____

_____

_____

_____

List community service and citizenship activities related to this project:

_____

_____

_____

_____

Project Summary
(Complete this section at the end of the project)

Write a brief paragraph explaining what your project has meant to you, including things liked, any unusual or interesting experiences, goals accomplished and future plans.

This project completed and reviewed:

Date:_____ By: _____
                                              Signature of Parent/Guardian