



(Keep records for only one (1) project on this form. Complete one Project Record for each project)

Project Year: 20____ to 20____ Phone Number (_____) _____

Name: _____ Unit: _____

Address: _____
Route/ Street Town/ City Zip code

Age as of January 1, _____ Birthday: Month _____ Day _____ Year _____

Name of 4-H Club: _____

Project Title: _____ Years in this Project: _____
(Include Current Year)

Project Numbers (As shown on enrollment form)

Please Check () if you took primary responsibility for teaching 4-Hers: _____

Number in the Group Assisted: _____

Member Status

I have personally prepared this report and believe it to be correct:

Date Project completed: _____, 20____
Signature of 4-H Member

Approval of this Report

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

_____, 20____
Date Signature of Parent or Guardian

_____, 20____
Date Signature of 4-H Project Leader

_____, 20____
Date Signature of Local 4-H Club Leader

What is a 4-H Record Form?

A 4-H Project Record is simply a tool to help youth progress on an annual basis through 4-H Club and Project work. 4-H Record Forms should be completed as you go through the 4-H year. As you advance through the years as an active 4-H participant, your record will reflect your personal growth in knowledge, skills, and attitudes.

Your 4-H Record emphasizes development of important life skills. Proper completion of a Member Record Form and Project Record Form(s) each year will help build your skills in goal setting, decision making and record keeping. These are skills you will need throughout your lifetime if you plan to succeed! The design of 4-H Record Forms places emphasis on the types of 4-H involvement most important to help you achieve desired experiences, and it helps you to develop and practice some of the skills listed here.

Ultimately, your 4-H Member and Project Records will form an excellent summary of your 4-H career. You will use information in the 4-H records to complete 4-H resumés, All Star forms and in making application for jobs, scholarships and honors. Your 4-H records may become a personal scrapbook which will be cherished for many years.

Types of Virginia 4-H Records

The Virginia 4-H Member Record is designed for you to record all 4-H involvement not directly related to your 4-H project(s). You will complete only one Member Record annually. A Virginia 4-H Project Record should be completed each year for each project in which you participate. Your Project Record(s) should be put inside your Member Record Form each year. These forms are very valuable and should be kept permanently by the 4-H member. You are encouraged to keep them together in a notebook, folder, or three ring binder.

4-H Projects

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. As a member gains knowledge and experience, the size and scope of the project should be increased and additional projects selected. At the age of 12 or 13, a member may consider developing a project plan based around a major project. Projects continued year after year should be increased in size and varied in advanced learning experiences. You may wish to select new projects related to current project work to strengthen and enhance those efforts. For example, a foods project might be complemented with gardening or poultry, 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 9-19, 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 self-determined project with the help of an adult leader.

How is a project completed?

A project is completed after at least six learning experiences/project activities (as suggested in the Project Guide and planned at project beginning) have been completed and this Virginia 4-H Project Record is completed and signed by your 4-H Leader(s).

Completion Instructions for Virginia 4-H Project Record

Beginning of Project

SET GOALS AND PLAN FOR THE PROJECT. Complete item number 1 of **Section I** on setting project goals with the help of your parent or guardian and/or leader. In **Section 11**, Project Financial Records, complete the “4-H Project Arrangement Agreement” and the “Beginning Inventory.” This section is required for completion by 4-H’ers for all animal projects and is strongly recommended for all other projects, particularly those for which finances are an integral part.

During the Project

CONDUCT PROJECT AND PARTICIPATE IN PROJECT ACTIVITIES. As the project is conducted, complete items number 2-6 of **Section I** as a record of your project activities. Complete records for “Project Income,” “Project Expenses,” “Maintenance” and “Equipment” in the **Section 11**, Financial Section.

At Project End

SUMMARIZE PROJECT AND DETERMINE FINAL RESULTS. 4-H projects end for the current year at the end of the learning experiences planned for that year. Complete the “Project Summary,” items 7 and 8 of **Section 1**. Complete the “Closing Inventory” and “Financial Summary” in **Section 11** to determine profit or loss. The total project record is reviewed and signed by the 4-H member, the parents or guardian, your project leader and 4-H Club Leader. Place the Project Record in your 4-H Member Record for safe keeping.

Section I

DATE PROJECT BEGAN _____, 20 _____

1. Project Goals (Complete this at beginning of the project.)

“Those that fail did not plan to fail; their problem was they had no plan at all.” Do not let that happen to you. Plan to succeed in your 4-H project work by setting goals now! Work with your 4-H Project Leader to set goals for your work in this project. After discussion, complete the following information. Include only things you hope to accomplish this year. Do not include work done before this year. To help you in this process:

- A. Obtain and review the appropriate 4-H Project Guide and Level for your project.
Suggested objectives and activities may be listed here. Each 4-H Project offered has a leader guide and/or member materials available.
- B. If you conducted this project last year, look at last year’s Project Record Form for review. Make plans building on last year’s progress.

Section I

Things I would like to “LEARN and DO” in my project this year:

List various aspects of this project to be focused on (things you want to LEARN about):

List 1-3 activities you will complete to help you learn this (things to DO):

Dates Accomplished:

a. _____

1. _____
2. _____
3. _____

b. _____

1. _____
2. _____
3. _____

c. _____

1. _____
2. _____
3. _____

d. _____

1. _____
2. _____
3. _____

e. _____

1. _____
2. _____
3. _____

f. _____

1. _____
2. _____
3. _____

Activities Record

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

2. List specific things learned from this project: _____

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

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

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

6. List community service and citizenship activities related to this project :

Project Summary

(Complete this information at the end of the project)

7. Summarize the things you raised, made, purchased, or did in this project. Use numbers such as number of dishes or meals prepared, articles made or repaired, people taught, activities participated in and dollars such as profit, losses, savings or earnings

8. 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. _____

Section II

Project Financial Records

(Required for all animal projects; optional for non-animal projects)

COMPLETE THE FOLLOWING AT THE BEGINNING OF THE PROJECT

4-H Project Financial Agreement/Arrangement

The support and involvement of your parents or guardians is very important as you work on your project. At the very beginning of your project, please discuss and complete the following section.

Financial Agreement - Check one of the following:

- _____ Ownership (You own and support the project.)
- _____ Partnership (You and another person share the ownership and expenses of the project.)
- _____ Managerial (Someone else owns the project and you provide the management.)

I have made an agreement with my parents or guardians or other person involved in ownership. The agreement of responsibilities of yourself and the other individual(s) are stated below:

Member's Signature _____ Date _____
Parents / Guardians / Owners Signature _____ Date _____
(Circle one)

BEGINNING INVENTORY - List all items on hand at the beginning of the project.

Item Description	Quantity	Value Per Item	Total Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Value of Beginning inventory: _____

Project Financial Records (Complete during the project)

PROJECT INCOME - List all income related to your project. Income would include the sale of animals, equipment, the value of the product used for home consumption, premiums won, earnings, etc.

Date	Item Sold	Item Consumed	Quantity Sold/Consumed	Unit Value	Total Value Received
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PROJECT EXPENSES:

List all expenses related to your project. Expenses include animals, feed, utilities, entry fees, etc.

Date	Item Purchased	Quantity Purchased	Unit Cost	Total Amount. Paid

Total Expenses: _____

HEALTH MAINTENANCE RECORDS - (Animal Projects Only). Record all things done to improve or maintain the health of your project animal(s). Include items such as vaccinations, medicine, deworming, etc.

Date	What was done	By Whom	Reason for doing

USE OF EQUIPMENT - List any equipment you used in completion of your project (including incubators, computers, tractors, slide projectors, etc.). Equipment can be owned or borrowed.

Project Financial Records

To be completed at the end of the project

CLOSING INVENTORY - List all items on hand at the end of the project year. List all animals, equipment, clothing, tools, materials, etc.

Date Acquired	Item Description	Quantity	Value of Each	Total Value

Total Value of Closing Inventory: _____

Total Value Income: _____

Section III

Financial Summary

Income

Total value/income from project _____
Total value of closing inventory _____
Total Receipts \$ _____

Expenses

Total value/income from project _____
Total value of closing inventory _____
Total Expenses \$ _____

Profit/Loss

Net Gain or Loss on project \$ _____ Gain Loss
(Check one)

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