# DIGITAL PHOTOGRAPHY

## Record Book

CANADA
4-H Alberta

## The 4-H Motto

**"Learn To Do By Doing"**

## The 4-H Pledge

I pledge:

My **head** to clearer thinking,
My **heart** to greater loyalty,
My **hands** to larger service,
My **health** to better living,
For my club, my community,
my country, and my world.

Published by 4-H Alberta for the 4-H community.

For more information or to find other helpful resources,
please visit the 4-H Alberta website at www.4hab.com.

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# MY 4-H **RECORD BOOK**

Your Record Book is a personal journal used to keep track all of the meetings, activities and fun you will have in this 4-H project. The purpose of the record book is to provide you with a detailed description of your year's work. A complete book will be a useful reference in years to come and will also show your year's accomplishments on Achievement Day.

## Your Record Book should include all or most of the following:

- Your club name and the project you are enrolled in
- A list of members and leaders in your club and project
- A record of general meetings and business conducted
- A record of special 4-H activities you participated in
- Your goals for the year
- A record of project meetings and activities
- A complete account of the work done on each activity (written activities)
- A list of other resources that were used during the project year
- An evaluation of your 4-H year
- Record Book Checklist knowledge and skills

Remember to practice good record keeping habits throughout they year. It's much easier to remember what you did yesterday than it is to remember what you did three months ago. Take the time to fill out your Record Book at the meeting or as soon after as possible. Information in your Record Book should be complete and accurate. Be neat so that you can read your record book in the future and so that others can read it on Achievement Day. Consider organizing your material into sections with dividers. A 3-ring binder would add durability and help you keep things organized. Add extra pages as necessary, remove or mark those you are not required to do and consider creating your own "Table of Contents" as it is of value to you, the judge and others.

Above all, remember that a Record Book is for your personal use. Be sure to include the information you will want to remember or look up years from now. And have fun!

## Tips for Good Record Keeping

- Use a 3 ring binder so that you can easily add or delete pages
- Start record keeping as soon as you start your project
- Keep up-to-date
- Keep all receipts related to the project

# ABOUT **ME**/ABOUT **MY CLUB**

## Record Book for the Year 20___

**Name** _____

**Address** _____

**Age** _____ **Number of Years in 4-H** _____

**Category** ☐ **Junior (9-11)** ☐ **Intermediate (12-14)** ☐ **Senior (15-20)**

**Club Name**

**District** _____ **Region** _____

**General Leader** _____

**Project Leader(s)** _____

**Other Leaders** _____

_____

## Project Members

| NAME | PHONE NUMBER | FAVOURITE PHOTO STYLE |
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# PROJECT **GOALS**

## My Goals for this year:

*I Want to Learn:*

*I'd Like to Achieve:*

*After this project I hope to:*

☐ *My diary from my last 4-H project is up to date.*

# SUGGESTED MEMBER **OBJECTIVES***

## Achievement Day Requirements for this project:

- A completed record book
- Exhibit a collection of 10 to 15 photographs that were taken during the club year
- One picture each: an animal, a person, a plant (wild or domestic); one picture shot from the viewpoint of a very young child (two to four years of age), and one shot each of a good use of leading lines, textures and framing
- Exhibit at least three photographs of another 4-H project or topic that would spark interest in that project
- Exhibit of at least three pictures that intend to trigger a specific reaction in the viewer (with a title)
- One special project from the list of special projects in the Activity Guide

*To be used at the Leader's discretion, as is applicable for club members and time.

"The Grasshopper"

# RECORD OF **GENERAL CLUB MEETINGS**

Club President _____

Vice President _____

Secretary _____

Treasurer _____

Other _____

| DATE | BUSINESS CONDUCTED | MY RESPONSIBILITIES |
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# RECORD OF **GENERAL CLUB MEETINGS** (CONTINUED)

| DATE | BUSINESS CONDUCTED | MY RESPONSIBILITIES |
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| TOTAL NUMBER OF MEETINGS HELD | |
| TOTAL NUMBER I ATTENDED | |

# RECORD OF **DIGITAL PHOTOGRAPHY PROJECT MEETINGS**

| DATE | MATERIAL COVERED | MY ROLE |
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# RECORD OF **DIGITAL PHOTOGRAPHY PROJECT MEETINGS** (CONTINUED)

| DATE | MATERIAL COVERED | MY ROLE |
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| **TOTAL NUMBER OF MEETINGS HELD** | |
| **TOTAL NUMBER I ATTENDED** | |

# RECORD OF **PROJECT COSTS**

Keep a record of supplies for your project. If you use materials from home, list them as supplied.

| DATE | SUPPLIES AND SERVICES PURCHASED | COST |
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| | **TOTAL COST OF 4-H PROJECT AT YEAR END** | |

# INVENTORY

To complete your 4-H project you may acquire equipment, tools and supplies that you will continue to use. Keep an inventory listing the item, date of purchase and the cost/value. This list might be valuable in case of an insurance claim for loss.

| DATE | ITEM AND WHERE I PURCHASED IT | COST |
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| | TOTAL COST OF 4-H PROJECT AT YEAR END | |

# ABOUT MY **PHOTOGRAPHY PROJECT**

*I chose the photography project because:*

*The hardest part was:*

*The funniest thing was:*

*My greatest success was:*

*I hadn't realized that:*

*I learned this about working with others:*

*I learned this about Journalistic Photography:*

*My leaders were pretty good about:*

*What I liked best was:*

*I learned this about safety when taking pictures:*

*I learned this about myself:*

*What I think I'll always remember:*

*So far my best picture is:*

*Some day I hope to photograph:*

*If I was starting all over again I would:*

# ADDITIONAL **RESOURCES**

This list should be completed as you carry out your project work. It may include books, websites, videos, articles, sample images, magazines and other resources that were used as references. Also, include guest speakers or other people or organizations who assisted in providing information and materials.

# PROJECT **EVALUATION**

*Attach a photograph of you at work with your camera.*

*What techniques and skills did you learn and use for this project?*

*What did you like best about this project?*

*What was the most frustrating part of the project? How did you deal with that?*

*Are you pleased with what you learned this year?*

*What would you change if you were to do it over again?*

*What did you do with all the photographs you took? Do you have other plans for them?*

*How will you use your photography in the future?*

# PROJECT **SUMMARY**

*Comparing my photos from the beginning of the project, I have noticed:*

*What did you learn about yourself as a group member?*

*What did you learn about working with others?*

*Feedback comments from my 4-H Leader:*

# PICTURES AND **CLIPPINGS**

Did news of your club make it into the local paper this year? How about one of your photographs? This is the place for it! And don't forget those special club activities, tours, camping trips and just goofing around with your 4-H friends! Add extra pages if you need them!

# POST YOUR **FAVOURITE IMAGES**



*Notes:*

# POST YOUR **FAVOURITE IMAGES**

*Notes:*

# POST YOUR **FAVOURITE IMAGES**



*Notes:*

# CHECKLIST OF **KNOWLEDGE AND SKILLS**

Throughout this project we have learned many things about photography, composition and how the camera works. Think back on all the 4-H events, activities, meetings and lessons you have participated in during the past 4-H year and check each area where you feel you have . . .

## This Year I Have Improved or Learned

- ❑ To set goals for myself
- ❑ How to stay organize
- ❑ How to operate my camera
- ❑ Be proud of my accomplishments
- ❑ Try new things
- ❑ Understanding composition and basic "rules" of photography
- ❑ How to keep records for my project
- ❑ How to use more of the features that my camera offers
- ❑ Where to search for information for my project
- ❑ How to work safely while taking pictures
- ❑ The parts of my camera and their function
- ❑ Listen and work with others
- ❑ How to set the white balance on my camera for different light situations
- ❑ How to safely post my pictures on the internet
- ❑ To make new friends
- ❑ How to take better pictures
- ❑ Help others understand how their cameras work
- ❑ Understand my strengths and limitations
- ❑ Respect the feelings of others
- ❑ Take responsibility for my club's well-being by helping where I can
- ❑ Work with my club to complete a community service project

*Feel free to add any other areas where you feel you have made progress this year*

- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____

# MEMBER'S **"I CAN" CHECKLIST**



- ❑ Refuse to put myself in danger for the sake of a better picture.
- ❑ Identify and avoid dangerous situations when taking pictures.
- ❑ Identify and manage any hazards related to photography.
- ❑ Demonstrate photographic courtesies.
- ❑ Explain, how different people and groups feels about having their picture taken.
- ❑ Explain how taking a picture of someone might offend them.
- ❑ Identify situations in which photography would not be appropriate.
- ❑ Explain, in simple terms, how my camera works.
- ❑ Clean my camera/Explain and demonstrate camera care.
- ❑ Navigate the options menus of my camera.
- ❑ Remember tips for taking better photographs of people, animals and scenery.
- ❑ Find and use resources for photography tips.
- ❑ Listen to and consider feedback about my photography.
- ❑ Evaluate work of other photographers to learn their techniques.
- ❑ Prevent damage to my printed images in storage, and on display.
- ❑ Use my photographs as gifts, to complement my school projects, to serve my community.
- ❑ Explain and name the main parts of my camera and their functions.
- ❑ Determine equipment I need.
- ❑ Decide a specific result that I want to achieve with a photograph.
- ❑ Plan a picture when considering the subject, background.
- ❑ Make pictures that focus attention on my intended subject.
- ❑ Limit visual distraction from my subject in the picture.
- ❑ Explain how changing the angle will affect a photography.
- ❑ Challenge myself to look at things from different angles and points of view. To change the impact of a shot.
- ❑ Experiment with different angles, arrangements and lighting, backgrounds.
- ❑ View and photograph a subject from several points of view.
- ❑ Use panning, flash, and shooting at "peak of action" to suggest action.

- ❑ Use a flash, composition, and timing of a shot to suggest movement.
- ❑ Evaluate my own work and think of new ways to shoot the same subject.
- ❑ Can create photographs that suggest movement of feelings as well as physical movement.
- ❑ Place the horizon line in the photo at different spots in the frame, to put the focal point either on the landscape or sky.
- ❑ Explain ISO.
- ❑ Set the white balance options on my camera for different types of lighting.
- ❑ Select camera settings appropriate for different lighting conditions.
- ❑ Tell the difference between side lighting, back lighting and direct lighting.
- ❑ Use a flash to provide or complement light.
- ❑ Use available resources to reflect or diffuse light.
- ❑ Experiment with side lighting, back lighting direct lighting and reflected light.
- ❑ Explain the relationship between the shutter and aperture.
- ❑ Adjust the shutter speed and aperture.
- ❑ Use extended exposure to compensate for difficult light.
- ❑ Use a tripod to reduce blur at longer exposure.
- ❑ Use tripod and long exposure for night time effects shots.
- ❑ Adjust exposure settings to compensate for light levels.
- ❑ Can demonstrate “painting with light” to create photographs.

**Leaders Comments:**

# EVALUATION

Your input is a valuable asset to the 4-H program!

As you go through the project year, write your comments and suggestions about the project on this form. When you complete your project, mail this form to your local 4-H office. We want to hear from you!

**Evaluation Date:** _____

Send Evaluation to:

4-H Digital Photography Project Evaluation

## Please Tell Us

*Which techniques and skills did you learn and use for this project?*

*What did you like best about completing this project?*

*Are you pleased with your project? Is there anything you would change if you were to do the project again?*

*What are you going to do with your project?*

*How long did it take for you to finish your project?*

*Additional Comments?*