
PROJECT INSERT

ABOUT MY **PROJECT**

Describe your project:

PROJECT PLANNING

Your project will require regular effort on your part to be successful. Explain what you will do daily, weekly and/or monthly to accomplish your goals. Be as specific as possible.

What I do for my project ...

Daily	Weekly	Monthly

Why did you choose this Project?

What skills do you want to learn or improve on?

What goals do you want to accomplish with your project?

What other 4-H activities do you want to try? What are you most looking forward to?

PHOTOS AND CLIPPINGS

Paste photos, newspaper articles and journals of your experiences and milestones during your Project.

PHOTOS AND CLIPPINGS

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BUDGET - For Senior Members Only

A budget is important for planning. Budgets can help ensure that your expenditures are not greater than your available finances, or expected income, particularly if a loan is required.

Based in previous years in the project, and/or the advice of your leaders and parents, create a budget for this year. Additionally, you may want to think about:

1. Is the value of the learning worth a loss? Will it lead to a more balanced projection in the future?
2. Is there a way to decrease expenses?
3. Is there a way to generate more income?

Budget

Projected Price (initial value)			
Projected Expenses	+		
Projected Equipment Depreciation	+		
Projected Maintenance / Repair Expense	+		
Projected Education / License Expense	+		
Projected Other Expense	+		
	=		
		Total Projected Expense	
Projected Project Income			
Projected Other Income	+		
	=		
		Total Projected Income	
Total Projected Income			
Total Projected Expense	+		
	=		
		Budgeted Profit/Loss	

MONTHLY PROJECT REPORTS

Fill out the monthly project reports only for those months when you are working on your project.

Month	Comment - How did your project do this month, questions, ideas?	
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:

MONTHLY PROJECT REPORTS

Month	Comment - How did your project do this month, questions, ideas?	
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:

To complete your 4-H project you may acquire equipment, tools, and supplies you will continue to use throughout your 4-H career. Keep an inventory listing including the item, date of purchase, and cost/value. Include equipment that was added, lost, or broken through the year. Don't forget to include equipment purchased in previous years (i.e. from your last book). This list may also be valuable in case of an insurance claim for loss or damage.

4-H PROJECT INVENTORY SUMMARY NOTE: This inventory is continuous from year to year and should be transferred to your new record book insert each year.

Date Purchased	Equipment Purchased	Value for this Item
Oct. 17, 2021	Eg. Wheelbarrow	\$33.75
Total		\$

Project Sale Income: (if you sold your bow and arrows, or any items related to the project that you have sold - eg. reflighted arrows, homemade targets, etc.)

Item	Amount
Total	(Q)

Other Income: (show all Income generated from the sale of other project equipment you no longer need or want, prizes you were awarded in the club or at competition, etc.)

Item	Amount
Total	(R)

Total Income:

Project Sale Income

+ (Q)

Other Income

= (R)

Total Income

= (T)

Profit or Loss Calculation:

Total Income

- (T)

Total Expenses

= (L)

Profit or Loss

= (U)

ABOUT MY 4-H PROJECT - **EVALUATION**

What 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 you to finish your project?

My plans to continue with this project.....

Comments From Project Leader

Date

Project Leader Signature

YOUR CLIPPING PAGE: *add in your notes, pictures, and clippings here. Add MORE pages as necessary.*

RECORD BOOK - Non Livestock Marking Guide

This is just a guide - clubs can add, delete, or change any of the book to suit the clubs' needs.

Member Name: _____ Age Group: JR/INT/SR

BASE BOOK -Completeness(Including Accuracy pages)

All pages to be filled in or N/A marked

About Me/About my Club	/8
My 4-H Year Plan	/2
Record of Club Activities	/4
Record of District, Regional & Provincial Activities	/4
Code of Conduct	/4
Financial Summary for 4-H year	/8
Story of My 4-H Year	/4
Neatness & Personality - Base Book Only	/8

INSERT - RECORD BOOK

Accuracy: All records and calculations should be complete

	Project one	Project two	Project three
My Project /Project Planning	/5	/5	/5
Picture - Beginning & End Project Picture	/5	/5	/5
Practice Log/Maintenance Log	/6	/6	/6
Other expenses	/4	/4	/4
Project Financial Records	/10	/10	/10

Neatness: Inserts

Neatness is more than penmanship. It also includes spelling, punctuation, spacing & consistency. Corrections should be minimal & neat.

Personality: Completed Book

4-H Communication Activity/Judging sheets	/4
4-H Handouts - Agenda, Financials, etc	/4
Organization & presentation of material	/4
Originality & Creativity	/4
Quality Photos & pictures - titled & dates	/6
Clipping Pages Newspaper & magazine articles	/6

Attention to Detail:

contributed extra to their record book

Total Points

General Comments::
