



A Closer Look at Alaska 4-H General Project Insert



We are *Alaska 4-H* – Your first class at UAF



A CLOSER LOOK AT RECORDS

A Closer Look at Records is a guide to assist 4-H members in completing the *Alaska 4-H Record Book* along with the proper insert. *You will need to complete a General, Horse or Livestock project insert to complete your project records. These inserts, while similar, will also include sections specific to those project areas.*

Recordkeeping is a skill necessary throughout life. Good recordkeeping practices can save a person time, money and even stress.

Begin with the appropriate *Project Insert* at the time you begin your project work. It's important to write your goals before you begin — what you want to learn, make or do in your project. These goals will give you and your 4-H leader an idea of where to start. You should have a *Project Insert* for each 4-H project completed.

The key to success in recordkeeping is to write down the information in the Project Journal as you go along. Making an entry in your journal may not seem important at the time, but later on it will help you write your 4-H story, will help you count up how much time you spent on a project, and may just help you remember a special time with your market animal, your dog or with your club. Think of your *Project Journal* as a diary. Diaries are informative and often entertaining to look back at!

Good luck with your 4-H recordkeeping! Remember, if you have questions, you can ask for help from an experienced 4-H'er, a 4-H leader or Cooperative Extension Service 4-H staff.

Marla Lowder, Derylee Hecimovich and Linda Tannehill

4-H/Youth Development & Home, Health and Family Development Extension agents

The 4-H General Project Insert is used for a wide array of projects. It includes all 4-H projects except a horse project or a market livestock project. These can include but not limited to sewing; foods; computer; beekeeping; dog; pet; leadership; childcare; rabbits or poultry (not for market); arts; crafts; gardening; etc.

4-H GENERAL PROJECT INSERT: Page 1

Complete page 1 at the beginning of the project.

Name of Project

For each project you are enrolled in, you will need a separate *4-H General Project Insert*. At the top of each one, write which project the insert is for. For example: if you are enrolled in the rabbit project, you would write “rabbit” in this space. If you are also enrolled in gardening, you would write “gardening” in this space on another insert.

Name of Member

Write your name.

Years in This Project

How many years have you taken this particular project? If it is your first year, put one; second year, two; and so on.

Years in 4-H

How many years have you been enrolled in 4-H? How many years have you accumulated as a 4-H member? If you took a year or two off, that’s OK. Write the number of years accumulated. Do include years as a Cloverbud. (This number should agree with “Year in 4-H” on your 4-H Member Enrollment Form.)

INSTRUCTIONS: Page 2

General information on record book completion

PROJECT COMMITMENT: PAGE 3


This is where you express your goals for the project. What do you want to do and learn? An example would be: “In my Foods Project I want to learn how to make yeast bread. I would also like to learn how to make a nutritious meal for my family. In this project I will prepare one meal for my family. I will also make cookies for the nursing home Bake and Take Day. I plan to do a food presentation for my 4-H club and at Public Presentation Day.”

The purpose of this page is to make you think about what you really want to accomplish in this project, how you will do it and with what kind of help. With it written down and signed, you have made a contract with yourself about what you plan to achieve in this project.

Complete this part in the beginning so you will have a direction. Sign and date it.

This Is What My Leader Agreed to Do to Help Me Learn

For some of you, your project leader may be your parent(s)/guardian, so this section and the next may be the same. The leader needs to write what he/she







Alaska 4-H
General Project Insert

AKH-00010


Name of Project _____ Years in This Project _____

Name of Member _____ Years in 4-H _____

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is willing to help you do. For example, “I will hold project meetings to teach about gardening — planting, caring for and harvesting.” The leader needs to sign and date it.

This Is What My Parent(s)/Guardian Agreed to Do to Help Me

In this section your parent(s)/guardian will write what they will do to help you achieve your goals for the project. This could include driving you to project meetings, assisting in learning a skill or helping figure the cost of the project. They will then sign and date it.

Name of Project _____	Years in This Project _____
Name of Member _____	Years in 4-H _____
Project Commitment	
This is what I want to do and learn (include description of animals you plan to have, items you hope to make, skills you want to learn, etc.):	
Member Signature _____	Date _____
This is what my leader agreed to do to help me learn:	
Leader Signature _____	Date _____
This is what my parent(s)/guardian agreed to do to help me:	
Parent(s)/Guardian Signature _____	Date _____

PROJECT JOURNAL/CLUB MEETINGS/ACTIVITIES: Pages 4-7

The purpose of the “Project Journal” is to help you keep track of everything you do in your project. Page 1 of this *4-H General Project Insert* helps to identify what it is you want to learn and/or accomplish in the project. The section “Project Journal” takes page 1 a step further. This is where you record all proj-

ect activities to see if you are on the right track for reaching your goals for the project. Also, when you complete the project, there will be a record of what you have done. Make sure you include time spent both on your own and at project meetings in the *4-H General Project Insert*.

The key to success in this section is to complete it as you go along.

Following are the columns in the “Project Journal”

Date

Write down the month, day and year of the activity. It is best to do this at regular intervals, such as once a week or at the end of a project meeting.

What I Did or Made

Write down what particular activity you did (e.g., “I went to a Foods Project meeting,” “Took my dog to the veterinarian.”) or what you made (e.g., “I crocheted a potholder,” “I built a flower box,” “I made Christmas cookies.”) If you did more than one thing on a date, use separate lines to explain what you did.

How Much/How Many

In this box write how much grain was fed, how much medication was given, how many cookies were made, how many rows were knitted, etc. You can use more than one line if you did more than one thing on one day, such as I helped at the project meeting to make yeast rolls. Then on a separate line with the same date you can say I made yeast rolls for my family at home.

Cost

Write in any costs involved in the activity on this line, for example, cost of the feed, how much cookies cost to make or the cost of the medication.

Value/Income

This box can be a matter of personal opinion of what something is worth, its value. For example, let’s say that you crocheted a potholder. At the very minimum, its value is equal to the cost of materials. If you were going to sell it, another consideration would be your time and the quality of craftsmanship. Is it your very first potholder or your 20th one? Hopefully your craftsmanship improves with ex-

PROJECT HIGHLIGHTS: Page 8

“Project Highlights” are to be written when your project is completed. The purpose of the “Project Highlights” is to help you evaluate your growth in the project.

What Was Learned

The first section tells you to write about what was learned. The instructions direct you to include “at least SIX NEW things learned this year” in your project. What was learned could be **knowledge** (“I learned how to double a recipe”). What was learned could also be a **skill** (“I learned how to develop black and white photographs”). You could also include something you discovered about yourself (“I learned I really like sharing what I know with young children,” “I learned that with practice I am becoming more comfortable talking in front of my 4-H Club”). You may describe feelings, emotions, values.

Project Highlights

Do this report when your project is completed. It should show growth in your project as reflected by at least SIX NEW things learned this year.

What was learned:

Unusual events, successes or problems solved:

To do differently next time:

8

Unusual Events, Successes or Problems Solved

The second section asks you to write about unusual events, successes or problems solved. This is where you would highlight something about your project. An unusual event could be that you went to Japan on the LABO exchange and learned about Japanese art. A success could be you were awarded your first blue ribbon at the fair or you presented your first demonstration at Public Presentation Day. If you had any problems with your project, you would want to mention them in this section.

To Do Differently Next Time

The final section under “Project Highlights” offers you the opportunity to tell about what you will do differently next time. If you had a problem with your project, what will you do to solve it next year if you take the project again? If you had great success with your project, what will you do to challenge yourself next time? The purpose of this section is to help you evaluate what you’ve done and what you could do to either change or improve in your project work.

PROJECT FINANCIAL SUMMARY: Page 9

The “Project Financial Summary” fits most projects. There will be some projects in which you enroll that may not involve materials, expenses or income. If you believe this to be the case, write at the top of the page, “Does not apply to this project.”

Beginning Value

The lines at the top of the page are provided for you to list any supplies, animals and equipment that you had at the beginning of the project. To complete this section, write the **date** you are making the entries. Then list the item under Item. Indicate with a number **how much/how many**. Some examples of this are: Photography project camera, 1; lenses, 1; photo albums, 2; Sewing/Clothing project sewing machine, 1; sewing box, 1; straight pins, 1 box; Gardening project hoe, 1; rake, 1; greenhouse, 1. List things you already have that you use for the project. Next list the **monetary value** of the item(s) in dollars and/or cents. How well you complete the **Income/Value** and **Costs** sections that follow the “Project Journal” will help you complete the rest of the “Financial Summary.”

4-H PICTURES: Pages 10-11

All the previous sections in the Project Insert have involved written documentation of many things, including what you've done, learned, spent and earned. The picture section offers you the opportunity to present photographic documentation of your project work. Whether you are building, growing, raising, making, doing or learning something, photographs will show growth, change or improvement in the project. The instructions on this page offer several suggestions for picture ideas.

Don't forget to write a caption and include a date for each photograph. Take lots of pictures during the project year. You will be very glad that you did!

After you complete the Alaska 4-H Record Book and one or more Project Inserts, Your Record Book is complete! Congratulations!

4-H Pictures

Pictures of you with your 4-H project, participating in 4-H activities or receiving recognition, or results of your 4-H work. Caption each photograph with an explanation of the picture.

Alaska 4-H Record Book Scoring Rubric:

Use the following scoring rubric to help fill out the record book. This document will help you to know what is required of you depending on your age to receive a 100% on your record book when scored.

Alaska 4-H Record Book Scoring Rubric

Youth Name:		Final Score:					
General Records		Poor	Fair	Good	Excellent	Score	Comments
Title Page	0 points	3 points	7 points	10 points	15 points		
	Not filled out.	Partially filled out. Some information missing.	Title page completely filled out, but ongoing history is not.	Page completely filled out.			
4-H Leadership	0 points	5 points	10 points	15 points			
Senior	No leadership activities included.	At least 3 leadership activities are listed, but incompletely described.	At least 4 leadership activities are listed and described completely.	5 or more leadership activities are listed and described completely.			
Intermediate	No leadership activities included.	At least 2 leadership activities are listed, but incompletely described.	At least 1 leadership activity is listed and described completely.	More than 2 leadership activities are listed and described completely.			
Junior	No leadership activities included.	At least 1 leadership activity is listed, but incompletely described.	At least 1 leadership activity is listed and described completely.	More than 1 leadership activity is listed and described completely.			
4-H Public Presentations	0 points	5 points	10 points	15 points			
Senior	No public presentation given.	1 Public presentation listed but not fully described or presentation given to an audience of 1-2 people.	At least 1 public presentation fully described and given to an audience of over 5 people.	4 or more public presentations fully described. At least 2 presentations given to an audience of over 5 people.			
Intermediate	No public presentation given.	Public presentation listed but not fully described or presentation given to an audience of 1-2 people.	At least 1 public presentation listed and fully described.	2 or more public presentations fully described. Presentations given to an audience of over 5 people.			
Junior	No public presentation given.	At least 1 public presentation listed and fully described.	At least 1 public presentation listed. Presentation given to an audience of over 5 people.	2 or more public presentations listed and fully described.			
4-H Citizenship/Community Service	0 points	5 points	10 points	15 points			
Senior	No community service listed.	2 community service listed.	4 community service activities listed and fully described.	6 or more community service activities listed and fully described.			
Intermediate	No community service listed.	1 community service listed.	3 community service activities listed and fully described.	4 or more community service activities listed and fully described.			
Junior	No community service listed.	1 community service listed.	2 community service activities listed and fully described.	3 or more community service activities listed and fully described.			

Alaska 4-H Record Book Scoring Rubric

<i>General Records</i>	Poor	Fair	Good	Excellent	Score	Comments
4-H Events Attended	0 points No events listed.	5 points 1 or 2 events listed.	10 points 3 or 4 events listed with complete descriptions.	15 points 5 or more events listed with complete descriptions.		
	4-H Story	5 points Less than 1 page, doesn't fully describe bullet points on page.	10 points Equivalent to 1 page typewritten, story does not fully describe bullet points on page.	15 points Equivalent to 2 pages typewritten, story fully describes bullet points on page.		
Senior	0 points No 4-H story included.	5 points Less than 1/2 page, doesn't fully describe bullet points on page.	10 points Equivalent to 1/2 page typewritten, does not fully describe bullet points on page.	15 points Equivalent to 1 page typewritten, story fully describes bullet points on page.		
Intermediate	0 points No 4-H story included.	1 sentence story.	2 sentence story.	3 or more sentence story.		
Junior	0 points No 4-H story included.	2 points 2 signatures are missing.	3 points One signature is missing.	5 points All signatures are present.		
Comment Page	0 points All signatures are missing.	3 points Partially filled out. Entries appear to be made by member.	7 points Completely filled out, book is neat, presentable and shows effort.	10 points Completely filled out, neat, presentable and shows effort. Grammar and punctuation are good. Securely bound with binder.		
Record Book Neatness/Organization	0 points Incompletely filled out. Information missing. Book sloppy.	2 points 1-2 non 4-H activities listed.	3 points 3-4 non 4-H activities listed.	5 points 5 or more non 4-H activities listed.		
Bonus Points	0 points No non 4-H activities listed.					
Senior Ages 15-18; Intermediate Ages 12-14; Junior Ages 8-11						
						100 possible points
						5 possible bonus points
						105 possible total points

A score given in each area can be any points within the range and can even be half points. Example would be for good 4-7 points a 5.5 could be given.

HEAD



The Motto

To make the best better.

The 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.

The Slogan

Learn by doing.



HEALTH

HEART

HANDS

www.uaf.edu/ces or 1-877-520-5211

Marla Lowder, Extension Faculty, 4-H and Youth Development



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