



## My 4-H Community Service Project Record Book



*For use by New Jersey 4-H Community Service project members*

Member name: \_\_\_\_\_ Birth date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone #: \_\_\_\_\_

4-H County: \_\_\_\_\_ Years in Project: \_\_\_\_\_

Name of club: \_\_\_\_\_ 4-H Year: \_\_\_\_\_

Club leader's name: \_\_\_\_\_

## End-of-Year Signatures

At the end of the 4-H year, when your record book is complete, your club leader will ask to see this record book.

By signing below, I am stating that I am familiar with this work and, to the best of my knowledge; the information included in this record book is complete.

<b>Title</b>	<b>Signature</b>	<b>Date</b>
<b>4-H Member</b>		
<b>Parent/Guardian</b>		
<b>4-H Club Leader</b>		

**Written by:**

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Beth McGatha, Warren County 4-H volunteer

**Based on:**

My 4-H Record Book by Keith Diem

**February 11, 2019 ©**

Visit the NJ 4-H Website [www.nj4h.rutgers.edu](http://www.nj4h.rutgers.edu)

# Introduction

This project record book has been created especially for members enrolled in the 4-H Community Service project. Keeping a record book is an important part of the project. It will help you set goals for the project year, record your accomplishments and help guide your efforts to keep important records on your Community Service project.

## **What is a 4-H project?**

A project is a subject or topic that you learn about in 4-H. More important, a project is something you do, which results from knowledge and skills you learned in the project. In this case, your project is a Community Service project. You learn about your project from attending club meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and camps, by participating in shows and competitions, as well as through your family and self-study.

## **Why complete a record book?**

A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

## **Keeping a 4-H record book will help you...**

- Learn how to organize yourself
- Learn how to set reasonable goals for yourself
- Appreciate what you've learned this year from the goals you reached
- Recognize what things you learned in your 4-H project
- Explain what you've learned
- Keep track of costs of your project
- Gather information needed to apply for awards and scholarships
- Complete applications and resumes for jobs and college
- Meet requirements to participate in some county, state, or national 4-H events

## **Member in good standing requirements**

In general, all 4-H members are expected to meet the following standards each year. These are the minimum requirements. Your club may have additional requirements.

- Attend at least 70 percent of regular club meetings and/or activities.
- Complete a 4-H project doing one's own work with minimal assistance from parents or others.
- Give a club or county 4-H public presentation.
- Complete this project record book and necessary supplements.

## **Guidelines for the 4-H Community Service Project Record Book**

You start your record book at the beginning of the 4-H year and keep all your expenses and receipts during the year. It is important to keep your record book up-to-date monthly. Keep your book neat and complete.

Start your year by setting at least three goals for the year. These goals may include "Community Service Knowledge and Skills" or "Personal Development Activities." To expand your horizons, each year in the project, try to accomplish new skills, or skills you did not accomplish in previous year(s).

It is recommended that you save your record books from previous years. That way, you can easily compare your progress and achievements throughout the years. It will also help you when you apply for awards, jobs, college, etc.



# Signatures for goal setting

I will work toward the above goals I have set for myself for the upcoming 4-H year to the best of my ability:

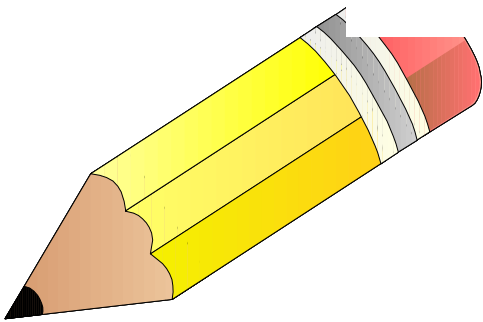
\_\_\_\_\_ (Member signature) \_\_\_\_\_ (Date)

I will support my son's/daughter's goals for the upcoming 4-H year:

\_\_\_\_\_ (Parent signature) \_\_\_\_\_ (Date)

I will help support this member's goals for the upcoming 4-H year:

\_\_\_\_\_ (4-H Leader signature) \_\_\_\_\_ (Date)



## Problems I see...

What are 5 problems I see in my community?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



*Some problems, like homelessness, are so complicated, they can't be easily fixed, but there still things you can do to help (like knit scarfs, collect coats, or donate food for shelters, etc.). It's ok to pick a problem that is big*

The one problem from above that I want to focus on this year is:

\_\_\_\_\_

What can be done to help address this problem? Unsure? Research the problem on line and see what others have done. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## The Dream Team...

Assemble the team! Who can help me? (List all the people or groups that can help address this problem):



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The tools or things my team will need (shovel, yarn, bags, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[take or draw a "before" picture and place here]

# Along the Way

## Keeping track of what I do

For this section, it is best to write down what you have done shortly after completing it so you won't forget important events and activities. This section includes the following parts:

- What I did in this project this year
- Plan of action
- Project finances
- Other clubs and projects

## What I did in this project this year

The following page is where you can list ALL the things you did in this 4-H project. Don't forget to include these types of 4-H events and activities you might have done this year:

- Events participated in
- Leadership roles - such as offices held, committees led
- Special meetings & clinics
- Community service collections or efforts
- Public Speaking
- Field trips
- County 4-H Fair
- Awards or recognition earned

Name of event/activity	Date & Location	What I did	Level: Club, County, State, National	Award or Recognition Earned?
<i>Example: Fair</i>	<i>8/1/2019 Harmony</i>	<i>Did a shift in the 4-H building</i>	<i>Club</i>	<i>Verbal thank you from club leader</i>
<i>Example: Visited nursing home with the club</i>	<i>12/15/19 ABC Nursing Home, Columbia</i>	<i>I brought my cat for the residents to pet.</i>	<i>Club</i>	<i>Received a thank-you letter from the Center Director</i>

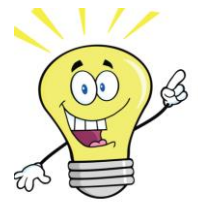
<b>Name of event/activity</b>	<b>Date &amp; Location</b>	<b>What I did</b>	<b>Level: Club, County, State, National</b>	<b>Award or Recognition Earned?</b>

(Add other pages if necessary)





## The plan of action...



It helps to make a list of the action steps needed for a big project. The first thing I need to do is:

\_\_\_\_\_

After that, I need to: \_\_\_\_\_

Then I need to: \_\_\_\_\_

This plan will take:    A few hours            A few days            A few weeks            A few months

## Whose Team am I on?

While you may be working on YOUR community service project, you may also be helping friends with THEIR community service project, too! Many hands make the work light and your help is very important and counts toward community service!

I am helping \_\_\_\_\_ with their project \_\_\_\_\_

What I am doing: \_\_\_\_\_

How much time will I commit: \_\_\_\_\_ (days, hours)

I am helping \_\_\_\_\_ with their project \_\_\_\_\_

What I am doing: \_\_\_\_\_

How much time will I commit: \_\_\_\_\_ (days, hours)

I am helping \_\_\_\_\_ with their project \_\_\_\_\_

What I am doing: \_\_\_\_\_

How much time will I commit: \_\_\_\_\_ (days, hours)



# Project Finances



It is likely that you raised money for your 4-H project this year. This section will help you add up what it cost to complete your project.

## **(E) Expenses**

This section is where you can keep track of what you purchased and the other materials, supplies, and equipment you purchased or used for your project and what it cost to use. Feel free to add more copies of these pages if necessary.

Date	Description of expense (include quantities)	Cost (\$)
1/12/19	<i>Example: 10 skeins of yarn</i>	\$20.00
2/15/19	<i>Example: 1 box of garbage bags</i>	\$6.00
3/13/19	<i>Example: 1 box of cupcake mix</i>	\$3.00
<b>(E) Total</b>	(Add up all expenses from above and put number in box at right)	



Date	Description of income (include quantities)	Donated to/for	Income \$
<b>Total Income (I)</b>			

<b>Total Project Funds Raised</b>	
Total Income (I)	\$
Minus Total Expenses (E)	\$
<b>Total Amount Fundraised:</b> (Subtract total expenses from total income)	\$





## Totals for your Project

If income minus expenses is a negative (-) number, you spent more on your project than you raised for it. This amount is the total cost of your project. But don't worry if your project did not make a profit! Although a business aims to earn a profit, a 4-H project is meant for learning. The important point to learn is that most activities have costs. Therefore, you must be careful to spend money wisely.

You may have fundraised for a few different causes this year with you and your friends' projects. List the total amounts for each cause and list who they were:

Causes	Amount Raised
<i>Example: NORWESCAP</i>	\$500
<i>Avian Wildlife Sanctuary</i>	\$300
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
13.	\$
14.	\$
15.	\$
Total Amount Raised for Causes	\$

## Other clubs and projects

List any other clubs and projects you participated in during the past year.

Club name	Project(s)

## Sharing What I Have Learned in Community Service

Make a display or do a public presentation to teach others about what you have learned in your community service project this year.

Display/Public Presentation Topic: \_\_\_\_\_

Materials Used: \_\_\_\_\_

\_\_\_\_\_

References Used: (1) Title: \_\_\_\_\_

Author: \_\_\_\_\_ was this a website? Yes \_\_\_\_ No \_\_\_\_

if so, http://\_\_\_\_\_

How I think this display will help others or my cause: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where I presented/displayed the project: \_\_\_\_\_  
(fair, school, library, public presentation, etc.)

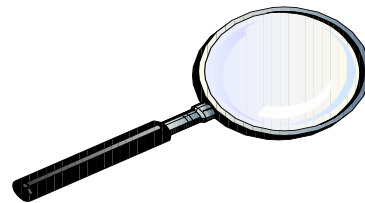


# Looking Back

## What I learned this year

This section is to be completed at the end of the 4-H year. It is meant to help you look back on all that you learned during the past year. This section includes the following parts:

- My goals completed
- A summary of knowledge and skills I gained
- The three most important things I learned
- Telling my story



## My goals completed

Look back on the goals you set for yourself at the beginning of the year. How well did you meet those goals? Use the space below to tell how well you did in reaching your goals. If you added new goals during the year, also included them below.

My goals for this year	How well did each goal get met?
<i>Example: I will learn how to give a public presentation.</i>	<i>I attended county public presentation workshop. I had to change my topic three times. I should have practiced my presentation more before I gave it at the club meeting. I will start planning and practicing earlier next year!</i>

# Wrapping it up...

What I did for a project \_\_\_\_\_

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How did reaching out to others and/or using the tools I identified help me?

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What difficulties I had with my project. \_\_\_\_\_

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How I overcame the difficulties. \_\_\_\_\_

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[take or draw an “after” picture and place here]



## Knowledge and Skills I Gained

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.

### *I learned or improved my ability to...*

#### **HEAD (*Independence*)**

- try something new
- set goals for myself
- plan a project
- keep myself organized
- keep track of finances
- keep records of my work
- gain knowledge of my project
- get more information about something I am interested in
- use resources wisely
- participate in a business meeting
- run a business meeting
- make wise choices and decisions
- solve problems
- learn from my mistakes
- understand that it's ok to change my mind if I need to
- pay attention to instructions

#### **HEART (*Belonging*)**

- speak confidently in front of a group
- give a public presentation
- share my feelings or point of view
- make myself understood without bullying or being loud
- listen to other people
- respect someone else's feelings
- resolve differences of opinion
- appreciate my cultural heritage
- accept people who are different from me
- get along with other kids
- make others feel welcome
- stand up for others
- make new friends
- appreciate the importance of friendships in my life

**My grade in school:** \_\_\_\_\_

**Number of years in 4-H** \_\_\_\_\_

#### **HANDS (*Generosity*)**

- work with others
- work within a group
- work within a committee
- work with adults
- get past differences to reach a goal
- help others succeed
- make something with my hands
- explore a career interest
- follow directions
- lead others
- find ways to make a positive contribution to society
- understand the importance of community service
- see that my efforts can make a difference
- take the initiative to start something on my own

#### **HEALTH (*Mastery*)**

- understand my strengths and weaknesses
- finish something I started
- be proud of my accomplishments
- accept change
- see that my character can effect a situation
- take responsibility for my own words and actions
- deal with winning and losing gracefully
- be careful and practice safety
- appreciate the importance of good health
- stay healthy
- feel good about myself

**Other:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Revised 2011

## The three most important things I learned

Even if you learned a lot of different things in 4-H, think of what was the most important for you. Then, list the three most important things you learned in this project during the past year in the boxes below. For instance, I learned how to organize things for sale on a table, I learned that working with senior citizens is challenging but also fun, I learned to speak in front of my club without being afraid.

<b>The three most important things I learned in this project during the past year were . . .</b>
1.
2.
3.

## Telling my story

Keeping in mind the knowledge and skills you said you learned from the items you checked above, write a story that explains what you gained this past year in 4-H. Use specific examples that are unique to you whenever possible. Feel free to relate what you learned in 4-H to school, family, or other activities in your life. Use extra pages if needed. Attach photos or clippings on additional pages of this book if it helps tell your story better. Don't forget to label them with captions if you do.

4-H is proud of what 4-H members learn and sometimes likes to use excerpts (parts) of stories 4-H'ers write in 4-H publicity. If you do not want your information shared, please let us know by checking the boxes below:

- Do not use my story for any 4-H publicity.
- If you use my story, do not credit my name.



# My 4-H Story

(Continue 4-H story on next page.)

(Continue 4-H story below or attach additional pages if necessary.)

## Thinking Ahead



### My goals for next year

Now is a good time to begin thinking about what you'd like to do or learn in 4-H next year. List some of your goals for next year and what plan you have to accomplish your goals.

My goal for next year	What I need to do to reach this goal

## Personal Development Appendix Activities

During each year, members may also choose several personal development goals. Do not be afraid to challenge yourself!

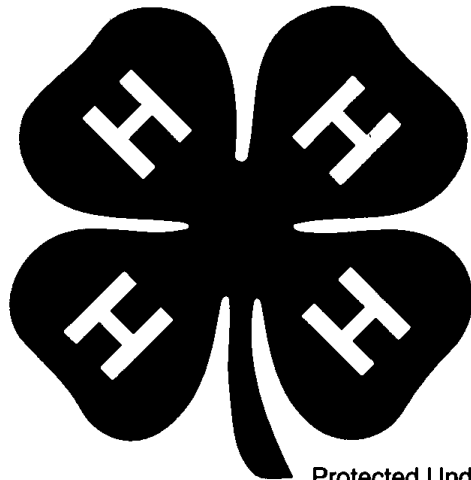
Item #	Personal Development Activity
PD-1	Participate in a community service project (such as a food drive, community clean-up, etc.).
PD-2	Participate in a community pride project (such as a parade or community day).
PD-3	Help prepare a display or booth relating to Herpetology.
PD-4	Serve as a member of a club committee
PD-5	Attend 4-H Camp.
PD-6	Participate in your county fair.
PD-7	Assist at a 4-H show.
PD-8	Serve as a host for a 4-H meeting, making everyone welcome.
PD-9	Provide refreshments for a club meeting.
PD-10	Help plan a fun activity for your club.
PD-11	Help with club/county 4-H fund raisers.
PD-12	Write a newspaper story for your club about an event you have participated in.
PD-13	Serve as a chairperson of a club committee.
PD-14	Arrange for a speaker to talk to your club.
PD-15	Make arrangements for your club to go on a field trip.
PD-16	Attend Citizenship Washington Focus (CWF)
PD-17	Attend National 4-H Youth Congress.
PD-18	Attend National 4-H Conference.
PD-19	Explore careers in Herpetology.
PD-20	Assist a younger member in preparing a public presentation.
PD-21	Assist a younger member at a show.

If the above activities have all been accomplished, develop some of your own. You may also choose any special activities not listed above.

# **The 4-H Pledge**

I PLEDGE . . .

. . . my HEAD to clearer thinking,  
. . . my HEART to greater loyalty,  
. . . my HANDS to larger service,  
. . . and my HEALTH to better living,  
for my club, my community,  
my country, and my world.



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## **4-H Motto**

“To Make the Best, Better”

## **4-H Slogan**

“Learning by Doing”