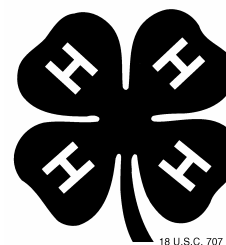
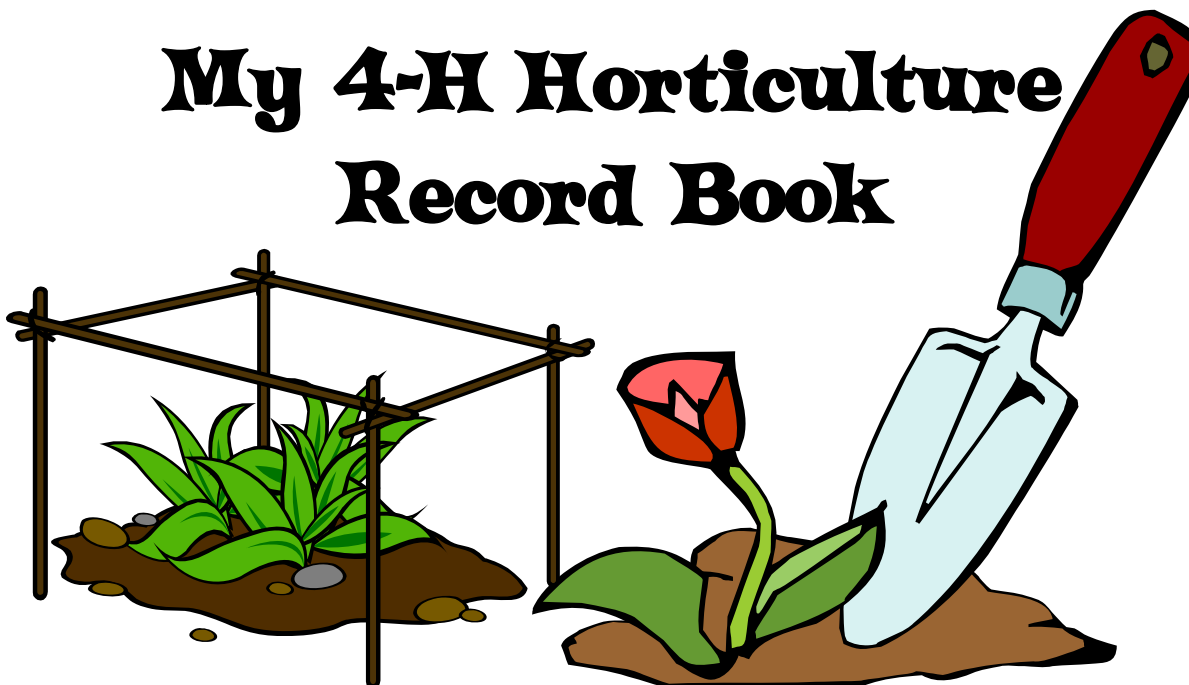




**RUTGERS
COOPERATIVE
EXTENSION**
OF WARREN COUNTY



My 4-H Horticulture Record Book



For use by Warren County 4-H horticulture project members

Member Name: _____

Birth date: ____/____/____ Grade: _____ County: Warren

Address: _____

Phone #: _____ Years in Project: _____

Name of club in which I am completing this project: _____

Club leader's name: _____

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

End-of-year signatures

At the end of the 4-H year, when your record book is complete, your 4-H club leader will ask to see this record book. He or she may also review it during the year.

By signing below, I am stating that I have completed this record book myself and, to the best of my knowledge, the information included in it is correct.

4-H Member Signature	Date



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

Title	Signature	Date
Parent	 	
4-H club leader	 	



Written by
Alayne Torretta, Warren County 4-H Agent
and Tracy Smith

Based on "My 4-H Record Book," by Keith G. Diem, PhD.

February 2001; Revised 2006

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Visit Warren County 4-H online at: www.warren4-H.org
(This publication available for downloading)

Visit NJ 4-H online at: www.nj4h.rutgers.edu



This project record book has been created specifically for members enrolled in the Warren County 4-H horticulture project area. 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 you on keeping information on your garden or floral crafts.

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 or make, which results from knowledge and skills you learned in the 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. Here are some examples of 4-H projects and the results that might be produced from each:

Project name (examples)	Results from project
Woodworking	Making a bird house, book shelf, or towel rack
Rocketry	Building and launching a model rocket
Go-karting	Rebuilding an engine, completing a race
Model airplanes	Building a model plane, getting a "pilot's" license, flying a model plane
Radio-controlled cars	Customizing an "R/C" car, completing an obstacle course
Gardening	Planning and planting a garden, harvesting vegetables, making a flower arrangement
Karate	Participating in a karate exhibition, earning a "black belt"
Pet therapy	Visiting a nursing home every month with my dog, keeping a journal about the lives of three residents

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.

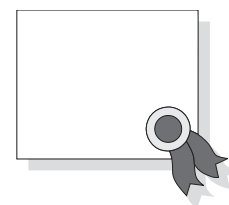
Keeping a 4-H record book will help you ...

- 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 county 4-H public presentation & participate in Fair.
- Complete a project record book (like this one).



How this record book is organized



Besides this introduction, this record book is organized into four main sections:

- Starting Out - My goals for the 4-H year (Page 5)
- Along the Way - Keeping track of what I do (Page 6)
- Looking Back - What I learned this year (Page 10)
- Thinking Ahead - My goals for next year (Page 14)

Starting Out - My goals for the 4-H year

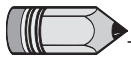


The beginning of the 4-H year is a good time to begin thinking about what you'd like to do or learn in 4-H during the upcoming months. List some of your goals for the year and what plan you have to accomplish your goals. Talk to your leader and parents to decide what goals are realistic to try and possible to finish this year.

My goals for this year	What I need to do to reach this goal
<i>Example: I will learn how to give a public presentation.</i>	<i>Attend county public presentation workshop. Have my leader and parents help me pick a topic that will be good for me. Practice my presentation. Give the presentation at a club meeting.</i>

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)

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
- Other 4-H activities and events I participated in
- Project finances
- Other clubs and projects



What I did in this project this year

List the results from being in this project this year. See "What is a 4-H project?" in the "Introduction" section for examples, if needed.

What I did or made in my project	Date completed
<i>Example: Made a collection of 22 rocks & minerals</i>	<i>1 / 1 / 2000</i>



Other 4-H activities and events I participated in

Besides the projects you completed, the following page is where you can list what else you did in this 4-H project. Do not record items you made in this section, but do include these types of activities you might have done this year:

- Field trips
- Shows & competitions
- Meetings
- Leadership roles - such as offices held, committees led
- Events participated in
- Community service
- Public Speaking
- County 4-H Fair

Name of event/activity	Date & Location	What I did	Level (Club, County, State, National)	Award or Recognition Earned?
<i>Example: Visited nursing home with the club</i>	<i>1/1/2000 Evergreen Convalescent Center, Milltown</i>	<i>I read stories to some of the children</i>	<i>Club</i>	<i>Received a thank-you letter from the Center Director</i>

PLANTING and HARVESTING

If you did a garden this year as your horticulture project, fill in the columns as you plant your plants. Use one line for each variety. Be sure to include variety name!

[illegible]

Draw an outline of your indoor or outdoor garden. Show size, dimension, and location of rows or plants and what vegetable is in each row or hill as well as the space between plants. Use an arrow to indicate downhill slope, if any. Mark East, West, North and South as they correspond to your garden plan.

Work Log Project Calendar

If you kept a garden as part of your projecy this year, it requires regular care and management. Here is the place to explain what you regularly do for your garden on a daily, weekly, monthly, and yearly basis. Label the dates and write when you (F) Fertilized, (WE) Weeded, (T) Thinned, (M) Mulched, and (WA) Watered your garden.

Month _____ Year _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Month _____ Year _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Work Log Project Calendar

Because your project is living plants, it requires regular care and management. Here is the place to explain what you regularly do for your garden on a daily, weekly, monthly, and yearly basis. Label the dates and write when you (F) Fertilized, (WE) Weeded, (T) Thinned, (M) Mulched, and (WA) Watered your garden.

Month _____ Year _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Month _____ Year _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

H Horticulture Record Book

Work Log Project Calendar

Because your project is living plants, it requires regular care and management. Here is the place to explain what you regularly do for your garden on a daily, weekly, monthly, and yearly basis. Label the dates and write when you (F) Fertilized, (WE) Weeded, (T) Thinned, (M) Mulched, and (WA) Watered your garden.

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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H Horticulture Record Book

Work Log Project Calendar

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Month _____ Year _____

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H Horticulture Record Book

Work Log Project Calendar

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H Horticulture Record Book

Work Log Project Calendar

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Month _____ Year _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Month _____ Year _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

List any new practices or techniques you learned in your horticulture project this year.



List anything you would do differently or any problems that need investigation in next year's project that will help you improve.



Floral Design

Instead of an outdoor garden, you may have created a special floral design for your horticulture project. The next page is for listing three items you made. You may attach additional sheets if necessary.





SPECIAL FLORA L PROJECT RECORD



p. 16

For Example: Dish gardens, corsages, floral arrangements, terrariums, dried or pressed flowers, etc.

Article Made: _____

Estimated cost to make article: _____ Award earned: _____

Materials used (plant and non-plant): _____

New Skills Learned: _____

=====

Article Made: _____

Estimated cost to make article: _____ Award earned: _____

Materials used (plant and non-plant): _____

New Skills Learned: _____

=====

Article Made: _____

Estimated cost to make article: _____ Award earned: _____

Materials used (plant and non-plant): _____

New Skills Learned: _____

=====

Project Finances



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

(E) Expenses

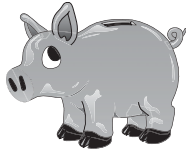
This section is where you can keep track of what materials, supplies, and equipment you purchased or used for your project and what it cost to use.

Don't forget:

- Cost of items purchased, including equipment and supplies
- Cost of maintenance or repairs
- Entry fees for any shows or exhibitions

Project Costs

Date	Description of expense	Cost (\$)
1/1/2000	Example: Oil paint, brushes, and canvas	\$22.00
Total Expenses	(Add up all expenses from above and put number in box at right)	

(I) Income

List any income received from your project this year. For instance, sales of any project-related items or cash prizes from contests or exhibitions. It is quite likely your project had no income. If so, enter "None" under description and "0" under "Total Income."

Date	Description of income	Income (\$)
1/15/2000	Example: Sold oil painting at art fair	\$20.00
Total Income	(Add up all income from above and put number in box at right)	

(N) Net Project Cost or Profit

If your project earned more than it cost, then your project made a profit. But this is not likely so don't worry if your project did not make money! 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.



More likely, you spent more on your 4-H project than you earned from it. Therefore, "expenses" minus "income" is the total (or "net") cost of your project.

Financial Summary Table

Total Expenses (E)	\$
Total Income (I)	\$
Net Project Cost or Profit (Subtract I from E)	\$

Other clubs and projects

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

Club name	Project(s)

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
- 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? If you added new goals during the year, add them and explain 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>

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

HANDS (Generosity)

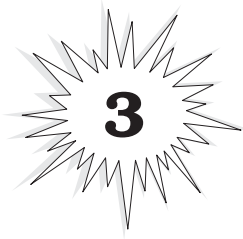
- ___ work with others
- ___ work within a group
- ___ work within a committee
- ___ work with adults
- ___ get past differences to reach a goal
- ___ help others succeed
- ___ make something with my hands
- ___ explore a career interest
- ___ follow directions
- ___ lead others
- ___ find ways to make 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: _____

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 groom my cat, I learned that working with senior citizens is challenging but also fun, I learned to speak in front of my club without being afraid.

The three most important things I learned in this project during the past year were ...

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 one of the boxes below:

☐ Do not use my story for any 4-H publicity.

☐ If you use my story, do not credit my name.

(Begin your story on the next page)



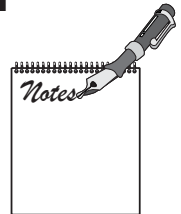
My 4-H Story

(Continue 4-H story on next page.)

(Continue 4-H story, 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

Feel free to attach additional pages to this record book if needed.



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.

4-H motto

"To Make the Best, Better"

4-H slogan

"Learn by Doing"



Warren County Horticulture Record Book

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Desktop publishing by Warren County 4-H

**RUTGERS COOPERATIVE EXTENSION
N.J. AGRICULTURAL EXPERIMENT STATION
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
NEW BRUNSWICK**

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