My 4-H Project Book

A guide to completing your 4-H project
(for use by Tennessee 4-H members)

My 4-H project is ____________________________________________

Member’s Name ______________________________________________

Address ______________________________________________________

City/State/Zip ________________________________________________

Club Name ___________________________________________________

School _________________________________________________________

Teacher ___________________________ Grade _____________________
A 4-H project is...

An area of interest a 4-H member wants to learn more about during the year. You will have a lot of fun doing and making things in your project as you learn skills that will help you succeed in life.

How can you learn about your project?
- Attending club meetings
- Joining a project group
- Participating in a workshop
- Working with adult leaders and other 4-H’ers
- Attending 4-H camp
- Going on a field trip
- Participating in shows and competitions
- Assistance from your family
- Self-study

If you haven’t selected your project yet, you can use the 4-H Project Selection Guide to help you (http://4h.tennessee.edu/projects/SelectonGuide/). Choose something that sounds interesting to you. What do you like to do? What would you like to learn more about? Do you have the time, equipment and space to do the project? There are lots of things to consider. Ask for help if you need it. Be sure to write you selected in the box below.

My 4-H project is

_______________________________
Planning is an important part of any project. Carpenters use a plan to build a house. Cooks use a recipe to bake a cake. You will also need a plan for your 4-H project. You can use this plan to decide the “what, how and when” that will be needed to complete your project.

**Step 1.** Go to your project Web page and look over the things that are suggested for you to learn and do in your project. Choose some of your own if you want! Set 3-5 goals to list in the first section of your project plan. Don’t be afraid to challenge yourself.

**Step 2.** Next you must decide what how you will reach your goals. What do you plan to do in your project? What action will you will take to learn the skills you selected? Write your ideas in the second section of your project plan.

**Step 3.** We all need help to reach our goals. You may need your parents to provide transportation or even money. You may need an adult to give you some ideas. You may need a special place to work on your project. These are called resources. What kind of resources can help you meet your goals. Write them in the resources section of your project plan.

**Step 4.** Be sure your mom, dad or other adult in your home know what you plan to do. Ask them to sign your plan. You be sure to sign it and date it too! At the end of the year, you’ll use to see how close you came to meeting your goals.

**Tips for setting your own goals…**

Your project goal should have three parts:

- **Action** - *how* you are going to do it…………………………… I want to train
- **Result** - *what* you will do…………………………………….. my dog to sit and lay down
- **Timetable** - *when* you plan to have it done……….. before the county dog show.

If you’re not certain your goal is a good one, give it a control test. Do you have control over what you want to do? A goal such as “I will win the county dog show,” does not pass the control test because the judge provides the action that decides who wins… not you!
My 4-H project is ________________________________________________________________

What I want to do and learn in this project. (List 3-5 goals you want to accomplish):

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________
5. __________________________________________________________________________

How I plan to reach my goals. (List one way you will accomplish each goal above):

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________
5. __________________________________________________________________________

Resources I can use. (Money, supplies, equipment, help from others, Internet, etc):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Signatures for goal setting:

I will work toward the goals I have set for myself to the best of my ability:
Member Signature __________________________________ Date _________________________

We will support this 4-H'er in achieving his/her goals to the best of our ability:
Parent/Guardian Signature __________________________ Date _________________________
4-H Leader Signature ______________________________ Date _________________________
Keeping Track

An important part of your project is keeping a record of what you’ve done. Keeping a record doesn’t have to be a chore. It’s just another way for you to learn. It’s not so bad if you write things down as you go. It’s best to write down what you’ve done shortly after completing it so you won’t forget them.

Keeping a record of what you do in your project will help you…

• Learn how to organize yourself
• Meet requirements to participate in 4-H events
• Keep track of costs of your project
• Improve your project
• Appreciate the things you’ve learned
• Keep a record of your accomplishments

What kind of records do I need to keep?

You can list the things you do in your 4-H project on the following page. Don’t forget to include these kinds of activities if you’ve done them.

• Things you’ve made in your project
• Field trips you’ve taken
• Contests you’ve entered
• Workshops you’ve attended
• Offices you’ve held
• Committees you’ve served on
• Public presentations you’ve made
• Awards you’ve received
• Expenses
• Income you’ve received from your projects
• Community service projects

There’s no right or wrong in record keeping. Just write down everything you do!

Tips for recording keeping…

Record keeping is going to be an important part of your life. Now is the time to learn to keep good records. Here are three common ways of keeping up with what you do in your 4-H project.

• **Calendar Method** - Keep a calendar in a handy location (such as on the refrigerator) and every time you do something related to your 4-H project, write it down.

• **Index Box Method** - Get a 3-inch by 5-inch box, index cards and dividers. Think of the different kinds of activities you will do in your project. Label each divider with the name of the activity. Then when you do something, write it down on an index card and file the card in the section marked by the divider.

• **Notebook Method** - Grab an old school binder or notebook and organize each of your activities by type or by date. This is an easy way to start out until you get the hang of record keeping.
Now that you’ve had all of the fun of working on your project and putting your plan in action, what happened? This “Looking Back” section is meant to help you look back on all the things you learned and accomplished during your 4-H year. You can use the records you keep in the “Keeping Track” section plus the activities you completed from the project Web site.

**Looking Back**

- **How well did you meet the goals you set?**
  Use the project plan evaluation.

- **What did you learn?**
  Tell the 3 most important things you learned.

- **Share your experiences?**
  Tell what you've done... write a story.

- **Show what you've done...**
  Include photos, news clippings and other things.

- **Document what you've done...**
  Include activities from the project Web site.
My 4-H Project Evaluation

Look back on the goals you set for yourself at the beginning of your project. Use this evaluation to determine how well you met your goals and what you might do to improve for next year.

**What I wanted to do and learn in this project.** (List the goals you set for yourself at the beginning of your project. If you added new goals, list them too. Did you meet your goals? Put a “C” by a goal if you completed it. Put a “W” by any goal you’re still working on.)

*Example:* I will learn how to give a public speech before the local speaking contest. (W)

1. ___________________________________________________________________________
2. ___________________________________________________________________________
3. ___________________________________________________________________________
4. ___________________________________________________________________________
5. ___________________________________________________________________________

How well did I meet each goal? (Tell why you feel you met your goals or did not meet your goals.)

*Example:* I attended the county speaking workshop. I had to change my topic three times. I should have practiced my presentation more before I gave it at the local contest. I will start planning and practicing earlier next year!

1. ___________________________________________________________________________
2. ___________________________________________________________________________
3. ___________________________________________________________________________
4. ___________________________________________________________________________
5. ___________________________________________________________________________

Signatures for evaluation

I will use this evaluation to determine my progress toward goals and improve for the future:

Member Signature ________________________________ Date _________________________

We will help this 4-H’er in determining his/her progress toward goals and improve for the future:

Parent/Guardian Signature __________________________ Date _________________________

4-H Leader Signature ______________________________ Date _________________________
Life Skills

There are many things to learn in 4-H. Put a check in the box beside any of the life skills below you learned or improved because of your experience in 4-H this year.

Achieving Goals

☐ I work to achieve my goals.
☐ I set high goals.
☐ I put my goals in writing.
☐ When setting a goal, I look at the steps needed to achieve it.
☐ I break down goals into steps so I can check my progress.

Leadership

☐ As a member of a committee, I take my job seriously.
☐ I can cooperate and work in a group.
☐ I help make sure everyone gets an opportunity to say what they think.
☐ When I’m in charge of a group, I treat everyone fairly and equally.
☐ I know how to set goals and I use them when I am leading a group.

Communication (Speaking)

☐ I can select a topic for a speech or talk.
☐ I can speak loudly enough to be heard when giving a speech or talk.
☐ I can deal with my nervousness when giving a speech or talk.
☐ I feel comfortable sharing my thoughts and feelings in a speech or talk.
☐ I can explain an idea to others.

Communication (Non-verbal)

☐ I can understand and follow directions.
☐ I can express ideas with a display.
☐ I can share my thoughts through writing.
☐ I can use technology to help me express ideas.

A life skill is… something you learn that sticks with you your whole life!

Feel free to list any other skills you learned in the spaces below.

☐
☐
☐
☐
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 box below. Here are some examples...

- I learned how to groom my dog.
- I learned 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 learned from your project this year, write a story about your experiences. Use examples that are unique to you. Feel free to relate what you learned in 4-H to school, family or other activities in your life. Use extra pages if you need them. You can attach photos, news clippings and certificates on additional pages of this book if it helps you 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 parts of stories 4-H’ers write in 4-H publicity. If you do not want your story 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 use my name.
What’s Next?

It’s never too early to start thinking about next year! What other things would you like to learn and do in your project next year (future goals)? List them below and begin to think about how you might accomplish them. Don’t forget to go the project Web page and check out the suggestions there.

My goals for next year...

1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
4. _______________________________________________________________________
5. _______________________________________________________________________

End-of-year signatures

At the end of the year… when your project is complete, your 4-H leader or UT Extension agent will probably ask to see this project book. They may also want to review it during the year.

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

<table>
<thead>
<tr>
<th>4-H member signature</th>
<th>Date</th>
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By signing below, I am stating I am familiar with this work and, to the best of my knowledge, the member completed this project book and the information included in it is correct.

<table>
<thead>
<tr>
<th>Title</th>
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Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture and county governments cooperating. UT Extension provides equal opportunities in programs and employment.