

NM 4-H Tip Sheet

500.A.7 (N-2018)

300 A-20

New Mexico 4-H: Project Record Sheets

Mindy Turner 4-H Youth Development Specialist, New Mexico State University

Why Keep Records?

- 4-Hers Keep Records To:
 - ✓ Measure Progress in their project(s)
 - ✓ Identify expenses and financial gains or losses of their project
 - ✓ Document all 4-H activities and experiences year by year
 - ✓ Evaluate project growth over the years
 - ✓ Refer to when filling out applications for out-ofcounty educational events
 - ✓ Serve as a guide when applying for local 4-H awards and scholarships
 - ✓ Assist in completing employment and/or college application forms
 - ✓ Help when writing resumes for college and/or employment
- 4-Hers Learn To:
 - ✓ Plan and organize their work
 - ✓ Evaluate economic growth
 - ✓ Budget their project and other financial needs
 - ✓ Improve their written communication skills
 - ✓ Pay attention to detail, follow instructions, and meet deadlines
 - ✓ Make decisions
 - ✓ Set priorities
 - ✓ Appreciate the life skills they are developing
 - ✓ Understand the value of keeping records

A-II Fonds Project Record Sheet Date		(R-2018)	
Al About Discovery! Al Albord Discovery! Al About Discovery! Al About Discovery! Al Albord Discovery! Al Albord Discovery! Al Albord Discovery! Al About Discovery! Al Albord Discovery! Al All Discovery! Al	Cooperative Extension Service Extension 4-H Youth Development		
A About Discovery! A About Discovery! College of Agricultural, Consumer and Environmental Sciences Cooperative Streeting Startice A H Livestock/Animal Project Record Sheet Date A About Discovery! A About Discovery! College of Agricultural, Consumer College of Agricultural	*		
AH Livestock/Animal Project Record Sheet 4-H Livestock/Animal Project Record Sheet A		Pate	
A-H Livestock/Animal Project Record Sheet A-H Livestock/Animal Project Record Sheet	College of Agricultural, Consumer		
Ad Aloca Discovery States of Agricultural, Consumer Club Name Club Project List y Al Aloca Discovery States of Agricultural, Consumer Club Name Club Al Aloca Discovery States of Agricultural, Consumer Club Name Club Al Aloca Discovery States of Agricultural, Consumer Club Club Project List y Al Aloca Discovery States of Agricultural, Consumer Club Cl	and Environmental Sciences Cooperative Extension Service		(11 2010)
Name Club Project List y Children of Apricatives Consumer Club Project List y argues for this project. List your goals for this project, List your goals for this project your goals for this project your goals for this project your goals goals goals goa		in a land of the second state of	
Al Alone Decorption Agricultural Container Container Containe		1.5	
Club Project List y Club Cl			
Name Club Project A-II Self Determined Project Record Sheet Date Name Club Project A-II Self Determined Project Record Sheet Date A-II Self Determined Project Record Sheet Date A-II Self Determined Project Record Sheet A-II Project Record Sheet A-II Project Record Sheet A-II Project Record Sheet List your goods for this project. List your goods for this project. Tell stary ow wood to be true and 6 is also project. If you had to set gain in the beganage of the year, copy floors son below. If you show of the your floors son below it you they not book, he the role on consents to except of he was not been below to you below of the your floor of the your floors son below. If you show the you is not you to you to you floor son below. If you show the you is not you would be not you to you floor son below. If you show the you is not you you not you contain the role on you cannot be accompted a been such as the your post book, he the role on you cannot be accompted a been such as the your post book, he the role on you cannot be accompted a been such as the your post book, he the role on you cannot be accompted a been such as the your post book, he the role on you cannot be accompted a been such as the your post book, he the role on you cannot be accompted a been such as the your post book. The your post book, he the role on you cannot be accompted a been such as the your post book. The your post book he was the your post book and you have post be your post book and you have post book and you have post book and you have post book	College of Agricultural, Consumer		
Name Club Projec List y Al Alcoa Discounting Contamer Club Club Contamer C	Cooperative Extension Service		_
Project List y Al dona Episcopy: Club Project List y Al dona Episcopy: Club Contage of Agricehand, Consumer and Reviewmental Relieves A-II Project Record Sheet List your goods for this project. List your goods for this project. Till stry you wend to be remained a fair the project. Eyes had to sat gains at the beganage of fay yaz, oney floor mark below. If you thebourded peaks a strategies. List your goods for this project. Till stry you wend to be remained a fair the project by had to sat gains at the beganage of fay yaz, oney floor mark below. If you thebourded peaks a strategies to rever provided, he the rote on source to accompted a been strategies.	4-II Self Determined Project	Record Sheet	
Name Club Projec List y Callage of Aprichand, Consumer and Environmental Education (IR-2018) Callage of Aprichand, Consumer and Environmental Education (IR-2018) A-II Project Record Sheet List your goals for this project. Club County Purject Years in Project List your goals for this project. Tell stary on wands before a fee ja that project. Eyes had fo est goals at the beganage of fee year, oney floor mushow. If you show of the year had to est goals at the beganage of fee year, oney floor mushow. If you show the goals are in very proved to the reason of the reas	•		
Club Project List y Al Alona Expansion of Agricultural, Consumer Challege of Agricultural, Consumer Consumer Consumer Consumer Consumer Consumer Consumer Consumer Consumer Club County Project List your goods for this project. Till stary ow wood to becrease of 65 abus project. Eyes had to set gains at the beganage of 65 year, copy floore must below. If you showed the gain steph set you for your books and below. If you showed the gain steph set you can one our set accompt a been sub-book. If you had to set gains at the beganage of 65 year, copy floore some below. If you showed the gain steph set you can out to accompt a been	N		
Project List y Alloca Exception (Consumer (Co			
Coulty of Apricalman Consumer College of Apricalman Consumer College of Apricalman Consumer Consumer a "Nead Consumer and Releases of City 2018) Almo Club County Project List your goods for this project. Till butty one wound to berran and 65 is that project. Till butty one wound to berran and set in the project of the year, copyr floore generated where the work when the project are shown for work when the project are shown in your project butter and the beganage of the year, copyr floore generated when the project are shown for work when the project are shown in your project butter and the project are shown for work when the project are shown in your project butter and the project are shown for when the project are shown for when the project are shown for which the	Club		
A-II Project Record Sheet A-II Project Record Sheet Name			
A-II Project Record Sheet Date			(R-2018)
Date			
Name Club County Project Years in Project List your goods for this project. Tell butty one record to becrue not de fai what project. If you had to set goind as the beganing of the year, only those seal below. If you knowed the goins when he was to the county of the year to look, but the roles was consent to accompt a been seal below. If you know the going was trained in your project look, but the roles was consent to accompt a been seal below.	4-II Proj		
Club County Project Years in Project List your goals for this project. List your goals for this project. Tell where you wented to becrue and e is in the project. If you had to est goals at the beganang of the year, only those many below. If you know had not been to receive you cannot be accomply a been sent your below.		Date	
Project Years in Project List your goals for this project. Till that you wound to introduce de is the project. If you had to ext goals at the beganning of the year, only those must below. If you take below the goals were been to your you not below, it is the work you wound to accomplet a been made to the control of the your your project.	Name		
List your goals for this project. The daty on excellent selection and do is also appear. If you had to not goals at the heparating of the year, copy fonce you is below. If you followed the goals is mady on in your prover book, but the own your countries accomplish here.	n Club	Countly	
Tell what you wented to learn mel de in this project. If you had to set goals at the beginning of the year, copy those goal's below. If you followed the goal's a trady set in your prover book, list the enter you watered to accomplish here.	Project	Years in Project	
Tell what you wented to learn and do in this project. If you had to set goals at the beginning of the year, copy those goal's below. If you followed the goal's a trady set in your prover book, list the ence you wanted to accomplish here.	List your ooals for this project		
	Tell what you wanted to learn and do in this project	z. If you had to set geals at the beginning of the	year, copy faoso
I nis year my goals were:		in your protect book, list the ones you wanted to	a accomplish here
	This year my goals were:		
	List what you learned as you were	accomplishing each of your goa	15.
List what you learned as you were accomplishing each of your goals.	Tomas .		
List what you learned as you were accomplishing each of your goals. This year I learned:	This year I learned:		
	This year I learned:		
	This year I learned:		
	This year I learned:		
	This year I learned:		
	This year I learned:		
	This year I learned:		
	This year I learned:		
	This year I learned:		
	This year I learned:		

These instructions describe how to complete your project record sheet. All project record forms are available as MS WORD documents. You may print a hard copy and handwrite information, or type directly into the document. Review your county guidelines to be sure handwritten forms are accepted.

Be sure you save the document on your own device or drive. Tip: save a blank form and then save it under another name to begin inputting your information. That way, you have a clean version if you run into any issues. Save your work often!! It is a good idea to create a folder and save all your project record forms together so that you are not having to hunt for them when it is time to complete your record book.

Completing the Tables

You may begin by placing your cursor in the appropriate table column. You may use the tab button to move from field to field, or move your cursor with the mouse. As you type in information, the rows will expand on their own. You may add more rows by selecting Layout under Table Tools and clicking on Insert Above or Insert Below (as needed). **DO NOT ADD COLUMNS**. The grid lines help with readability, please leave the lines in place, with the exception of the Project Story as described below.

You may delete extra rows from a section by selecting Layout under Table Tools and clicking on Delete – Delete Rows. You can select multiple rows to delete by highlighting them with your mouse or holding the shift key and clicking on each row.

It is possible that you may have a section that you have no information for. **DO NOT LEAVE IT BLANK** and do not delete the entire section. Simply go into the top row and enter "none at this time" or "not applicable". If you have a more detailed description as to why you have nothing for that section, you may enter that information.

Specific instructions are provided for each section. Read carefully and include the correct information in the correct section. DO NOT duplicate information – items should only be listed once. If you have something that fits in multiple sections, it is up to you to determine where it fits best and works to strengthen your record. Examples for each section are included in this tip sheet to help you in preparing your forms.

The project story page has been formatted as a table to provide lines for handwriting the story — the page may be copied to provide additional space. If you are typing in your story, type into the first row and delete the remaining rows as needed or you may use a row for each paragraph and delete empty rows.

Certification Statement

All information on your form should be accurate and true. You should be reporting for the 4-H Year you just completed – October 1-September 30. All youth are asked to sign their project sheet to certify that the project work and form were completed by them. A FORM IS NOT COMPLETE WITHOUT A SIGNATURE!

Financial Documentation

Most (not all projects) will have some financial component - even if just purchasing the project manual or poster board for a poster or receiving premium money for an exhibit. If there are no financials, the last page may be removed from the record sheet – think long and hard before choosing to remove this page.

Tables in the financial summary may be edited using the instructions above. Below are some basic questions that will help you complete this section:

Opening Inventory: What supplies/ equipment do you already have that you will need for this project? Examples: Poster board, glue, scissors, project manual, grooming equipment, pens, etc. (this will match your closing inventory from the year before if you are repeating a project).

Financial Summary: What supplies/equipment were purchased or funds paid out? Examples: entry fees, purchased items such as animals, feed, supplies for making projects, special equipment, resource manuals, etc.

What income was there as a result of this project? Examples: selling items/animals, premiums or prize money won, etc.

Closing Inventory: What supplies/ equipment do you have now? Include items from opening inventory and financial summary that you still have (remember, these items have been used and lost some of their value, consider this when placing a value on your items) and anything else that you bought or were given that you will be able to use in the future – this will be your opening inventory for next year! Examples: prizes, feed not consumed, supplies left over, equipment purchased, etc.

Section Examples:

This year my goals were: (Dog Project Example)

- 1. To get my own dog
- 2. To learn types of dog breeds

This year I learned: (Horse Project Example)

- 1. To evaluate horses on balance
- 2. To ride in Ranch Horse Pleasure

Section Examples (cont.) Talks and Contests:

Level	Talk or contest related to your project (Wood Science Example)	Where did you give/participate
L	Talk on what I am making to exhibit	Club Project Night

Level	Talk or contest related to your project (Clothing Example)	Where did you give/participate
C, D	Fashion Review – Tote Bag	County & District Contest

Project Meetings:

Level	Project Meetings/Practices (Shooting Sports Example)
С	Archery Practice (weekly for 6 weeks)

Level	Project Meetings/Practices (Leather Example)
L	Leather Project Group Meeting (monthly for 4 months)

Demonstrations:

Level	Title of Demonstration (Photography Example)	Where presented
L	Mounting Photos for Exhibit	4-H Club Meeting

Exhibits:

Level	What you exhibited (Rocketry Example)	Where exhibited
C, R,	Model Rocket – Skill Level 1	County Fair, Eastern NM
S		State Fair, NMSF

Other Activities:

Level	Activity (Livestock Example)
R	Attended Northern NM Livestock School