



CONNECTICUT 4-H RECORD KEEPING



CITIZENSHIP and COMMUNITY SERVICE PROJECT RECORD

Name _____ Years in Project _____ 4-H Program Year _____

Please check what you selected as your project area. Use a separate Record Sheet for each of the project areas listed.

Community Service Government International Study Exchange programs-domestic/international

PROJECT GOAL Setting goals and then checking progress on the attainment of those goals is an important part of 4-H. Complete the first two boxes at the beginning of the year. Complete the last two boxes before you turn in your Record Book.

Set a goal related to your project.	
How will you reach your goal? This is your action plan to attain your goal. Be specific and list each step needed to reach your goal.	
Did you accomplish your goal? Write about any assistance you received to reach your goal. If you didn't accomplish your goal- what obstacles prevented you from doing so and how did you try to overcome those obstacles?	
For next year . . . How will you change your goal?	

DESCRIBE YOUR PROJECT Summarize your project in a few sentences.

PROJECT ACTIVITIES List special project meetings attended or conducted, tours, field trips, fair exhibits, etc that you did in your project this year. Include non 4-H events/activities that relate to your project. Please note in the Activity column if it was a 4-H or non 4-H activity/event.

Date	Activity	What did you do?	What did you learn?	Time spent
			Total	

DONATIONS For some projects, items maybe donated. Record that here. Use more pages if needed.

Date	Donated item(s)	By Whom?	Approximate Value

TIME SPENT ON PROJECT Record the amount of time you spend with your project during the year.

									Total Time/ Per Month	Comments
Oct.										
Nov.										
Dec.										
Jan.										
Feb.										
Mar.										
Apr.										
May										
Jun.										
Jul.										
Aug.										
Sep.										
Total hours										

PROJECT FINANCIAL STATEMENT

	Income/ Value of Donations	Expenses	Profit/Loss	Comments
Oct				
Nov				
Dec				
Jan				
Feb				
March				
April				
May				
June				
July				
August				
Sept				
TOTAL				

YEARLY REVIEW

List new skills you learned this year.

What challenges did you encounter in your project? How did you resolve them?

How will you use what you learned? _____

Review your financial summary. What did you learn? Would you do anything differently? What advice would you give to another 4-H'er in this project?

Attach one or two selected photographs or news articles. (optional)