



Alaska 4-H

General Project Insert

Name of Project _____ Years in This Project _____

Name of Member _____ Years in 4-H _____



COOPERATIVE EXTENSION SERVICE

University of Alaska Fairbanks

General Project Insert

1. Use this General Project Insert along with the Alaska 4-H Record Book to record all the things you do in 4-H this year.
2. Use a separate General Project Insert for each of your projects. This section is also printed separately for convenience.
3. Use your records to look back at the progress you have made during the year. This will be helpful when you write your year-end story and also when you make plans for next year.
4. The Record Book and the General Project Insert demonstrate your personal work. They should be kept current as the year progresses. Handwriting or typing should be your own. You may add pages if you run out of room for entries.
5. The Record Book and the General Project Insert document the care, cost and keeping of animals, items made, and skills learned and are treasured keepsakes of a child's growth and development in a project. To high school age members, these Record Book and inserts can be used as references for jobs, colleges and scholarships.

Name of Project _____ Years in This Project _____

Name of Member _____ Years in 4-H _____

Project Commitment

This is what I want to do and learn (include description of an _____ imals you plan to have, items you hope to make, skills you want to learn, etc.):

Member Signature *Date*

This is what my leader agreed to do to help me learn:

Leader Signature *Date*

This is what my parent(s)/guardian agreed to do to help me:

Parent(s)/Guardian Signature *Date*

Project Journal/Club Meetings/Activities

Record all project activities as you do them. Include purchasing supplies for project; project meetings attended, fair entries, contests; all work on project, etc.

DATE (M/D/YY)	WHAT I DID OR MADE	How MUCH/ How MANY	COST	VALUE/ INCOME
TOTALS			\$	\$

Project Journal/Club Meetings/Activities

Record the time you spent and make an explanation or comment for each entry so you can look back at the progress you have made during the year.

[illegible]

Project Journal/Club Meetings/Activities (continued)

Record all project activities as you do them. Include purchasing supplies for project; project meetings attended, fair entries, contests; all work on project, etc.

DATE (M/D/YY)	WHAT I DID OR MADE	HOW MUCH/ HOW MANY	COST	VALUE/ INCOME
TOTALS			\$	\$

Project Journal/Club Meetings/Activities (continued)

Record the time you spent and make an explanation or comment for each entry so you can look back at the progress you have made during the year.

[illegible]

Project Highlights

Do this report when your project is completed. It should show growth in your project as reflected by at least SIX NEW things learned this year.

What was learned:

Unusual events, successes or problems solved:

To do differently next time:

Project Financial Summary *(use if applicable to your project)*

BEGINNING VALUE:

Materials, supplies and equipment you had on hand at the start of your project year or carried over from previous years.

DATE (M/D/YY)	ITEM	HOW MUCH/ HOW MANY	VALUE
TOTALS			\$

Income/Value (project journal)

Sale of equipment	\$	
Sale of project product		
Value of products used at home		
Fair premiums		
Other		
Total income from project		\$

Costs (project journal)

Cost of supplies	\$	
Cost of new equipment		
Other		
Other		
Other		
Total cost of project		\$

Profit (subtract costs from income) **\$**

Cost of project (if costs are greater subtract income from costs) **\$**

Total time spent on project (project journal)

4-H Pictures

Pictures of you with your 4-H project, participating in 4-H activities or receiving recognition, or results of your 4-H work. Caption each photograph with an explanation of the picture.

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Marla Lowder, Extension Faculty, 4-H and Youth Development