



# A Closer Look at Alaska 4-H General Project Insert



COOPERATIVE EXTENSION SERVICE

University of Alaska Fairbanks

## A CLOSER LOOK AT RECORDS

A Closer Look at Records is a guide to assist 4-H members in completing the *Alaska 4-H Record Book* along with the proper insert. *You will need to complete a General, Horse or Livestock project insert to complete your project records. These inserts, while similar, will also include sections specific to those project areas.*

Recordkeeping is a skill necessary throughout life. Good recordkeeping practices can save a person time, money and even stress.

Begin with the appropriate *Project Insert* at the time you begin your project work. It's important to write your goals before you begin — what you want to learn, make or do in your project. These goals will give you and your 4-H leader an idea of where to start. You should have a *Project Insert* for each 4-H project completed.

The key to success in recordkeeping is to write down the information in the Project Journal as you go along. Making an entry in your journal may not seem important at the time, but later on it will help you write your 4-H story, will help you count up how much time you spent on a project, and may just help you remember a special time with your market animal, your dog or with your club. Think of your *Project Journal* as a diary. Diaries are informative and often entertaining to look back at!

Good luck with your 4-H recordkeeping! Remember, if you have questions, you can ask for help from an experienced 4-H'er, a 4-H leader or Cooperative Extension Service 4-H staff.

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**4-H/Youth Development & Home, Health and Family Development Extension agents**

The 4-H General Project Insert is used for a wide array of projects. It includes all 4-H projects except a horse project or a market livestock project. These can include but not limited to sewing; foods; computer; beekeeping; dog; pet; leadership; childcare; rabbits or poultry (not for market); arts; crafts; gardening; etc.

#### 4-H GENERAL PROJECT INSERT: Page 1

Complete page 1 at the beginning of the project.

##### Name of Project

For each project you are enrolled in, you will need a separate *4-H General Project Insert*. At the top of each one, write which project the insert is for. For example: if you are enrolled in the rabbit project, you would write “rabbit” in this space. If you are also enrolled in gardening, you would write “gardening” in this space on another insert.

##### Name of Member

Write your name.

##### Years in This Project

How many years have you taken this particular project? If it is your first year, put one; second year, two; and so on.

##### Years in 4-H

How many years have you been enrolled in 4-H? How many years have you accumulated as a 4-H member? If you took a year or two off, that’s OK. Write the number of years accumulated. Do include years as a Cloverbud. (This number should agree with “Year in 4-H” on your 4-H Member Enrollment Form.)

#### INSTRUCTIONS: Page 2

General information on record book completion

#### PROJECT COMMITMENT: PAGE 3

This is where you express your goals for the project. What do you want to do and learn? An example would be: “In my Foods Project I want to learn how to make yeast bread. I would also like to learn how to make a nutritious meal for my family. In this project I will prepare one meal for my family. I will also make cookies for the nursing home Bake and Take Day. I plan to do a food presentation for my 4-H club and at Public Presentation Day.”


The purpose of this page is to make you think about what you really want to accomplish in this project, how you will do it and with what kind of help. With it written down and signed, you have made a contract with yourself about what you plan to achieve in this project.

Complete this part in the beginning so you will have a direction. Sign and date it.

#### This Is What My Leader Agreed to Do to Help Me Learn

For some of you, your project leader may be your parent(s)/guardian, so this section and the next may be the same. The leader needs to write what he/she

AKH-00010



## Alaska 4-H



## General Project Insert



Name of Project \_\_\_\_\_


Years in This Project \_\_\_\_\_

Name of Member \_\_\_\_\_

Years in 4-H \_\_\_\_\_



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### This Is What My Parent(s)/Guardian Agreed to Do to Help Me

[illegible]

The purpose of the “Project Journal” is to help you keep track of everything you do in your project. Page 1 of this *4-H General Project Insert* helps to identify what it is you want to learn and/or accomplish in the project. The section “Project Journal” takes page 1 a step further. This is where you record all proj-

**The key to success in this section is to complete it as you go along.**

Write down the month, day and year of the activity. It is best to do this at regular intervals, such as once a week or at the end of a project meeting.

Write down what particular activity you did (e.g., “I went to a Foods Project meeting,” “Took my dog to the veterinarian.”) or what you made (e.g., “I crocheted a potholder,” “I built a flower box,” “I made Christmas cookies.”) If you did more than one thing on a date, use separate lines to explain what you did.

In this box write how much grain was fed, how much medication was given, how many cookies were made, how many rows were knitted, etc. You can use more than one line if you did more than one thing on one day, such as I helped at the project meeting to make yeast rolls. Then on a separate line with the same date you can say I made yeast rolls for my family at home.

Write in any costs involved in the activity on this line, for example, cost of the feed, how much cookies cost to make or the cost of the medication.

This box can be a matter of personal opinion of what something is worth, its value. For example, let's say that you crocheted a potholder. At the very minimum, its value is equal to the cost of materials. If you were going to sell it, another consideration would be your time and the quality of craftsmanship. Is it your very first potholder or your 20th one? Hopefully your craftsmanship improves with ex-



perience. Because the value of the potholder is very much a matter of your opinion, you could decide the value of the potholder to be anywhere from 50 cents to \$5.

Income is also included in this box. Income means that if you sold something related to your project, how much money did that item bring in. Let's say you sold your potholder for \$2. You would write \$2 in this box.

## Time Spent

In this box, you write the amount of time you spent on the activity. For example, it took you 15 minutes to feed and water your dog; the project meeting lasted one hour; or you worked on your flower box for 30 minutes.

### Explanation/Comments/What You Learned

This box gives you the opportunity to write notes that will help you remember the activity. You may want to explain why you sold an item or how you did something. You could also write comments about something cute or unique that you observed about your project. Or lastly, write about what you learned (e.g., “Making Christmas cookies is fun,” “I like to be with my dog when he goes to the veterinarian so he isn’t so afraid,” or “I learned to use an electric screwdriver to put screws in wood on my flower box.”) You do not have to limit your comments to one line. Additional lines can be used to as needed.

## Totals

Add up the amounts in the following columns and write the totals at the bottom of the page: Cost will be in dollars and cents and **Time Spent** will be totaled in hours and minutes. You might want to split the **Value/Income** categories so you know what your actual income is from the project, if there is any. From the example above: If you crocheted 20 potholders and gave them away as gifts, the value may be \$40. If you sold the potholders, the income might be \$40. Perhaps you gave 10 potholders as gifts and 10 were sold; record it as value \$20/income \$20.

The “Project Journal” continues on pages 6 and 7.  
More pages may be added if needed.

[illegible][illegible]

## PROJECT HIGHLIGHTS: Page 8

“Project Highlights” are to be written when your project is completed. The purpose of the “Project Highlights” is to help you evaluate your growth in the project.

## What Was Learned

The first section tells you to write about what was learned. The instructions direct you to include “at least SIX NEW things learned this year” in your project. What was learned could be **knowledge** (“I learned how to double a recipe”). What was learned could also be a **skill** (“I learned how to develop black and white photographs”). You could also include something you discovered about yourself (“I learned I really like sharing what I know with young children,” “I learned that with practice I am becoming more comfortable talking in front of my 4-H Club”). You may describe feelings, emotions, values.

## 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:**

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## Unusual Events, Successes or Problems Solved

The second section asks you to write about unusual events, successes or problems solved. This is where you would highlight something about your project. An unusual event could be that you went to Japan on the LABO exchange and learned about Japanese art. A success could be you were awarded your first blue ribbon at the fair or you presented your first demonstration at Public Presentation Day. If you had any problems with your project, you would want to mention them in this section.

## To Do Differently Next Time

The final section under “Project Highlights” offers you the opportunity to tell about what you will do differently next time. If you had a problem with your project, what will you do to solve it next year if you take the project again? If you had great success with your project, what will you do to challenge yourself next time? The purpose of this section is to help you evaluate what you’ve done and what you could do to either change or improve in your project work.

## PROJECT FINANCIAL SUMMARY: Page 9

The “Project Financial Summary” fits most projects. There will be some projects in which you enroll that may not involve materials, expenses or income. If you believe this to be the case, write at the top of the page, “Does not apply to this project.”

## Beginning Value

The lines at the top of the page are provided for you to list any supplies, animals and equipment that you had at the beginning of the project. To complete this section, write the **date** you are making the entries. Then list the item under Item. Indicate with a number **how much/how many**. Some examples of this are: Photography project camera, 1; lenses, 1; photo albums, 2; Sewing/Clothing project sewing machine, 1; sewing box, 1; straight pins, 1 box; Gardening project hoe, 1; rake, 1; greenhouse, 1. List things you already have that you use for the project. Next list the **monetary value** of the item(s) in dollars and/or cents. How well you complete the **Income/Value** and **Costs** sections that follow the “Project Journal” will help you complete the rest of the “Financial Summary.”

## Income/Value

If you sell any equipment or project items, during the course of the time you are involved in the project, record it on this line. Also include fair premiums and value of project items used at home, such as garden produce or baked goods.

**Total income from project:** Add up all the above lines to give the total income.

## Costs

If you purchase any supplies, equipment or have other expenses related to your project, record them on this line. You may also note this in your "Project Journal." Examples are fabric for a sewing project or seeds and shovels for a gardening project.

**Total cost of project:** Add up all the lines in the cost section and write the amount.

## Profit (Subtract costs from income)

The next step is to subtract the costs from the income, if income is greater than the costs. In this case you will show a profit. Write this amount on the profit line.

## Cost of project (if costs are greater subtract income from costs)

If costs are greater than the income, subtract income from costs and write the amount on the line provided.

The last piece of information requested on the "Project Financial Summary" is **Total time spent on project** (from "Project Journal"). This information will need to be summarized from the "Project Journal." Also include time spent completing the 4-H record book and project insert.

The "Project Financial Summary" is dependent on what is recorded in the "Project Journal," making both of these important parts of the *4-H General Project Insert*.

"Why is this financial summary important?" 4-H'ers often ask. There are many reasons.

We are all consumers. Sometimes people prefer to make, raise or grow things themselves. Keeping track of how much things cost to make, raise or grow ourselves lets us know if it is cheaper to do it ourselves or if it would be cheaper to buy. Cost is not the only thing to consider, though. Maybe something did cost more to do yourself, but what about the enjoyment, quality, love and learning that went into the making, raising or growing? What is that worth? That is a question each individual has to answer for herself or himself.

Project Financial Summary <small>(use if applicable to your project)</small>			
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)			
9			

**4-H PICTURES: Pages 10-11**

All the previous sections in the Project Insert have involved written documentation of many things, including what you’ve done, learned, spent and earned. The picture section offers you the opportunity to present photographic documentation of your project work. Whether you are building, growing, raising, making, doing or learning something, photographs will show growth, change or improvement in the project. The instructions on this page offer several suggestions for picture ideas.

Don’t forget to write a caption and include a date for each photograph. Take lots of pictures during the project year. You will be very glad that you did!

**After you complete the Alaska 4-H Record Book and one or more Project Inserts, Your Record Book is complete! Congratulations!**

**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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## Alaska 4-H Record Book Scoring Rubric:

Use the following scoring rubric to help fill out the record book. This document will help you to know what is required of you depending on your age to receive a 100% on your record book when scored.

### Alaska 4-H Record Book Scoring Rubric

Youth Name:						Final Score:	
General Records		Poor	Fair	Good	Excellent	Score	Comments
Title Page	0 points	Not filled out.	3 points	7 points	10 points	Page completely filled out.	
		Partially filled out. Some information missing.	Title page completely filled out, but ongoing history is not.				
4-H Leadership	0 points	No leadership activities included.	5 points	10 points	15 points		
Senior		No leadership activities included.	At least 3 leadership activities are listed, but incompletely described.	At least 4 leadership activities are listed and described completely.	5 or more leadership activities are listed and described completely.		
	Intermediate		At least 2 leadership activities are listed, but incompletely described.	At least 1 leadership activity is listed and described completely.	More than 2 leadership activities are listed and described completely.		
Junior		No leadership activities included.	At least 1 leadership activity is listed, but incompletely described.	At least 1 leadership activity is listed and described completely.	More than 1 leadership activity is listed and described completely.		
4-H Public Presentations	0 points		5 points	10 points	15 points		
Senior		No public presentation given.	1 Public presentation listed but not fully described or presentation given to an audience of 1-2 people.	At least 1 public presentation fully described and given to an audience of over 5 people.	4 or more public presentations fully described. At least 2 presentations given to an audience of over 5 people.		
Intermediate		No public presentation given.	Public presentation listed but not fully described or presentation given to an audience of 1-2 people.	At least 1 public presentation listed and fully described.	2 or more public presentations fully described. Presentations given to an audience of over 5 people.		
Junior		No public presentation given.	At least 1 public presentation listed and fully described.	At least 1 public presentation listed. Presentation given to an audience of over 5 people.	2 or more public presentations listed and fully described.		
4-H Citizenship/Community Service	0 points		5 points	10 points	15 points		
Senior		No community service listed	2 community service listed.	4 community service activities listed and fully described.	6 or more community service activities listed and fully described.		
Intermediate		No community service listed	1 community service listed.	3 community service activities listed and fully described.	4 or more community service activities listed and fully described.		
Junior		No community service listed	1 community service listed.	2 community service activities listed and fully described.	3 or more community service activities listed and fully described.		

Updated 1/20/21

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## Alaska 4-H Record Book Scoring Rubric

<i>General Records</i>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>Score</b>	<b>Comments</b>
<b>4-H Events Attended</b>	<b>0 points</b> No events listed.	<b>5 points</b> 1 or 2 events listed.	<b>10 points</b> 3 or 4 events listed with complete descriptions.	<b>15 points</b> 5 or more events listed with complete descriptions.		
	<b>0 points</b>	<b>5 points</b>	<b>10 points</b>	<b>15 points</b>		
<b>4-H Story</b>	<b>0 points</b> No 4-H story included.	<b>5 points</b> Less than 1 page, doesn't fully describe bullet points on page.	<b>10 points</b> Equivalent to 1 page typewritten, story does not fully describe bullet points on page.	<b>15 points</b> Equivalent to 2 pages typewritten, story fully describes bullet points on page.		
<b>Senior</b>	<b>0 points</b> No 4-H story included.	<b>5 points</b> Less than 1/2 page, doesn't fully describe bullet points on page.	<b>10 points</b> Equivalent to 1/2 page typewritten, does not fully describe bullet points on page.	<b>15 points</b> Equivalent to 1 page typewritten, story fully describes bullet points on page.		
<b>Intermediate</b>	<b>0 points</b> No 4-H story included.	<b>5 points</b> Less than 1/2 page, doesn't fully describe bullet points on page.	<b>10 points</b> Equivalent to 1/2 page typewritten, does not fully describe bullet points on page.	<b>15 points</b> Equivalent to 1 page typewritten, story fully describes bullet points on page.		
<b>Junior</b>	<b>0 points</b> No 4-H story included.	<b>5 points</b> Less than 1/2 page, doesn't fully describe bullet points on page.	<b>10 points</b> Equivalent to 1/2 page typewritten, does not fully describe bullet points on page.	<b>15 points</b> Equivalent to 1 page typewritten, story fully describes bullet points on page.		
<b>Comment Page</b>	<b>0 points</b> All signatures are missing.	<b>2 points</b> 2 signatures are missing.	<b>3 points</b> One signature is missing.	<b>5 points</b> All signatures are present.		
<b>Record Book Neatness/Organization</b>	<b>0 points</b> Incompletely filled out. Information missing. Book sloppy.	<b>3 points</b> Partially filled out. Entries appear to be made by member.	<b>7 points</b> Completely filled out, book is neat, presentable and shows effort.	<b>10 points</b> Completely filled out, neat, presentable and shows effort. Grammar and punctuation are good. Securely bound with binder.		
<b>Bonus Points</b>	<b>0 points</b> No non 4-H activities listed.	<b>2 points</b> 1-2 non 4-H activities listed.	<b>3 points</b> 3-4 non 4-H activities listed.	<b>5 points</b> 5 or more non 4-H activities listed.		
Senior Ages 15-18; Intermediate Ages 12-14; Junior Ages 8-11						100 possible points
						5 possible bonus points
						105 possible total points

A score given in each area can be any points within the range and can even be half points.  
Example would be for good 4-7 points a 5.5 could be given.

# HEAD



## The Motto

To make the best better.

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## The Pledge

I pledge

my HEAD to clearer thinking,  
my HEART to greater loyalty,  
my HANDS to larger service,  
my HEALTH to better living,  
for my club, my community,  
my country, and my world.

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## The Slogan

Learn by doing.



# HEALTH

# HEART

# HANDS

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