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**College of Agricultural, Consumer
 and Environmental Sciences**
 Cooperative Extension Service
 Extension 4-H Youth Development

NM 4-H Tip Sheet

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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-of-county 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

4-II Foods Project Record Sheet
 Date _____
 Name _____
 Club _____
 Project _____

4-H Livestock/Animal Project Record Sheet
 List your goal _____
 Date _____

4-II Self Determined Project Record Sheet
 Name _____
 Club _____
 Project _____
 List y _____

4-II Project Record Sheet
 Date _____
 Name _____
 Club _____ County _____
 Project _____ Years in Project _____

List your goals for this project.
 Tell what you wanted to learn and do in this project. If you had to set goals at the beginning of the year, copy those goals below. If you followed the goals, a ready set in your project book, list the ones you wanted to accomplish here.

This year my goals were:

List what you learned as you were accomplishing each of your goals.

This year I learned:

New Mexico State University is an equal opportunity institution. Extension activities are available to all citizens. NMSU and the U.S. Department of Agriculture cooperating.

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)
C	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, S	Model Rocket – Skill Level 1	County Fair, Eastern NM State Fair, NMSF

Other Activities:

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