How to turn in a completed Project/Record Book !!

The following pages will show you step-by-step how to complete your Project/Record Book.

This is only a guide and not a substitute for a fully completed Project book.

Please do not attempt to fill in these pages and submit as your project book.

Please note that most pictures in this guide are of only the front page of a particular packet.

Full packets can be picked up at the 4-H office or online at http://sumter.ifas.ufl.edu/4-H/Awards%20&%20Recognition%20Forms.shtml

If you have any questions, please call the 4-H office at 352-569-6863

For the 4-H year 2015-2016, Project Books are due no later than June 10th at 5 o'clock sharp.

Sumter County 4-H Project Check List

Place this sheet in the front of each project book. Do not include 2 projects in 1 folder or staple together.

Name: _____ Project: _____

Club: _____ Age on 9-1 of this 4-H year _____

Cloverbud (ages 5-7) JR (ages 8-10) INT (ages 11-13) SR (ages 14-18)

Please read the following steps carefully before beginning. At the beginning of the Year!

1. First complete your entire Project (Record) Book. (This is where you have kept records of activities of a specific project; i.e. photography, swine, etc.)
2. Next complete a project report for every project. (This involves including project goals, story and pictures if not already part of your book. Goals should be set at the start of the 4-H Project.)
3. Attach your 4-H Accomplishments. (This must be included to receive project Awards.)

Complete Step 1 and 2 to meet Livestock Exhibitor Requirements!!
Complete Step 3 to receive further recognition in 4-H; year pin, project pin, etc!!

Please mark below which section you have completed. You will be judged on the criteria below.

√ (Check Here)	
	Project Check List (signed to receive full points)
	Project Records (Book in specific project area)
	Project Report (for your age division)
	4-H Accomplishments, includes the following:
	*4-H Leadership Experiences
	*4-H Community Service
	*Presentations (demonstrations, speeches, exhibits, posters, workshops).
	*4-H Activities (Club, County, District, State, Regional, National, etc.)
	*4-H Pictures
	*4-H Story

I certify that this record of project achievement is my own work and that sections completed using a computer was typed by me.

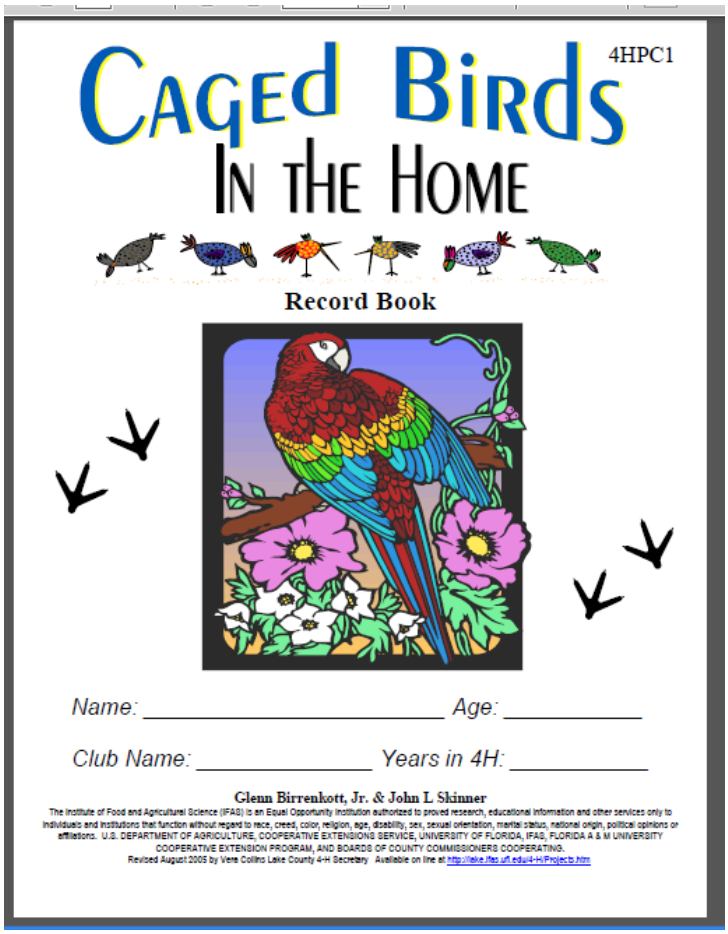
_____ 4-H Member Signature

_____ Parent or Guardian Signature

_____ 4-H Club Leader

This is the first page of your record/project book. You'll need one of these for every project you turn in.

Follow this order throughout your book.



This is the 2nd part - the Project Records.

Your project book may look different from this one.

My Intermediate 4-H Project Report
(Ages 11-13)

Every 4-H Member must complete this report in order to show project completion. Please complete a "Project Report" for every project you are turning in. Your completed project will include your Project Report, Project Records/Activities (Book), Project Pictures, and Project Story. Take all of these items and attach together or place in a folder or binder.

My Project: _____

SECTION 1: PROJECT PLANS AND GOALS

This is what I want to learn this year in my project (goals):

1. _____
2. _____
3. _____
4. _____
5. _____

This is what my leader/adult helper agreed to help me do:

1. _____
2. _____

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

1. _____
2. _____

Your age division might be different, so be sure to get the right form!!!!

This is the 3rd part - the Project Report.
Remember to write only about your specific 4-H project.

For instance, this report would be just on Caged Birds In the Home.

DO NOT write about your other 4-H projects or what you did in cheerleading/football/soccer/etc...

Awards and Recognition I received in this project:

_____
_____
_____

SECTION 3: PROJECT PICTURES & STORY

If your project "book" does not contain a place to include project pictures or a project story please make sure to attach them next.

PROJECT PICTURES:

Attach a minimum of three photos (or you may provide drawings) of your project work throughout the year showing you and your project at the beginning, throughout, and at the end. Make sure to provide captions for all photos. Please add no more than 2 pages front and back of pictures. Remember this is not a "scrapbook" but a project book.

PROJECT STORY:

Create a story of some of your project experiences. Record the good and bad experiences you had during the year. Looking back over your past year in 4-H, think about the things you've learned and how these things may help you later in life.

Make sure your story is at least 5 paragraphs long and you use proper grammar, etc. Stories should be age appropriate and written by the 4-H member.

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This is a page in the project report.

Please provide pictures and a story, **UNLESS,** your Project Book already has a place for you to provide pictures and a story.

4-H Accomplishments

This is where you will record your 4-H achievements and accomplishments that are NOT project related. Tell about the stuff you did in 4-H at your Club, County, District, and State. This section can be the same in each of your Project Books.

LEADERSHIP

List your Leadership accomplishments as a member of your club, county council, etc.
Ex: participate in county council, lead the pledge at club meetings, teach a younger 4-H'er.

Date	Please Describe

COMMUNITY SERVICE

List in detail your individual or club community service accomplishments and the purpose for the service. This is NOT a club activity. Community Service is where you volunteer and make an effort to Make something Better. *Ex: Our 4-H Club saw a need for a food drive & collected 200 items that were delivered to the needy.*

Date	Activities and Events

This is the last step of your completed Project Book.

This part is like an umbrella-it allows you to tell everything you did in 4-H, all your projects, all your field trips, everything 4-H.

You DO have to write an overall 4-H story here. But, if you are completing more than one Project Book, this entire 4-H Accomplishments can be copied and added to the back of each Project Book!