

4-H User Guide and Tips for General and FCS Project.

All e-Records at Colorado4H.org*

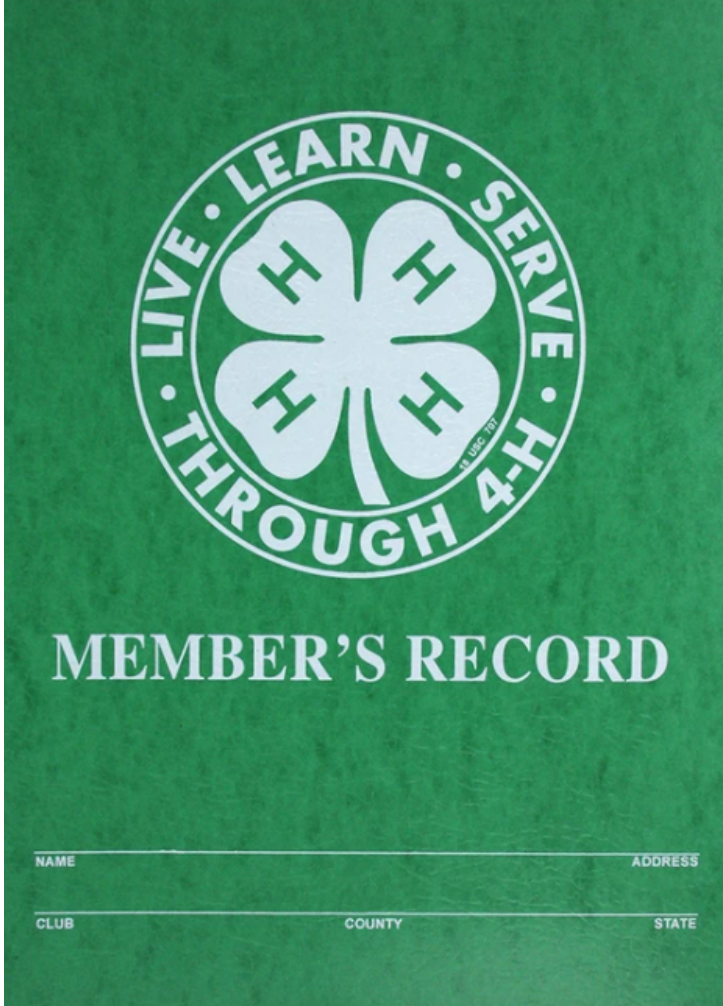
For Junior, Intermediate and Senior Use:

- e-Records are located online, contact your local extension office should you need assistance.
- Completely fill out e-Record for each project.
- 4-H members are expected to complete on their own. NOTE: Younger members may need help with conceptual understanding from 4-H Leaders and Parents.
- Read all requirements for each project. NOTE: State Fair Exhibit requirements.
- Securely attach extras such as: manual plans, photos, etc. in a sturdy binder.

**DO NOT WAIT TO
COMPLETE AT THE
LAST MINUTE!**

What do you need?

- Have all materials you need
- Review Project Requirements, some require manuals to be completed
- Check all State Fair Exhibit Requirements *
- Connect your local county extension office if you need a hardcopy printed.
- OpenOffice.org is available via download for those who do not have access to MS Office



MEMBER'S RECORD

NAME _____		ADDRESS _____	
CLUB _____	COUNTY _____	STATE _____	

The easiest page to complete!

All sections are required.

Project:	Name:
Unit Number and/or Title:	4-H Club:
Year in this Project: (include current year)	<ul style="list-style-type: none"> • What project you are taking, unit number or title? • How many years have you been in the project? (include current year) • Check your age group. Your age is calculated as of "December 31 of 4-H Year." I.E.: December 31, 2020. • Clearly list member's name, 4-H club, county, birth date. • Signatures required for project completion.
Age Group (check one): <input type="checkbox"/> Junior (8-10) <input type="checkbox"/> Intermediate (11-13) <input type="checkbox"/> Senior (14-18)	
Birthdate: (mm/dd/yy)	
Age: (As of December 31, of current 4-H year)	
<p><i>Project and exhibit guidelines for each project are available on the web at Colorado State University Extension.</i></p> <p><i>I declare that the information in this book is completed to the best of my knowledge.</i></p>	
Member's Signature	date
Leader's Signature	date
Parent/Guardian Signature	date

How I Participate in 4-H!



How I Participate in 4-H!

Categories of Participation	Total this Year	Description/Project Title
4-H Projects you are taking this year		<p>DID YOU...?</p> <ul style="list-style-type: none"> • list all projects you are taking and total the number. • list activities that helped you learn the skills for this project? • attend project meetings? • go on a tour to find out more about your project? • visit a museum or go to the library to look up information? • search the internet to find information? (ie: Google, YouTube, etc.) • take a class to improve your skills for the project? • participate in leadership development experiences? • lead the pledges in club meetings? • participate as an officer and/or a committee for your project or club? • help younger members learn a skill for the project? • attend YouthFest, CLC, LDC or State Conference? • participate as a senator for your county? • participate as an officer for your county council?
What activities helped you learn the skills for this project? (project meetings, <u>workshops</u> , classes, contests, etc.)		
What Leadership Development experiences did you participate in. (<u>club/district/state/officer</u> , committee chair, LDC, CLC, <u>YouthFest</u> , State Conference, Jr./Teen leader, pledge leader, etc.)		

Citizenship, Community Service & Demonstrations

4-H	Date	Hours	Activity/Title	Location
Citizenship/ Community Service				
Demonstrations/ Presentations/ Speeches		NA		
		NA		
		NA		

Demonstrations/Presentations/Speech
e-record your demonstration in this section of the e-record. 4-H members are encouraged to do a project-related demonstration and would like to have one for every project a 4-H member is enrolled in. We understand that this may not happen. If you do only one demonstration, make sure that you record it in each of your project e-records. The requirement is that a 4-H member does a demonstration.

- Two Type of Demonstrations**
- Informal - Skills or techniques are demonstrated to other members.
 - Formal - 4-H member presents a topic about his/her project to entire club. The three parts are: introduction, body and conclusion.
 - Write down the title of demonstration, date, how long and location.

Community Service

Did you do a 4-H community service related to your project? Did you do a community service with your club? It is important to put this information in your e-record. Ideally it would be great to have a community service project specific to each project but we know that this may not happen. If you do only one community service project be sure to record it in each of your project e-records. The requirement is that a 4-H member does a community service project!

Judging of this section
A 4-H member will not be counted down for only doing one demonstration or one community service project but the judges may comment that they would have liked to have seen a project-related demonstration or community service.

Expenses, Income (Value) & ROI

Project Expense and Income/Value	
<i>Expenses: Juniors Only. Figure the cost of the specific materials used for your final exhibit item. You can add a more specific name. Intermediates/Seniors. 1. List items purchased this year for your project, such as tools, materials, consumables, etc. (More pages can be added if needed)</i>	

Item	Project Expenses
	\$
	\$
	\$
	\$
	\$
<i>Intermediates/Seniors. 1. List practice items you made-like prototypes, etc. - and estimate the value by comparing the cost of a similar item you bought or by estimating the value of the item you made. 2. Record the value of your exhibit item by the amount you paid for it. 3. Record the amount of money you received for the item.</i>	Income or Value
	\$

Examples of project expenses

- *Juniors Only need list expenses
- List any tools, equipment, or supplies purchased for project use
- List each item individually or group purchases according to similar items
- Fuel costs for transportation to contests, project activities
- Purchased supplies, tools, patterns, books, etc
- Already have a camera?, than costs would be for picture printing
- Exhibit supplies, i.e. display boards, paper and cake boards
- Food project members may want to figure the cost of a batch of cookies, then divide that by total number of cookies to get individual project costs

Intermediates and Seniors

- Put down all the expenses for your project: practice items, etc.
- Return on Investment

TOTALS

Return on Investment
Intermediate and Senior Members Every day, we make decisions about where to spend our time and money. We continue. Ask yourself: How did I benefit from this project? What knowledge and skills did I gain from this project? Did I enjoy it? Was it worth the expense? Could I spend money more wisely the next time? Is it worth doing again? Do I want to learn more?

1. What knowledge and skills did you learn that you can use again?
What skills to save money or to make money?
How would you decide a price for your product?

Reflect Back on Knowledge and Skills

- Managed time better, kept better records, learned to sew, etc
- Fixed a broken arrow, sold a cake, etc
- Built a gun rack, now neighbor wants one. How do I do that?

Photographs from your 4-H Project

Pictures should be:

- 4-H member working on his/her project
- Tell the projects story
- Either be digital* or glued on
- Described to provide a better presentation and is required

A minimum of four pictures with descriptive caption for each is required. Additional photos can be added. Pictures must be project specific



Learning to sew a straight stitch



Learning to piece fabric together

Be selective when adding photos to the e-record. Don't over crowd the page with photos, it may be hard to understand what message is being shown. Tell a story with pictures about your project.

*Digital pictures insert directly. Formatting will be limited but you will be able to list caption near picture

Telling your 4-H Story

This is the most important section of your e-record. The 4-H story can make or break a 4-H project. When a judge is looking for a way to break a tie in judging projects, they will go to the story and see which 4-H member has the best story.

4-H Story

Length and Format Guidelines

You can type or hand-write your story. If you hand-write the story, use pencil or ink on lined white notebook paper.

If a computer is used to write the story, use plain white paper with no smaller than 12 point font.

Leave wide enough margins so the story can be read if inserted into a report cover.

Limit your story to a maximum of two (2) pages.

Story can be single or double-spaced as long as it does not exceed two pages.

Younger members may want to double-space their story so you can see what you are writing.

Be sure to use proper grammar and sentence structure.

Edit your story when finished. Check your spelling.

Have someone else read your story.

The following questions may help you in composing a story specifically related to your project:

Why did you choose this project?

What goals did you set and which ones did you reach?

What are your 4-H goals for next year?

What would you do differently if you were to try it again?

What skills have you learned in the program?

Have your projects grown in size and scope?

Were any adults or other 4-H members especially helpful to you? How?

Has 4-H helped you become a better leader and citizen?

What has being a 4-H member meant to you?