



COLORADO STATE UNIVERSITY EXTENSION

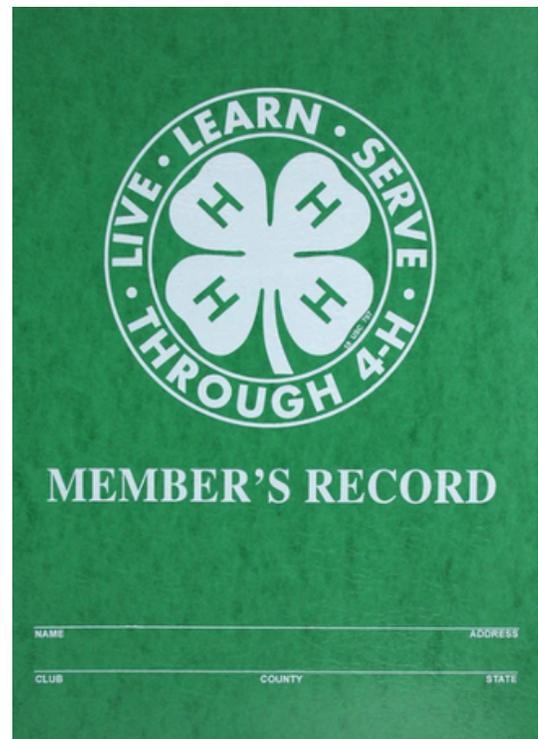
4-H User Guide and Tips for General/FCS Projects

All e-Records are posted at Colorado4H.org.

Junior, Intermediate and Senior Members:

- Download e-Records for each project that are located online. Contact your local Extension office if you need assistance.
- Completely fill out the e-Record for each project.
- 4-H members are expected to complete it on their own. NOTE: Younger members may need help with conceptual understanding from 4-H Leaders and parents/guardians.
- Read all requirements for each project. NOTE: State Fair Exhibit Requirements are posted online at <https://co4h.colostate.edu/statefair/StateFairExhibitReq.pdf>.
- Securely attach extras such as: manual, plans, patterns, photos, etc. in a sturdy binder.

**DO NOT WAIT TO
COMPLETE YOUR
RECORD BOOK(S) AT
THE LAST MINUTE!**



What do you need?

- e-Records can be printed and filled out by hand or completed electronically and then printed out for signatures.
- Have all materials you need, such as pens, photos, receipts, etc.
- Review Exhibit Requirements. Some projects require activities from manuals to be completed and included.
- Connect with 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.

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[Col.st/11013](https://colostate.edu/11013)

The cover is 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)	County:
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)	
4-H Age: (As of December 31, 2023)	

Project and exhibit guidelines for each project are listed in the State Fair Exhibit Requirements available on the web at Colorado4h.org

*I declare that the information in this book is correct, and all 4-H requirements have been completed to the best of my knowledge. **(This should be signed at the end of the project.)***

Member's Signature	date
Leader's Signature	date
Parent/Guardian Signature	date

- Information to complete:**
- What is the name of the project you are taking?
 - Add the unit number or title? (Refer to exhibit requirements if unsure.)
 - How many years have you been in the project? (Include the current year.)
 - Check your age group then add your birthday and 4-H age. Your age is the same as your 4-H age in 4-H Online.
 - Clearly list member's name, 4-H club, and county.
 - Signatures are required for project completion.

Project goals are important for learning! Complete yours at the beginning of the year.

Record at minimum the following
number of goals for your age group:

Juniors - 1

Intermediates - 2

Seniors - 3

Project Goals

(To be completed at the first meeting or at the beginning of the 4-H year.)

Identifying goals and how you are going to reach those goals is important to help you become more skilled and knowledgeable about your project. Personal goals are statements that indicate what you want to achieve or improve upon. You might begin by asking yourself, "What do I want to accomplish this year by taking this project?" Answering that question will help you identify your annual personal goal(s). Once you decide on a goal, then you need to plan a "To Do" list. You might think of this "To Do" list as those things you can learn or do to help you reach that specific goal. ***Remember to use complete sentences.**

In the space provided below, **Junior members must record at least one project goal. Intermediates – at least two goals, and Seniors – at least three goals.** For each goal listed, members must record at least three "To Do" items that would help them to accomplish that goal. If you have more than three goals, insert additional copies of this page as needed.

For example, a Junior member taking a woodworking project might write:

Goal 1: Learn to sand and finish a wood piece.

"To Do" list: 1) Learn to operate and maintain block sander. 2) Observe a knowledgeable woodworker in action. 3) Visit a furniture factory to see how sanding and finishing is done. 4) Tell my parents that I want to do my own work in preparing my project for exhibit.

Goal 1:
"To Do" list to reach the goal:
Goal 2:
"To Do" list to reach the goal:
Goal 3:
"To Do" list to reach the goal:



How I Participate in 4-H!

How I Participate in 4-H!

Categories of Participation	Total This Year	Description/Project Title
What 4-H Projects are you taking this year?		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
What activities helped you learn the skills for this project? (project meetings, workshops, classes, contests, etc.)		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
What Leadership Development experiences did you participate in? (club/district/state/officer, committee chair, LDC, CLC, YouthFest, State Conference, Jr./Teen leader, pledge leader, etc.)		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

DID YOU . . .

- 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? (i.e.: 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?

List each community service and demonstration, public presentation, or speech you participated in. The community service and demonstration are project completion requirements!

Citizenship, Community Service & Demonstrations

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

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 at least one 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.

Demonstrations/Presentations/Speeches

4-H members are encouraged to do a project-related demonstration and to have one for every project that 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 Types 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.

Expenses, Income/Value and ROI

Project Expense and Income/Value	
<p><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></p>	
Item	Project Expenses
	\$
	\$
	\$
	\$
	\$
<p><i>Practice items you made-like c. - and estimate the value by using the cost of a similar item the value of your exhibit item by record the amount of money you</i></p>	Income or Value

Examples of project expenses

- *Juniors only need list expenses for exhibit item
- 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? Then costs would be for picture printing.
- Include exhibit supplies like display boards, paper, and cake boards
- Food project members may want to figure the cost of a batch of cookies, then divide that by the total number of cookies to get individual project costs.

Intermediates and Seniors

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

Return on Investment

Intermediate and Senior Members

Every day, we make decisions about where to spend our time and money, and what activities we want to continue. Ask yourself: How did I benefit from this project? What knowledge and skills did I gain from the 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?

2. Did you have money or to make money?

3. How did 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?

Goal Evaluation Page

Complete yours at the end of the 4-H year before turning in your record book!

Goal Evaluation - How Did You Do?

Look back at the goals you listed on page two at the beginning of the year. How did you do? Did you meet the goals that you set for yourself on page two? List your goals below. Using a scale from 5 to 1, rate how you feel you did on each goal. Also, give a short explanation of why you think you deserve the rating you gave yourself. If you created more than three goals, insert additional copies of this page. ***Remember to use complete sentences.**

"How Did You Do?" Rating Scale

Extremely Satisfied	Somewhat Satisfied	Neutral	Somewhat Dissatisfied	Extremely Dissatisfied
5	4	3	2	1

	Goal 1:
Re-write your goal here.	
Rate your satisfaction here.	5 4 3 2 1
	Explanation:
Explain successes/challenges here.	
	Goal 2:
	Rate how you did (Circle): 5 4 3 2 1
	Explanation:
	Goal 3:
	Rate how you did (Circle): 5 4 3 2 1
	Explanation:

Photographs From Your 4-H Project

Pictures should:

- Show the 4-H member working on his/her project.
- Tell the project's story .
- Either be digital* or glued on.
- Include a caption telling what the picture is showing.
(Captions are required.)

A minimum of four pictures with a descriptive caption for each is required. Additional photos can be added. Pictures must be project specific and should show your learning or progress throughout the project year.



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 the caption near each 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?