

All project and/or record books must be **COMPLETED** and turned in according to the rules and dates in the Guide to Awards & Recognition.



Check One: ___ Junior ___ Intermediate ___ Senior

Highlands County 4-H Project/Record Book Cover Page

Member Name: _____

Member Date of Birth: _____ Exhibitor Age (as of September 1st, 2017) _____

Project Subject: _____ Years in 4-H: _____

4-H Club Name: _____

I hereby certify that I am the member completing this project.

Member's Signature

Date

Parent/Guardian's Signature

Date

I hereby certify that the above member has successfully COMPLETED this book and all requirements set by Florida 4-H, Highlands County 4-H and my club by-laws.

Club Leader's Signature

Date

Check ONE: ___ I am only applying for a year pin (record book will not be graded) ___ I am applying for a year pin and specialty awards (record book will be graded)
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My 4-H Project Report

(Ages 8-18)

Instructions

- Complete a Project Report for each project you complete and submit the report with all of the attachments listed in Section 3 of this form. **(Please note: you do not have to submit copies of attachments if they are already included in your Project Book).**
- Complete Section 1 as you start your new project.
- Sections 2 and 3 should be completed as you work with your project.
- Put together the Project Report and Project Book in a folder.

Section 1: Project Plans and Goals

Goals are your plans for the year. They should be specific, measurable, achievable, realistic, and timely. They state what you want to learn or do this year:

- Juniors (ages 8-10): List at least ONE goal
- Intermediates (ages 11-13): List at least TWO goals
- Seniors (ages 14-18): List at least FOUR goals

My leader agreed to help me:

Leader's signature

Date

My parent/guardian agreed to help me:

Parent/Guardian's signature

Date



Section 2: Project Highlights

Look back at your project commitment. Did you learn what you planned to learn? What problems did you have to solve? What were your main successes? What would you do differently if you did it again, knowing what you know now?

What I learned:

What problems I had and how I handled them:

What were my successes in this project:

What I will do differently next time:



Section 2: Project Highlights (Continued)

Major Successes and Accomplishments: Awards and Recognitions received in this project. Record date and location received.

EXAMPLES: Certificates, ribbons, medals, trophies, media coverage, premiums. This could be awards at the fair, County Events, or other contests.

Date	Topic/Location	Amount/Placement

Leadership, citizenship, and community service activities I participated in:

Date	Location	Activity



Section 3: Project Attachments

Please note: If your Project Book already includes any of the following attachment requirements, you do not need to provide an additional copy. Simply place a checkmark next to the requirement. Judges will know to refer to your project book for the attachment.

Project Pictures:

Minimum requirement is to include three photos of your project work showing you and your project at the **beginning**, **middle** (work being done during your project), and **end**; include a caption telling what you are doing in the picture and the date.

_____ If your project pictures are included in your project book, check here. You do not need to provide a copy.

Project Story:

Create a story of some of your project experiences. Record the good and bad experiences you had during the year, what you learned, and what you would do differently. Looking back over your past year in 4-H, think about the things you've learned and include how you might apply what you've learned to your life in the future. The story should be no more than 3 pages, neatly written or typed (8 ½" x 11", one side only) in 12 point double spaced font.

_____ If your project book includes your project story, check here. You do not need to provide a copy.

Financial Summary:

Attach the Florida 4-H Project Financial Summary to show your project total cost, value, and overall profit or loss. Forms can be found at: highlands.ifas.ufl.edu

_____ If your project financial summary is included in your project book, check here. You do not need to provide a copy.

Project Book:

Attach your project book or worksheets you have completed as evidence of your project accomplishments.

COOPERATIVE EXTENSION SERVICE, UNIVERSITY OF FLORIDA, INSTITUTE OF FOOD AND AGRICULTURAL SCIENCES, Larry R. Arrington, Director, in cooperation with the United States Department of Agriculture, publishes this information to further the purpose of the May 8 and June 30, 1914 Acts of Congress; and is authorized to provide research, educational information and other services only to individuals and institutions that function with non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations. The information in this publication is available in alternate formats. Original Publication Date June 1992. Revised June 11, 1996. Revised January 1, 2007. Single copies of extension publications (excluding 4-H and youth publications) are available free to Florida residents from county extension offices. Information on copies for out-of-state purchase is available from IFAS-Extension Bookstore, University of Florida, PO Box 110011, Gainesville, FL 32611-0011. Information about alternate formats is available from IFAS Communication Services, University of Florida, PO Box 110810, Gainesville, FL 32611-0810.

Cooper, Alexis N., Highlands County 4-H Program Assistant, August 2017

