



# CONNECTICUT 4-H RECORD KEEPING



## LEADERSHIP PROJECT RECORD

Name \_\_\_\_\_ Years in Project \_\_\_\_\_ 4-H Program Year \_\_\_\_\_

*"Leadership is planning, organizing, implementing and evaluating. Participation in an activity or event is not leadership."*

What is your definition of leadership? _____ _____ _____
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**PROJECT GOAL** Setting goals and then checking progress on the attainment of those goals is an important part of 4-H. Complete the first two boxes at the beginning of the year. Complete the last two boxes before you turn in your Record Book.

Set a goal related to your project.	
How will you reach your goal? This is your action plan to attain your goal. Be specific and list each step needed to reach your goal.	
Did you accomplish your goal? Write about any assistance you received to reach your goal. If you didn't accomplish your goal- what obstacles prevented you from doing so and how did you try to overcome those obstacles?	
For next year . . . How will you change your goal?	

**DESCRIBE YOUR PROJECT** Summarize your project in a few sentences.

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**PROJECT ACTIVITIES** List special project meetings attended or conducted, tours, field trips, fair exhibits, etc. that you did in your project this year.

<b>Date</b>	<b>Activity</b>	<b>What Did You Do?</b>	<b>Level of Leadership</b>	<b># of Hours (include preparation time)</b>
10/3/10	club elections	Served as club reporter	Club	1 hour
12/4/10	Craft Day	Chaired-worked with 3 others	County	43 hours
			<b>Total</b>	

\*Club-CL, County-C, State-S, Multi-state-M, National-N

**TIME SPENT ON PROJECT** Record the amount of time you spend with your project during the year.

									Total Time/ Per Month	Comments
<b>Oct.</b>										
<b>Nov.</b>										
<b>Dec.</b>										
<b>Jan.</b>										
<b>Feb.</b>										
<b>Mar.</b>										
<b>Apr.</b>										
<b>May</b>										
<b>Jun.</b>										
<b>Jul.</b>										
<b>Aug.</b>										
<b>Sep.</b>										
<b>Total hours</b>										

**SKILLS ACQUIRED** Please complete the following chart. Put NA (not applicable) in the boxes that do not apply to your project this year.

<b>Leadership Skill</b>	<b>An Example of How I Used This Skill in my Project</b>
Self awareness	
Getting along with others	
Managing resources	
Communication	
Making decisions	
Working with groups	
Teaching	
Creativity	
Planning	
Problem solving	
Organizing (goals, activities, etc)	
Implementing (activities)	
Evaluating	

**PROJECT FINANCIAL STATEMENT**

	<b>Income or Value Added</b>	<b>Expenses</b>	<b>Profit/Loss</b>	<b>Comments</b>
<b>Oct</b>				
<b>Nov</b>				
<b>Dec</b>				
<b>Jan</b>				
<b>Feb</b>				
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				
<b>July</b>				
<b>August</b>				
<b>Sept</b>				
<b>TOTAL</b>				

**YEARLY REVIEW**

List skills you learned or improved this year.

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What challenges did you encounter in your project? How did you resolve them?

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How will you use what you learned? \_\_\_\_\_

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Describe how your definition of leader has changed over this year.

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Explain one or two things you learned about yourself in your leadership project this year.

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Review your financial summary. What did you learn? Would you do anything differently? What advice would you give to another 4-Her in this project?

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**Attach one or two selected photographs or news articles. (optional)**