



CONNECTICUT 4-H RECORD KEEPING



HEALTHY LIFESTYLE EDUCATION PROJECT RECORD Safety

Name _____ Years in Project _____ 4-H Program Year _____

Please check what you selected as your project area. Use a separate Record Sheet for each of the project areas listed.

Home Nursing, First Aid/CPR Safety ATV Safety Automotive Safety (including seatbelts)
 Bicycle Safety Emergency Preparedness Tractor & Machinery Safety Certification

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.

PROJECT ACTIVITIES List special project meetings attended or conducted, tours, field trips, fair exhibits, etc that you did in your project this year. Include non 4-H events/activities that relate to your project. Please note in the Activity column if it was a 4-H or non 4-H activity/event.

Date	Activity	What Did You Do?	What Did You Learn?
Example 00/00	CPR & First Aid Training	Participated in 4 hr course	Basic CPR and First Aid techniques from American Red Cross; received certification

SAFETY PRACTICES FOLLOWED

Date	Practice	Why Is Practice Important?
Examples 00/00/00	Proper storage of tools and supplies in barn	Tools are stored properly to prevent injury

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

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

PROJECT FINANCIAL STATEMENT

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

YEARLY REVIEW

List new skills you learned this year.

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

How will you use what you learned?

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

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