



# Connecticut 4-H Record Keeping



## 4-H ACTIVITY RECORD SAMPLE

An Activity Record is a “snapshot or summary” of your entire 4-H year. List your 4-H activities for this year only. Record your activities at the time you do them. Keep this 4-H Activity Record with your project records. When compiling your current year’s records, the Activity Record Sheet is placed first, or on top of, the other record sheets you use that year. Use only one Activity Record for each 4-H program year even though you may be in more than one club and have more than one project.

Name Abigail Smith Age as of January 1<sup>st</sup> 16

Years in 4-H (Counting this year) 8 4-H Program Year 00-00

Independent member \_\_\_\_\_

	# Meetings Held	# Attended
Club #1 Business meetings <u>Great Goats</u>	<u>10</u>	<u>10</u>
Club #2 Business meetings <u>Fabric Flowers and Food</u>	<u>20</u>	<u>18</u>
Project #1 meetings _____	_____	_____
Project #2 meetings _____	_____	_____
Project #3 meetings _____	_____	_____

**GENERAL 4-H GOALS** In addition to project goals, 4-Hers, to be members in good standing should have a goal related to their general 4-H involvement. DO NOT choose a goal related to your project. Circle one of the goals listed below or choose your own and explain how you are going to achieve it.

My general goal for 4-H this year is (check one)

- Public speaking   
 Community Service   
 Fair participation   
 Teen leadership  
 Leadership   
 Club participation   
 4-H promotion   
 Other

I am going to achieve this goal by:

Creating and organizing a community service project event which will benefit a non profit organization within my local community.

### Other examples

Goal – Club participation - achieve by attending all club meetings

Goal – Public speaking- achieve by doing one presentation during a club meeting or participating in the county public speaking program

Goal – 4-H promotion -achieve by putting a 4-H poster at the library

**PUBLIC SPEAKING** List 4-H demonstrations, speeches, power points, illustrated talks, radio and/or TV appearances. Only list presentations given during this 4-H year.

Date	Topic	Where Was Presentation Delivered?	# Of Hours Spent (Include Preparation)	Level*
00/00	Women's Shelters	Pajama Party Event	2	4-HC
00/00	Women's Shelters	County Public Speaking program	2	4-HC
00/00	Women's Shelters	School social studies class	1	L
00/00	Wolves	Boo at the Zoo Gave three minute talks, 5 times	7	4-HCL

\*4-H sponsored events

4-H Club-4-HCL; 4-H County-4-HC; 4-H State-4-HS; 4-H Multi-state-4-HM; 4-H National-4-HN

\* non 4-H sponsored events

non4-H Local- L; non4-H County-C; non4-H State-S; non4-H Multi-state-M; non4-H National-N

**LEADERSHIP** List your leadership experiences in 4-H. Include offices you have held or committees you have served on and the level of participation you held within each committee (i.e. member, chair, etc.).

Date	Activity	Level Of Participation (Member, Chair, Etc)	# Of Hours Spent (Include Preparation)	Level*
00/00	Fabric Flowers and Food Club	President	8	CL
00/00	NLC 4-H Fair Association	Ad Campaign Superintendent	5	C
00/00	Record Book Committee	member	10	S
00/00	Tutored 3 junior club members on record keeping	teacher	5	CL

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

**COMMUNITY SERVICE** List your 4-H community service efforts. Include things that contribute to the welfare of other individuals or your community.

Date	Activity	LEVEL of PARTICIATION (Leadership position or participant, if leadership be specific)	# of Hours Spent (include preparation)	Level*
00/00	Pajama Party	Organized and ran Basket Raffle	15	C
00/00	Flag pole garden	Requested/received donations of plants (\$150)	10	CL
00/00	Sang carols at nursing home	Participated	2	Cl

\*Individual-L; Club-CL; County-C; State-S; Multi-state-M; National-N

**RECOGNITION** List special club, local, county, state or national awards received during the current 4-H year. Complete this section throughout the year. Remember to only list recognition related to this 4-H year. **FOR NON-ANIMAL PROJECTS** - Include all awards received for your 4-H project at non-4-H events and 4-H events. For exhibit awards received at the Fair, summarize by division. **FOR ANIMAL PROJECTS** only list awards in this chart that are not listed in your Project Record.

Date	4-H Project	Award	Received From?	Level*
00/00	Home Arts Division	6 exhibits- 3 blue, 3 red Danish ribbons	County 4-H Fair	4-HC
00/00	Dog- poster on breeds	Blue Danish	County 4-H Fair	N
00/00	Foods – banana bread	Red ribbon	Grange Fair	L
00/00	Horticulture- flower arranging	Red ribbon	Grange Fair	L
00/00	Home Arts- Pillow	Blue Danish ribbon	CT 4-H Expressive Arts Day	4-HS
00/00		Super 4-Her	County	4-HC
00/00		100% attendance	Club	4-HCL
00/00		CT delegate to National 4-H Conference	State	4-HN

\*4-H sponsored events

4-H Club-4-HCL; 4-H County-4-HC; 4-H State-4-HS; 4-H Multi-state-4-HM; 4-H National-4-HN

\* non 4-H sponsored events

non4-H Local- L; non4-H County-C; non4-H State-S; non4-H Multi-state-M; non4-H National-N

**GENERAL 4-H PARTICIPATION and PROMOTION** in any other club, county, regional, state or national activities. List your PROJECT related activities in your project record. In this section do not list activities already listed in your project record or listed elsewhere in this activity record. Don't forget activities such as judging activities, clinics, exhibits, workshops, tours, conferences, camp, 4-H fundraising, shows, exhibiting/volunteering at the 4-H Fair or participating at Eastern States, and attending conferences such as Citizenship Day, Washington Focus, or Teen Connection.

Date	Activity	Describe Your Participation (Leadership Position Or Participant, If Leadership Be Specific)	Level*
00/00	4-H Camp Auction	Runner	L
00/00	Eastern States Expo	Participant	M
00/00	4-H Bake Sale	Baked treats and sold	CL
00/00	4-H Ad campaign	Sold \$200	C
00/00	Fair Cover Contest	Submitted cover	C
00/00	State Citizenship Day	Participant	S
00/00	4-H Fair	Volunteer ticket taker	C
00/00	Marched in Labor Day Parade with my dog and Club – (if dog is your project, list in Project Record only)	Participant	CL
00/00	New England Dog Clinic(if dog is your project, list in Project Record only)	Participant	M

\*Individual-L; Club-CL; County-C; State-S; Multi-state-M; National-N

**4-H MEMBER FINANCIAL SUMMARY:** Use this sheet to get a “snap shot” of the expenses/income for all your projects this 4-H year. For instance, if you are reporting two projects, one heading might be "horse" and one might be "clothing". If you only have one project- just list that project. Transfer the summary totals from the individual project record sheets. Add more sheets if necessary.

	<b>Project Income</b>	<b>Project Expenses</b>	<b>Profit/Loss</b>	<b>Comments</b>
<b>Project</b>				
Dog	\$14	\$ 684	\$ -670	I love my dog, I don't care that I lost money. He is a pet.
Sewing	\$00.00	\$27	\$-27	With the \$27 I bought material to make a suit, that if I had to buy would cost over \$100
Goats	\$1150.00	\$1916.00	\$-766	
Total	\$1164	\$2627.00	-\$1463.00	

**4-H STORY** Write a story telling what 4-H has meant to you this year. Include some of the things you have learned and some of the things that have been the most fun. Tell how you have helped others by being a 4-H member. Share how you have used things learned in 4-H in school or non 4-H activities. What has your 4-H project taught you? If you are typing, use Times Roman font 12

Responsibility is demonstrated in my life through my participation in 4-H. I have been in 4-H for eight years, and my major project is keeping a dairy goat herd. For my project I must feed, hay, and water my animals. I also maintain the goats' hooves and monitor their health. I also oversee and manage the grain used on our farm for all of the animals: chickens, horse, dogs, cats, and goats. This responsibility entails figuring out how much grain each species consumes in one feeding each day. That amount is then multiplied by two to determine the amount per day. I then compute how much grain is needed on seven days. We purchase our grain in fifty pound bags. This requires me to convert the amount of consumed grain consumed in to the number of bags we need to purchase. My family does one grain order per week, so I need to make sure that I get enough grain to feed all the animals for that one week, while keeping within our budget. If I fail to do this responsibly, it can cost my family more money in gas and time spent purchasing additional grain.

My minor project in 4-H is Community Service. For this project I had to develop an idea that could benefit my club, my community, my country, or my world. Next I need to complete all the details of my idea. For example in October, my sister Hannah and I decide to donate pajamas to the Women's Center of Southeastern Connecticut. As we developed the idea we decided to throw a "pajama party". We also decided to not just donate pajamas, but to also raise money. Hannah took over the pajama aspect and I took on the raising money aspect. I went to people and businesses for monetary donations, and to other 4-H clubs to donate themed baskets for a basket raffle. We set the date for December 14<sup>th</sup>. That evening we had 35 pajamas and sixteen baskets donated. We raised \$366.00 for the Center.

This year, 4-H has taught me that a person can have fun and still contribute to their community and be responsible.

This Activity Record and these Project Sheets were written by the member and are believed to be accurate.

This Activity Record and these Project Sheets were dictated by the member and are believed to be accurate.

00/00 Abigail Smith  
Date Member

00/00 Amy Smith  
Date Parent/Guardian

00/00 Sam Smith  
Date Leader

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

Equal opportunity program provider and employer