



# Connecticut 4-H Record Keeping



## WORKFORCE PREPARATION PROJECT RECORD

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.     Career Exploration & Employability     Entrepreneurship

**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** What did you do-remember that you may have done one large activity or several small ones. How did you do it?

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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. 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?

**KNOWLEDGE GAINED** 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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**SKILLS GAINED** In order to be successful, it is important to become proficient in several skills. Please fill in the following chart based on this year's project in workforce readiness.

Skill	How I Used This Skill In My Project
BASIC SKILLS - reads, writes, performs math operations, listens & speaks	
THINKING SKILLS - thinks creatively, makes decisions, solves problems, visualizes, knows how to learn & reasons	
PERSONAL QUALITIES - displays responsibility, self-esteem, sociability, self-management, integrity & honesty	
RESOURCES - identifies, organizes, plans and allocates time, money, materials, space & people	
INTERPERSONAL SKILLS - works on teams, teaches others, serves customers, leads, negotiates, works well with people from diverse backgrounds	
INFORMATION - acquires & evaluates information, organizes & maintains files, interprets & communicates information, uses computers to process information	
SYSTEMS - understands social, organizational & technological systems, monitors & corrects performance, improves or designs systems	
TECHNOLOGY - selects equipment & tools, applies technology to tasks, maintains/troubleshoots equipment	

**PROJECT FINANCIAL STATEMENT**

	<b>Income</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>				

**At the end of the year, review the financial summary of your 4-H project. What did you learn? Would you do anything differently?**

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

Equal opportunity program provider and employer