

# 4-H PROJECT RECORD BOOKS

FULTON



MONTGOMERY

18 U.S.C. 707

STEP BY STEP

## What is the 4-H Project Record Book?

- A detailed record of the 4-H youth's projects and participation in the 4-H Program throughout their years of enrollment
- A journal of records showing progress throughout the youth's time in 4-H
- A resource used to select youth to be recognized for specific project areas at the annual 4-H Recognition Night. It is also used to select teens for 4-H trip opportunities including Agri-Business Career Conference, STAR, 4-H Capital Days & 4-H Career Explorations
- A great document to capture your experiences as a youth and reflect on in the years to come

**BEFORE YOU  
BEGIN**

## What can be gained from completing the 4-H Project Record Book?

### Youth:

- Reflect on things they have done in the past
- Learn to set goals, make a plan of action and evaluate performance
- Keeping active records and tracking progress in each project area
- Good practice for formatting and organizing paperwork  
(This will come in handy in future when youth write scholarships, college entrance essays, reports, resumes and more...)

### Adults:

- Parents & Leaders reflect on the development of the youth
- 4-H staff can identify needs for programming within our counties
- Adult Volunteers use this resource to select recipients of awards for 4-H Recognition Night

**BEFORE YOU  
BEGIN**

**-Don't sell yourself short. Include all of your efforts.** You may ask your parents/guardians and leader(s) to help you remember. Another great way to keep track is by starting a 4-H journal and recording things as they happen throughout the 4-H year.

**-DO NOT use pencil.** Your 4-H project record book should either be neatly handwritten in pen (Black or Blue ink) or you may type your pages by either inserting them from a standard word document or by using the online project record book.

**The fill in form can be found on our website at [www.ccefm.com](http://www.ccefm.com). Choose Programs>4-H Member Resources>Right column-4-H Project Record Book (fill in version).** Be sure computer printed record books are printed in black ink.

**WHERE TO  
BEGIN?**

-It is recommended that you use a binder and organize each year by tabs indicating the corresponding year. This will become useful in keeping your record book organized the more years you're involved in the program. Loose pages will not be accepted.

**-Required actions before you submit your record book:** Sign & date each year where indicated—Have your parent/guardian and leader sign and date your record book each year.

## WHERE TO BEGIN?



**4-H Takes You Places**  
Cornell Cooperative Extension  
4-H Youth Development

Fulton & Montgomery Counties, NY

# 4-H PROJECT RECORD BOOK

Member's Name \_\_\_\_\_

Club Name \_\_\_\_\_

Independent Member \_\_\_\_\_

# COVER PAGE

PAGE 1

**FILL IN:**

-MEMBER'S NAME

-CLUB NAME OR CHECK  
INDEPENDENT MEMBER

**PAGE 2 IS BLANK**



Date \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

I believe I deserve recognition for my 4-H project accomplishments and achievements in the following areas: (Please circle or highlight all that apply)

ACHIEVEMENT	FASHION REVUE	NATURAL RESOURCES
AEROSPACE	FISHING	NEEDLEWORK
AGRICULTURE	FIRST AID	OUTDOOR ADVENTURES/HIKING
ANIMAL SCIENCE	FLORICULTURE	PETS
ASTRONOMY	FLOWERS - HOUSE PLANTS	PHOTOGRAPHY
BEEF	FLOWERS - GARDENING	POULTRY
BEEKEEPING	FOOD & NUTRITION	PUBLIC SPEAKING
BICYCLE	FORESTRY	RABBITS
BIRD STUDY	FOSSILS	RECYCLING
CAVIES	FRUIT	REPTILES
CHILD DEVELOPMENT	GARDENING	ROBOTICS
CITIZENSHIP	GEOLOGY	ROCKETRY
CLIMATE CHANGE	GOATS	SAFETY
CLOTHING & TEXTILES	DAIRY GOAT	SCIENCE & TECHNOLOGY
CLOWN	MEAT GOAT	SHEEP
COMMUNITY SERVICE	HEALTH/FITNESS	SHOOTING SPORTS
COMPUTER SCIENCE	HERBS	ARCHERY
CONSUMER EDUCATION	HISTORY/HERITAGE	SMALL ENGINES
CREATIVE ARTS & CRAFTS	HOME ENVIRONMENT	SWINE
CREATIVE FINE ARTS	HORSE	THEATRE ARTS
CREATIVE DESIGN	HORSE DRIVING	TRACTORS
CULTURAL ARTS	HORTICULTURE	VEGETABLES
DAIRY CATTLE	INCUBATION & EMBRYOLOGY	VET SCIENCE
DOGS	INTERGENERATIONAL	WASTE MANAGEMENT
ELECTRICITY	INDOOR GARDENING	WEATHER
ENERGY	INTERGENERATIONAL	WOOD SCIENCE
ENTOMOLOGY	INDOOR GARDENING	WEATHER
ENVIRONMENTAL STEWARDSHIP	LEADERSHIP	WOOD SCIENCE
EXPRESSIVE ARTS	LIVESTOCK	WORKING STEER/OXEN
FARM SAFETY	MARKETING	WRITING
FASHION DESIGN	MONEY MANAGEMENT	

# PROJECT LIST

## PAGE 3

### FILL IN:

- DATE

- NAME

- DATE OF BIRTH

- CIRCLE THE PROJECT AREA/S  
YOU PARTICIPATED IN FOR THE  
CURRENT 4-H YEAR THAT YOU  
THINK YOU EXCELED AT.

**PAGE 4 DOES NOT REQUIRE ANY  
INFORMATION**



#### 4-H PROJECT RECORD BOOK CHECKLIST

When accurately kept and carefully assembled, your 4-H project record book is a useful tool for determining your progress and personal growth. You should keep your record book up-to-date and complete.

This record book must be given to your 4-H club leader for his/her review by the date in late September or early October that he/she indicates. If you are an independent 4-H member, you must send your record book directly to the Cooperative Extension 4-H Office on or before October 15. Unless you are involved in animal science projects, this project record book is the only record of completion which should be sent to your leader and/or Cooperative Extension 4-H Office. 4-H animal science project members must complete additional record sheets for those projects and submit them with this project record book.

This record book will be used to determine county project disrecipients, award trip winners, I Dare You Leadership awards and outstanding junior and senior member awards. Project disrecipients are selected from among members, ages 9-19. Award trips and I Dare You Leadership awards are earned by 4-Hers ages 14-19.

\_\_\_\_\_ Don't sell yourself short. Include all of your efforts. Ask your parents/guardians and leader(s) to help you remember.

\_\_\_\_\_ DO A ROUGH DRAFT ON SCRAP PAPER.

\_\_\_\_\_ In the 4-H Project Summaries section, write down what you *learned* in your 4-H projects. If you don't share enough details about what you *learned* in the 4-H projects you took this past year, you will not be considered for 4-H project award discs in those categories.

\_\_\_\_\_ Report all your 4-H involvement from your first year to this current year's work. ***DON'T START A NEW PROJECT RECORD BOOK EACH YEAR; JUST ADD ON TO YOUR PREVIOUS YEAR'S RECORD PAGES.***

\_\_\_\_\_ Keep all your report pages together chronologically in a stiff binder. Include all your 4-H project summary pages, 4-H experience comments and leader comments in the back of your project record binder in order by year. It would be helpful to insert labeled dividers separating each year's work.

\_\_\_\_\_ Write legibly in ink, typewrite information, or use computer word processing. Records written in pencil will be disqualified for award consideration.

\_\_\_\_\_ Check to see that your record book is neat, accurate and complete. Use correct grammar and spelling. Proofread for errors.

\_\_\_\_\_ ***DON'T*** include newspaper clippings, photos, certificates, letters or ribbons. These items belong in a 4-H Scrapbook or 4-H Achievement Book.

\_\_\_\_\_ Each member must write and complete his/her own report. This is required.

\_\_\_\_\_ Sign and date your record book each year where indicated. This is required.

\_\_\_\_\_ Have your parent/guardian and leader sign and date your record book each year. This is required.

# 4-H RECORD BOOK CHECKLIST

## PAGE 6

# USEFUL CHECKLIST TO HELP KEEP YOU ORGANIZED















**4-H ACTIVITIES AND TRIPS**  
(For all non-Cloverbud 4-H members)

Indicate the years that you have participated in the following 4-H activities.  
Example: 4-H Member Recognition Program 21, 22, 23, 24, 25, 26, etc....

NATIONAL 4-H WEEK \_\_\_\_\_  
\_\_\_\_\_

4-H MEMBER RECOGNITION PROGRAM  
Attended \_\_\_\_\_  
Program Helper \_\_\_\_\_

DAIRY QUIZ BOWL \_\_\_\_\_

HORSE QUIZ BOWL \_\_\_\_\_

HIPPOLOGY \_\_\_\_\_

LIVESTOCK SKILL-A-THON \_\_\_\_\_

LIVESTOCK JUDGING \_\_\_\_\_

FENIMORE FARM JUNIOR LIVESTOCK  
SHOW \_\_\_\_\_

4-H PUBLIC PRESENTATION PROGRAM  
Workshop Participant \_\_\_\_\_  
Presenter \_\_\_\_\_

Teen Leader \_\_\_\_\_  
District Level Presenter \_\_\_\_\_  
State Level Presenter \_\_\_\_\_

COUNTIESWIDE 4-H FUNDRAISERS  
Pie & Cheese Sale \_\_\_\_\_  
4-H Snack Bar \_\_\_\_\_  
Tractor Supply Company Paper Clover  
Donated \_\_\_\_\_  
Display/Presentation \_\_\_\_\_

ANIMAL CRACKERS \_\_\_\_\_

4-H GARDENING SERIES \_\_\_\_\_  
\_\_\_\_\_

4-H INTERNATIONAL NIGHT \_\_\_\_\_  
\_\_\_\_\_

4-H MYSTERY CHICK PROJECT \_\_\_\_\_  
\_\_\_\_\_

4-H DAIRY DISCOVERY WORKSHOP \_\_\_\_\_  
\_\_\_\_\_

4-H MARCH DOG MADNESS \_\_\_\_\_

4-H AT THE FONDA FAIR  
Exhibitor \_\_\_\_\_  
Teen Leader \_\_\_\_\_  
Teen Superintendent \_\_\_\_\_  
Presenter:  
Formal \_\_\_\_\_  
Action (Working) \_\_\_\_\_  
Clean-up Day \_\_\_\_\_  
Other: \_\_\_\_\_

NYS STATE FAIR PARTICIPATION  
Animal Exhibitor \_\_\_\_\_  
Non-Animal \_\_\_\_\_  
Other (Explain) \_\_\_\_\_  
\_\_\_\_\_

4-H TOTALLY TEENS \_\_\_\_\_

4-H LEADERSHIP/TEEN EXPERIENCES  
4-H Club Teen Leader \_\_\_\_\_

4-H STAR \_\_\_\_\_

4-H Capital Days \_\_\_\_\_

4-H Career Explorations \_\_\_\_\_

4-H Agri-Business Career Trip \_\_\_\_\_  
National 4-H Conference \_\_\_\_\_

OTHER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 4-H ACTIVITIES & TRIPS

## PAGE 13

### FILL IN:

- LIST THE LAST TWO DIGITS OF THE YEAR IN WHICH YOU PARTICIPATED IN EACH LISTED 4-H EVENT OR ACTIVITY.

- THIS SHEET REMAINS IN YOUR RECORD BOOK AND IS USED EVERY YEAR TO SHOW YOUR PROGRESSION AND OVERALL INVOLVEMENT IN THE 4-H YOUTH DEVELOPMENT PROGRAM.

- OTHER COULD INCLUDE CLUB ACTIVITIES, CLINICS & OUTINGS. ANYTHING THAT IS A 4-H ACTIVITY OR TRIP AND NOT LISTED.









#### 4-H PROJECT SUMMARIES

THIS IS WHERE YOU MUST SHARE WHAT YOU *LEARNED* IN YOUR PROJECT EXPERIENCES NOT JUST WHAT YOU DID! IN THE LIMITED SPACE AVAILABLE IT IS MOST IMPORTANT TO TELL WHAT YOU HAVE LEARNED.

#### EXAMPLES

Name of Project: Sewing Expressions-Under Construction-Level 1 4-H Year: 2025-2026

Briefly tell what you *learned*, made, grew and did while taking this project. Tell what new skills/information you learned; use numbers to show size, growth, profits, losses, or savings; tell how you have shared the experience with others (i.e. exhibiting at the fair, public presentation, teaching younger members), etc. *You may write several paragraphs or use an outline format to share your information.*

1. **Learned** about parts of the sewing machine.
2. **Learned** to do straight stitching.
3. Made cotton print skirt with elastic casing and matching shoulder bag. **Learned** that measuring the elastic correctly is important for the skirt to fit correctly.
4. **Learned** about sewing box equipment. Covered a cigar box with an apple-print fabric to store my sewing supplies.
5. Gave a public presentation about "How to Make a Pin Cushion". Earned a red ribbon.
6. Exhibited skirt, shoulder bag, and sewing box at Fonda Fair. Earned 2 blue ribbons for skirt and sewing box and a red ribbon for the shoulder bag.

Name of Project: Rabbit – What’s Hoppening? Level 1 4-H Year: 2025-2026

Briefly tell what you *learned*, made, grew and did while taking this project. Tell what new skills/information you learned; use numbers to show size, growth, profits, losses, or savings; tell how you have shared the experience with others (i.e. exhibiting at the fair, public presentation, teaching younger members), etc. *You may write several paragraphs or use an outline format to share your information.*

I began my 4-H rabbit project this year. I **learned** that the six uses of rabbits include breeding stock, meat production, fur, wool, laboratory use and pets. I **learned** about the varieties of small, medium, large and giant rabbit breeds. I decided that I wanted a small rabbit to care for as a pet.

I like the Holland Lop rabbit the best because of its small size and its floppy ears. I bought a hutch from Agway and a wire cage from Tractor Supply Company for my rabbit. Then I bought a black and white Holland Lop rabbit from a local breeder for \$40.00 and named her Oreo. I **learned** that the dewlap is the fold or folds of loose skin that hangs from the throat of a doe rabbit.

I **learned** how to properly pick up a rabbit, remove a rabbit from a cage and turn a rabbit. Rabbits can scratch or bite when they don't feel safe. I feed my rabbit grain pellets, shredded carrots, and fresh water every day. She loves her carrots and looks forward to them every morning. The rabbit breeder told me not to feed a rabbit cabbage, Brussels sprouts, broccoli or cauliflower because it can't process the gas produced by these vegetables during digestion.

I gave a presentation about rabbit management at 4-H public presentation night and at the Fonda Fair and shared tips about cages, cleaning, feed and water.

# 4-H PROJECT SUMMARIES

PAGE 17 - HOW TO WRITE A PROJECT SUMMARY  
PAGE 18-22 – PROJECT SUMMARIES

## FILL IN:

- PLEASE REVIEW PAGE 17 BEFORE PROCEEDING.

- BE SURE THAT YOU ARE WRITING ABOUT YOUR PROJECT AS A WHOLE, RATHER THAN EACH ITEM YOU DID WITHIN A PROJECT AREA.

- WRITE ABOUT WHAT YOU LEARNED, NOT JUST ABOUT WHAT YOU DID OR HOW IT WAS MADE. FOR YOUTH THAT HAVE PARTICIPATED IN A PROJECT OVER MULTIPLE YEARS, SHOW THAT THERE IS GROWTH AND LEARNING IN THE PROJECT FOR CONTINUED RECOGNITION IN THAT PROJECT.

- NEW PROJECT SUMMARIES MUST BE WRITTEN EVERY YEAR TO SHOW GROWTH IN THAT PROJECT AND TO BE ELIGIBLE FOR PROJECT RECOGNITION.

Name of Project:

4-H Year:

Briefly tell what you *learned*, made, grew or did while taking this project. Tell what new skills/information you learned; use numbers to show size, growth, profits, losses, or savings; tell how you have shared the experience with others (i.e. exhibiting at the fair, public presentation, teaching younger members), etc. *You may write several paragraphs or use an outline format to share your information.*

Name of Project:

4-H Year:

Briefly tell what you *learned*, made, grew or did while taking this project. Tell what new skills/information you learned; use numbers to show size, growth, profits, losses, or savings; tell how you have shared the experience with others (i.e. exhibiting at the fair, public presentation, teaching younger members), etc. *You may write several paragraphs or use an outline format to share your information.*



### 4-H Member Animal Record

Due October 15<sup>th</sup>!



For use by all animal project members. This is in addition to the member record book.  
**\*\*This needs to be completed each year\*\***

4-Hers Name: \_\_\_\_\_ Years in Project: \_\_\_\_\_

Animal Species : \_\_\_\_\_

*By keeping your record up-to-date, you will be able to see how much progress you make as you set goals and work to accomplish them. Write clearly. If you need help, ask your parents or leaders to work with you. Use one copy of this record for each of the following 4-H projects in which you are enrolled: beef, dairy, goat, horse, cat, dog, pocket pet, rabbit, cavy, poultry, sheep, and swine.*

**My project:**

(tell why you enrolled in this project and what you learned this year)

**About my animal or animals:**

A). This is how I obtained my animal or animals:

B). This is what I do to keep my animal or animals healthy:

C). This is what I feed my animal or animals:

**D. These are my project animal or animals:**

Name and/or Identification Number of each animal	Breed	Date obtained	Value when obtained

**E. My Project Income was:**

Date	Item	Value

**F. My Project Expenses were:**

(List what you or your parents spent during the project year for feed, supplies, equipment, veterinary assistance, and show entry fees.)

Date	Item	Value

# 4-H ANIMAL PROJECT SHEETS

## ADDED PAGE/S

### FILL IN:

- THE ANIMAL PROJECT RECORD SHEET MUST BE COMPLETED EACH YEAR AND INCLUDED IN THE 4-H PROJECT RECORD BOOK IN ORDER TO BE CONSIDERED FOR RECOGNITION IN THE RESPECTIVE ANIMAL PROJECT.

- IN ADDITION TO THE ANIMAL PROJECT RECORD SHEET, YOUTH ARE REQUIRED TO COMPLETE A PROJECT SUMMARY FOR THE RESPECTIVE ANIMAL PROJECT IN THE 4-H PROJECT RECORD BOOK.

- ANIMAL PROJECT RECORD SHEETS MUST BE COMPLETED EVERY YEAR THE 4-H YOUTH IS ACTIVE IN THAT PROJECT. FOR YOUTH WHO HAVE BEEN IN THE PROJECT FOR MULTIPLE YEARS, IT MUST SHOW GROWTH TO BE ELIGIBLE FOR PROJECT RECOGNITION.



4-H YEAR \_\_\_\_\_

**4-H AWARD TRIPS**

For members 14 (as of January 1) -19 years old

PLEASE CHECK TRIP(S) YOU WOULD LIKE TO BE CONSIDERED FOR THIS YEAR:

- \_\_\_\_\_ 4-H Capital Days in Albany, NY
- \_\_\_\_\_ 4-H Ag-Business Career Trip in Cobleskill, NY
- \_\_\_\_\_ 4-H Career Explorations Program at Cornell
- \_\_\_\_\_ 4-H STAR (State Teen Action Retreat)

Please explain in a few sentences why you would like to participate in the above trip(s), what you hope to learn and ways you can share the learning experience with others. Consideration for trips will be based on this section.

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**MY STORY ABOUT THIS PAST 4-H YEAR**

Write a paragraph or two about your 4-H experience this past 4-H year. Include things that you enjoyed doing and/or learning as well as any disappointments and/or challenges that you experienced. You may add an additional page for this section.

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**STATEMENT BY 4-H MEMBER**

I have personally prepared this report and believe it to be correct:

Date \_\_\_\_\_ Signature of 4-H Member \_\_\_\_\_

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# 4-H AWARD TRIPS & 4-H STORY

## PAGE 23

### FILL IN:

- FILL IN THE CURRENT 4-H YEAR. PLACE A CHECK NEXT TO THE 4-H TRIP/S YOU WOULD LIKE TO BE CONSIDERED FOR. WRITE A FEW SENTENCES ABOUT WHY YOU WOULD LIKE TO PARTICIPATE IN THE CHOSEN TRIP.

- MY 4-H STORY – THIS IS A CHANCE FOR YOUTH TO EXPLAIN THEIR 4-H EXPERIENCE THROUGHOUT THE 4-H YEAR. YOUTH ARE ENCOURAGED TO SHARE WHAT THEY DID, WHAT THEY LEARNED, WHAT THEY ENJOYED AND ALSO WHAT DISAPPOINTMENTS OR CHALLENGES THEY ENCOUNTERED. AN ADDITIONAL PAGE MAY BE ADDED FOR THIS.

**-YOUTH MUST DATE AND SIGN THIS PAGE.**







Pages 1-2 & 4-16 of the 4-H Project Record Book are to be at the front of your binder and remain there from year to year. These sheets go in chronological order and show what you have done in 4-H throughout the years. Duplicates of these pages may be printed and added as needed. Slides in this presentation with a green star in the lower left corner are pages that belong in the front section of your 4-H Project Record Book binder.



Pages 3 & 17-24 of the 4-H Project Record Book are to be organized by the 4-H year with dividers labeled with the respective 4-H year. Slides in this presentation with blue triangles in the lower left corner are pages that belong in the sections divided by 4-H year. These pages are to be new every year and placed behind the green star pages in your 4-H Project Record Book binder.

## **ORGANIZING YOUR 4-H PROJECT RECORD BOOK**

# QUESTIONS? LET US KNOW!

**Office Hours:**  
Monday-Thursday  
8:30am-4:30pm

**Phone:** 518-853-2135

**Email:**  
Kyle - [ky292@cornell.edu](mailto:ky292@cornell.edu)  
Georgia - [gad23@cornell.edu](mailto:gad23@cornell.edu)



**Facebook:**  
CCE Fulton-Montgomery

**Website:**  
[www.ccefm.com](http://www.ccefm.com)

Please let us know if you need any assistance with printed copies of record books and/or insert pages.