

DIRECTIONS FOR GENERAL PROJECT /DAIRY RECORD BOOK FORM

- You may choose to report on a minimum of 3 projects completed during this 4-H year.

“What would you like to learn in this project?”

- All grades should come up with 2 things they want to learn or accomplish with the project this year.
 - Younger youth’s learnings or accomplishments may be simpler and to lesser extent than those of older youth.
- This should include specific areas of knowledge they wish to learn or specific skills they wish to gain or improve. It can be as simple as completing a project more independently, or trying a different approach to a project.
- If you’re using the word document, you will only be allowed to fill the space available.
 - Do not change the size of the text box.
 - You may change the size of the font to no smaller than 10 pt.

“FINANCIAL AGREEMENT”

- Select the appropriate agreement.
 - Please fill in the other arrangement if you select “Other.”
- Make sure required signatures are present.
- If you’re using the word document, please highlight, italicize, or bold your agreement.
 - Please sign the printed copies; no electronic signatures.

“SKILLS LEARNED”

- Put the appropriate number of years in the “Years in Project” blank.
- Select the skills that were utilized and indicate if they are newly learned skills this year or improved from previous years.
 - For general project sheet, the student will have to create the list of skills utilized for the project. They will indicate if they are newly learned skills this year or improved from previous years.
- If you’re using the word document, the cells will expand to accommodate, however, you will lose the number of lines you have to type on.

“Describe classes, workshops or learning experiences (inc. help from others).”

- This may be in list or paragraph form.
- Please include club level and county level, along with individual experiences.
- This can include:
 - Workshops
 - Classes
 - Trips
 - Working with an experienced person
 - Having mom or dad teach you skills
 - Reading articles or materials related to your project
- If you’re using the word document, you will only be allowed the fill the space available.
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“PROJECT EXPENSES”

- Each major expense for your project should be listed.
- If many items are purchased for a project at one time, the total value of the purchases may be entered on one line with a description of their use.
- If your feed or other necessary inputs come from family or the animal’s owner, please estimate the value of those items.
- If equipment is borrowed, an expense is not required to be listed.
- If you’re using the word document, the column width will change to accommodate text, but will reduce the size of the outer columns.
 - To get more space in the “Items purchased, services, etc.” column, press enter when you have reached the existing edge, and again you will lose rows when you do this, so be concise with your descriptions.

“PROJECT INCOME/VALUE OF ARTICLE PRODUCED”

Each major sale of your project should be listed.

- If many items are sold at one time, the total value of the sales may be entered on one line with a description of their sale.
- If you trade items or time, please estimate the value of those items traded for.
- If you’re using the word document, the column width will change to accommodate text, but will reduce the size of the outer columns.
 - To get more space in the “Description” column, press enter when you have reached the existing edge, and again you will lose rows when you do this, so be concise with your descriptions.

“EXHIBITS/DEMONSTRATIONS”

- List all the shows, competitions, events, and exhibitions where you displayed objects or animals that fit in this project area.
- List all the shows, competitions, events, and exhibitions where you performed a demonstration of skills or knowledge that fit in this project area.
- Please write the date or approximate date, name, and city of event.
- Please include placings if placings were used. If competitions weren't placed, just complete with N/A.
- If you're using the word document, the column width will change to accommodate text, but will reduce the size of the outer columns.
 - To get more space in any of the columns, press enter when you have reached the existing edge, and again you will lose rows when you do this, so be concise with your descriptions.

“The worth or value of a 4-H project is measured by new things learned, time spent, enjoyment, in addition to the economic loss or gain. Tell about the new things you learned, the enjoyment, and the problems of your project.”

- This short paragraph is asking for a reflection over your project year. What were the things that were hardest? What were the highlights of your project year? Was there anything that really opened your eyes about the process? Has this project guided you to a new interest or career path?
- If you're using the word document, you will only be allowed to fill the space available.
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 - You may change the size of the font to no smaller than 10 pt.

“Would you recommend this project to a friend? Why or why not?”

- If you're using the word document, you will only be allowed to fill the space available.
 - Do not change the size of the text box.
 - You may change the size of the font to no smaller than 10 pt.