

# 4-H Project Record

## Level III



Project: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ County: \_\_\_\_\_

Your Parent's or Guardians' Name: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_

Club/Group: \_\_\_\_\_ Leader: \_\_\_\_\_

Age (as of September 1 of current year): \_\_\_\_\_ Grade in School: \_\_\_\_\_

Number of Years in this Project: \_\_\_\_\_ Number of Years in 4-H: \_\_\_\_\_

\_\_\_\_\_

This a true record of my 4-H project. Signed: \_\_\_\_\_

Approval:

Parents or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

4-H Leader: \_\_\_\_\_ Date: \_\_\_\_\_



**STEP 1: PROJECT GOALS**

My objectives or goals for taking this project. Tell the things you want to do or learn in this project year.

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**STEP 2: PROJECT ACCOMPLISHMENTS**

List things you did in your project. Summarize the items made or grown, animals raised, indicate money earned or saved, profits or losses, if appropriate. (Attach appropriate project production/management workbooks or activity sheets to this report to show more detailed project records).

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**STEP 3: WHAT YOU LEARNED**

List important examples of what you have learned from your 4-H project this year.

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**STEP 4. PROJECT ACTIVITIES**

List demonstrations, talks, exhibits, newspaper articles, tours, workshops, camps, judging events, tours and field trips that you participated in related to this project. Record the number of times you performed the activity and at what level (local club (L), county (C), district (D), state (S), or Other levels, not shown).

DATE	ACTIVITY	NUMBER OF TIMES by LEVEL				
		L	C	D	S	Other



**STEP 5: PROJECT LEADERSHIP**

List your leadership participation in this project or activity. Leadership experiences include times when you showed/taught other how to do something or organized an event or activity related to your project. List the date, what you did, the participation level (L, C, D, S, N) and the number of people you lead or helped.

DATE	LEADERSHIP RESPONSIBILITY (WHAT YOU DID)	LEVEL and No. OF PEOPLE
_____	_____	_____
_____	_____	_____
_____	_____	_____

**STEP 5: PROJECT LEADERSHIP (continued)**

DATE	LEADERSHIP RESPONSIBILITY (WHAT YOU DO)	LEVEL and No. OF PEOPLE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**STEP 6: PROJECT CITIZENSHIP/COMMUNITY SERVICE**

List the citizenship activities that you or your club did in this project. Citizenship experiences include times when you helped others with something related to your project (e.g. tool care of a neighbor's pet while they were on vacation or helped with a beach clean-up). List the date, what you did, the participation level (L, C, D, S, N) and the number of people you helped or who benefitted from your activity.

DATE	CITIZENSHIP ACTIVITY (WHAT YOU DID)	LEVEL and No. OF PEOPLE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



### **STEP 7: PROJECT AWARDS AND RECOGNITION**

List awards, trips, medals, and other recognition you have received in this project.

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### **STEP 8: CAREER EXPLORATION**

List career exploration project activities you have experienced. List work experiences or other workforce preparation experiences outside of 4-H under step 12.

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## STEP 9: PROJECT PICTURES

If possible, take photos (or you may provide drawings) of your project work throughout the year. Take photos or provide drawings at the beginning of your project, the work being done, and your completed project. Don't forget to include pictures of you helping others in your citizenship and leadership activities, too!

Attach no more than three (3) pages (8½" × 11", one side only) of pictures to this report.



## STEP 10: PROJECT STORY or JOURNAL

Keep a journal of some of your project experiences. Record the good and bad experiences you had during the year, what you learned from these and what you would do differently. Other things you might include are:

- participation in 4-H trips, camps, etc.
- new friends you have made
- what you want to do next year
- what 4-H has meant to you
- what 4-H has meant to your family

Looking back over your past year in 4-H think about the things you've learned and **include how you might apply what you've learned to your life in the future.**

Prepare and write your story and attach it to this record report.



### STEP 11: OFFICES AND COMMITTEE ASSIGNMENTS

For the past year, list your offices in 4-H and committee assignments. Show whether this was a local club (L), county (C), district (D), state (S), national (N) or international (I) experience.

OFFICE or COMMITTEE	LEVEL



### STEP 12: EXPERIENCES IN OTHER ORGANIZATIONS

For the past year, list your involvement in school, other groups, organizations, and work experiences outside of 4-H. Include such information as offices held, committees served on and honors received.

GROUP OR ORGANIZATION	YOUR INVOLVEMENT

Note: You may complete this page one time, duplicate it and attach to other project reports.

# INSTRUCTIONS

1. Fill out a Florida 4-H Project Record for each project each year. The 4-H year begins in September and ends the following August. The following levels are recommended for your use:



LEVEL III: 11-13 year olds  
LEVEL IV: 14-19 year olds

2. Complete STEP 1 as you start your new project. Then complete STEPS 2-12 as you work on your project. You may attach additional pages if space provided is limiting.



3. For STEP 2 you can attach additional project worksheets you have completed as evidence of your project accomplishments.



4. STEP 9: Project pictures should be limited to three 8½ × 11 inch pages, one side only. Actual photos are preferred, but if you do not have a camera, you can provide drawings of what you did in your project to illustrate activities and accomplishments. Try to show growth and development through your picture story.



5. STEP 10: Project Stories should be 2-5 pages (8½ × 11 inch pages, one side only) typed or neatly written in ink.



6. STEP 11-12: This section, once complete may be duplicated and used if you are submitting more than one 4-H Project Record.

To complete this report, organize your materials in a stiff binder, using index tabs to separate each section.



Section I: Completed 4-H Project Record  
Section II: Project Workbook or Activity Sheets  
Section III: Project Pictures  
Section IV: Project Story



1. This document is 4HGCR13, one of a series of the Florida 4-H Youth Development, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. June, 1996. Please visit the FAIRS Website at <http://hammock.ifas.ufl.edu>.



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Cooperative Extension Service  
Institute of Food and Agricultural Sciences



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