

4-H Record

YOUR GUIDE TO MAKING A PLAN AND CARRYING IT OUT

Project _____

Year _____ Years in Project _____

Name of Member _____

Address _____

E-Mail Address _____

Age _____ Grade _____

Club _____

Setting Project Goals

The first step of a successful project is to set project goals. Goals are the tools that will help you decide how to get to where you want to be and how to measure your success. Each project goal has three parts: the **action**, the **result** and the **timetable**.

For example, if your goal is, "I want to learn to prepare nutritious and delicious snacks by the end of the school year." "I want to learn to prepare" is the action portion of the goal. The result would be "nutritious and delicious snacks" and the timetable is "by the end of the year."

It is important to be able to control the outcome of your goals. Give each of your goals a control test. Does the action part of your goal tell what you will do? You have control over a goal such as, "I will prepare a speech on the value of 4-H by April 1." However, if the action mentioned in the goal is what someone else will do, the goal does not pass the control test. The goal statement, "I will be selected to represent my district in the speech contest," does not pass the control test because the judge provides the action and decides who will represent the district.

To get ideas for your goals, look through your 4-H project manual, and talk to your leader, parents and/or friends. Jot down a list of things you'd like to learn to do. Write the goals you decide upon for this project in the spaces on this form. Add more pages if you need to. Check each goal statement for the three parts and make sure each goal passes the control test. You may want to share your goals with your leader/parents.

Keep Track of What You Do and Learn

As you work toward reaching your goals, record what you do and learn. Be specific. For example: "Conducted a safety check of our garage. I learned how to store gasoline safely for our lawnmower." This shows clear action and progress toward a goal of making your home fire-safe.

Look to the Future

Take time to think about how you can use what you have learned in the future. Consider how you can use it in 4-H, in school, in your family, as well as other situations.

Special Information

You may want to keep some special information as you work toward your goals. On the last page of this form you can record what resources (time and money) you spent, exhibits you created or activities you participated in. If you have photos of your working on your project, you may wish to add a page or two to the end of this form to include these photographs.



My Goal: (check for the three parts)

Does it pass the control test? Yes No

Date	What I Did	What I Learned

How will I use what I learned in the future?

My Goal: (check for the three parts)

Does it pass the control test? Yes No

Date	What I Did	What I Learned

How will I use what I learned in the future?

My Goal: (check for the three parts)

Does it pass the control test? Yes No

Date	What I Did	What I Learned

How will I use what I learned in the future?

My Goal: (check for the three parts)

Does it pass the control test? Yes No

Date	What I Did	What I Learned

How will I use what I learned in the future?

Resources

Item	Money Spent (expenses)	Money Received (income)	Time Spent	Special Help (i.e., people, books, videos)
i.e., decorated shoes	\$7.00	0	3 hrs	sister

Record at Fairs and/or Shows (for this project)

Kind of Exhibit, Contest or Presentation	Name and Place of Fair or Show	Date	Recognition Received

Special Activities

Did you participate in other activities related to this project? If "yes," tell about them.

Record approved (Leader signature)

Member signature