BE BOLD. Shape the Future.
College of Agricultural, Consumer and Environmental Sciences
Cooperative Extension Service
Extension 4-H Youth Development

300.A-20
(R-2018)

4-H Foods Project Record Sheet

Date _____

Name _____

Club _____ County _____

Project _____ Years in Project _____

List your goals for this project.

Tell what you wanted to learn and do in this project. If you had to set goals at the beginning of the year, copy those goals below. If you followed the goals already set in your project book, list the ones you wanted to accomplish here.

This year my goals were:

List what you learned as you were accomplishing each of your goals.

This year I learned:

New Mexico State University is an equal opportunity/affirmative action employer and educator.
NMSU and the U.S. Department of Agriculture cooperating.

Other Project Activities:

It is NOT necessary to have something in each of the areas on the following pages. This section is broken down by category. List only things you did that pertain to this specific project. Projects have many different activities and you should keep record of all that you do.

List any talks that you gave or contests that you participated in that relate to your project.

Do not list demonstrations. A talk is not preplanned or prepared ahead of time. It is sharing specific information about your project to an individual or group of people, and outside the immediate family. Examples of contests are: 4-H Food Challenge, Favorite Foods, FCS Skillathon, FCS Bowl, etc. Do not duplicate information.

Level	Talk or contest related to your project	Where did you give/participate

List project meetings and practices that you attended.

Project activities such as project meetings or practices are with a project leader and/or other members in your project. Do not list every time you cook or bake at home.

Level	Project Meetings/Practices

For each item you list on the following pages, list the level of participation. Use the following code: Local (L): club, community, school, etc.; County (C): county 4-H activities; District (D): district 4-H events or events that include several counties; State (S): events that the whole state can participate in; Regional (R): events that involve several states; National (N): events that include most of the United States; World (W): worldwide events.

List the demonstrations you gave in this project.

A demonstration is a pre-planned & prepared presentation about your project given in front of a group of people. You do not have to enter a contest or receive an award. A demonstration can be given in all projects including speech, rodeo, shooting sports, livestock, etc. Giving a speech in the speech project does not count as giving a demonstration in the project, but teaching others about public speaking does.

Level	Title of Demonstration	Where presented

List what you exhibited in the project and where you exhibited it.

An exhibit is something you show for public inspection. It shows the public (other people) something you learned or did in your project. In the majority of cases this will be a physical object; for example, something you make, grow, raise or bake. It may be a poster display showing something you learned or did in your project. Raising and showing your animal at a fair counts as an exhibit. In some projects: i.e. shooting sports, rodeo, and public speaking, an exhibit does not necessarily have to be a physical object. However, what you list in the exhibit section **CAN NOT** be listed in another section of your record book. For example, you **CAN NOT** list "shot rifle at county contest" under **EXHIBIT SECTION** and then list it under **CONTEST SECTION.** Do Not Duplicate a Single Event/Entry as a demonstration, exhibit or contest.

Level	What you exhibited	Where exhibited

Other Project Activities continued:

List other activities you did in this project. List individual work sessions, tours and other activities that relate to this project. This may also include things such as workshops, camps, schools, fieldtrips, exhibits or special shows and conferences you attended related to this project. Do not duplicate information that you have listed somewhere else on your record sheet.

Level	Activity

Project Story

Your project story should be about this specific project and include an introduction, body and conclusion. Consider what things you enjoyed about this project or what you might do with this project in the future.

I certify that the information included in this form is true, accurate and completed by me within the current 4-H year.

Member Signature Date

Financials: Only complete this section if it applies to your project.

Opening Inventory: Items on hand at beginning of your project.

Items	Number	Value
Total Opening Inventory		

Financial Summary: How much money did you spend or earn in your project?

Date	Items	Number	Expense	Income
	Income and Expense Totals			

Closing Inventory: Items on hand at end of your project. Remember: once you use an item, it no longer has the same value as when it was new.

Items	Number	Value
Total Closing Inventory		

Evaluation of Products Prepared: use the table below to record and evaluate the food products you prepare in this project. Add additional sheets if necessary.

Products Prepared	My Own Rating (Check One)				Ways to Improve
	Excellent	Good	Fair	Needs Improvement	