



UConn 4-H RECORD KEEPING



NON ANIMAL PROJECT

Use a different Record Sheet for each 4-H Project

Important! Download and Save this form to your computer, as a PDF, close the on-line form, and re-open from your computer. Otherwise text will not save.

Name _____ 4-H Program Year _____ Age _____

Project _____ Years enrolled in this project (include this year) _____

PROJECT GOAL

Describe your project in a few sentences. Include steps to achieving your goal. Check in the Record Keeping Fact Sheet for tips on creating SMART goals.

In the beginning of the year

What would you like to learn or achieve about your project this year?

During the year, I will meet this goal by: (Check as many as you plan to do)

Attending 4-H meetings Talking to industry experts Practicing
 Attending workshops Researching the topic

At the end of the year

Did you reach your goal? Yes No Partially

If you did not reach your goal or partially reached your goal, what happened?

Explain how you successfully reached your goals.

PROJECT ACTIVITIES- List project meetings, judging activities, clinics, exhibits, workshops, tours, conferences, shows, exhibiting/volunteering at the 4-H Fair or participating at Eastern States, etc. that you did in your project this year. Include non 4-H events/activities that relate to your project. **Please note in the Activity column if it was a 4-H or non 4-H activity/event.**

Date	Activity	What did you do?	What did you learn?

Additional Activities and Comments :

HOW MUCH TIME DO YOU SPEND ON YOUR PROJECT? Record the amount of time you spend with your project during the year. Use a calendar to record time you spend on your project each day. Then record the monthly totals onto this chart.

	What did you do?	Total Time Per Month	Comments
Oct.			
Nov.			
Dec.			
Jan.			
Feb.			
Mar.			
Apr.			
May			
Jun.			
Jul.			
Aug.			
Sep.			
	Total hours		

FINANCIAL INFORMATION- Did you spend any money in this project? If yes, list a few of your purchases and their cost. If nothing was purchased, write NA.

Item	Amount
Total	

Did you make any money in this project? If yes, complete the chart below. If no, write NA.

How I Earned Money	Amount
Total	

FINANCIAL REVIEW

I Spent This Amount of Money	I Earned This Amount of Money	The Difference Between What I Spent and What I Earned Is
\$	\$	\$

Would you do anything differently? (Remember the total expenses and income get included in your yearly record sheet.)

YEARLY REVIEW

List new skills you learned this year.

What challenges did you encounter in your project? How did you resolve them?

How will you use what you learned?

List 2 safety practices that you followed in this project.

Attach one or two selected photographs or news articles. (Optional)