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My Project: _____ Year _____

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Name _____

Address _____

_____

Phone Number (_____) _____

Date of Birth _____ Age _____

4-H Club Name _____

City/County _____ Volunteer Leader _____

MEMBER STATEMENT

I have personally prepared this report and believe it to be correct:

_____

Member Signature Date Completed

APPROVAL OF THIS RECORD

We reviewed this report and believe it to be correct:

_____

Parent/Guardian Signature Date

_____

4-H Volunteer Signature Date

Publication 388-569
Reprinted 2000

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SETTING GOALS AND PLANNING FOR YOUR PROJECT

What are GOALS? Goals are things we wish to do or accomplish. You have decided to take this 4-H project because you wish to do and learn certain things related to this project. Those are examples of your goals.

After discussions with your 4-H leader and parents/guardian, complete the following information. Include only the work you hope to accomplish this year. Do not include work done before this year. To help you in this process

- Obtain and review the appropriate 4-H project guide for your project. Suggested objectives and activities may be listed or you may gain ideas of things you would like to learn or do from reading the guide.
- if you conducted this project last year, review last year's project and make plans to build on last year's progress.

MY GOALS: Things I would like to "LEARN and DO" in my project this year: **Date Due** _____

I want to learn to	**Things I will do**	**Date Completed**
1. _____	1 _____	_____
_____	2 _____	_____
	3 _____	_____
_____	4 _____	_____
2. _____	1 _____	_____
_____	2 _____	_____
	3 _____	_____
_____	4 _____	_____
3. _____	1 _____	_____
_____	2 _____	_____
	3 _____	_____
_____	4 _____	_____
4. _____	1 _____	_____
_____	2 _____	_____
	3 _____	_____

THE 4-H PROJECT PORTFOLIO

The 4-H Project Portfolio is simply a tool to help you progress on a yearly basis through 4-H club and project work. Your project portfolio should be completed as you go through the 4-H year. As you advance through the years as an active 4-H member, your record will reflect your personal growth in knowledge, skills, and attitudes.

A 4-H Project is the center of the 4-H Experience. Projects are selected by members, parents, and leaders based upon interest, abilities, family situations, facilities, and availability of leadership for the project. 4-H project work is useful in helping to develop skills that can help us in our lives. A project is completed after at least six learning experiences/project activities (as suggested in your project record guide and planned as part of your goals set at the beginning of the year) have been completed and reported in this portfolio. When you have completed your project, have your parents and volunteer leader review your work and sign it. **If you kept additional project records they should be included in this folder along with pictures, news clippings, awards, and other items related to your 4-H work.**

Projects continued year after year should be increased in size and varied in advanced learning experiences. You may wish to select new projects related to the current project. For example you may wish to complement a foods project by taking gardening, or a livestock project by taking veterinary science.

Completion of a 4-H Project Portfolio each year will help build your skills in goal setting, decision making and record keeping— skills you will need throughout your lifetime if you plan to succeed!

DURING THE PROJECT

Actions and Activities

Record **activities and things learned** as you work to accomplish your goals for this project. Summarize the things you raised, the things you made, the things you did in this project. Use number such as number of meals prepared, number of items made or repaired, people taught, dollars earned, saved, or lost as you worked on your project, time spent, presentations/ talks given, workshops/clinics attended, tours/shows/ exhibits participated in, judging events, etc.

ACTIVITIES	NUMBER	WHAT I LEARNED

What did I do to help others, to teach others, and/or to serve my community as related to my project? Describe what you did, include number of persons taught or helped, hours assisted, contributions raised, etc.

ACTIVITIES	NUMBER	WHAT I LEARNED

PROJECT SUMMARY

When you have completed your project, review your goals — did you accomplish what you planned? Next, review your actions/activities — what did you learn? Did you develop new skills? Are you better able to speak before a group? Can you better care for yourself and/or those around you? Did you become aware of changes that you as an individual can make?

On the back of this portfolio, write a summary explaining what your project has meant to you. Include answers to some of the questions above. Include things you liked, unusual or interesting experiences, goals you accomplished, awards and recognitions received, and future plans you have for continuing this project or working on other projects.

Include in this portfolio — pictures, news articles, project books, ribbons, certificates, and other information related to this project.

Review the portfolio with your parents and with your volunteer leaders.

MY 4-H STORY

You have learned much this past year in your 4-H project. Telling your 4-H story is an important part of growing and being in 4-H. Use information you have collected in this portfolio and the guidelines on the previous page to write your 4-H story. (Use additional pages and place inside your portfolio if needed).

Other things I did this year!

4-H Club offices or committees I held or served on _____

_____

Other 4-H projects, trips, workshops, presentations, talks, share-the-fun, etc. _____

_____

_____

School, community, sport or church activities I participated in _____

_____

_____

_____

Awards, Recognitions, Honors I have received _____

_____

_____

Developed by: Mike Clifford, Extension Agent, 4-H, Amelia/Nottoway, Betsy Campbell, Extension Agent, 4-H, Culpeper, Barbara Board, Extension Specialist, 4-H, Virginia Tech, Billie Cline, Program Support Technician Sr., 4-H, Virginia Tech