

*Page 1 must be filled out for all projects. List each item in only one section of these County Record Sheets; do not duplicate information within County Project Record Sheets pages 1-4. However, you may duplicate information that you entered on the **State Project Record Form** onto these County Record Sheets. Be aware that the more difficult it is to find or decipher information in the record book, the greater the chance is that the judges might miss it, or not interpret it the same way the member did. You may add more pages or expand tables to complete any section of this report form.*

Project: _____

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. You must give a demonstration in this project. Remember a demo must 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.

Level	Title of Demonstration	Where presented

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

Level	What you exhibited	Where exhibited

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 EXPO or 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 **cannot** list “participated in Doña Ana County Rodeo” under **EXHIBIT SECTION** and then list it under **CONTEST SECTION**. Or “shot rifle at DAC 4-H/FFA Expo” under **EXHIBIT SECTION** and then list it under **CONTEST SECTION**. Do Not Duplicate a Single Event/Entry as a demonstration, exhibit or contest! If you choose to use a speech, contest presentation, contest favorite foods, 4-H rodeo, 4-H horse show, or shooting sports contest, you **CAN NOT** duplicate information in other areas.

REMINDER – YOU MUST HAVE A DEMONSTRATION AND EXHIBIT TO BE ELIGIBLE TO MEDAL! If you have questions, contact the County Extension Office. You do not have to receive an award for your demonstration or exhibit for it to meet this requirement.

Pages 2-4 must be in your record book, however, information that was already provided in the **State Project Record Form** does not have to be, but CAN be, duplicated on pages 2-4. If the information was asked for on the State Project Record Form, you may write "see State Project Record Form" on the County Project Record Sheet section that correlates to it.

Project: _____

List your goals for this project.

Tell what you wanted to learn and do in this project. If you had to set goals 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:

Other Project Activities:

Project _____

It is NOT necessary to have something in each of the areas on pages 3 & 4. This section is broken down by category because a lot of different activities go in it and we want you to get credit for all that you did. List only things you did that pertain to this specific project.

List any talks that you gave or contests that you participated in that relates 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: shooting sports contests, livestock judging, consumer decision making, entomology, horticulture, wildlife, Favorite Foods, animal showmanship, barrel racing, and western pleasure horse classes. Do not duplicate information.

Level	Talks or contests related to your project	Where did you give it

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 work on your project at home, i.e.; every time you run your goat, draw a picture, sew your article, target practice, etc.

Level	Project Meetings/Practices

Every project must have a project story. Many times this story is part of the State Project Record Form. If the State Project Record Form for this project has a place for you to write a short story about your project adventures for the year, write your story there and indicate on this page “please see State Project Record Form”. If your State Project Record Form does not have a place for you to write a project story, write your story below, or on a clean sheet of paper, and put it after your County Project Record Sheet page 4. Your project story should be about your project and include an introduction, body and conclusion.

PROJECT STORY

Project: _____

PROJECT PICTURES

Do not use this page in your record book. Get 1 or 2 clean sheets of paper and mount the pictures that relate to this project. Use only the front side of the paper. **You can only have 2 sheets of pictures for each project.** Write the name of the project on both papers. Each photo must have a caption explaining the picture. Keep in mind that your pictures should show you doing things in your project – not just show your successes. Include pictures showing you preparing for or giving your project demonstration, working on or exhibiting something from your project, and leadership, if you have some in this project, in addition to showing your winnings in the project.