

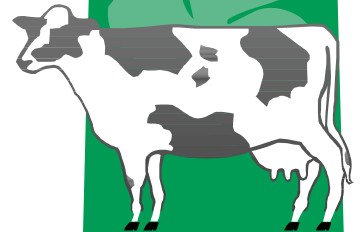
Member



Achievement Plan



Project Accomplishments and Records





Acknowledgments

“For the Record” is a new record-keeping system designed to help 4-H members learn the importance and benefits of record keeping. This system will benefit members involved in all sectors of the 4-H program, including community clubs, special interest projects and/or school curricula.

“For the Record” is the result of a 9-month revision process conducted by a group of volunteers, 4-H members, county Extension agents and 4-H faculty. The Texas 4-H and Youth Development Program extends a “THANK YOU” to the entire group of outstanding people who helped improve this system for all youths of Texas.

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The Member Achievement Plan (M.A.P.) will help 4-H members develop skills in record keeping and organization. Younger 4-H members are encouraged to record information directly on the form. Older 4-H members can use the M.A.P. as a reference for information that you're encouraged to keep. As you mature in your project work and record keeping abilities, you are encouraged to begin keeping your records and information on a computer. You also may want to record information in a journal or ledger.

The M.A.P can be used by any 4-H member for any project. Because the M.A.P. covers a broad range, there may be portions of it that do not apply to you or your specific project. If that is the case, just skip over those portions. You are not expected to fill out all of the information.



For more 4-H
information click on
<http://texas4-h.tamu.edu>

Requirements

Each 4-H member should meet general requirements to complete a project.

- Decide on a project area and write it down on your 4-H enrollment form.
- Complete at least six learning experiences related to your project.
- Make a set of project goals.
- Each month you should complete at least one of your project goals.
- Exhibit your project work.
- Attend workshops that are available in your community or county on your particular project.
- Attend 4-H meetings or project meetings regularly.
- Complete 4-H project records each year.
- Develop leadership by teaching others something about your project.
- Conduct citizenship activities related to your 4-H project.
- Find new and fun things to do in your project area.

Keeping records is a great way to hold on to your memories about each incredible year you have in 4-H. In a couple of years, you can look back on these journals and remember what fun you had.

Record keeping is also a great way to develop your skills in organizing your time, communicating, recording events and things you did, and setting goals. Keeping records also teaches you about deadlines and how to keep up with money.

Remember, you're doing this for yourself. What do you want to remember about your year in 4-H? This information will give you a chance to look back on your year and help you decide what you want to do differently next year. This is called evaluation and is a skill that you will need to know about when you are an adult.

Remember, these are your records, so make them fun, make them creative, and make them memorable. Design your own way to keep these records; use a computer, a journal notebook or ledger pages. But begin by using these forms as the building blocks to make record keeping a tool for your success.



Member Achievement Plan for 4-H Projects

Project: _____ Year: _____

Name: _____ County: _____

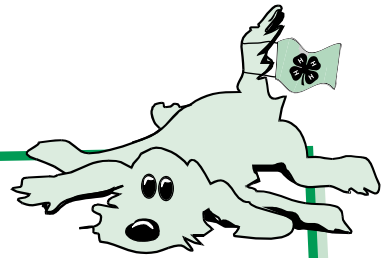
Address: _____
_____ Zip Code: _____

Phone: _____ Years in 4-H: _____ Years in Project: _____

Current 4-H Age: _____ Birthday: _____
(Your age on August 31 of current school year)

Name of 4-H Club: _____

Achieving Project Success



What do you want to learn and/or do in the project this year?

Project Plans and Goals	Date Accomplished
Learn how to change a flat tire on my bicycle	

This achievement plan began:

_____ Date _____ 4-H Member Signature

_____ Date _____ Parent/Guardian Signature

_____ Date _____ 4-H Leader Signature

4-H Member Achievement Plan Record Calendar



Use this space to record information about upcoming activities.

Date	Event	Location	Deadlines/ Things to do	Comments
9/15/00	Club Meeting	School	Bring member form filled out with parent signature	I am responsible for leading the 4-H motto and pledge





Personal Journal

Use this page to record ALL activities, events, and experiences as you have them. In addition to 4-H, include such things as school, sports, church, home chores, community service activities, awards and honors.

Date	What I did or where I was	What I learned
9/15/00	Planted fall garden in containers during Junior Master Gardener workshop	how to mix planting media, proper amount of water to give plants





Add to this as needed. You may want to create a journal format or record information on the computer.

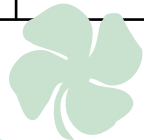
Project and Financial Journals

The cash you receive from the sale of services and/or products from your project is called income. The items you pay for to support your projects are called expenses. Record your income and expenses in this chart. Add pages as needed or you may want to make your own chart on a computer.



Balance Sheet

Date	Description of income or expense	Income	Expense	Profit/Loss
3/23/00	Catering snacks for civic club	\$105.00	\$85.00	+ \$20.00
Total project income and expense				



It is important to keep inventory information (inventory means “all the stuff you have”) because you may need to refer to it over several years. If you bought a piece of equipment for your project area, you may need to record the warranty information. You could also record information about animal purchases.

Date	Description	Identification Information	Comments
9/30/00	Siamese cross kitten	doesn't have any	Bought him in Cloverville, named him Charles
10/15/00	Boom box with CD player	#221144	Purchased for Share the Fun Skits

Animal Related Records

You need to keep up with how much you feed your animal. Write down how much and how often you feed and be sure to include what kind of feed you're giving your animal. To have more room, you will probably need to make your own chart on the computer or some tablet paper.



Month	Pounds/mixed feed	Other feed info.	Comments
September	10 pounds	5 rawhide bones	21% protein puppy feed
October	6 ounces		Dehydrated fish food for goldfish
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			

Animal Health Record

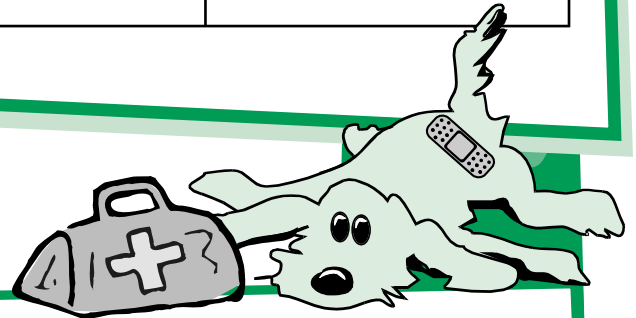
Did your animal get sick? Did it need any health care? Did you give it any shots or medicine? Write it down. Include things like dewormers or vitamins.



Name of animal	Reason for treatment	What did you give the animal	Size of dose	Comments
Tweety Bird	Bird mites	Sevin dust		Dusted bird and cage area

Other Expenses

Are there any expenses other than feed? Keep a record of these too.



Item (entry fees, medicine, supplies and equipment, etc.)	Cost
Enter iguana in Exotic Pet Competition at the mall	\$1.00



Market Animal Growth Record

If you're enrolled in a Market Animal Project, you'll need to fill out a growth chart for market projects. It is important to keep up with how much your market animal is gaining because daily weight gain is a sign of a healthy animal. If your animal is not gaining weight, it could be sick. It is also important to keep up with your animal's rate of gain so you will know how much it will weigh at the end of your project. If you plan to show your animal at a stock show, the show rules may limit the amount that your animal can weigh. Keeping up with your animal's weight will give you time to adjust its feed so it will not be too heavy or too light.

Name of animal	Birth date	Date project started	Starting weight	Date project ended	Ending weight	Total weight gain	Total days fed	Avg daily gain
Market goat-Hercules	5/1/00	8/15/00	40 lbs.	3/15/01	125	85	212	.40



- To figure the total weight gain, subtract the beginning weight from the ending weight.
- To figure the total days fed, use a calendar and count the number of days from the date the project started to the date the project ended.
- To figure the average daily gain, divide the total weight gain by the number of days on feed.

Animal Weight Information

Name of animal	Date	Weight
Market hog-Wilbur	10/15/00	65
Market hog-Wilbur	11/15/00	95

Sales Record for Market and Breeding Animals

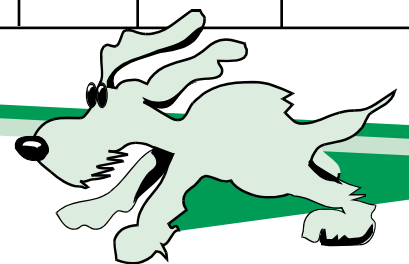
Did you sell your animal at the end of the project, or did you keep it? Did you sell any of your animal's babies? This information should be recorded, too.

Animals sold	Number sold	Date	Place sold	Sale weight	Selling price	Total sales
Gerbils	3	9/15/00	Pet store		\$3/each	\$9.00

Production Records/Animal Breeding Project

If you're enrolled in a breeding project, you'll need to complete a breeding project record.

Mom's ID (dam)	Date bred	Dad's ID (sire)	Date babies born	Number born M/F	Babies ID number	Birth weight	Number weaned	Number sold
Gerbil-Ginger	1/1/00	Gerbil-Herman	1/18/00	5 F 4 M			4	3



Member Achievement Plan

Summary activities and accomplishments



List specific things learned from your project.

Activities and Experiences: demonstrations, talks, judging activities, exhibits, clinics, workshops, tours, shows, etc. participated in and related to your project.

Awards and Recognition: medals, ribbons, trips, plaques, scholarships, etc. received in this project:

Leadership: List what you did to assist others in this project. Explain briefly what you did, include numbers of people taught and involved and list the results for each item.

Community Service and Citizenship activities related to your project:



You Made It!!!

Complete this section at the end of your project.

What's the bottom line?

\$ Saved	\$ Earned	\$ Spent	# Hours	Project Outcome

What was most exciting about your project?

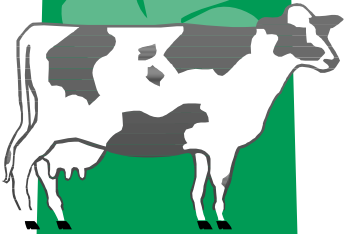
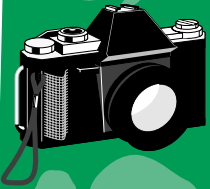
What would you do differently if you were to do this project again?

What are your future plans with this project?

Now that your project is complete, what are you most proud of?

Great job! Give yourself a high five.





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