

### #2FM0264

### **INSTRUCTIONS**

This form may be completed on your computer, using Adobe Acrobat Reader. If you don't have the latest version Adobe Acrobat, you can download it for free at http://get.adobe.com/reader If you do not wish to complete this form on your computer, you may print the pages you need, and write on the form.

**ONLY PAGES 2 THROUGH 5 OF THIS DOCUMENT ARE YOUR RECORD FORM** The remaining pages are extra pages that you <u>may</u> need to record additional information. This instruction page is not part of your record book and can be removed.

Your photo can be inserted directly into the form. Due to the limitations of Adobe, the image needs to be in a .pdf format, and will be resized to fit the space provided. Alternatively, If you don't have software to convert your image to a .pdf file, you may print your photo separately, and attach it to the page after you print it.

If you need additional space for any of the sections of the form, check the box at the end of that section, and add additional information on the appropriate page at the end of the form. Be sure to transfer subtotals to the appropriate section at the beginning of your record book. If you still require additional space, make a copy of this file and complete the appropriate section, saving that particular page to print when you compile your record book.

At the end of the year, when it is time to print out your record form, use your printer properties to print only the additional pages you completed. For example, use the format 2-5, 8 to print pages 2 through 8 (record form) and 10 (additional page).

Revised January 2016

### Non-Animal Project Journal 4-H Year:

### & Financial Record

MONTANA EXTENSION STATE UNIVERSITY					
This Record Belongs to					
County					
Project Name					
Years in the Project	My Photo				
These are my project goals for this year.  Briefly describe your project goals for the coming year. Use only the space provided. Use your tab key to move to the next line.					
Did you reach your project goals?					
Briefly describe what happened throughout the year as you attempted to reach you	r goals.				



### Record ALL the activities you do in this 4-H project as you do them.

Include things such as: project meetings, workshops, field trips, work, trainings, shows, concerts, learning experiences... anything related to your project.

WHEN Y	OU DID IT WHAT YOU DID WHAT	YOU LEARNED!
Date	What You Did	What Your Learned

More activities are listed at the end of this record form
more activities are listed at the clid of this record form



### **Record of Project Finances**

Record as **INCOME** all money you receive from the sale of services and/or products from this non-animal project. Record as **EXPENSES** all the items you pay for with money to support this non-animal project.

EXPENSES and	the items you pay for with money to support this hon-animal project.		
Date	Description of Income or Expense	Income	Expense
	Subtotals (this page)		
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Financial Summary	Income	Expense				
Subtotals from previous page						
Combined subtotals from any additional pages						
Total Income & Expenses						
	Total Income					
Total Expenses						
Profit or Loss Subtract your income from your expenses. <u>PROFIT</u> is a positive amount and <u>LOSS</u> is a negative amount.						
Project Level Recommendation and Comments  Record which project level you recommend for the next 4-H year and other comments you have about this project.						
Member Recommendation & Comments:						
Project Leader Recommendation & Comments:						
I have evaluated my records and believe that they are accurate, complete and verify that this represents my own work.						
4-H Club Member Date I have reviewed this record book.						



The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension Service prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status.

Date

4-H Project Leader





Record ALL the activities yo	u do in th	is 4-H projec	ct as you do then	า. (Continued)
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Use this page as needed if you need extra room, otherwise delete it from your record. .

WHEN Y	OU DID IT WHAT YOU DID WHAT	YOU LEARNED!
Date	What You Did	What Your Learned



Use this page as needed if you need extra room, otherwise delete it from your record. Transfer subtotals to previous page.

Date	Description of Income or Expense	Income	Expense		
	Subtotals (this page)				