

Non-Animal Project Journal



If you take a non-animal project (Cooking, Robotics, Shooting Sports, etc.) you must fill out the “Non-Animal Project Journal & Financial Record” (blue forms). Do not leave any of the sections blank. Think of it as an assignment or test. If you left a problem on a test blank, you’d lose points. You must “answer” every “problem.” When you have nothing to report or the section doesn’t pertain to you, either cross it out or write “\$0” or N/A (not applicable, doesn’t apply). **Don’t leave it blank.**

This handout walks through the sections of your project journal and explains what information you should be including.

This Project Record Belongs to:	
Name: <i>Johnny Clover</i>	County: <i>Blaine</i>
Project Name: <i>Entomology Lv. 3</i>	Years in this Project: <i>1</i>

NOTE: The sections in this handout marked with an asterisk (*) are the sections that are **required** for **ALL** non-animal projects. Do not cross them out or write “n/a,” as you should have something to report.

Project Name: This should be the actual name of the project (including the level) that you are enrolled in, it’s NOT the name of the project book. For example, the project is called “Entomology, Level 3.” The project book is called “Dragons, Houses, and Other Flies.”

Years in this Project: This should be the number of years you have been in this specific project/level. Perhaps you’ve been in Entomology for 7 years, but this is your 1st year in Level 3.

* These are My Project Goals for This Year:

Just like with any project journal, you will need to come up with **Three** project-related goals at the beginning of the year. These goals should be something that will challenge you and help you learn more about your project. It is fine to have award-based goals, but we challenge you to come up with a few goals that aren’t dependent on a judge’s opinion. These goals should be realistic and obtainable. You might have a goal of “entering exhibits in the 4-H Building at fair,” or learning a specific skill. Check out the **Goal Setting Help Sheet** for more ideas and information about goals.

* Did You Meet Your Goals? Why or Why Not? Explain.

This is where, at the end of the year, you should be reflecting on your project goals. You should be reporting on if you meet your goals and explaining what you did to reach those goals; or why you weren’t able to complete your goals. Challenge yourself to write more than just “yes” or “no.”

* Project Journal

This is where you will capture what you did throughout the year in your project. This might include: attending a project workshop, picking out supplies for your project, or specific things you did to work on your project (ex: collecting bugs, setting up traps, etc.) You can write what you did in one column and what you learned in the other. You may also choose to write straight across the line and put it into more of a “story” format. These are your records, and you need to complete them in a way that works for you and the information you are recording.

Record of Project Finances- Expenses

In this section, you will report any other costs you had for your project. This might include the supplies you had to buy or use for your project. With many of the indoor projects, you may be using supplies from around your house or borrowing tools or equipment from someone. In these cases, you will still want to list the materials, but then you would make the note that the items were borrowed, donated, or items you already had on hand. This helps keep track of all the items you needed for your project but doesn't necessarily require you to claim them as a cost. Check out the examples below for how some of these items might be listed.

Item/Description	Cost
Old barn wood (found around the farm)	\$0.00
Tools: Saw, Hammer, sander (borrowed from Grandpa)	\$0.00
Nails (extras in shop)	\$0.00

Item/Description	Cost
2 yards of fabric (\$4.99/yard)	\$9.98
Thread (used mom's)	\$0
4 buttons (used old buttons from Craft supplies)	\$0

Record of Project Finances- Receipts

In this section, you will report any money you received. This includes premium money, along with the sale of services and/or products from this project. Perhaps someone paid you to decorate a cake for a birthday party, or you sold a headband you crocheted. If you didn't sell anything, simply draw a line through this section.

* Project Financial Summary

You **MUST** fill out this section for EVERY project regardless if you have any expenses and/or receipts. In this section, don't just write "n/a" or cross the whole section out. If you didn't have any expenses or receipts, write \$0 or N/A.

Total Receipts (which is the money you received in premiums, for selling an item, etc.). Should be the total from previous page. **Total Expenses** (which is what you had to pay, such as cost of supplies). Should be the total from the section above.

To Calculate the Net Income you take the Total Receipts MINUS the Total Expenses. Many times, your indoor projects will be a "Loss" (negative number) since typically you will have the expense of buying your supplies, but not an income of selling your products.

* Activities Page

If you are using our forms, this should be the last page. This page is not included in the state's forms, so if you use those forms, you must include this page as well. It can be picked up from the Office or downloaded off our website (www.blaine/msuextension.edu). On this page, you report which activities **from your project book** you completed. To complete a project, you must complete 7 of the activities. Taking your animal to the fair does NOT mean you completed the project. Also, not taking your animal to the fair does NOT prevent you from completing the project. Project completion requirements are found in the project books, which you should have ordered at the beginning of the 4-H year and used throughout your project.

The image shows a form titled "Project Journal & Financial Record" with the MSU Extension logo. It is divided into two main sections: "Project Book" and "Activities Completed in My Project Book".

Project Book: This section includes an example: "Example: 'Caring Obedience, Artmaking, etc.'". Below this, there is a paragraph of instructions: "As you complete activities in your project book, indicate them on this list below. When you have completed your project activities, for your project book, sign on the bottom line. If you don't have a project book, you need to have your 4-H leader sign. The objective for completing a 4-H project is to complete a minimum of seven activities listed in the project book within the activity. There are usually 7 activities reported to complete the book level. However, completing the project for the year does not necessarily mean completing the book."

Activities Completed in My Project Book: This section has a header "Example: Greenhouse Plan, Pg. 2" and a list of seven numbered lines for recording activities.

At the bottom of the form, there is a statement: "I certify that the above activities have been completed to my satisfaction." followed by a signature line and a date line.