

CRAFT PROJECT INSERT

ABOUT MY CRAFT PROJECT

Your 4-H Project should include a minimum of four completed projects to be displayed on Achievement Day, as well as a small display to serve as a background for your project work.

Project 1: _____
Description: _____
Instruction/Inspiration Source: _____
Equipment and Materials: _____

Project 2: _____
Description: _____
Instruction/Inspiration Source: _____
Equipment and Materials: _____

Project 3: _____
Description: _____
Instruction/Inspiration Source: _____
Equipment and Materials: _____

Project 4: _____
Description: _____
Instruction/Inspiration Source: _____
Equipment and Materials: _____

Other Projects (Name/Description/Materials): _____

PHOTOGRAPHS

Include a photo taken at Achievement Day for each of your craft projects. (Label and include date)

PROJECT PLANNING

Why did you choose this project?

Project 1: _____

Project 2: _____

Project 3: _____

Project 4: _____

What skills do you want to learn or improve on?

Project 1: _____

Project 2: _____

Project 3: _____

Project 4: _____

What goals do you want to accomplish with your project?

Project 1: _____

Project 2: _____

Project 3: _____

Project 4: _____

What other 4-H activities do you want to try?

BUDGET - For Senior Members Only

A budget is important for planning. Budgets can help ensure that your expenditures are not greater than your available finances, or expected income, particularly if a loan is required.

Based in previous years in the project, and/or the advice of your leaders and parents, create a budget for this year. Additionally, you may want to think about:

1. Is the value of the learning worth a loss? Will it lead to a more balanced projection in the future?
2. Is there a way to decrease expenses?
3. Is there a way to generate more income?

Budget

	Project 1	Project 2	Project 3	Project 4
Projected Equipment Depreciation				
Projected Materials Expense +				
Projected Education / License Expense +				
Projected Other Expense +				
Total Projected Expense =				
Projected Project Income				
Projected Other Income +				
Total Projected Income =				
Total Projected Income				
Total Projected Expense -				
Budgeted Profit/Loss for all Projects =				

MONTHLY PROJECT REPORTS

Fill out the monthly project reports only for those months when you are working on your project.

Month	Comment - How did your project do this month, questions, ideas?	
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:

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	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:
	Member:	
	Leader:	Leader Initials:

COMPETITION / SHOW RECORD

Name of Competition/ Show, Date, Location	Goal for attending, type of competition / show	Classes entered, placings, name(s) of judge(s), organizing group, prize(s) won	Value of Prize(s) Won
Total Value of Prize(s) Won			\$

PROJECT 1 LOG

The Project Log is for you to record and keep track of your progress on your individual craft projects. Pictures may be added along side the log to show your project progress.

Date	Type of Activity	Hours

PROJECT 2 LOG

Date	Type of Activity	Hours

PROJECT 3 LOG

Date	Type of Activity	Hours

PROJECT 4 LOG

Date	Type of Activity	Hours

PROJECT INVENTORY

To complete your 4-H project you may acquire equipment, tools, and supplies you will continue to use throughout your 4-H career. Keep an inventory listing including the item, date of purchase, and cost/value. Include equipment that was added, lost, or broken through the year. Don't forget to include equipment purchased in previous years (i.e. from your last book). This list may also be valuable in case of an insurance claim for loss or damage.

The first part of the equipment inventory is for equipment you share between projects and/or animals. For example, a wheelbarrow may be used to clean stalls for 2 beef projects, 3 sheep projects, a goat project, and to move targets for archery; or a sewing machine may be used for both a quilting project and a clothing project.

The second part of the equipment inventory is for equipment used only for the project in this particular insert. For example, a horse halter will not be shared with a market beef project; nor will an archery bow be shared with a photography project.

Depreciation

The value of a fixed asset decreases over time, mainly due to wear and tear. This decrease in value is measured as **depreciation**. The depreciation rate is the percentage of the initial value that will be lost with each year of an item's useful life.

Straight line Depreciation- a common method of depreciation where the value of a asset is reduced gradually over its useful life.

For example:

- You purchase glue gun for \$100, after the first year the glue gun isn't worth as much
 1. The depreciation rate is calculated as 2nd year $\$100 \times 10\% = \10.00 ($\$100 - \$10 = \$90$)
 2. Year 3 $\$90 \times 10\% = \9.00 ($\$90 - \$9 = \$81$)
 3. Year 4 $\$81 \times 10\% = \8.10 ($\$81 - \$8.10 = \$72.90$)

TIP: To make calculations simple, 4-H record books use a 10% depreciation rate.

TIP: If an item is a complete loss (lost, or broken and cannot be fixed) show it with 100% depreciation and a final value of \$0.00.

4-H PROJECT INVENTORY SUMMARY NOTE: This inventory is continuous from year to year and should be transferred to your new record book insert each year.

Shared Equipment on Hand	Date Purchased	Value at start of project year, or Purchase price (if new)	Depreciation Amount (at 10%) / Loss (at 100%)	Year end Value	Number of Projects and/ or Animals sharing equipment	End Value for this project (Year End Value ÷ # sharing = \$)
Eg. Wheelbarrow	Oct. 15, 2017	\$150.00	\$15.00	\$135.00	4	\$33.75
Totals			(K1) \$			(S1) \$

Individual Project Equipment on Hand	Date Purchased	Value at start of project year, or Purchase price (if new)	Depreciation Amount (at 10%) / Loss (at 100%)	Year end Value
Eg. Arrows	Jan. 2, 2018	\$24.00	\$2.40	\$21.60
Totals			(K2) \$	(S2) \$

Total Equipment Depreciation Expense + =
K1 K2 (K)

Total Inventory Value + =
S1 S2 (S)

These numbers will need to be transferred to the financial summary in the final section of the General Record Book.

FINANCIAL SUMMARY FOR MY CRAFT PROJECTS

Note: Record the cost of new equipment, which you will use for more than one year, in the 4-H Project Inventory Summary on the previous page.

EDUCATION / LICENSES EXPENSE: (workshops, books, etc..)

Item	Project #	Cost
Total		(L)

OTHER EXPENSES: (materials, financial fees, project event costs (gas, meals, lodging, entry fees, etc.), office supplies, etc.) **Note:** Items that are used up yearly are recorded here

Item	Project #	Cost
Total		(M)

Total Expenses

Equipment Depreciation Expenses

	(K)
--	-----

Education/Licenses Expenses

	(L)
--	-----

Other Expenses

	(M)
--	-----

Total Expenses

	(P)
--	-----

FINANCIAL SUMMARY CONTINUED

Project Sale Income:

Item	Project #	Amount
Total		(Q)

Other Income: (cash and/or the assigned value of prizes at fairs, shows, and competitions; sale of equipment; scholarships won at project events; etc.)

Item	Project #	Amount
Total		(T)

Total Income

Project Sale Income

Other Income

Total Income

	(Q)
+	
	(R)
=	
	(T)

Profit or Loss Calculation

Total Income

Total Expenses

Profit or Loss

	(T)
-	
	(P)
	(U)

EVALUATION OF MY CRAFTS PROJECT

1. What is your favourite project and why?

2. Skills and techniques I have learned and used this year:

3. My greatest success was:

4. The hardest part was:

5. Did you achieve your project goals? Why or why not?

6. What would you do differently next time?

7. What did you like best about the crafts project?

8. What would you change about the craft project?

RECORD BOOK - Non Livestock Marking Guide

This is just a guide - clubs can add, delete, or change any of the book to suit the clubs' needs.

Member Name: _____ Age Group: JR/INT/SR

BASE BOOK -Completeness(Including Accuracy pages)

All pages to be filled in or N/A marked

About Me/About my Club	/8
My 4-H Year Plan	/2
Record of Club Activities	/4
Record of District, Regional & Provincial Activities	/4
Story of My 4-H Year/Code of Conduct	/4
4-H Communication Activity/judging sheets	/4
4-H Handouts - Agenda, Financials, etc	/4
Financial Summary for 4-H year/Inventory Summary	/8
	/38

INSERT - RECORD BOOK

Accuracy: All records and calculations should be complete

	Project one	Project two	Project three
My Project /Project Planning	/5	/5	/5
Picture - Beginning & End Project Picture	/5	/5	/5
Practice Log/Maintenance Log	/6	/6	/6
Other expenses	/4	/4	/4
Inventory	/10	/10	/10
Project Financial Records	/10	/10	/10
	/40	/40	/40

Neatness:

Neatness is more than penmanship. It also includes spelling, punctuation, spacing & consistency. Corrections should be minimal & neat.

/15

Personality:

Organization & presentation of material	/4
Originality & Creativity	/4
Quality Photos & pictures - titled & dates	/6
Clipping Pages Newspaper & magazine articles	/6
	/20

Attention to Detail:

This Mark recognizes the members that have contributed extra to their record book

/5

Total Points

/118

General Comments::
