

FOODS PROJECT INSERT

ABOUT MY FOOD PROJECT

Use this table to record the names of the recipe's and skills you want to accomplish this year as well as the source of your inspirations/instructions. Include a detailed list of materials & ingredients in order to help you plan for your project and create an accurate budget (for senior members).

Recipe / Skill	Source	Materials & Ingredients

PHOTOGRAPHS

Include a photo of each completed recipe and/or the results of any new skills you have learned. (Label and include date)

PROJECT PLANNING

Your project will require regular effort on your part to be successful. Explain what you will do daily, weekly and/or monthly to accomplish your goals. Be as specific as possible.

Remember to consider the following:

- preparation
- workshops/reading/finding resources
- multiple trials for practice

What I do for my Foods project ...

Daily	Weekly	Monthly

Why did you choose this project?

What skills do you want to learn or improve on?

What goals do you want to accomplish with your project?

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

Projected Equipment Depreciation

Projected Maintenance / Repair Expense

+

Projected Education / License Expense

+

Projected Materials / Ingredients

+

Total Projected Expense

=

Projected Project Income

Projected Other Income

+

Total Projected Income

=

Total Projected Income

Total Projected Expense

+

Budgeted Profit/Loss

=

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

COMPETITION / SHOW RECORDS

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			\$

FINAL RECIPES

Attach all of your final recipes and/or instructions for everything you have made and learned this year in your foods project. Be sure to include cook time, ingredients, and everything else needed to follow the recipe successfully.

NUTRITION AND HEALTHY LIVING

Choose one or more of your recipes and/or skills you have learned and research the nutritional information to learn more about how your project fits into a healthy lifestyle. Record Your findings below.

Recipe / Skill	Nutritional Info (Ingredients)	Recommended Serving Size	Nutritional Benefits (What's healthy? Why?)	Nutritional Detriments (What could be unhealthy? Why?)	Information Source

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 mixer may be used to mix food projects, 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, mixing bowls 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 a pan set for \$100, after the first year the pans aren'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. Mixer	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. Bowl Set	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 Record Book Base.

FINANCIAL SUMMARY FOR MY FOODS 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: (Cook books, Workshops, Recipes etc..)

Item	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	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: (if you sold your projects or any items related to the project that you have sold (eg. bakesale)

Item	Project #	Amount
Total		(Q)

Other Income: (show all Income generated from the sale of other project equipment and materials you no longer need or want, prizes you were awarded in the club or at competition, etc.)

Item	Project #	Amount
Total		(T)

Total Income

Project Sale Income

(Q)

Other Income

+ (R)

Total Income

= (T)

Profit or Loss Calculation

Total Income

(T)

Total Expenses

- (P)

Profit or Loss

= (U)

EVALUATION OF MY FOODS PROJECT

1. Did any of your plans/instructions/recipes change as you progressed? Why or why not?:

2. Techniques and skills 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. If I were to do this project again I would:

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

8. How will you use what you have learned this year and how will you share it with others?

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::
