Name ____________________________

Project area ________________________________

Years enrolled in this project, including this year _______ Grade _______ Year _______

(A project continues all year. It includes what you do and learn in the project in which you enrolled; an exhibit is only one part of all you do in a project.)

Write project goals to include:

a) **Action**—how you are going to do it  

   **Example:**  a) I want to take photos  
   b) **Result**—what you will do  
   c) **Timetable**—when you plan to have it done  

   **Example:**  b) that use the rule of thirds  
   c) before the March meeting.

**Beginning of the year**

Here's what I would like to learn this year (list one or more goals):

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

**During the year**

Here's what I did and learned as I worked toward my goal(s) in this project:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

**During the year**

Here's how I helped others (citizenship) and/or taught others (leadership) in this project:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
During the year I gave presentations (talks, demonstrations, etc.) for this project: ____________

During the year This is the recognition I received. (Example: ribbons, certificate, thank you(s), your name in the paper, etc.)

During the year Other things I did this year related to this project: ____________

During the year Attach pictures, clippings, fair exhibit write-ups, project worksheets, or additional pages related to this project.

General financial summary This summary is optional but can be used with any project to record costs of owning or making an item, comparing costs, etc. (Specific financial worksheets also are available for some projects.)

<table>
<thead>
<tr>
<th>Expense Items</th>
<th>Amount</th>
<th>Income Items</th>
<th>Amount</th>
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Total Expense Total Income

End of the year Here’s how I felt about my project experience: ____________

Here are my project plans for next year: ____________

Information on this form may be adapted or modified for use with computer, video tape, or audio tape.

Prepared by 1995–1997 Record Keeping Club Task Force Subcommittee; Melva L. Berkland, former extension communication specialist; Donna Fincham, Creative Services, Instructional Technology Center; and Lonna Nachtigal, illustrator.

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