

Maine 4-H Intermediate Record Sheet

Name:				
County:				
Total Years in 4-H:				r Picture otional)
Age on December 31:				stromary
Club Meetings Attended This Year 80% attendance is required	Meetings Held	Meetings Attended	Hours Attended	Percent Attended
4-H Club Name:				
4-H Club Name:				
4-H Club Name:				
4-H Meetings and Events: (check off each item you I attended a fair I attended a 4-H club meeting and learned the 4-H I attended Maine 4-H Days or 4-H@UMaine I attended a 4-H Camp I attended a special event like June Jamboree, 4-H I participated in a 4-H Promotional Event (Tractor I completed public speaking (demonstration, fair, of (Other please list)	pledge Fun Days, etc. c Supply, etc.) county event)			
I have personally prepared this report and I		be correct.		
4-H Member's Signature:	Date:			
I have personally reviewed this report and l	pelieve it to	be correct.		
4-H Adult Partner's Signature:	Date:			
I .				

Submit one form per project (page 1 of 6). You may add additional pages if needed.

Name	Program Year
Project	Years in Project
Section 1: Goals To be completed at the begin	and Planning for My Project
PROJECT GOALS: What do I want to learn? Before the Life Skills Wheel in you want to learn goal setting by designing a Westing to the setting the setti	ore you start your project, write at least two things you hope to learn. Use a life sk ur goal sentence.
LEARNING PLAN: What will I do to meet my go will take an online course in Web design. will practice getting my heifer ready for shon	al? Include at least two things you plan to do to meet your goal.

Submit one form per project (page 2 of 6). You may add additional pages if needed.

Project	
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Section 2: My 4-H Project Activities

To be completed throughout the 4-H year, noting progress made toward your goals.

LEARNING EXPERIENCES

Explain what you did, what you learned, and the skills you gained in the project.

Include the level of participation: I = Individual, L = Incal Club/Unit/Project, C = County/Area/District, M = Multi-county/Section, S = State, N = National/Multi-State, G = Clobal

$m{M} = Multi-county/Section, m{S} = State, m{N} = National/Multi-State, m{G} = Global$			
Date	Level	Hours	What did you do? Where?
Date	Level	Hours	What did you learn and/or what life skill did you practice?
	l .	l	

Submit one form per project (page 3 of 6). You may add additional pages if needed.

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Section 2: My 4-H Activities continued

Number or Frequency	List things made, raised, grown, or improved.	Life skills or knowledge skills gained or if there were any awards or honors earned.

Submit one form per project (page 4 of 6). You may add additional pages if needed.

Project		

Section 3: Expenses and Income/Value

Summarize, totaling all <u>expenses</u> such as: ingredients, feed, vet supplies/visits, materials, exhibitor's fees, and all <u>income and value</u> such as: finished products, animals sold, exhibit premiums, etc.

Item	Number or Quantity	Expense	Income or Value
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
	Totals	\$	\$
Total F	Profit or Loss	\$	

Annual Project Report
Submit one form per project (page 5 of 6). You may add additional pages if needed.

roject	
Secti	on 4: Reflecting on your Project
	be completed at the end of your project year, revisit the goals that you set at the start of the year you in thinking about these questions.
about w	er member was thinking about taking on this project next year, what would you tell them hat could be learned in this project? what you have learned from mistakes during this process. What problems did you encounter and how did you solve w can you apply what you have learned to your life?

Submit one form per project (page 6 of 6). You may add additional pages if needed.

		_
Project		
Section 4	4: Reflecting on Your Project continued	
Here are n	ny project plans for next year, describe how your project has influenced your plans for the next 4-H year.	

Section 5: Community Service, Citizenship & Leadership Activities

These activities do not have to be directly related to your 4-H club work. Please duplicate as needed.

Community Service

Community Service is an important part of any 4-H project. Community service activities must benefit people who are not related to you. If you receive any sort of compensation for this activity it becomes a job and not a service activity. Compensation includes money, services or favors such as reduction in board or other fees. Be very specific about activities and results.

Role	What did you do? Who did this benefit?

Citizenship Activities

Citizenship is a very important part of your 4-H work. Responsible citizenship is an individual's demonstration of love and devotion in response to duties, rights and privileges as a member of a community or country. It includes loyalty to one's place of residence (city, state, county); the entitlements and privileges of citizenship, including voting, protection, participation in government; obligations of citizenship; and, appreciating and valuing diversity.

Role	What did you do?

Leadership Activities

Leadership is an important part of any 4-H project. Extend your leadership skills to other organizations and groups outside of 4-H. When writing about your leadership experiences, he very specific. It is not enough to say that you are president of your 4-H club. You must say what you did as the president; for example, ran 10 club business meetings, met with leader 6 times to set up yearly program for the club, etc.

Role	What did you do?

Section 6: Expression Page

Your Expression Page goes here!

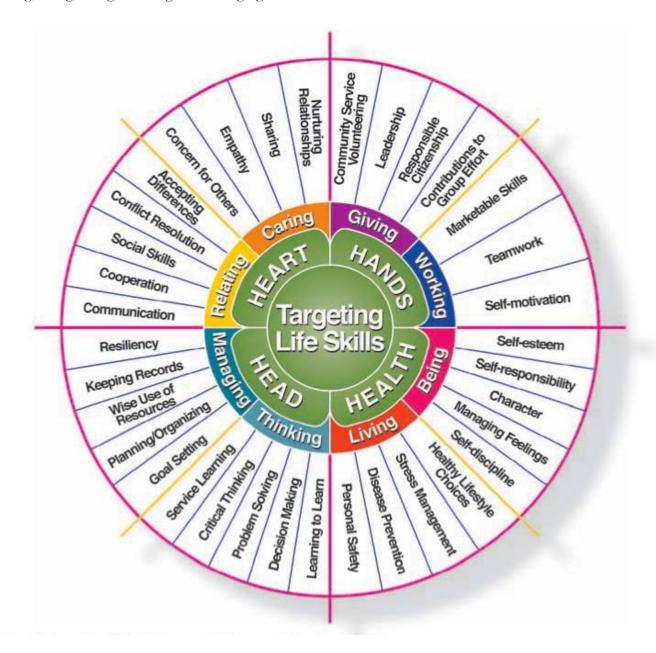
Now is the time to get creative and teach the readers something you learned this year in 4-H. You should complete one expression, however if you have enrolled in multiple projects be sure to connect your learning.

This area is just a placeholder. Replace this page with your own expression page before submitting your record.

If you need tips or suggestions, refer to the Sample 4-H Project Expression Guidelines.

4-H Life Skills I used in my projects this year

Intermediate projects should focus on the second layer of the life skills wheel; relating, caring, giving, working, being, living, thinking and managing.



Life Skills Wheel Source: Iowa State Extension

On the following page, you will be asked to compare and contrast life skills from this wheel. This is a place for you to think about your learning and what you have experienced this year through 4-H. This task will help you make connections. Learning can take place anywhere; this tool will help you communicate what you have learned.

Section 7: 4-H Life Skill Comparison Matrix

	<u>Head</u>	<u>Heart</u>	<u>Hands</u>	<u>Health</u>	Similarities & Differences
Characteristics Check off which skill you are using	How did you use one skill from middle ring of life skills wheel? Managing Thinking	How did you use one from middle ring of life skills wheel? Relating Caring	How did you use one from middle ring of life skills wheel? Giving Working	How did you use one from middle ring of life skills wheel? Living Being	Compare the life skills used in your 4-H year. What is similar and what is different between these life skills?
How did you do this? Was it easy or hard?					Similarities: Differences:

Why did you do this? What did you learn?			Similarities: Differences:
Why is this important to you? Should this be important to others? Why?			Similarities: Differences:

Rubric - Intermediate and Advanced Record Form

Section 1 of 4

Indicators	Emerging (1)	Developing (2)	Proficient (3)	Distinguished (4)
My 4-H Club, Meetings & Events	 □ Member knows the name of their 4-H club □ Member identifies one activity participated in in 4-H. □ Member attends 50% or fewer of meetings 	 □ Member knows the name of their 4-H club. □ Member identifies two activities completed in 4-H. □ Member attends at 65% of club meetings. 	 □ Member knows the name of their 4-H club. □ Member identifies three 4-H events and meetings. □ Member has attended 80% of club meetings. 	 □ Member knows the name of their 4-H club. □ Member identifies four or more 4-H events and meetings. □ Member attends more than 80% of club meetings.
Signatures			Page 1 of the record is complete including signatures.	Page 1 of the record is complete including signatures.
Annual Project Record Section 1: Project Goals & Learning Plan	 Member meets one or fewer of the following: Identified one project goal. Used a life skill when stating learning goal. Identified one thing they plan to do to meet their goal. 	 Member meets two of the following: ☐ Identified two project goals. ☐ Used life skills when stating learning goal. ☐ Identified two things they plan to do to meet their goal. 	 □ Identified two project goals. □ Used life skills when stating learning goal. □ Identified two things they plan to do to meet their goal. 	 Project goals are identified and described. Life skills are connected to outcomes. More than two goals are identified. More than two action steps are identified in detail.
Annual Project Record Section 2: Learning Experiences	Member meets one or fewer of the following: Learning experiences are identified. At least 3 learning	Member meets two of the following: ☐ Learning experiences are identified and described. ☐ At least 5 learning experiences are identified,	☐ Learning experiences are identified and described. ☐ At least 6 learning experiences are identified,	 □ Learning experiences are identified and described. Experiences are connected to life skills. □ More than 6 learning experiences are identified.

	experiences are identified, Includes at least one individual, one club and one county/state/national/global experience.	☐ Includes at least one individual, one club and one county/state/national/global experience.	☐ Includes at least one individual, one club and one county/state/national/global experience.	☐ Includes multiple individual, club and county/state national/global experiences.
Annual Project Record Section 2: Project Experience	Member meets two or fewer of the following: Identifies knowledge and skills learned in project. Includes mistakes and what learned as a result. Identifies problems and how they were solved. Applies learning to life outside of 4-H project work.	Member meets three or fewer of the following: ☐ Identifies knowledge and skills learned in project. ☐ Includes mistakes and what learned as a result. ☐ Identifies problems and how they were solved. ☐ Applies learning to life outside of 4-H project work.	☐ Identifies knowledge and skills learned in project. ☐ Includes mistakes and what learned as a result. ☐ Identifies problems and how they were solved. ☐ Applies learning to life outside of 4-H project work.	States knowledge and skills learning in project, with clear connection to life skills. Explains mistakes and uses growth mindset for how to overcome in the future. Explains how problem solving was utilized and impacted project outcome.
Annual Project Record Section 3: Expenses and Income/Value	Member meets one or fewer of the following: Documented some expenses and some income for project. Provided limited explanations for items.	 □ Documented some expenses and some income for project. □ Provided limited explanations for items. 	 □ Documented expenses and income for project. □ Documented profit/loss for project. □ Provided detail explanations for items. 	□ Summarized in detail all expenses and all income for project. □ Calculated the total expense and income for the project. □ Total profit/loss for the project is provided.
Annual Project Record Section 4: Reflecting on	□ Some information provided about project. □ Some overview of project but limits details.	☐ Introduces project concept to another member. ☐ Identifies some information needed for project completion.	☐ Is able to describe project to another member. ☐ Identifies key information needed for project completion.	☐ Clearly articulates knowledge gained in project. ☐ Identifies potential resources for other project members.

Your Project – Advice				☐ Identifies potential key concepts to focus on in project area.
Annual Project Record Section 4: Reflecting on Your Project - Future Plans	 □ Project plan and goals are beginning. □ Limited connection between goals and current project work. 	 □ Begins to identify goals for future project work. □ Some connection between goals and current project work. 	 Describes project influence. Identifies specifics goals for future project work. 	☐ Clearly articulates project goals and steps needed for future. ☐ References knowledge/skills gained in current 4-H year to develop future goals.
Annual Project Record Section 5: Community Service, Citizenship & Leadership Activities	 Member begins to identify a community service project Member begins to identify a citizenship activity Member begins to identify a leadership activity. 	 Member partially completes one community service project. Either defines their role, what they did and/or who it benefited. Member partially completes a citizenship activity and/or a leadership activity. 	 □ Identifies one Community Service project. Is able to define their role, what they did and who it benefited. □ Identifies one citizenship activity. Is able to define their role. □ Identifies one leadership activity. Is able to define their role. 	☐ Member completes a combination of 5 or more activities, with a minimum of one in each category.

Rubric - Intermediate and Advanced Record Form - Expression Page Section 2 of 4

Indicators	Emerging (1)	Developing (2)	Proficient (3)	Distinguished (4)
Section 6: 4-H Expression 9-10 year olds	Member meets two or fewer of the following: □ Partially meets format guidelines. □ Introduces member and why they are in 4-H. □ Introduces one of members emerging interests but may not fully describe. □ Limits life skill language and does not clearly connect to other activities.	Member meets three or fewer of the following: ☐ Meets format guidelines ☐ Introduces member and why they are in 4-H. ☐ Shows evidence of one of the members' "sparks" but may not fully describe. ☐ Uses life skill language and begins to connect to other activities.	 Meets format guidelines. □ Introduces member and why they are in 4-H. □ Shows evidence of one of the members "sparks." □ Uses life skill and is able to connect learning to other activities. 	Meets format guidelines. □ Introduces member and why they initially joined and continue to remain in 4-H. □ Shows evidence of one of the members "sparks" as it connects project selection. □ Uses life skill and is able to connect learning to leadership, citizenship and/or community service.
Section 6: 4-H Expression 11-13 year olds	Meets story format guidelines. ☐ Introduces member and why they are in 4-H. ☐ Introduces one of members "sparks" but may not fully describe. ☐ Uses life skill language and begins to connect to other activities	 Meets story format guidelines. ☐ Introduces member and why they are in 4-H. ☐ Describes one of members "sparks." ☐ Uses life skill and is able to connect learning to other activities. 	 Meets story format guidelines. □ Describes one of members experiences in 4-H and connects to life skills learned. □ Describes use of life skill and is able to connect learning to leadership, citizenship and/or community service. 	Meets story format guidelines. □ Describes multiple experiences in 4-H and connects to several life skills learned. □ Describes use of more than one life skill and is able to clearly connect learning to leadership, citizenship and/or community service.

Section 6: 4-H Expression	Meets format guidelines.	Meets format guidelines.	Meets format guidelines.	Meets format guidelines.
14-18 year olds	 □ Introduces member and why they are in 4-H. □ Describes one of members "sparks." □ Uses life skill and is able to connect learning to other activities. 	 □ Describes one of members experiences in 4-H and connects to life skills learned. □ Describes use of life skill and is able to connect learning to leadership, citizenship and/or community service. 	 □ Describes multiple experiences in 4-H and connects to several life skills learned. □ Describes use of more than one life skill and is able to clearly connect learning to leadership, citizenship and/or community service. 	 □ Describes 4-H experience and is able to connect to future goals. □ Connect 4-H experiences to community, country and world around us. □ Describes several life skills and is able to clearly connect learning to leadership, citizenship and/or community service.

Rubric – Intermediate and Advanced Section 7: 4-H Life skills Comparison Section 3 of 4

Indicators	Emerging (1)	Developing (2)	Proficient (3)	Distinguished (4)
Head	Member meets one or fewer of the following: Describes how head quadrant was used and answers if easy or hard. Describes why they did this project and what was learned, using Head quadrant. Describes how project is important and how head quadrant helped this. Identifies specific part of quadrant using (check box).	Member meets two or fewer of the following: Describes how head quadrant was used and answers if easy or hard. Describes why they did this project and what was learned, using Head quadrant. Describes how project is important and how head quadrant helped this. Identifies specific part of quadrant using (check box).	 □ Describes how head quadrant was used and answers if easy or hard. □ Describes why they did this project and what was learned, using Head quadrant. □ Describes how project is important and how head quadrant helped this. □ Identifies specific part of quadrant using (check box). 	 □ Uses detail to describe how head quadrant was used and answers if easy or hard. □ Uses details to describe why they did this project and what was learned, using Head quadrant. □ Uses detail to how project is important and how head quadrant helped this. □ Identifies specific part of quadrant using (check box).
Heart	Member meets one or fewer of the following: Describes how heart quadrant was used and answers if easy or hard. Describes why they did this project and what was learned, using Heart quadrant.	Member meets two or fewer of the following: Describes how heart quadrant was used and answers if easy or hard. Describes why they did this project and what was learned, using Heart quadrant.	 □ Describes how heart quadrant was used and answers if easy or hard. □ Describes why they did this project and what was learned, using Heart quadrant. □ Describes how project is important and how heart quadrant helped this. 	 □ Uses detail to describe how heart quadrant was used and answers if easy or hard. □ Uses details to describe why they did this project and what was learned, using Heart quadrant. □ Uses detail to describe how project is important and how heart quadrant helped this.

	 □ Describes how project is important and how heart quadrant helped this. □ Identifies specific part of quadrant using (check box). 	 □ Describes how project is important and how heart quadrant helped this. □ Identifies specific part of quadrant using (check box). 	☐ Identifies specific part of quadrant using (check box).	☐ Identifies specific part of quadrant using (check box).
Hands	Member meets one or fewer of the following: Describes how Hands quadrant was used and answers if easy or hard. Describes why they did this project & what was learned, using Hands quadrant. Describes how project is important and how hands quadrant helped this. Identifies specific part of quadrant using (check box).	Member meets two or fewer of the following: Describes how Hands quadrant was used and answers if easy or hard. Describes why they did this project & what was learned, using Hands quadrant. Describes how project is important and how hands quadrant helped this. Identifies specific part of quadrant using (check box).	 □ Describes how Hands quadrant was used and answers if easy or hard. □ Describes why they did this project & what was learned, using Hands quadrant. □ Describes how project is important and how hands quadrant helped this. □ Identifies specific part of quadrant using (check box). 	 □ Uses detail to describe how Hands quadrant was used and answers if easy or hard. □ Uses detail to describe why they did this project & what was learned, using Hands quadrant. □ Uses detail to describe how project is important and how hands quadrant helped this. □ Identifies specific part of quadrant using (check box).
Health	Member meets one or fewer of the following: Describes how Health quadrant was used and answers if easy or hard.	Member meets two or fewer of the following: Describes how Health quadrant was used and answers if easy or hard.	 □ Describes how Health quadrant was used and answers if easy or hard. □ Describes why they did this project & what was 	 ☐ Uses detail to describe how Hands quadrant was used and answers if easy or hard. ☐ Uses detail to describe why they did this project & what

	 □ Describes why they did this project & what was learned, using Health quadrant. □ Describes how project is important and how Health quadrant helped this. □ Identifies specific part of quadrant using (check box). 	 □ Describes why they did this project & what was learned, using Health quadrant. □ Describes how project is important and how health quadrant helped this. □ Identifies specific part of quadrant using (check box). 	learned, using Health quadrant. Describes how project is important and how health quadrant helped this. Identifies specific part of quadrant using (check box).	was learned, using Hands quadrant. Uses detail to describe how project is important and how hands quadrant helped this. Identifies specific part of quadrant using (check box).
Similarities and Differences	Member meets two or fewer of these: ☐ Identifies 1-2 similarities and 1-2 differences between 4-Hs (Head, Heart, Hands & Health) in how project was done. ☐ Identifies 1-2 similarities and 1-2 differences between 4-Hs (Head, Heart, Hands & Health) in why was project was done and what was learned.	Member meets three or fewer of these: □ Identifies 1-2 similarities and 1-2 differences between 4-Hs (Head, Heart, Hands & Health) in how project was done. □ Identifies 1-2 similarities and 1-2 differences between 4-Hs (Head, Heart, Hands & Health) in why was project was done & what was learned.	☐ Identifies 1-2 similarities and 1-2 differences between 4-Hs (Head, Heart, Hands & Health) in how project was done. ☐ Identifies 1-2 similarities and 1-2 differences between 4-Hs (Head, Heart, Hands & Health) in why was project was done & what was learned.	☐ Identifies at least 2 similarities and at least 2 differences between 4-Hs (Head, Heart, Hands & Health) in how project was done. ☐ Identifies at least 2 similarities and at least 2 differences between 4-Hs (Head, Heart, Hands & Health) in why was project was done & what was learned.

the reasons this project should be important to others. the reasons this project the reasons this project should be important to others. the reasons this project the reasons this project should be important to others. the reasons this project should be important to others. the reasons this project describes in detail the reasons this project should be important to others.		should be important to	should be important to	should be important to	reasons this project should
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Rubric- Intermediate and Advanced Presentation

Section 4 of 4

Indicators	Emerging (1)	Developing (2)	Proficient (3)	Distinguished (4)
	☐ There are persistent errors in spelling, grammar and punctuation.	☐ The record is presented in a format that is legible or easily understood.	☐ Record is presented in a format that is legible or easily understood.	☐ Record is presented in a format that is legible or easily understood.
	Little to no attempt has been made to make the record appealing to viewers.	☐ There are minor problems in spelling, grammar, capitalization and punctuation usage.	☐ Spelling, grammar, capitalization, punctuation usage is accurate.	☐ No errors in spelling, grammar, capitalization or punctuation.
		☐ Presentation is somewhat appealing to viewer(s).	☐ Presentation is attractive and appealing to the viewer(s).	☐ Creativity is evident in the preparation of this record to be attractive and appealing to the viewer (s).

Intermediate and Advanced Record Reflection Form - Feedback Sheet

4-H Member:	4-H Age:
Project Area: _	

Indicate which level is demonstrated in the project record reflection form. Complete one feedback form for each project report completed.

Indicators	Emerging 1	Developing 2	Proficient 3	Distinguished 4
My 4-H Club Meetings & Events				
Annual Project Record: Section 1 – Project Goals & Learning Plan				
Annual Project Record: Section 2- Learning Experiences				
Annual Project Record: Section 2- Project Experiences				
Annual Project Record: Section 3 -Expenses and Income/Value				
Annual Project Record: Section 4- Reflecting on Your Project - Advice				
Annual Project Record: Section 4- Reflecting on Your Project – Future Plans				
Annual Project Record: Section 5- Community Service, Citizenship & Leadership Activities				
Annual Project Record: Section 6 - Expression				
Section 7-4-H Life skills Comparison: Head				
Section 7-4-H Life skills Comparison: Heart				
Section 7-4-H Life skills Comparison: Hands				
Section 7-4-H Life skills Comparison: Health				
Presentation				

My 4-I	I Club Meetings & E	vents		
A 1	D : D 10 ::	4 D : .	C 1 0 I	. Di
Annual ———	Project Record: Secti	on 1 - Project	Goals & Learn	ing Plan
Annual	Project Record: Secti	on 2 – Learni	ng and Project I	Experience
Annual	Project Record: Secti	on 3 - Expens	es and Income,	/Value

Annual Project Record: Section 4 - Advice and Future Plans

Leadership Ac	ivities		
1 D :	D 10 3 4	г :	
Annual Project	Record: Section 6 -	Expression	
Section 7: 4-H	Life Skills Comparis	on	
Presentation			
130011441011			