



My 4-H Food and Nutrition Project Record Book



**Trial Version
for the 2008-
2010 4-H Years**

Member Name: _____

Birth date: ___/___/___ Grade: _____ 4-H county: _____

Address: _____

Phone #: _____ Years in Project: _____

Name of club in which I am completing this project: _____

Club leader's name: _____ 4-H Year: _____

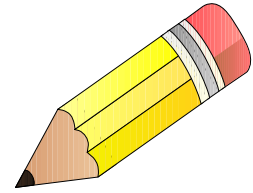
Rutgers Cooperative Extension



End-of-Year Signatures

At the end of the 4-H year, when your record book is complete, your club leader will ask to see this record book.

By signing below, I am stating that I am familiar with this work and, to the best of my knowledge, the information included in this record book is complete.



Title	Signature	Date
4-H Member		
Parent/Guardian		
4-H Club Leader		
County 4-H Agent		

Written by:

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Based on:

My 4-H Record Book by Keith Diem

Portions Adapted From:

4-H Food and Nutrition Program: A Member’s Guide
 University of California Davis
<http://ucce.ucdavis.edu/files/filelibrary/2372/29031.pdf>

Texas 4-H Opportunities: Food and Nutrition Project
 The Texas A&M University System, Texas Cooperative Extension
<http://fcs.tamu.edu/youth/brochure/nutrition.pdf>

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Visit the NJ 4-H Website www.nj4h.rutgers.edu



Introduction

What is a 4-H project?

A project is a subject or topic that you learn about in 4-H. More importantly, a project is something you do or make, which results from knowledge and skills you learned in the food and nutrition project. You learn about your project from attending club meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and camps, by participating in shows and competitions, as well as through your family and self-study.

Why complete a record book?

A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

Keeping a 4-H record book will help you.....

- Learn how to organize yourself.
- Learn how to set reasonable goals for yourself.
- Appreciate what you have learned this year from the goals you reached.
- Recognize what things you have learned in your 4-H project.
- Explain what you have learned.
- Keep track of costs of your project.
- Gather information needed to apply for awards and scholarships.
- Complete applications and resumes for jobs and college.
- Meet requirements to participate in some county, state, or national 4-H events.

Member in good standing requirements

In general, all 4-H members are expected to meet the following standards each year. These are the minimum requirements. Your club may have additional requirements.

- Attend at least 70 percent of regular club meetings and/or activities.
- Complete a 4-H project record, doing one's own work with minimal assistance from parents or others.
- Give a club or county 4-H public presentation.
- Complete a project record book (like this one).
- Complete a community service project

Starting Out

My Project Goals for This 4-H Year



The beginning of the 4-H year is a good time to begin thinking about what you would like to do or learn in 4-H during the upcoming months. List some of your goals for the year and what plans you have to accomplish your goals. Be sure to talk to your leader and parents to decide which goals are realistic to try and possible to finish this year.

During each year in the 4-H Food and Nutrition project area, members should choose a minimum of three goals to pursue. Suggestions are listed in the Appendix on page 24. Write your choices below. Don't be afraid to challenge yourself! Of course, you may aim to reach more goals. For now, write your goals below and your plan for reaching each goal. If the items on the list have all been accomplished, develop some of your own. Be sure to get the needed signatures on the next page!

My Goals for This Year	What I Need To Do To Reach This Goal:
<i>Example: I will learn how to give a public presentation</i>	<ol style="list-style-type: none"> 1. Attend county public presentation workshop 2. Have my leader and parents help me pick a topic 3. Practice my presentation 4. Give a presentation at a club meeting.
1.	
2.	
3.	

***If you would like to set more goals, please add another page. ***

Signatures for Goal Setting



I will work toward the goals that I have set for myself for the upcoming 4-H year to the best of my ability.

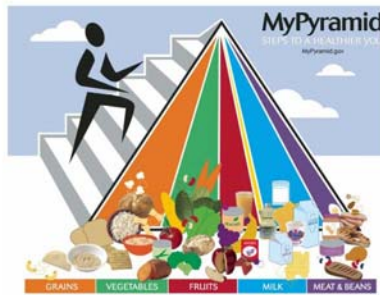
Member Signature _____ Date _____

I will support my son's/daughter's goals for the upcoming 4-H year:

Parent/ Guardian Signature _____ Date _____

I will help support this member's goals for the upcoming 4-H year:

Leader Signature: _____ Date _____



Along the Way-Keeping Track of What I Do

For this section, it is best to write down what you have done shortly after completing it so you won't forget important events and activities. This section includes the following parts:

- What I did in this project year
- Project Finances
- Other 4-H activities and events I participated in
- Other clubs and projects



Desserts	Date	Snacks	Date	Dairy Dishes	Date	Beverages	Date
				Number of times you prepared meals yourself or with minimal assistance:			
				Breakfast			
				Lunch			
				Dinner			

GENERAL EQUIPMENT

4-H FROM HOME

(Please check the appropriate column)

PURCHASE PRICE

(Please fill in the amount)

Dry Measuring Cups	_____	_____	\$ _____
Liquid Measuring Cups	_____	_____	\$ _____
Measuring Spoons	_____	_____	\$ _____
Ruler	_____	_____	\$ _____
Candy Thermometer	_____	_____	\$ _____
Meat Thermometer	_____	_____	\$ _____
Timer	_____	_____	\$ _____
Bowls	_____	_____	\$ _____
Cutting Board	_____	_____	\$ _____
Knives	_____	_____	\$ _____
Hand Can Opener	_____	_____	\$ _____
Bottle Opener	_____	_____	\$ _____
Funnel	_____	_____	\$ _____
Grater	_____	_____	\$ _____
Colander	_____	_____	\$ _____
Strainer	_____	_____	\$ _____
Juicer	_____	_____	\$ _____

FOR COOKING

Pots	_____	_____	\$ _____
Skillets	_____	_____	\$ _____
Pans	_____	_____	\$ _____
Rubber Spatulas	_____	_____	\$ _____
Metal Utensils	_____	_____	\$ _____
Tongs	_____	_____	\$ _____
Whisk	_____	_____	\$ _____
Basting Brush	_____	_____	\$ _____
Pastry Brush	_____	_____	\$ _____

FOR BAKING

Rolling Pin	_____	_____	\$ _____
Sifter	_____	_____	\$ _____
Cake Pans	_____	_____	\$ _____
Loaf Pans	_____	_____	\$ _____
Cookie Sheets	_____	_____	\$ _____
Jelly-Roll Pan	_____	_____	\$ _____
Muffin Tins	_____	_____	\$ _____
Pie Pan/Plate	_____	_____	\$ _____
Spring form Pan	_____	_____	\$ _____
Cooling Racks	_____	_____	\$ _____

SMALL APPLIANCES

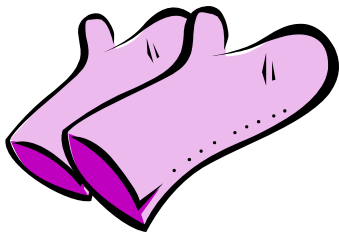
4-H FROM HOME
 (Please check the appropriate column)

PURCHASE PRICE
 (Please fill in the amount)

Standing Electric Mixer	_____	_____	\$ _____
Hand Electric Mixer	_____	_____	\$ _____
Food Processor	_____	_____	\$ _____
Blender	_____	_____	\$ _____
Toaster/Toaster Oven	_____	_____	\$ _____
Griddle/Waffle Iron	_____	_____	\$ _____
Electric Skillet	_____	_____	\$ _____
Crock-Pot	_____	_____	\$ _____

OTHER ITEMS

Dish Towels	_____	_____	\$ _____
Pot Holders	_____	_____	\$ _____
Oven Mitt	_____	_____	\$ _____
Plastic Containers	_____	_____	\$ _____
Aluminum Foil	_____	_____	\$ _____
Plastic Wrap	_____	_____	\$ _____
Plastic Bags	_____	_____	\$ _____
Wax Paper	_____	_____	\$ _____
Parchment	_____	_____	\$ _____
Paper Towels	_____	_____	\$ _____
Dish Detergent	_____	_____	\$ _____
Trash Bags	_____	_____	\$ _____
Apron	_____	_____	\$ _____
Hair Ties	_____	_____	\$ _____



Place a Photo of your Recipe Here



Place the Recipe Card Here



**Please fill out the Nutrition Label below to reflect your recipe.
To find out the nutritional values, follow the directions below:**

Nutrition Facts	
Serving Size _____	
Servings Per Container _____	
Amount Per Serving	
Calories _____ Calories from Fat _____	
% Daily Value*	
Total Fat _____	_____
Saturated Fat _____	_____
Trans Fat _____	_____
Cholesterol _____	_____
Sodium _____	_____
Total Carbohydrate _____	_____
Dietary Fiber _____	_____
Sugar _____	
Protein _____	
Vitamin A _____	_____
Vitamin C _____	_____
Calcium _____	_____
Iron _____	_____

1. Go online to www.nutritiondata.com
2. Sign in with the user name 4HGMGH, password: clover
3. Click on “Analyze Recipe”
4. Click on “Create Recipe”
5. Type the preparation of your recipe into the box titled “Preparation”
6. At the bottom of the screen, you will find a box that you can use to add ingredients with. Add all ingredients.
7. When you have added everything, click on “Save and Analyze”
8. Copy the nutritional information from your meal into the chart on the left, then answer the following questions.

1. Do you think this recipe is healthy? Please explain.

2. If the recipe is not healthy, how could you make it healthier?

3. Name one thing that is healthy about this recipe.

4. Name one thing that is unhealthy about this recipe.

Recipe Reflection Section

On this page, fill out the information about your recipe. On the opposite page, place a photo or drawing of your completed recipe and the recipe card.

Cost Column



Product Cost:

Ingredient	Cost

Supply	Cost

Total Cost of ingredients and supplies: _____
Don't forget to put this number in your Expenses Page

Looking Back



If I had purchased this, it would have cost \$ _____

Check the correct statement:

- I saved \$ _____ by making this myself.
- I did not save money.

I enjoyed this project because:

New skills I learned are:

Were the ingredients readily available? **Yes/No**
 If not, which ones were hard to find?

Were the directions easy to follow? **Yes / No**

How did it taste?

Fair **Good** **Excellent**

Did you use this recipe for foods judging? **Yes / No**

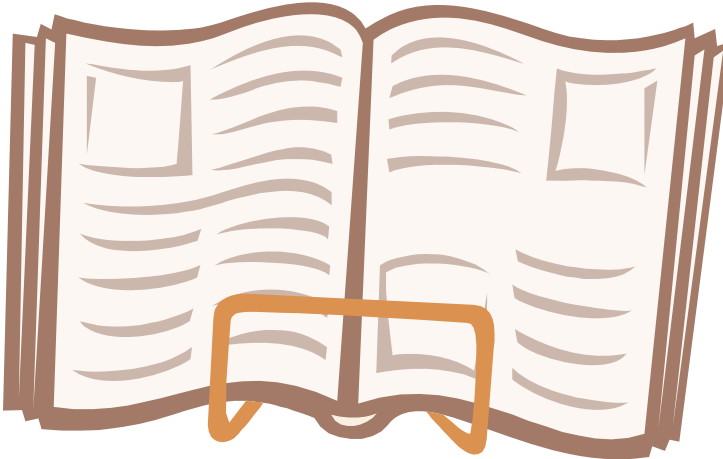
If yes, what was your rating? _____

Would you make this recipe again? **Yes / No**

Place a Photo of your Recipe Here



Place the Recipe Card Here



Recipe Reflection Section

On this page, fill out the information about your recipe. On the opposite page, place a photo or drawing of your completed recipe and the recipe card.

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Ingredient	Cost

Supply	Cost

Total Cost of ingredients and supplies: _____
Don't forget to put this number in your Expenses Page

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- I saved \$ _____ by making this myself.
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Were the ingredients readily available? **Yes/No**
 If not, which ones were hard to find?

Were the directions easy to follow? **Yes / No**

How did it taste?

Fair **Good** **Excellent**

Did you use this recipe for foods judging? **Yes / No**

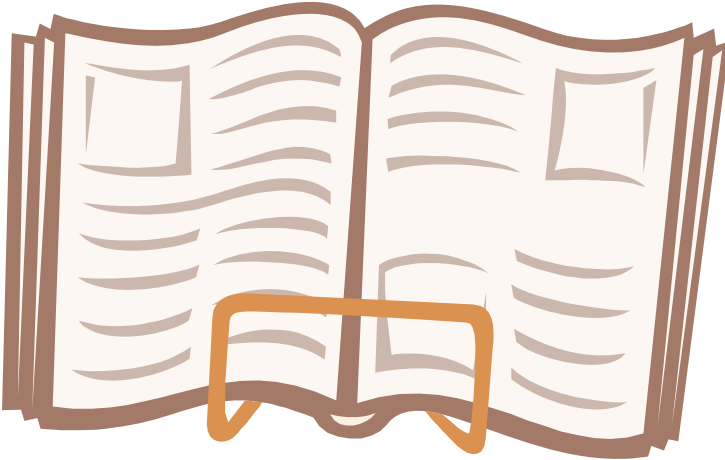
If yes, what was your rating? _____

Would you make this recipe again? **Yes / No**

Place a Photo of your Recipe Here



Place the Recipe Card Here



Project Finances

It is likely that you spent money on your 4-H Project this year. This section will help you add up what it cost to complete your project.

Expenses (E)

This section is where you can keep track of what materials, supplies, and equipment you purchased or used for your project and what they cost.

Don't Forget:

- Cost of items purchased including equipment and supplies
- Cost of maintenance or repairs
- Entry fees for any shows or exhibitions



Date	Description of Expense	Cost (\$)
<i>Ex: 10/10/07</i>	<i>Purchased measuring spoons and cups, mixing bowl, and spoon</i>	<i>\$12.00</i>
Total Expenses	(Add up all expenses from above and put the final number in the box to the right.)	

****We encourage you to add another page as necessary.****

Income (I)



List any income received from your project this year. For example, sales of any project related items or cash prizes from contests or exhibitions. IT is quite likely your project had no income. If so, enter “**NONE**” under description and “**0**” under Total Income.

Date	Description of Income	Income (\$)
<i>Ex: 12/3/07</i>	<i>Baked Good Sale</i>	<i>\$22.00</i>
Total Income	(Add up all income from above and put number in the box to the right)	

Net Project Cost or Profit (N)

If your project earned more money than it cost, then your project made a profit. Don’t worry if your project did not make money! Although a business aims to earn a profit, a 4-H project is meant for learning. The important point to learn is that most activities have costs. Therefore, you must be careful to spend money wisely.

Total Income (I)	minus Total Expenses (E)	= Net Project Cost or Profit (N)
<i>Ex: \$22.00</i>	<i>-\$12.00</i>	<i>= \$10.00</i>
My actual numbers:		

If your Net Project Cost (N) is a negative number, this means that you spent more than you made. If it is a positive number, you made a profit. Congratulations!

*****We encourage you to add another page as necessary*****

Other Clubs and Projects

List any other clubs and projects you participated in during the past year.

Club Name	Projects

Looking Back-What I Learned This Year

This section is to be completed at the end of the 4-H year. It is meant to help you look back on all that you have learned during the past year. This section includes the following parts:

- My Goals Completed
- Knowledge and Skills I have Gained
- The Three Most Important Things I Learned
- Telling My Story



My Goals Completed

Look back on the goals you set for yourself at the beginning of the year. How well did you meet those goals? If you added new goals during the year, add them and explain below.

My Goals for This Year	How well did each goal get met?
<i>Example: I will learn how to give a public presentation</i>	1. I attended county public presentation workshop 2. I practiced my presentation and made corrections 3. I plan to start earlier next year.
1.	
2.	
3.	

[Insert Alayne's new Knowledge And Skills Gained Here]

The Three Most Important Things I Learned

You probably learned many different things in 4-H this year. Take a moment to think of what was most important for you. Then, list the three most important things you learned in Food and Nutrition during the past year in the boxes below. For instance, I learned to properly use a knife, I learned how to measure different types of ingredients, and I learned how to speak in front of a group without being afraid.

The three most important things I learned in this project during the past year were...
1.
2.
3.

Telling My Story



Keeping in mind the knowledge and skills you said you learned from the items you listed above, write a story that explains what you have gained this past year in 4-H. Use specific examples that are unique to you whenever possible. Feel free to relate what you have learned in 4-H to school, family or other activities in your life. Use extra pages if needed. Attach photos or clippings on additional pages of this book if it helps tell your story better. Don't forget to label them with captions. You can type your story on the computer and paste it into your record book if you would like.

My 4-H Story

(We encourage you to attach more pages as necessary)

Thinking Ahead-My Goals For Next Year

Now is a good time to begin thinking about what you'd like to do or learn in 4-H next year. List some of your goals for next year and what plan you have to accomplish your goals.



My Goal for Next Year	What I Need To Do To Reach This Goal:
<i>Example: I will learn how to give a public presentation</i>	<ol style="list-style-type: none"> 1. Attend county public presentation workshop 2. Have my leader and parents help me pick a topic 3. Practice my presentation 4. Give a presentation at a club meeting.
1.	
2.	
3.	

Appendix

The appendix contains the following parts:

- Food and Nutrition Knowledge and Skills
- Personal Development Activities



Food and Nutrition Knowledge and Skill Goals

During each year, members may choose several Food and Nutrition Knowledge and Skill goals. Do not be afraid to challenge yourself! You can do it!

Food and Nutrition Knowledge or Skill Goals Beginner Level goals FN-1 to FN-17 Intermediate Level –Goals FN-18 to FN-36 Advanced Level Goals FN-37 to FN-54	
Item #	Beginner Level Food and Nutrition Knowledge or Skill Goals (1-2 years in project)
FN-1	Name the basic food groups in the Food Pyramid. Identify standard serving amounts and the number of daily servings needed from each of the groups.
FN-2	Name 4 nutrients and describe the main functions of each in the human body. Name three good food sources of each nutrient.
FN-3	Describe how to measure your own fitness level and identify at least four fitness activities you could enjoy.
FN-4	Explain why it is important to eat breakfast; plan and prepare a simple breakfast menu
FN-5	Demonstrate how to measure liquid and dry ingredients correctly
FN-6	Demonstrate how to use a sharp knife safely for cutting and chopping.
FN-7	Name ten common cooking utensils found in the kitchen.
FN-8	Demonstrate how to safely use the oven, stove top, and microwave oven.
FN-9	Prepare at least three nutritious snacks
FN-10	Describe at least two ways to conserve energy when cooking
FN-11	Plan and prepare a simple balanced menu for your family and share your menu with your project members
FN-12	Identify the main information on a food label; state the major ingredient in the food product using the ingredient listing on a food label
FN-14	Demonstrate how to present an attractive meal and set a table properly for breakfast, lunch, and dinner
FN-15	Describe what is meant by the term “balanced diet”
FN-16	Demonstrate how to read and use a recipe
FN-17	Demonstrate how to properly prepare yourself for food preparation.
Item #	Intermediate Level Food and Nutrition Knowledge or Skill Goals (3-5 years in project)
FN-18	Keep a good record of all you have eaten for three days. Check to see if you have eaten the recommended number of servings from each food group in the Food Pyramid for the three days. Discuss any changes you should make in your diet

FN-19	Name at least four foods high in sodium, four foods high in fat, and four foods high in sugar. Name lower sodium/fat/sugar alternatives for these foods.
FN-20	State the function of each of the following nutrients in the body and be able to name four food sources for each: Calcium, Iron, Protein, Vitamins A, B, C.
FN-21	List the pros and cons of taking a vitamin mineral supplement
FN-22	Describe the role of fiber in the digestive tract and name four good food sources.
FN-23	List three basic rules for keeping food safe to eat. Describe the classic symptoms of food poisoning.
FN-24	Prepare vegetables by steaming, stir-frying, microwave preparation, baking. Compare time of preparations, ease of cooking, effect on color and flavor.
FN-25	Display something you have created in your project at least once outside of your project group.
FN-26	Discuss two different types of vegetarian diets. Plan a day's menu, following the Food Pyramid, for a vegetarian eating plan. Prepare a balanced vegetarian menu that includes no animal products.
FN-27	Visit someone who is an expert in some field of food and nutrition. Find out about the necessary educational background and job responsibilities by interviewing the professional.
FN-28	Set up a personal physical fitness plan and keep track of your exercise and fitness over a two month period.
FN-29	Try at least four new recipes for foods you have never tried before, including whole grains, fresh vegetables, and dried beans.
FN-30	Compare the cost of making an item from scratch with the cost of buying it ready-made or in prepared mix packages.
FN-31	Help someone else by sharing your knowledge or by giving away a product from your project to show positive citizenship.
FN-32	Demonstrate how to multiply or half recipes.
FN-33	Prepare a nutrition skit to share with younger members.
FN-34	Create food from your own ethnic background to share with your club.
FN-35	Plan a children's theme party including food, decorations, games, etc.
FN-36	Demonstrate proper table etiquette.
Item #	Advanced Level Food and Nutrition Knowledge or Skill Goals (6+ years in project)
FN-37	Explain or describe three diseases or health conditions and their treatment or prevention using dietary measures.
FN-38	Keep a personal reference library of literature that will be helpful in your project.
FN-39	Use your imagination to create a brand new food product. Design a package for the product, including the information for a food label.
FN-40	Develop an advertising and promotional campaign for this new product. How will you create an interest in and demand for the new product?
FN-41	Contact a local, state, or national association related to your project. Explain to your project group what this association has to offer it's members or other interested individuals.
FN-42	Describe, in detail, five ways to save money on your family food bill.
FN-43	Create a personal recipe file of at least fifty recipes you have prepared, including breads, main dishes, salads, vegetables, foods, desserts, pasta, rice dishes, and appetizers.
FN-44	Set up a display or demonstration of your project at Presentation Day, Fairs, or other events.
FN-45	Alone or with your group, select a nutrition topic you would like to know more about, research this topic, and share this information with others in two of the following ways: Bulletin board display, judging kit, written pamphlet, poster, news article, radio spot, club/group discussions.
FN-46	Compare a brown bag lunch from home, a school lunch, and a fast-food lunch with respect to cost, preparation time, and calories.
FN-47	Using a prepared list, shop for a meal for your family. Figure out approximately how much the

	meal costs per person, and prepare the meal.
FN-48	Report the history of one aspect of your project.
FN-49	Visit an individual at work in some aspect of the food industry. Discuss at least five new things you learned.
FN-50	Plan a party for your peers. What are the different costs associated with planning the event?
FN-51	Plan your family menu for a week. Prepare a shopping list. Do the shopping and reflect on the cost.
FN-52	Plan, shop, and cook a complete dinner for your family.
FN-53	Create a dish with your favorite ingredients.
FN-54	Prepare a multi-cultural feast with your club.

Personal Development Activities

During each year, members may also choose several personal development goals. Do not be afraid to challenge yourself!

Item #	Personal Development Activity
PD-1	Participate in a community service project (such as a food drive, community clean up, etc).
PD-2	Participate in a community pride project (such as a parade or community day).
PD-3	Participate in Public Presentations.
PD-4	Help prepare a display or booth relating to your project area or club activities.
PD-5	Serve as a member of a club committee.
PD-6	Attend 4-H camp.
PD-7	Participate in a foods event.
PD-8	Assist at a 4-H event for your project area.
PD-9	Serve as a host for a 4-H meeting, making sure everyone feels welcome.
PD-10	Help plan a fun activity for your club.
PD-11	Help with your club/county fund raiser.
PD-12	Prepare healthy refreshments for a club meeting.
PD-13	Write a newspaper story for your club about an event you have participated in.
PD-14	Serve as chairperson for a club committee.
PD-15	Arrange for a speaker to talk to your club.
PD-16	Assist younger members with club project work
PD-17	Make arrangements for your club to go on a field trip.
PD-18	Write a newspaper story for your club about an event you have participated in.
PD-19	Assist a younger member in preparing a public presentation.
PD-20	Become a Food and Fitness Ambassador
PD-21	Attend Citizenship Washington Focus.
PD-22	Attend National 4-H Congress.
PD-23	Attend National 4-H Conference.

4-H Record Book Trial Version Evaluation for 4-H Club Members

After using this trial version of the 4-H project record book for a year, please tell us what you think of it. Fill out this form and give it to the group leader or mail it to the address on the reverse. You can also fill it out online at www.nj4h.rutgers.edu/pubs. (There is a specific evaluation form for 4-H Club leaders to use.) Thank you for your help!

Record Book Title: My 4-H Food and Nutrition Record Book (4H)

County: _____ Years in Project: _____ Grade: _____

Today's Date: _____

- | | | |
|---|-----|----|
| 1. Was it easy to understand and fill out? (Circle One) | Yes | No |
| Comment: _____ | | |
| 2. Was it organized in a sensible way? (Circle One) | Yes | No |
| Comment: _____ | | |
| 3. Did it help you to learn to set reasonable goals for yourself? (Circle One) | Yes | No |
| Comment: _____ | | |
| 4. Did it help you learn how to organize yourself? (Circle One) | Yes | No |
| Comment: _____ | | |
| 5. Did it help you to keep track of the cost of your project?? (Circle One) | Yes | No |
| Comment: _____ | | |
| 6. Did it help you to explain what you learned in your 4-H project?? (Circle One) | Yes | No |
| Comment: _____ | | |
| 7. Did it help you appreciate what you've learned this year, based on the goals you reached?
(Circle One) | Yes | No |
| Comment: _____ | | |
| 8. Did it help you gather information that might be needed to apply for awards and scholarships or to complete applications for jobs or college? (Circle One) | Yes | No |
| Comment: _____ | | |
| 9. Overall how would you rate this record book? (Circle One) | | |

Poor
Fair
Good
Very Good
Excellent

10. **On the reverse**, please share any other comments or ideas you have to improve the final version of this record book.

10a. What was most useful about this record book?

10b. Here are my comments or ideas to improve the final version of this record book:

My Name (optional) _____

Mail your completed form to:

