Non-Animal Project Journal & Financial Record

#2FM0264

INSTRUCTIONS

This form may be completed on your computer, using Adobe Acrobat Reader. If you don't have the latest version Adobe Acrobat, you can download it for free at http://get.adobe.com/reader If you do not wish to complete this form on your computer, you may print the pages you need, and write on the form.

ONLY PAGES 2 THROUGH 5 OF THIS DOCUMENT ARE YOUR RECORD FORM The remaining pages are extra pages that you _may_ need to record additional information. This instruction page is not part of your record book and can be removed.

Your photo can be inserted directly into the form. Due to the limitations of Adobe, the image needs to be in a .pdf format, and will be resized to fit the space provided. Alternatively, If you don't have software to convert your image to a .pdf file, you may print your photo separately, and attach it to the page after you print it.

If you need additional space for any of the sections of the form, check the box at the end of that section, and add additional information on the appropriate page at the end of the form. Be sure to transfer subtotals to the appropriate section at the beginning of your record book.   If you still require additional space, make a copy of this file and complete the appropriate section, saving that particular page to print when you compile your record book.

At the end of the year, when it is time to print out your record form, use your printer properties to print only the additional pages you completed. For example, use the format 2-5, 8 to print pages 2 through 8 (record form) and 10 (additional page).

Revised January 2016

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4-H Year: _____

#2M0264

MONTANA STATE UNIVERSITY | EXTENSION

My Photo

This Record Belongs to	
County	
Project Name	
Years in the Project	

These are my project goals for this year.

Briefly describe your project goals for the coming year. Use only the space provided. Use your tab key to move to the next line.

Did you reach your project goals?

Briefly describe what happened throughout the year as you attempted to reach your goals. Use your tab key to move to the next line.

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MONTANA STATE UNIVERSITY EXTENSION

Record ALL the activities you do in this 4-H project as you do them.

Include things such as: project meetings, workshops, field trips, work, trainings, shows, concerts, learning experiences... anything related to your project.

WHEN YOU DID IT... WHAT YOU DID... WHAT YOU LEARNED!

Date	What You Did	What Your Learned

More activities are listed at the end of this record form.

Non-Animal Project Journal & Financial Record

Record of Project Finances

Record as **INCOME** all money you receive from the sale of services and/or products from this non-animal project. Record as **EXPENSES** all the items you pay for with money to support this non-animal project.

Date	Description of Income or Expense	Income	Expense
	Subtotals (this page)		

More finance records are listed at the end of this record ☐

Non-Animal Project Journal & Financial Record

Financial Summary	Income	Expense
Subtotals from previous page		
Combined subtotals from any additional pages		
Total Income & Expenses		
Total Income		
Total Expenses		
Profit or Loss		
Subtract your income from your expenses. __PROFIT__ is a positive amount and __LOSS__ is a negative amount.		

Comments
Record notes or other comments you have about this project.

I have evaluated my records and believe that they are accurate, complete and verify that this represents my own work.

_____   _____

4-H Club Member   **Date**

I have reviewed this record book.

_____   _____

4-H Club Leader   **Date**

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Record ALL the activities you do in this 4-H project as you do them. (Continued)

Use this page as needed if you need extra room, otherwise delete it from your record. .

WHEN YOU DID IT... WHAT YOU DID... WHAT YOU LEARNED!

Date	What You Did	What Your Learned

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Record of Project Finances (Continued)

Use this page as needed if you need extra room, otherwise delete it from your record. Transfer subtotals to previous page.

Date	Description of Income or Expense	Income	Expense
	Subtotals (this page)		