

# RUTGERS

New Jersey Agricultural  
Experiment Station



# My 4-H Model Train Record Book



For use by New Jersey 4-H  
Model Train Members

Member name:	_____
Birth date:	____/____/____
Grade:	_____
4-H county:	_____
Address:	_____
Phone:	_____
Years in Project:	_____
Name of club in which I am completing this project:	_____
	_____ 4-H Year:_____
Club leader's name:	_____

January 2017

# End-of-year signatures

By signing below, I am stating that I have completed this record book myself and, to the best of my knowledge, the information included in it is correct.

<b>4-H member signature</b>	<b>Date</b>

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

<b>Title</b>	<b>Signature</b>	<b>Date</b>
<b>Parent</b>		
<b>4-H club leader</b>		



Based on “My 4-H Record Book,” by Keith G. Diem, Ph.D., Program Leader in Educational Design.

**Visit the NJ 4-H website: <http://someset.rce.rutgers.edu/4h>**  
 (This publication is not yet available for downloading)



## **What is a 4-H project?**

A project is a subject or topic that you learn about in 4-H. More important, a project is something you do or make, which results from knowledge and skills you learned in the 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.

The 4-H Model Train Club is intended for kids who either already have a passion for model trains and wish to learn more or want to be introduced to the hobby. The main goals of the club include introducing members to the various aspects of the model train hobby and teaching them how to use the tools of the hobby properly. The other goal of the club is to instill the skills for peer leadership and public speaking in its members. The project for each year varies. Members begin by building their module, a piece of the layout, and continue on to make a custom decorated car, and a scratch built structure. Senior members assist junior members in their projects and complete a special project of their own. In addition, all first year members complete a special project on an assigned topic that they present at the fair.

## **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:

- Learn how to organize yourself
- Learn how to set reasonable goals for yourself
- Appreciate what you've learned this year from the goals you reached
- Recognize what things you learned in your 4-H project
- Explain what you've 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, states, or national 4-H events.

## **Guidelines for the 4-H Model Train Record Book**

Start your record book at the beginning of the 4-H year and keep all your expenses and receipts during the year. It is important to keep your record book up-to-date monthly. Keep your book neat and complete.

Begin by setting at least three goals for the year. At least one of these goals should pertain to your project for the year. You may also see the appendix for some general suggestions. Try to set different goals each year, or reuse a goal that you may not have accomplished.

## **Member in good standing requirements**

In general, all 4-H members are expected to meet the following standards each year:

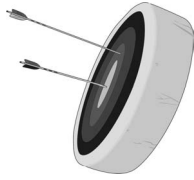
- Attend at least 70 percent of regular club meetings and/or activities.
- Complete a 4-H project, doing one's own work with minimal assistance from parents or others.
- Give a club or county 4-H public presentation.
- Complete a record book.

## **How this record book is organized**

Besides this introduction, this record book is organized into four main sections:

- Starting Out- My goals for the 4-H year (Page 5)
- Along the Way- Keeping track of what I do (Page 6)
- Looking Back- What I learned this year (Page 10)
- Thinking Ahead- My goals for next year (Page 14)

## Starting Out - My goals for the 4-H year



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

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>	<i>Attend county public presentation workshop. Have my leader and parents help me pick a topic that will be good for me. Practice my presentation. Give the presentation at a club meeting.</i>

### Signatures for goal setting

I will work toward the above goals 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 signature) \_\_\_\_\_ (Date)

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

 \_\_\_\_\_ (4-H 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 this year
- Other 4-H activities and events I participated in
- Project finances
- Other clubs and projects



### What I did in this project this year

List the results from being in this project this year. See "What is a 4-H project?" in the "Introduction" section for examples, if needed.

What I did or made in my project	Date completed
<i>Example: Made a collection of 22 rocks &amp; minerals</i>	<i>1/1/2000</i>



### Other 4-H activities and events I participated in

Besides the projects you completed, the following page is where you can list what else you did in this 4-H project. Don't forget to include these types of activities you might have done this year:

- Field trips
- Shows & competitions
- Meetings
- Leadership roles - such as offices held, committees led
- Events participated in
- Community service
- Public Speaking
- County 4-H Fair

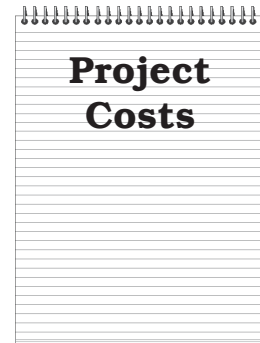


## Project Finances

**\$** 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.

### (E) Expenses

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



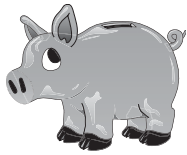
Don't forget:

- 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 (\$)
1/1/2000	<i>Example: Oil paint, brushes, and canvas</i>	\$22.00
<b>Total Expenses</b>	(Add up all expenses from above and put number in box at right)	



**(I) Income**

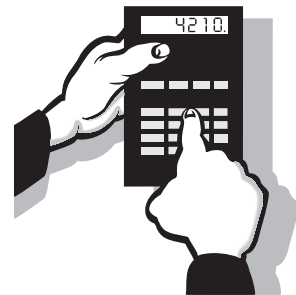


List any income received from your project this year. For instance, sales of any project-related items or cash prizes from contests or exhibitions. It is quite likely your project had no income. If so, enter “None” under description and “0” under “Total Income.”

Date	Description of income	Income (\$)
1/15/2000	<i>Example: Sold oil painting at art fair</i>	\$20.00
<b>Total Income</b>	(Add up all income from above and put number in box at right)	

**(N) Net Project Cost or Profit**

If your project earned more than it cost, then your project made a profit. But this is not likely so 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.



More likely, you spent more on your 4-H project than you earned from it. Therefore, “expenses” minus “income” is the total (or “net”) cost of your project.

**Financial Summary Table**

Total Expenses (E)	\$
Total Income (I)	\$
<b>Net Project Cost or Profit</b> (Subtract I from E)	\$

### Other clubs and projects

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

Club name	Project(s)

### 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 learned during the past year. This section includes the following parts:

- My goals completed
- Knowledge and skills I 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 them 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>	<i>I attended county public presentation workshop. I had to change my topic three times. I should have practiced my presentation more before I gave it at the club meeting. I will start planning and practicing earlier next year!</i>

## Knowledge and Skills I Gained

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.

### *I learned or improved my ability to...*

#### **HEAD (Independence)**

- try something new
- set goals for myself
- plan a project
- keep myself organized
- keep track of finances
- keep records of my work
- gain knowledge of my project
- get more information about something I am interested in
- use resources wisely
- participate in a business meeting
- run a business meeting
- make wise choices and decisions
- solve problems
- learn from my mistakes
- understand that it's ok to change my mind if I need to
- pay attention to instructions

#### **HEART (Belonging)**

- speak confidently in front of a group
- give a public presentation
- share my feelings or point of view
- make myself understood without bullying or being loud
- listen to other people
- respect someone else's feelings
- resolve differences of opinion
- appreciate my cultural heritage
- accept people who are different from me
- get along with other kids
- make others feel welcome
- stand up for others
- make new friends
- appreciate the importance of friendships in my life

#### **HANDS (Generosity)**

- work with others
- work within a group
- work within a committee
- work with adults
- get past differences to reach a goal
- help others succeed
- make something with my hands
- explore a career interest
- follow directions
- lead others
- find ways to make a positive contribution to society
- understand the importance of community service
- see that my efforts can make a difference
- take the initiative to start something on my own

#### **HEALTH (Mastery)**

- understand my strengths and weaknesses
- finish something I started
- be proud of my accomplishments
- accept change
- see that my character can effect a situation
- take responsibility for my own words and actions
- deal with winning and losing gracefully
- be careful and practice safety
- appreciate the importance of good health
- stay healthy
- feel good about myself

**Other:** \_\_\_\_\_

\_\_\_\_\_

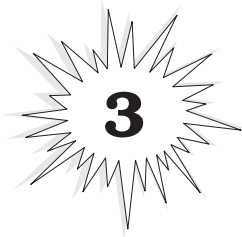
\_\_\_\_\_

\_\_\_\_\_

**My grade in school:** \_\_\_\_\_

**Number of years in 4-H** \_\_\_\_\_

## The three most important things I learned



Even if you learned a lot of different things in 4-H, think of what was the most important for you. Then, list the three most important things you learned in this project during the past year in the boxes below. For instance, I learned how to groom my cat, I learned that working with senior citizens is challenging but also fun, I learned to speak in front of my club without being afraid.

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

## Telling my story

Keeping in mind the knowledge and skills you said you learned from the items you checked above, write a story that explains what you gained this past year in 4-H. Use specific examples that are unique to you whenever possible. Feel free to relate what you 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 if you do.

4-H is proud of what 4-H members learn and sometimes likes to use excerpts (parts) of stories 4-H'ers write in 4-H publicity. If you do *not* want your information shared, please let us know by checking one of the boxes below:

- Do not use my story for any 4-H publicity.
- If you use my story, do not credit my name.

(Begin your story on the next page)



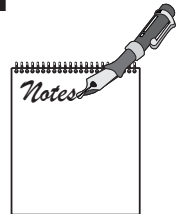
## **My 4-H Story**

(Continue 4-H story on next page.)

(Continue 4-H story, attach additional pages if 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.



<b>My goal for next year</b>	<b>What I need to do to reach this goal</b>

*Feel free to attach additional pages to this record book if needed.*

## Appendix

This appendix contains a list of suggested goals for you to use. They are divided into two sections: general goals and goals specific to a certain year. If you are having trouble coming up with goals for this year you may want to use some of these.

<b>General</b>
<ul style="list-style-type: none"> <li>➤ Learn how to operate trains</li> <li>➤ Improve my module</li> <li>➤ Learn how to set up the club layout at shows</li> <li>➤ Help work on club modules such as the corners or the yard</li> <li>➤ Organize a club trip</li> <li>➤ Join a committee</li> <li>➤ Participate in a community service project</li> <li>➤ Complete a club or county level public presentation</li> <li>➤ Feel comfortable speaking in front of my club</li> <li>➤ Run for office</li> <li>➤ Participate more in club meetings and activities</li> </ul>
<b>Year-Specific</b>
<ul style="list-style-type: none"> <li>➤ First Year:           <ul style="list-style-type: none"> <li>▪ Complete my module</li> <li>▪ Learn how to decorate my module</li> <li>▪ Complete my special project</li> </ul> </li> <li>➤ Second Year:           <ul style="list-style-type: none"> <li>▪ Basic landscaping principle</li> </ul> </li> <li>➤ Third Year:           <ul style="list-style-type: none"> <li>▪ Kit assembly and design - members choose either a rolling stock car or structure kit for research, assembly and decorate</li> </ul> </li> <li>➤ Fourth Year:           <ul style="list-style-type: none"> <li>▪ Lighting of kit structure or rolling stock car</li> </ul> </li> <li>➤ Fifth Year:           <ul style="list-style-type: none"> <li>▪ Year complete scratch built structure</li> </ul> </li> <li>➤ Senior Member:           <ul style="list-style-type: none"> <li>▪ Complete a senior project</li> <li>▪ Assist junior members with their project</li> </ul> </li> </ul>