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4H 5010 August 2022

4-H YEARLY PLANNER AND RECORD KEEPING

The purpose of 4-H record keeping is to teach how to keep records, which is an important life skill. Record keeping is an ongoing process that does not end when the 4-H year ends. You are encouraged to select a format and process that meets your needs and your learning style. Using a yearly planner is one format you may choose to track the progress you are making towards your goals as a part of your annual record keeping system.

OBJECTIVES FOR 4-H RECORD KEEPING

- To learn how to set goals, make action plans, and determine how well you did.
- To learn the skills of record keeping such as organization, planning, and decision-making.
- To learn to communicate and summarize.
- To learn responsibility by completing a task.
- To evaluate information that will market personal skills through future resumes and applications.
- Guidelines for 4-H Record Keeping.

All 4-H members are encouraged to develop a record keeping system that includes:

- Record keeping for one or more project areas.
- Summary information of their participation in 4-H experiences.
- Yearly self-evaluation and/or a member-mentor conference.

In 4-H, using a record keeping system is a recommended practice for tracking participation, goals, achievements, and reflections throughout your 4-H journey. Your record keeping system can be referred to when writing award applications, resumes, scholarship applications, or preparing for meetings or speeches. A record keeping system can help you clearly communicate and share your learning experiences.

We encourage all 4-H members to make record keeping a part of their 4-H experience. Many 4-H alumni cherish their records for the memories they hold, the achievements they preserve, and for the life skills they helped them develop.

THE 4-H YEARLY PLANNER





















This planner is one option for 4-H members to meet the objectives of 4-H record keeping while developing their personal time management skills. Each month includes:

- A monthly calendar to plan 4-H club and project area activities and note deadlines.
- Project area check-in to track project area goals and progress.
- A monthly reflection to guide self-reflection.
- A monthly club meeting notes page to record important details and engage in club experiences.


















USING THE PLANNER

This is your planner, to be used in the way that meets your goals and fits your learning style the best. You can record data, write comments, or draw pictures. You can make quick notes in your calendar, or decorate it with stickers and doodles.


SEPTEMBER


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
			
			
			
			

In 4-H, you can practice effective time-management skills. One way to manage your time and responsibilities is to keep a calendar. You can use the calendars provided to make note of your club meetings, workshops, or set aside time to work on your project area learning. You can make note of important deadlines on your calendar as well.

— THURSDAY —	— FRIDAY —	— SATURDAY —		
			 _____ _____ _____ _____ _____	
				_____ _____ _____ _____ _____
				_____ _____ _____ _____ _____
				 _____ _____ _____ _____ _____
				

... PROJECT AREA CHECK-IN ...

PROJECT AREA: <input type="text"/>	
WHAT I PLAN TO LEARN / DO (GOALS) 	THIS MONTH I LEARNED:
<ul style="list-style-type: none"><input type="radio"/><input type="radio"/><input type="radio"/>	

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PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



SEPTEMBER

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME




COMMUNITY



I HELPED OTHERS BY:


I LEARNED THESE NEW SKILLS:

Reflecting on our goals, activities, and achievements is an important life skill. Consider using these pages to reflect on what you did and what you learned. What did you do this month to reach your goals? What did you learn about the project area or about yourself by doing these things? How will you use this in next month's activities or in the future? Remember, you can track your progress by writing, drawing a picture, or in any way that works best for you!



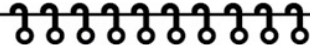
I AM GRATEFUL FOR:

A rectangular box with a spiral binding at the top. The text "I AM GRATEFUL FOR:" is printed in bold black font, underlined with a red line. Below the line is a large blank space for writing.



I AM PROUD OF:

A rectangular box with a spiral binding at the top. The text "I AM PROUD OF:" is printed in bold black font, underlined with a red line. Below the line is a large blank space for writing.



I COULD IMPROVE BY:

A rectangular box with a spiral binding at the top. The text "I COULD IMPROVE BY:" is printed in bold black font, underlined with a red line. Below the line is a large blank space for writing.

I WANT TO LEARN:

○

○

○



A large rectangular box with a black border. The text "I WANT TO LEARN:" is at the top left. Below it are three orange circles, each followed by a horizontal line. A blue paperclip is attached to the top right corner.

MY NEXT STEPS



A large rectangular box with a black border. The text "MY NEXT STEPS" is at the top left. A red curled corner is at the bottom right.

SEPTEMBER

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE: _____

HOST: _____

LOCATION: _____

IMPORTANT DATES & REMINDERS:

○ _____

○ _____

○ _____

○ _____

CLUB ACCOUNT BALANCE:

\$ _____

RECREATION/GAME:

● ●

● ●

FRIENDS I CONNECTED WITH:

EDUCATIONAL ACTIVITY:

● ●

● ●

FUN FACT I LEARNED ABOUT A FRIEND:

DOODLE ZONE




DECISIONS MADE:



NEXT MEETING



ACTION ITEMS:




OCTOBER


SUNDAY	MONDAY	TUESDAY	WEDNESDAY

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			_____ _____ _____ _____
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WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



OCTOBER

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME



COMMUNITY

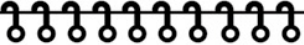


I HELPED OTHERS BY:

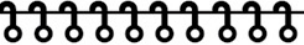
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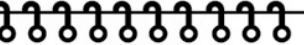
I AM GRATEFUL FOR:



I AM PROUD OF:



I COULD IMPROVE BY:




I WANT TO LEARN:

- _____
- _____
- _____



MY NEXT STEPS



OCTOBER

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE:

HOST:

LOCATION:

IMPORTANT DATES & REMINDERS:



CLUB ACCOUNT BALANCE:

\$

FRIENDS I CONNECTED WITH:

RECREATION/GAME:



FUN FACT I LEARNED ABOUT A FRIEND:

EDUCATIONAL ACTIVITY:



DOODLE ZONE






DECISIONS MADE:



NEXT MEETING



ACTION ITEMS:




NOVEMBER


SUNDAY	MONDAY	TUESDAY	WEDNESDAY

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— THURSDAY —	— FRIDAY —	— SATURDAY —	
■	■	■	 _____ _____ _____
■	■	■	_____ _____ _____ _____
■	■	■	_____ _____ _____ _____
■	■	■	 _____ _____ _____
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PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)



THIS MONTH I LEARNED:



PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)



THIS MONTH I LEARNED:



NOVEMBER

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME



COMMUNITY

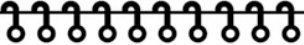


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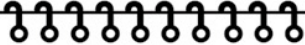
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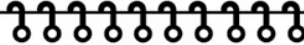
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I COULD IMPROVE BY:



I WANT TO LEARN:


○

○

○



MY NEXT STEPS



NOVEMBER

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE: _____

HOST: _____

LOCATION: _____

IMPORTANT DATES & REMINDERS:

- _____
- _____
- _____
- _____

CLUB ACCOUNT BALANCE: _____

\$ _____

FRIENDS I CONNECTED WITH: _____

RECREATION/GAME:



FUN FACT I LEARNED ABOUT A FRIEND: _____

EDUCATIONAL ACTIVITY:



DOODLE ZONE





DECISIONS MADE:

-
-
-

NEXT MEETING

ACTION ITEMS:



-
-
-
-
-




DECEMBER


SUNDAY	MONDAY	TUESDAY	WEDNESDAY

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□	□	□	_____
□	□	□	_____
□	□	□	
□	□	□	_____
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PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



DECEMBER

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME



COMMUNITY

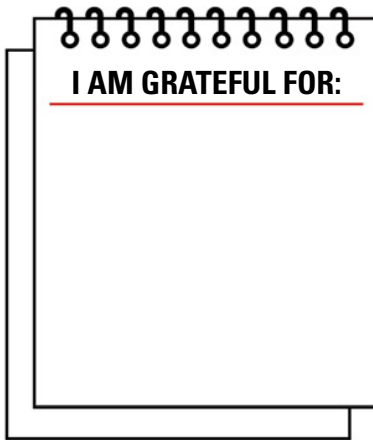


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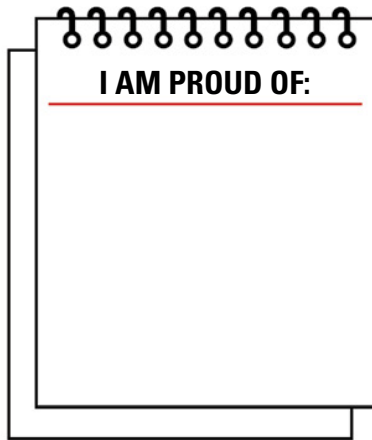
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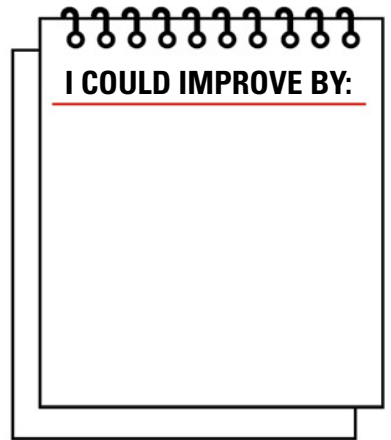
I AM GRATEFUL FOR:



I AM PROUD OF:



I COULD IMPROVE BY:



I WANT TO LEARN:



-
-
-



MY NEXT STEPS



DECEMBER

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE:

HOST:

LOCATION:

IMPORTANT DATES & REMINDERS:



CLUB ACCOUNT BALANCE:

\$

FRIENDS I CONNECTED WITH:

RECREATION/GAME:



FUN FACT I LEARNED ABOUT A FRIEND:

EDUCATIONAL ACTIVITY:



DOODLE ZONE






DECISIONS MADE:























NEXT MEETING



ACTION ITEMS:




JANUARY


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
			
			
			
			

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— THURSDAY —	— FRIDAY —	— SATURDAY —	
□	□	□	
□	□	□	
□	□	□	
□	□	□	
□	□	□	

... PROJECT AREA CHECK-IN ...

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PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)



THIS MONTH I LEARNED:

PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)



THIS MONTH I LEARNED:

JANUARY

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME



COMMUNITY

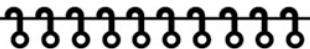


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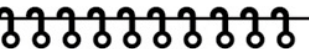
I AM GRATEFUL FOR:



I AM PROUD OF:



I COULD IMPROVE BY:




I WANT TO LEARN:








MY NEXT STEPS



JANUARY

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE: _____

HOST: _____

LOCATION: _____

IMPORTANT DATES & REMINDERS:

○ _____

○ _____

○ _____

○ _____

CLUB ACCOUNT BALANCE:

\$ _____

RECREATION/GAME:

● ●

● ●

FRIENDS I CONNECTED WITH:

EDUCATIONAL ACTIVITY:

● ●

● ●

FUN FACT I LEARNED ABOUT A FRIEND:

DOODLE ZONE




DECISIONS MADE:























NEXT MEETING
















ACTION ITEMS:




FEBRUARY


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
			
			
			
			

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THURSDAY	FRIDAY	SATURDAY
		
		
		
		
		





NOTES



DATES

... PROJECT AREA CHECK-IN ...

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PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:

PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:

FEBRUARY

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME



COMMUNITY




I HELPED OTHERS BY:

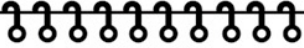
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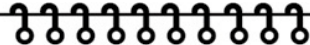
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I AM PROUD OF:



I COULD IMPROVE BY:



I WANT TO LEARN:

○

○

○



MY NEXT STEPS



FEBRUARY

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE:

HOST:

LOCATION:

IMPORTANT DATES & REMINDERS:



CLUB ACCOUNT BALANCE:

\$

FRIENDS I CONNECTED WITH:

RECREATION/GAME:



FUN FACT I LEARNED ABOUT A FRIEND:

EDUCATIONAL ACTIVITY:



DOODLE ZONE






DECISIONS MADE:























NEXT MEETING


ACTION ITEMS:




MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
			
			
			
			

... PROJECT AREA CHECK-IN ...

PROJECT AREA: <input type="text"/>	
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WHAT I PLAN TO LEARN / DO (GOALS) 	THIS MONTH I LEARNED:
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PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



MARCH

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME



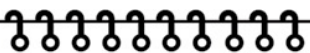
COMMUNITY



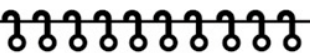
I HELPED OTHERS BY:

I LEARNED THESE NEW SKILLS:

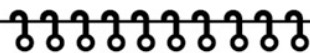
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I AM GRATEFUL FOR:



I AM PROUD OF:



I COULD IMPROVE BY:

I WANT TO LEARN:

○

○

○



MY NEXT STEPS



MARCH

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE:

HOST:

LOCATION:

IMPORTANT DATES & REMINDERS:



CLUB ACCOUNT BALANCE:

\$

FRIENDS I CONNECTED WITH:

RECREATION/GAME:



FUN FACT I LEARNED ABOUT A FRIEND:

EDUCATIONAL ACTIVITY:



DOODLE ZONE






DECISIONS MADE:























NEXT MEETING


















ACTION ITEMS:




APRIL


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
			
			
			
			

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— THURSDAY —	— FRIDAY —	— SATURDAY —	
			<div style="text-align: center;">  </div> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
			
			
			<div style="text-align: center;">  </div> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
			

... PROJECT AREA CHECK-IN ...

PROJECT AREA: <input type="text"/>	
WHAT I PLAN TO LEARN / DO (GOALS) 	THIS MONTH I LEARNED:
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PROJECT AREA: <input type="text"/>	
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PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:

PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:

APRIL

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME



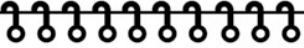
COMMUNITY



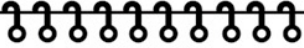
I HELPED OTHERS BY:

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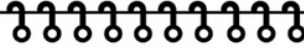
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I AM GRATEFUL FOR:



I AM PROUD OF:



I COULD IMPROVE BY:

I WANT TO LEARN:









MY NEXT STEPS



APRIL

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE:

HOST:

LOCATION:

IMPORTANT DATES & REMINDERS:



CLUB ACCOUNT BALANCE:

\$

FRIENDS I CONNECTED WITH:

RECREATION/GAME:



FUN FACT I LEARNED ABOUT A FRIEND:

EDUCATIONAL ACTIVITY:



DOODLE ZONE






DECISIONS MADE:



NEXT MEETING









ACTION ITEMS:




MAY


SUNDAY	MONDAY	TUESDAY	WEDNESDAY

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— THURSDAY —	— FRIDAY —	— SATURDAY —	
			 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
			 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

... PROJECT AREA CHECK-IN ...

PROJECT AREA: <input type="text"/>	
WHAT I PLAN TO LEARN / DO (GOALS) 	THIS MONTH I LEARNED:
<ul style="list-style-type: none"><input type="radio"/><input type="radio"/><input type="radio"/>	

PROJECT AREA: <input type="text"/>	
WHAT I PLAN TO LEARN / DO (GOALS) 	THIS MONTH I LEARNED:
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PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



MAY

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME



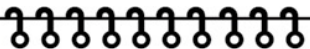
COMMUNITY



I HELPED OTHERS BY:

I LEARNED THESE NEW SKILLS:

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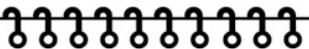
I AM GRATEFUL FOR:

Blank area for writing a response.



I AM PROUD OF:

Blank area for writing a response.



I COULD IMPROVE BY:

Blank area for writing a response.

I WANT TO LEARN:









MY NEXT STEPS

Blank area for writing next steps.



MAY

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE:

HOST:

LOCATION:

IMPORTANT DATES & REMINDERS:



CLUB ACCOUNT BALANCE:

\$

FRIENDS I CONNECTED WITH:

RECREATION/GAME:



FUN FACT I LEARNED ABOUT A FRIEND:

EDUCATIONAL ACTIVITY:



DOODLE ZONE






DECISIONS MADE:



NEXT MEETING


















ACTION ITEMS:




JUNE


SUNDAY	MONDAY	TUESDAY	WEDNESDAY

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THURSDAY	FRIDAY	SATURDAY	
			 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
			_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
			_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
			 _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
			_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

... PROJECT AREA CHECK-IN ...

PROJECT AREA: <input type="text"/>	
WHAT I PLAN TO LEARN / DO (GOALS) 	THIS MONTH I LEARNED:
<ul style="list-style-type: none"><input type="radio"/><input type="radio"/><input type="radio"/>	

PROJECT AREA: <input type="text"/>	
WHAT I PLAN TO LEARN / DO (GOALS) 	THIS MONTH I LEARNED:
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PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



JUNE

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME



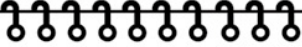
COMMUNITY



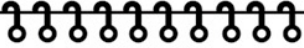
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I LEARNED THESE NEW SKILLS:

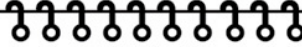
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I COULD IMPROVE BY:

I WANT TO LEARN:



MY NEXT STEPS



JUNE

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE:

HOST:

LOCATION:

IMPORTANT DATES & REMINDERS:



CLUB ACCOUNT BALANCE:

\$

FRIENDS I CONNECTED WITH:

RECREATION/GAME:



FUN FACT I LEARNED ABOUT A FRIEND:

EDUCATIONAL ACTIVITY:



DOODLE ZONE






DECISIONS MADE:



NEXT MEETING

ACTION ITEMS:




JULY


SUNDAY	MONDAY	TUESDAY	WEDNESDAY

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THURSDAY	FRIDAY	SATURDAY	
			NOTES <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
			DATES <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

... PROJECT AREA CHECK-IN ...

PROJECT AREA: <input type="text"/>	
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PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)







THIS MONTH I LEARNED:



JULY

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME




COMMUNITY



I HELPED OTHERS BY:

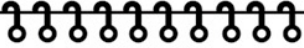
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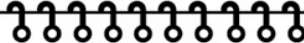
I AM GRATEFUL FOR:

A rectangular box with a spiral binding at the top. The text "I AM GRATEFUL FOR:" is written in bold black font, underlined with a red line. Below the line is a large blank space for writing.



I AM PROUD OF:

A rectangular box with a spiral binding at the top. The text "I AM PROUD OF:" is written in bold black font, underlined with a red line. Below the line is a large blank space for writing.



I COULD IMPROVE BY:

A rectangular box with a spiral binding at the top. The text "I COULD IMPROVE BY:" is written in bold black font, underlined with a red line. Below the line is a large blank space for writing.

I WANT TO LEARN:



A large rectangular box with a blue paperclip icon in the top right corner. The text "I WANT TO LEARN:" is written in bold black font. Below the text are three rows, each starting with a yellow circle and followed by a horizontal line for writing.

MY NEXT STEPS



A large rectangular box with the text "MY NEXT STEPS" in bold black font at the top left. The rest of the box is blank. A red curled corner graphic is in the bottom right corner.

JULY

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE:

HOST:

LOCATION:

IMPORTANT DATES & REMINDERS:



CLUB ACCOUNT BALANCE:

\$

FRIENDS I CONNECTED WITH:

RECREATION/GAME:



FUN FACT I LEARNED ABOUT A FRIEND:

EDUCATIONAL ACTIVITY:



DOODLE ZONE






DECISIONS MADE:























NEXT MEETING

















ACTION ITEMS:



AUGUST


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			
			
			
			
			


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THURSDAY	FRIDAY	SATURDAY	 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
			
			
			
			
			



... PROJECT AREA CHECK-IN ...

PROJECT AREA: <input type="text"/>	
WHAT I PLAN TO LEARN / DO (GOALS) 	THIS MONTH I LEARNED:
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PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)



THIS MONTH I LEARNED:

PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)



THIS MONTH I LEARNED:

AUGUST

MONTHLY REFLECTION

I PARTICIPATED IN...

SCHOOL



HOME



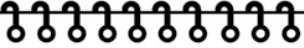
COMMUNITY



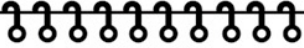
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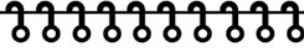
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I AM GRATEFUL FOR:



I AM PROUD OF:



I COULD IMPROVE BY:

I WANT TO LEARN:



MY NEXT STEPS



AUGUST

CLUB MEETING

I ATTENDED: ● YES ● NO

DATE:

HOST:

LOCATION:

IMPORTANT DATES & REMINDERS:



CLUB ACCOUNT BALANCE:

\$

FRIENDS I CONNECTED WITH:

RECREATION/GAME:



FUN FACT I LEARNED ABOUT A FRIEND:

EDUCATIONAL ACTIVITY:



DOODLE ZONE





DECISIONS MADE:



NEXT MEETING

ACTION ITEMS:

