

4-H Worksheet (start filling out at beginning of new 4-H year)

Name:

4-H Year:

4-H Club:

Projects	Goals

Leaderships Goals:

Community Service Goals:

Public Speaking Goals:



OCTOBER 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
Awards received – in 4-H or outside of 4-H. Be specific about placing and award.	



OCTOBER CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Complete online enrollment - https://www.4honline.com/
	Attended club meeting
	Complete personal page - https://www.coffey.k-state.edu/4-h/kapresources/
	Set project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/
	Print Coffey County 4-H Kansas Award Portfolio (KAP) Checklist - https://www.coffey.k-state.edu/4-h/kapresources/
	Print Member Pin Application - https://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/member-achievement-award.html
	Participated in a 48 Hours of 4-H
	Participated in National 4-H week activities



NOVEMBER 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
Awards received – in 4-H or outside of 4-H. Be specific about placing and award.	



NOVEMBER CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Complete online enrollment - https://www.4honline.com/
	Attended club meeting
	Complete personal page - https://www.coffey.k-state.edu/4-h/kapresources/
	Set project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/
	Print Coffey County 4-H Kansas Award Portfolio (KAP) Checklist - https://www.coffey.k-state.edu/4-h/kapresources/
	Print Member Pin Application - https://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/member-achievement-award.html
	Attended Achievement Banquet



DECEMBER 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
Awards received – in 4-H or outside of 4-H. Be specific about placing and award.	



DECEMBER CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Complete online enrollment - https://www.4honline.com/
	Attended club meeting
	Complete personal page - https://www.coffey.k-state.edu/4-h/kapresources/
	Set project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/
	Print Coffey County 4-H Kansas Award Portfolio (KAP) Checklist - https://www.coffey.k-state.edu/4-h/kapresources/
	Print Member Pin Application - https://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/member-achievement-award.html
	Completed a service activity during holiday season



JANUARY 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
Awards received – in 4-H or outside of 4-H. Be specific about placing and award.	



JANUARY CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Attended club meeting
	Review project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/
	Completed a service activity during holiday season
	Prepare for County Club Days in February



FEBRUARY 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
Awards received – in 4-H or outside of 4-H. Be specific about placing and award.	



FEBRUARY CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Attended club meeting
	Review project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/
	Participated in County Club Days as an individual
	Participated in County Club Days as a group



MARCH 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
Awards received – in 4-H or outside of 4-H. Be specific about placing and award.	



MARCH CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Attended club meeting
	Review project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/
	Participated in Regional Club Days



APRIL 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
Awards received – in 4-H or outside of 4-H. Be specific about placing and award.	



APRIL CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Attended club meeting
	Review project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/
	Deadline to add or drop projects in May 1st



MAY 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
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MAY CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Attended club meeting
	Review project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/



JUNE 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
Awards received – in 4-H or outside of 4-H. Be specific about placing and award.	



JUNE CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Attended club meeting
	Review project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/
	Attended club tour
	Fair pre-entry are due
	Participated in Judging Contest



JULY 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
Awards received – in 4-H or outside of 4-H. Be specific about placing and award.	



JULY CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Attended club meeting
	Review project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/
	Pre-entry fair deadlines
	Participated in County Fair
	Participated in Judging Contest



AUGUST 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
Awards received – in 4-H or outside of 4-H. Be specific about placing and award.	



AUGUST CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Attended club meeting
	Review project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/
	Work on completing KAP stories
	Entries for State Fair due



SEPTEMBER 4-H NOTES



Activities	Notes (be specific)
Attended club and/or committee meetings	
Attended project meeting – Make notes about project work, expenses, etc.	
Leadership activities – examples of leadership are being a member of a committee, leading a project meeting, teaching someone about a project.	
Citizenship activities – example of citizenship doing something without paid to benefit someone other than yourself. Serving your community.	
Contest participated in – example of this would be a judging contest, club days, county fair, regional club days, spelling bee, etc.	
Awards received – in 4-H or outside of 4-H. Be specific about placing and award.	



SEPTEMBER CHECKLIST



	THINGS TO DO...
	Read monthly newsletter – dates and deadlines may have changed from original checklist
	Attended club meeting
	Completed project goals – SMART (Specific, Measurable, Attainable, Relevant and Timely)
	Update permanent record - https://www.coffey.k-state.edu/4-h/kapresources/
	Completed KAP records
	State Fair