

## Project Summary Book Directions

The Summary Book is divided into sections and each section has a brief description and examples of what kind of information should be recorded there. It may be helpful to brainstorm a list of the 4-H activities you have done in the past year and identify potential sections before you begin recording the information. Oftentimes, a single experience can be recorded in more than one place.

<b>Section</b>	<b>Description</b>	<b>Examples</b>
<b>Public Presentations &amp; Public Information</b>	List the times you publicly shared information about your 4-H experience.	County, District, and/or State Public Presentations Produced In New York Shared information during Spring Clover Campaign Set up a booth at a local festival
<b>Projects</b>	A series of related learning experiences - should have been completed over a period of time, not a single activity. Shorter activities, not part of a larger project, belong under "Other 4-H Participation"	Horse, Dog, Poultry, Food & Nutrition, Arts & Crafts, Photography, Clothing & Textiles, Robotics, Entomology, Communicative & Expressive Arts, etc.
<b>County &amp; State Fair Exhibits</b>	Each exhibit you brought to Fair can be recorded, along with the ribbon received.	Use the Exhibit Name from your Entry Tag for "Item Exhibited". If you have an exhibit selected for State Fair, but haven't received the ribbon before the Summary Book is due to the CCE Office, enter TBD.
<b>Community Service</b>	This can include direct service with the community, like playing BINGO at a nursing home or indirect support of an organization such as a food drive or collection of supplies for an organization.	Garden upkeep at church gardens Collection of toys for Toys for Tots Food Drive for local food pantry Made holiday table decorations for senior citizen luncheon
<b>Leadership Experience</b>	Record all 4-H activities where you demonstrated leadership skills.	Club Officer, planning committee member, organizing an event or activity, managed the registration table at PINY, helped younger members of club with activity, etc.
<b>Other 4-H Participation</b>	Include all 4-H trips, tours, workshops, events, activities, and programs that didn't fit anywhere else.	Activity Nights (list the months attended), Horse Bowl, 3A Trip, Animal Crackers, etc.
<b>4-H Honors &amp; Recognition</b>	Award Trips, Project Pins, Medals, Plaques, Trophies, Scholarships, etc.	Cornell Career Explorations Trip 3A Trip, Tween Trip, Project Pin, Horseman of the Year, etc.
<b>Non 4-H Service, Leadership &amp; Participation</b>	Include work done at school, with other youth programs, religious organizations, etc.	Include only the most meaningful experiences.
<b>Fundraising</b>	Include fundraising participation for the 4-H program, your club, or other 4-H event.	Teen Exchange BBQs Spring Flower Sale Coffee, Cocoa, Tea Sale
<b>My 4-H Diary</b>	Each year in 4-H, there is a prompt for youth to reflect on and respond to.	Each response varies by participant.

