

#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 <u>may</u> 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

Non-Animal Project Journal

		ı 4-H Year:
Financial		4-n icai
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MONTAN STATE UNIVERS	NA EXTENSION	
This Record Belon		
County		
Project Name		
Years in the Project		My Photo
	ject goals for this year. goals for the coming year. Use only the space provide	d. Use your tab key to move to the next line.
Did you reach you Briefly describe what happen	Ir project goals? ned throughout the year as you attempted to reach you	ur goals. Use your tab key to move to the next line.



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 You Learned			

More	activities	are lister	l at the	end of	this r	ecord	form
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Record	of Pro	iect F	inances
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Record as <u>INCOME</u> all money you receive from the sale of services and/or products from this non-animal project. Record as <u>EXPENSES</u> 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)	\$0.00	\$0.00



Financial Summary	Income	Expense
Subtotals from previous page		
Combined subtotals from any additional pages		
Total Income & Expenses		
	Total Income	
	Total Expenses	
Subtract your income from your expenses. <u>PROFIT</u> is a positive amount and	Profit or Loss 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 v this represents my own work.	erify that	
4-H Club Member I have reviewed this record book.	Date	
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)

WHEN YOU D	ID IT WHAT YOU DID WHAT	Γ YOU LEARNED!
Date	What You Did	What Your Learned



Record	of Pro	iect Fi	nances	(Continu	ied)
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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)	\$0.00	\$0.00

