The 4-H Motto
“Learn to Do by Doing”

The 4-H Pledge
I pledge
My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,
For my club, my community, and my country.

The 4-H Grace
(Tune of Auld Lang Syne)
We thank thee, Lord, for blessings great
on this, our own fair land.
Teach us to serve thee joyfully,
with head, heart, health and hand.

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4-H Branch
Alberta Agriculture and Rural Development
7000 113 ST RM 200 NW
EDMONTON AB CANADA T6H 5T6
Check out our web site at http://www.4h.ab.ca Email info@4h.ab.ca Phone 780-422-4H4H (4444)

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Written by
Elizabeth Webster Goddard M. Agr. First edition 2003

November 2009
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Your Record Book is a personal journal used to keep track all of the meetings, activities and fun you will have in this 4-H project. The purpose of the record book is to provide you with a detailed description of your year’s work. A complete book will be a useful reference in years to come and will also show your year’s accomplishments on Achievement Day.

Your Record Book should include all or most of the following:

- Your club name and the project you are enrolled in
- A list of members and leaders in your club and project
- A record of general meetings and business conducted
- A record of special 4-H activities you participated in
- Your goals for the year
- A record of project meetings and activities
- A complete account of the work done on each activity (written activities)
- A list of other resources that were used during the project year
- An evaluation of your 4-H year
- Record Book Checklist knowledge and skills

Remember to practice good record keeping habits throughout the year. It’s much easier to remember what you did yesterday than it is to remember what you did three months ago. Take the time to fill out your Record Book at the meeting or as soon after as possible. Information in your Record Book should be complete and accurate. Be neat so that you can read your record book in the future and so that others can read it on Achievement Day. Consider organizing your material into sections with dividers. A 3-ring binder would add durability and help you keep things organized. Add extra pages as necessary, remove or mark those you are not required to do and consider creating your own “Table of Contents” as it is of value to you, the judge and others.

Above all, remember that a Record Book is for your personal use. Be sure to include the information you will want to remember or look up years from now. And have fun!

Tips for Good Record Keeping

- Use a 3 ring binder so that you can easily add or delete pages
- Start record keeping as soon as you start your project
- Keep up-to-date
- Keep all receipts related to the project
ABOUT ME/ABOUT MY CLUB

Record Book for the Year 20___

Name

Address

Age

Number of Years in 4-H

Category

Junior (9-11)

Intermediate (12-14)

Senior (15-20)

Club Name

District

Region

General Leader

Project Leader(s)

Other Leaders

Project Members

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<th>NAME</th>
<th>PHONE NUMBER</th>
<th>FAVOURITE PHOTO STYLE</th>
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PROJECT GOALS

My Goals for this year:
I Want to Learn:


I’d Like to Achieve:


After this project I hope to:


☐ My diary from my last 4-H project is up to date.
SUGGESTED MEMBER OBJECTIVES*

Achievement Day Requirements for this project:

- A completed record book
- Exhibit a collection of 10 to 15 photographs that were taken during the club year
- One picture each: an animal, a person, a plant (wild or domestic); one picture shot from the viewpoint of a very young child (two to four years of age), and one shot each of a good use of leading lines, textures and framing
- Exhibit at least three photographs of another 4-H project or topic that would spark interest in that project
- Exhibit of at least three pictures that intend to trigger a specific reaction in the viewer (with a title)
- One special project from the list of special projects in the Activity Guide

*To be used at the Leader’s discretion, as is applicable for club members and time.
# Record of General Club Meetings

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<tr>
<th>Club President</th>
<th>Vice President</th>
<th>Secretary</th>
<th>Treasurer</th>
<th>Other</th>
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### Total Number of Meetings Held

### Total Number I Attended
### Record of Digital Photography Project Meetings

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**TOTAL NUMBER OF MEETINGS HELD**

**TOTAL NUMBER I ATTENDED**
Keep a record of supplies for your project. If you use materials from home, list them as supplied.

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<th>SUPPLIES AND SERVICES PURCHASED</th>
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**TOTAL COST OF 4-H PROJECT AT YEAR END**
To complete your 4-H project you may acquire equipment, tools and supplies that you will continue to use. Keep an inventory listing the item, date of purchase and the cost/value. This list might be valuable in case of an insurance claim for loss.

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**TOTAL COST OF 4-H PROJECT AT YEAR END**
ABOUT MY PHOTOGRAPHY PROJECT

I chose the photography project because:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The hardest part was:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The funniest thing was:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

My greatest success was:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I hadn’t realized that:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I learned this about working with others:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I learned this about Journalistic Photography:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
My leaders were pretty good about:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What I liked best was:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

I learned this about safety when taking pictures:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

I learned this about myself:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What I think I’ll always remember:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

So far my best picture is:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Some day I hope to photograph:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

If I was starting all over again I would:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
ADDITIONAL RESOURCES

This list should be completed as you carry out your project work. It may include books, websites, videos, articles, sample images, magazines and other resources that were used as references. Also, include guest speakers or other people or organizations who assisted in providing information and materials.
PROJECT EVALUATION

Attach a photograph of you at work with your camera.

What techniques and skills did you learn and use for this project?

What did you like best about this project?

What was the most frustrating part of the project? How did you deal with that?

Are you pleased with what you learned this year?

What would you change if you were to do it over again?

What did you do with all the photographs you took? Do you have other plans for them?

How will you use your photography in the future?
Comparing my photos from the beginning of the project, I have noticed:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What did you learn about yourself as a group member?

________________________________________________________________________________________

________________________________________________________________________________________

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What did you learn about working with others?

________________________________________________________________________________________

________________________________________________________________________________________

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Feedback comments from my 4-H Leader:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
PICTURES AND CLIPPINGS

Did news of your club make it into the local paper this year? How about one of your photographs? This is the place for it! And don’t forget those special club activities, tours, camping trips and just goofing around with your 4-H friends! Add extra pages if you need them!
POST YOUR FAVOURITE IMAGES

Notes:

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POST YOUR FAVOURITE IMAGES

Notes:

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POST YOUR FAVOURITE IMAGES

Notes:

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Throughout this project we have learned many things about photography, composition and how the camera works. Think back on all the 4-H events, activities, meetings and lessons you have participated in during the past 4-H year and check each area where you feel you have . . .

This Year I Have Improved or Learned

- To set goals for myself
- How to stay organized
- How to operate my camera
- Be proud of my accomplishments
- Try new things
- Understanding composition and basic “rules” of photography
- How to keep records for my project
- How to use more of the features that my camera offers
- Where to search for information for my project
- How to work safely while taking pictures
- The parts of my camera and their function
- Listen and work with others
- How to set the white balance on my camera for different light situations
- How to safely post my pictures on the internet
- To make new friends
- How to take better pictures
- Help others understand how their cameras work
- Understand my strengths and limitations
- Respect the feelings of others
- Take responsibility for my club’s well-being by helping where I can
- Work with my club to complete a community service project

Feel free to add any other areas where you feel you have made progress this year

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MEMBER’S “I CAN” CHECKLIST

☐ Refuse to put myself in danger for the sake of a better picture.
☐ Identify and avoid dangerous situations when taking pictures.
☐ Identify and manage any hazards related to photography.
☐ Demonstrate photographic courtesies.
☐ Explain, how different people and groups feel about having their picture taken.
☐ Explain how taking a picture of someone might offend them.
☐ Identify situations in which photography would not be appropriate.
☐ Explain, in simple terms, how my camera works.
☐ Clean my camera/Explain and demonstrate camera care.
☐ Navigate the options menus of my camera.
☐ Remember tips for taking better photographs of people, animals and scenery.
☐ Find and use resources for photography tips.
☐ Listen to and consider feedback about my photography.
☐ Evaluate work of other photographers to learn their techniques.
☐ Prevent damage to my printed images in storage, and on display.
☐ Use my photographs as gifts, to complement my school projects, to serve my community.
☐ Explain and name the main parts of my camera and their functions.
☐ Determine equipment I need.
☐ Decide a specific result that I want to achieve with a photograph.
☐ Plan a picture when considering the subject, background.
☐ Make pictures that focus attention on my intended subject.
☐ Limit visual distraction from my subject in the picture.
☐ Explain how changing the angle will affect a photography.
☐ Challenge myself to look at things from different angles and points of view. To change the impact of a shot.
☐ Experiment with different angles, arrangements and lighting, backgrounds.
☐ View and photograph a subject from several points of view.
☐ Use panning, flash, and shooting at “peak of action” to suggest action.
- Use a flash, composition, and timing of a shot to suggest movement.
- Evaluate my own work and think of new ways to shoot the same subject.
- Can create photographs that suggest movement of feelings as well as physical movement.
- Place the horizon line in the photo at different spots in the frame, to put the focal point either on the landscape or sky.
- Explain ISO.
- Set the white balance options on my camera for different types of lighting.
- Select camera settings appropriate for different lighting conditions.
- Tell the difference between side lighting, back lighting and direct lighting.
- Use a flash to provide or complement light.
- Use available resources to reflect or diffuse light.
- Experiment with side lighting, back lighting direct lighting and reflected light.
- Explain the relationship between the shutter and aperture.
- Adjust the shutter speed and aperture.
- Use extended exposure to compensate for difficult light.
- Use a tripod to reduce blur at longer exposure.
- Use tripod and long exposure for night time effects shots.
- Adjust exposure settings to compensate for light levels.
- Can demonstrate “painting with light” to create photographs.

Leaders Comments:
EVALUATION

Your input is a valuable asset to the 4-H program!
As you go through the project year, write your comments and suggestions about the project on this form. When you complete your project, mail this form to your local 4-H office. We want to hear from you!

Evaluation Date: ____________________________

Send Evaluation to:
4-H Digital Photography Project Evaluation
4-H and Agriculture Education Branch
7000 113 ST RM 200
EDMONTON AB T6H 5T6

Please Tell Us
Which techniques and skills did you learn and use for this project?

__________________________________________________________________________

What did you like best about completing this project?

__________________________________________________________________________

Are you pleased with your project? Is there anything you would change if you were to do the project again?

__________________________________________________________________________

What are you going to do with your project?

__________________________________________________________________________

How long did it take for you to finish your project?

__________________________________________________________________________

Additional Comments?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________