



4-H Photography Record

The *4-H Photography Record* is a summary of your project for the current 4-H year.

To use this record: Download and save this Microsoft Word file to a folder on your computer (File/Save As/). Give the document a name that you will recognize.

To fill in data: Click your cursor on the gray box where you want to add information. When the gray field becomes highlighted, type your entry. You may type as many lines as you want. Using the gray “fillable” boxes helps the page formatting stay the same.

To add more rows to a table: Keep the last row empty. Highlight the last (empty) row in the table.

PC: Copy the row (CTRL C or Edit/Copy on the menu bar) then paste (CTRL V or Edit/Paste on the menu bar).

Mac: Copy the row (Command C or Edit/Copy on the menu bar) then paste (Command V or Edit/Paste on the menu bar).

Then, repeat the Paste command to add as many new rows as you need.

To add page breaks: There are page breaks between some of the tables of the record sheet. You may add page breaks between pages and/or parts of the record. Click to place your cursor where you want to add a break.

PC: On the menu bar, click Insert, click Page Break from the new menu, and click OK.

Mac: On the menu bar, click Insert, choose Break, then click Page Break.

Save your document frequently.

PC: Click File/Save on the menu bar or press CTRL S.

Mac: Click File/Save on the menu bar or press Command S.

We also recommend that you save a *backup copy* of the document somewhere in addition to your hard drive (such as on a zip disk, CD, or jump drive).



4-H Photography Record

Unit: 1___ 2___ 3___ 4___ 5___ 6___ 7___

Name _____ Boy ___ Girl ___ Grade in school ___ Year born _____
(first) (last) (year)

Club name _____ Leader _____ County _____

Year in 4-H ___ Year in this project ___ Date project started _____ Date project closed _____
(mo/day/year) (mo/day/year)

A record is part of your 4-H project. Keep your record neat, clean, and up-to-date. If you need help, ask your parents or leader.

Things I Hope to Do and Learn This Year

Equipment Inventory

List all the equipment you own or use regularly. (After the first year, list only equipment which has been added.) If you have borrowed equipment or tried it out for a limited time, write "borrowed" in the "Date Acquired" column.

Description	Value (cost)	Date Acquired
	\$	

Expense Record

List all expenses such as film, batteries, mounts, photo storage, photo paper, printer ink, darkroom supplies or rental, camera repair, books, workshops, etc. (List processing and printing costs in the next section.)

Item	Cost	Date Purchased
	\$	

Processing Record

List all the expenses associated with processing, printing, or making enlargements.

Type of processing / Comments	# of photos	Cost	Date
		\$	

Income

List income from the sale of prints, duplicate slides, sitting fees, sale of equipment, etc.

Item sold	Cost to you	Selling price	Date
	\$	\$	

What I Learned

Describe the major things you learned about photography this year. Include anything you learned using borrowed equipment.

Resources for Learning

List the people, books, workshops, classes, tours, field trips, etc., that helped you learn about photography this year.

Sharing Your Photography Skills

List the photography presentations (demonstrations, illustrated talks, speeches) you gave this year. Also list the ways and places you've used your photography to help others, including photo gifts you gave.

Exhibits and Contests

List all the exhibits and contests you entered, even if you did not receive a ribbon or prize (i.e., local library photo contest, school photo exhibit, County Fair).

Contest or exhibit name	Location	Type of entry	Date