Suggestions for using the computer to complete section 1a (goals) and 1b (what I learned) of the record book form at different times of the year:

1. Download and save the record book form to computer.
2. Delete all the lines from the two sections, except for the ones for leader's signature and date.

Record for _____ Project
Number of Years in Project:_____

Note: *Add additional page(s) if needed. Do not eliminate sections or change the order of the sections*

1a. This is what I would like to learn and/or accomplish in my project this year
_____
_____
_____
_____
_____

Leader's Signature: _____ Date: _____

1b. This is what I learned, accomplished, and/or achieved in my project this year: (*Describe what you did, skills learned, any frustrations experienced, work required to complete your project, leadership you provided if any, and if your goals were met.*)
_____
_____
_____
_____
_____

3. Type goals and adjust spacing as needed.
4. Print form and have leader sign. See example of how it will look.

Record for _____ Project
Number of Years in Project:_____

Note: *Add additional page(s) if needed. Do not eliminate sections or change the order of the sections*

1a. This is what I would like to learn and/or accomplish in my project this year

Type your goals in this space.

Leader's Signature: __*Leader Signature*_____ Date:_____*any date*_____

1b. This is what I learned, accomplished, and/or achieved in my project this year: (*Describe what you did, skills learned, any frustrations experienced, work required to complete your project, leadership you provided if any, and if your goals were met.*)

5. Once the leader signs your goals and you have completed your project, go back into the document on your computer.
6. Change all the text already printed on your sheet to **white** so that it will not print again. (It might be good to save under a different name so you have everything you are submitting on your computer.)
7. Complete section 1b narrative, insert your signed goals' sheet into printer, and print the remainder of the sheet.
8. Your page should look a little like this on the computer.

9. **We suggest running a test print to be sure you load your printer correctly.**

This is where you will type what you learned. When you go to print, all the text above needs to be WHITE.