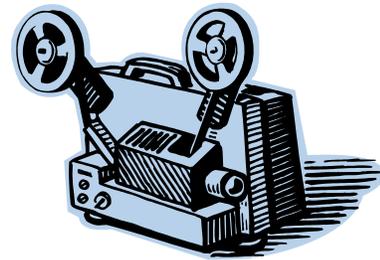
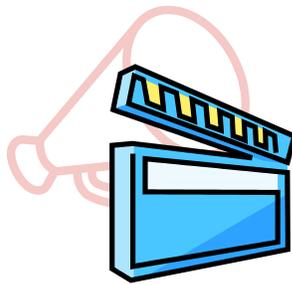




---

# My 4-H Project Record Book

## *The Advanced Art of Filmmaking*



*For use by New Jersey 4-H Project Members*  
*The Advanced Art of Filmmaking*

Member name: \_\_\_\_\_ Birth date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone #: \_\_\_\_\_ Years in Project: \_\_\_\_\_

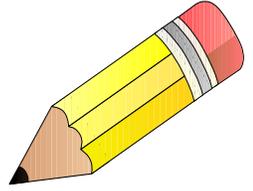
4-H County: \_\_\_\_\_ 4-H Year \_\_\_\_\_

Club leader's name: \_\_\_\_\_

# End-of-Year Signatures

At the end of the 4-H year, when your record book is complete, your club leader will ask to see this record book.

By signing below, I am stating that I am familiar with this work and, to the best of my knowledge; the information included in this record book is complete.



<b>Title</b>	<b>Signature</b>	<b>Date</b>
<b>4-H Member</b>		
<b>Parent/Guardian</b>		
<b>4-H Club Leader</b>		
<b>County 4-H Agent</b>		

**Written by:**

Nicole Shahinian and Robin Butz Fiscina, Somerset County volunteers

Based on:

My 4-H Record Book by Keith Diem

*Date*

©

Visit the NJ 4-H Website [www.nj4h.rutgers.edu](http://www.nj4h.rutgers.edu)

# Introduction

This project record book has been created especially for members enrolled in the 4-H The Advanced Art of Filmmaking project. Keeping a record book is an important part of the project. It will help you set goals for the project year, record your accomplishments and help guide your efforts to keep important records on your The Advanced Art of Filmmaking.

## What is a 4-H project?

A project is a subject or topic that you learn about in 4-H. More important, a project is something you do, which results from knowledge and skills you learned in the project. In this case, your project is a The Advanced Art of Filmmaking. You learn about your project from attending club meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and camps, by participating in shows and competitions, as well as through your family and self-study.

## Why complete a record book?

A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

## Keeping a 4-H record book will help you...

- Learn how to organize yourself
- Learn how to set reasonable goals for yourself
- Appreciate what you've learned this year from the goals you reached
- Recognize what things you learned in your 4-H project
- Explain what you've learned
- Keep track of costs of your project
- Gather information needed to apply for awards and scholarships
- Complete applications and resumes for jobs and college
- Meet requirements to participate in some county, state, or national 4-H events

## Member in good standing requirements

In general, all 4-H members are expected to meet the following standards each year. These are the minimum requirements. Your club may have additional requirements.

- Attend at least 70 percent of regular club meetings and/or activities.
- Complete a 4-H project doing one's own work with minimal assistance from parents or others.
- Give a club or county 4-H public presentation.
- Complete this project record book and necessary supplements.

## Guidelines for 4-H The Advanced Art of Filmmaking Project Record Book

You start your record book at the beginning of the 4-H year and keep all your expenses and receipts during the year. It is important to keep your record book up-to-date monthly. Keep your book neat and complete.

Start your year by setting at least three goals for the year. These goals may include "The Advanced Art of Filmmaking Projects Knowledge and Skills" or "Personal Development Activities." To expand your horizons, each year in the project, try to accomplish new skills, or skills you did not accomplish in previous year(s).

It is recommended that you save your record books from previous years. That way, you can easily compare your progress and achievements throughout the years. It will also help you when you apply for awards, jobs, college, etc.

## How this record book is organized

Besides this introduction, this record book is organized into these main sections:

- **Starting Out**—My goals for the 4-H year /Taking inventory
- **Along the Way**—Keeping track of what I do
- **Looking Back**— What I learned this year
- **Thinking Ahead**—My goals for next year
- **Appendix**— (including project goals and project supplement sheets,)

# Starting Out

## My goals for the 4-H year

The beginning of the 4-H year is a good time to begin thinking about what you'd like to do or learn in 4-H during the upcoming months. List some of your goals for the year and what plan you have to accomplish your goals. Talk to your leader and parents to decide what goals are realistic to try and possible to finish this year.

During each year in the 4-H The Advanced Art of Filmmaking project, members should choose a minimum of three goals to pursue. Choices are listed in the Appendix. Write your choices below. Don't be afraid to challenge yourself! Of course, you may aim to reach more goals. For now, write your goals below and your plan for reaching each goal. If the items on the list have all been accomplished, develop some of your own. You may also choose special ones not listed. Be sure to get the needed signatures on the next page.

My goals for this year	What I need to do to reach this goal
<p><i>Example: I will learn how to give a public presentation.</i></p>	<p><i>Attend county public presentation workshop. Have my leader and parents help me pick a topic that will be good for me. Practice my presentation. Give the presentation at a club meeting.</i></p>
<ul style="list-style-type: none"> <li>• I will commit to making a film individually or with a small group to be finished by the first meeting in May.</li> </ul>	<p>I will set dates for getting each step of the project completed</p> <p>I will develop a script with characters, obtain/create costumes, create sets, find actors, film the movie and use editing software to create the finished film</p> <ul style="list-style-type: none"> <li>• I will ask for help from my family and leaders as needed</li> <li>• I will commit to finishing my film and project book by the first meeting in May.</li> </ul> <p>My movie project will be kid/family friendly</p>

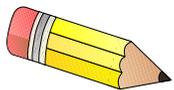

- The version of the movie shown at the Somerset County 4-H FAIR will be no more than \_\_\_\_ minutes for my individual project or if I write a film with a group of members, each of our \_\_\_\_ minutes will be combined.

For group projects, as long as 1 member of the group who was part of writing the script is present at the event, the film will be shown

- I understand that I must attend an event for my film project to be presented.
  - The movie premieres in July at the 4-H building
  - The film festival at the 4 -H fair in August
- If I commit to a group project, I will be available to perform the tasks I have agreed to perform at the appropriate day/time.

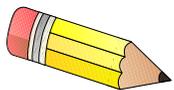
### Signatures for goal setting

I will work toward the above goals I have set for myself for the upcoming 4-H year to the best of my ability:



\_\_\_\_\_ (Member signature) \_\_\_\_\_ (Date)

I will support my son's/daughter's goals for the upcoming 4-H year:



\_\_\_\_\_ (Parent signature) \_\_\_\_\_ (Date)

I will help support this member's goals for the upcoming 4-H year:



\_\_\_\_\_ (4-H Leader signature) \_\_\_\_\_ (Date)

## Taking Inventory

The start of the 4-H year is also a time to take an inventory of what you have for your project. For the TAAOF Individual/group film project, you will need to list all materials, costumes, props, equipment etc.

Type of item	Borrowed item		Borrowed from whom	Date of Purchase	Value
	Who was it borrowed from	How long may I use it			
<i>Example: camera</i>	<i>Uncle Bob</i>	<i>One month, October</i>			
<i>Example: mask</i>				<i>9/20/14</i>	<i>\$10</i>
<b>Total Value of _____</b> (Add all values of _____ and put number in box at right.)					

## My Script

(attach here/add extra sheets as needed)

# Plan for My Film Project

Name of Project: \_\_\_\_\_

Brief Plot Summary:

Props needed:

Sets:

---

---

---

---

Location(s):

---

---

---

---

Cast:

---

---

---

---

---

---

---

---

---

# Along the Way

## Keeping track of what I do

For this section, it is best to write down what you have done shortly after completing it so you won't forget important events and activities. This section includes the following parts:

- What I did in this project this year
- Project finances
- Other clubs and projects

## What I did in this project this year

The following page is where you can list what you did in this 4-H project. Don't forget to include these types of 4-H events and activities you might have done this year:

- Events participated in
- Leadership roles - such as offices held, committees led
- Shows & competitions (be sure to list identification of the item entered, the class entered, and the number in the class)
- Special meetings & clinics
- Community service
- Public Speaking
- Field trips
- County 4-H Fair
- Awards or recognition earned

Name of event/activity	Date & Location	What I did	Level (Club, County, State, National)	Award or Recognition Earned?
<i>Example: Wrote draft of script</i>	<i>1/1/2014 Somewhere, New Jersey</i>	<i>Collaborated With John Smith to write a script for our group film project</i>		
<i>Example: Took a Filmmaking class for 5<sup>th</sup> and 6<sup>th</sup> graders at</i>	<i>9/3/14 Raritan Valley Community College</i>	<i>Learned how to use Adobe editing software and do basic green screen techniques</i>		







# Looking Back

## What I learned this year

This section is to be completed at the end of the 4-H year. It is meant to help you look back on all that you learned during the past year. This section includes the following parts:

- My goals completed
- A summary of knowledge and skills I gained
- The three most important things I learned
- Telling my story



## My goals completed

Look back on the goals you set for yourself at the beginning of the year. How well did you meet those goals? Use the space below to tell how well you did in reaching your goals. If you added new goals during the year, also included them below.

My goals for this year	How well did each goal get met?
<i>Example: I will learn how to give a public presentation.</i>	<i>I attended county public presentation workshop. I had to change my topic three times. I should have practiced my presentation more before I gave it at the club meeting. I will start planning and practicing earlier next year!</i>

# Knowledge and Skills I Gained

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.

## *I learned or improved my ability to...*

### **HEAD (Independence)**

- try something new
- set goals for myself
- plan a project
- keep myself organized
- keep track of finances
- keep records of my work
- gain knowledge of my project
- get more information about something I am interested in
- use resources wisely
- participate in a business meeting
- run a business meeting
- make wise choices and decisions
- solve problems
- learn from my mistakes
- understand that it's ok to change my mind if I need to
- pay attention to instructions

### **HEART (Belonging)**

- speak confidently in front of a group
- give a public presentation
- share my feelings or point of view
- make myself understood without bullying or being loud
- listen to other people
- respect someone else's feelings
- resolve differences of opinion
- appreciate my cultural heritage
- accept people who are different from me
- get along with other kids
- make others feel welcome
- stand up for others
- make new friends
- appreciate the importance of friendships in my life

### **HANDS (Generosity)**

- work with others
- work within a group
- work within a committee
- work with adults
- get past differences to reach a goal
- help others succeed
- make something with my hands
- explore a career interest
- follow directions
- lead others
- find ways to make a positive contribution to society
- understand the importance of community service
- see that my efforts can make a difference
- take the initiative to start something on my own

### **HEALTH (Mastery)**

- understand my strengths and weaknesses
- finish something I started
- be proud of my accomplishments
- accept change
- see that my character can effect a situation
- take responsibility for my own words and actions
- deal with winning and losing gracefully
- be careful and practice safety
- appreciate the importance of good health
- stay healthy
- feel good about myself

**Other:** \_\_\_\_\_

---

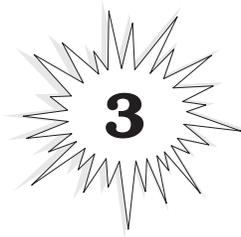
---

---

**My grade in school:** \_\_\_\_\_

**Number of years in 4-H** \_\_\_\_\_

# The three most important things I learned



Even if you learned a lot of different things in 4-H, think of what was the most important for you. Then, list the three most important things you learned in this project during the past year in the boxes below. For instance, I learned how to groom my cat, I learned that working with senior citizens is challenging but also fun, I learned to speak in front of my club without being afraid.

<b>The three most important things I learned in this project during the past year were ...</b>
1.
2.
3.

## Telling my story

Keeping in mind the knowledge and skills you said you learned from the items you checked above, write a story that explains what you gained this past year in 4-H. Use specific examples that are unique to you whenever possible. Feel free to relate what you learned in 4-H to school, family, or other activities in your life. Use extra pages if needed. Attach photos or clippings on additional pages of this book if it helps tell your story better. Don't forget to label them with captions if you do.

4-H is proud of what 4-H members learn and sometimes likes to use excerpts (parts) of stories 4-H'ers write in 4-H publicity. If you do *not* want your information shared, please let us know by checking one of the boxes below:

- Do not use my story for any 4-H publicity.
- If you use my story, do not credit my name.

(Begin your story on the next page)

The New York Times

My 4-H Story

**Project Work**  
 Did you know, construction...  
 Did you know, construction...  
 Did you know, construction...

**To Make the Best Better**  
 Did you know, construction...  
 Did you know, construction...  
 Did you know, construction...

**Trends**  
 Best Year Yet!  
 Did you know, construction...  
 Did you know, construction...  
 Did you know, construction...

**Learn by Doing**  
 Did you know, construction...  
 Did you know, construction...  
 Did you know, construction...

**Fun!**  
 Did you know, construction...  
 Did you know, construction...  
 Did you know, construction...

**4-H Fair**  
 Did you know, construction...  
 Did you know, construction...  
 Did you know, construction...

**Helping Others**  
 Did you know, construction...  
 Did you know, construction...  
 Did you know, construction...

**Camp**  
 Did you know, construction...  
 Did you know, construction...  
 Did you know, construction...

# **My 4-H Story**

(Continue 4-H story on next page.)

(Continue 4-H story, attach additional pages if necessary.)

## Thinking Ahead - My goals for next year

Now is a good time to begin thinking about what you'd like to do or learn in 4-H next year. List some of your goals for next year and what plan you have to accomplish your goals.



<b>My goal for next year</b>	<b>What I need to do to reach this goal</b>

*Feel free to attach additional pages to this record book if needed.*

# Appendix

The Appendix contains the following parts:

- Personal Development Activities
- Movie Making Knowledge & Skills
- Camera Terms
- Filmmaking Stages
- Filmmaking terms

## The Advanced Art of Filmmaking Project Knowledge & Skills

During each year, members may choose several **The Advanced Art of Filmmaking Project** knowledge and skill goals. Do not be afraid to challenge yourself!

Item #	The Advanced Art of Filmmaking Project Knowledge or Skill
R-1	Learn camera terms
R-2	Learn filmmaking stages
R-3	Learn filmmaking terms
R-4	Develop a script with characters
R-5	Find willing/appropriate actors
R-6	Obtain needed props –through purchase or borrowing
R-7	Find locations
R-8	Create sets
R-9	Create/obtain costumes/makeup
R-10	Create a story board
R-11	Set dates for filming and editing
R-12	Stick to filming and editing planned schedule
R-13	Film scenes with tripod
R-14	Film a scene with multiple camera angles
R-15	Film a short film
R-16	Choose music for film
R-17	Use a free basic editing software like iMovie or Windows Movie Maker
R-18	Use more sophisticated editing tools like Adobe or Pinnacle
R-19	Edit a scene with Chroma keying for green screen
R-20	Edit the audio for the film

R-21	Use a green screen during filming
R-22	Choose free/ purchase audio sound effects
R-23	Find free/purchase CGI effects
R-24	Use apps to create green screen animation
R-25	Use apps to create stop motion film
R-26	Create visual effects (GCI) using a tool like Blender
R-27	
R-28	
R-29	
R-30	
R-31	
R-32	
R-33	
R-34	
R-35	
R-36	
R-37	
R-38	
R-39	
R-40	
R-41	
R-42	
R-43	
R-44	
R-45	
R-46	
R-47	

If the above skills have all been accomplished, develop some of your own. You may also choose any special skill not listed above.

## Personal Development Activities

During each year, members may also choose several personal development goals. Do not be afraid to challenge yourself!

Item #	Personal Development Activity
PD-1	Participate in a community service project (such as a food drive, community clean-up, etc.).
PD-2	Participate in a community pride project (such as a parade or community day).
PD-3	Help prepare a display or booth relating to Herpetology.
PD-4	Serve as a member of a club committee
PD-5	Attend 4-H Camp.
PD-6	Participate in your county fair.
PD-7	Assist at a 4-H show.
PD-8	Serve as a host for a 4-H meeting, making everyone welcome.
PD-9	Provide refreshments for a club meeting.
PD-10	Help plan a fun activity for your club.
PD-11	Help with club/county 4-H fund raisers.
PD-12	Write a newspaper story for your club about an event you have participated in.
PD-13	Serve as a chairperson of a club committee.
PD-14	Arrange for a speaker to talk to your club.
PD-15	Make arrangements for your club to go on a field trip.
PD-16	Attend Citizenship Washington Focus (CWF)
PD-17	Attend National 4-H Youth Congress.
PD-18	Attend National 4-H Conference.
PD-19	Explore careers in Herpetology.
PD-20	Assist a younger member in preparing a public presentation.
PD-21	Assist a younger member at a show.

If the above activities have all been accomplished, develop some of your own. You may also choose any special activities not listed above.



## Camera Terms

- **Close-up/extreme close-up (CU/ECU)** The subject framed by the camera fills the screen; it shows the importance of a particular character at a particular time.
- **Medium close-up (MCU)** - Close-up of one or two (sometimes three) characters, generally framing the shoulders or chest and the head. The term can also be used when the camera frames the character(s) from the waist up (or down)
- **Medium shot (MS)**-frames a character from the waist, hips or knees up (or down). The camera is appropriately distanced from the body for the character to be seen in relation to her or his surroundings (in a home, for example). This shot is very commonly used in indoor sequences allowing for a visual signification of relationships between characters.
- **Medium long shot (MLS)**-Halfway between a long and a medium shot. If this shot frames a character, then the whole body will be in view towards the middle ground of the shot; showing a lot more of the surroundings in relation to the character(s).
- **Long shot (LS)**-Subject or characters are at some distance from the camera; they are seen in full within their surrounding environment.
- **Extreme long shot (ELS)**-The subject or characters are very much to the background of the shot. Surroundings now have as much, if not more importance, especially if the shot is in high-angle. A panoramic view of an exterior location photographed from a considerable distance, often as far as a quarter-mile away.

## FILMMAKING STAGES

- **Development** – ideas for the film are created and the screenplay is written
- **Pre-production** – preparing for shooting the scenes, cast/crew are selected, locations are chosen, and filming sets are built; props created/acquired
  - » **storyboard** is created (a visual method to make a blueprint of what each scene should be in the correct sequence)
- **Production** – each scene in the movie is filmed.
- **Post-Production** – the film is edited; music and songs are composed and recorded; sound effects are designed and recorded; computer graphics are added digitally
- **Story board**-A series of drawings and captions (sometimes resembling a comic strip) that shows the planned shot divisions and camera movements of the film.

## FILMMAKING TERMS

- **Tracking shot/travelling shot/dollying shot**- a shot when the camera is being moved by means of wheels: on a dolly (a low tracking shot), in a car, or even a train.
- **Take**-One version of a shot. A film-maker shoots one or more takes of each shot or set-up. Only one of each group of takes appears in the final film.
- **Tilt shot**-The camera tilts up or down, rotating around the axis that runs from left to right through the camera head
- **Aerial Shot** -A shot taken from a crane, plane, or helicopter. Not necessarily a moving shot
- **Camera Angle** -The angle at which the camera is pointed at the subject: Low, High, Tilt
- **Follow shot** - follows the subject as it moves.

The Advanced Art of Filmmaking  
Frequently Asked Questions

- **For any 4-H film project**, I will create a film that is appropriate for general audiences (children). I will not use actual weaponry (knives, guns, bombs, swords) or realistic models of weaponry, foul language and violence. All video submissions will be reviewed by leaders before shown at the 4-H Fair. Members may be asked to revise or edit any film that does not meet the above criteria.
- **Are we making a whole group film this year (2014-15)?** No. The reason is that we need to make sure that you all have a better opportunity to do a small group/ individual project. The 4-H organization really wants all of you to do an individual or small group project and project book for your film so that is going to be our focus this year.
- **What can I use to film a movie?** You can use an iPad/tablet, a phone, or a digital camera.
- **Who can be in my film?** Anyone you want- friends, family, other members of The Advanced Art of Filmmaking (TAAOF).
- **How long is my film allowed to be?** Your movie can be as long as you want it to be, but for any TAAOF event (movie premier in July, 4-H film festival) it has to be edited down to 8 minutes for an individual project.
- **Can I borrow someone else's minutes if they are not using all of their minutes?** No. Whether a person uses his/he 8 minutes or not, he/she is entitled to 8 minutes.
- **If there is another member of TAAOF acting in my movie, can I have all or some of their minutes?** No. Any members of TAAOF are welcome to be an actor in anyone else's movie. If a member is just an actor and not a creator/co-creator of the project, then the creator of the project only gets 8 minutes to show his/her film at the fair/movie premier.
- **Can I team up with other members of TAAOF to write a script/do a project?** Yes.
- **If I team up with other TAAOF members to write a script, how many minutes do we get?** If you have 2 members co-writing the script/developing the project, then you get 16 minutes. If you have 3 members co-writing the script/developing the project, then you get 24 minutes etc. You get 8 minutes per member who is creating a project. Each member who is creating the project must show in their project book what they personally have contributed to the project.
- **Can I co-write more than one project with different TAAOF members this year?** No. It would be too confusing trying to figure out how to divide the minutes between the projects for the 4-H fair and movie premier.
- **Can I give plot advice/help to another member of TAAOF, but not be credited for co-writing a movie?** Yes. You may help each other as much as you want, but this year (2014-15) you can only be credited with co-writing one movie script.
- **Can I make more than one individual movie project for the 4-H fair /movie premier?** Yes, you may make two 4 minute movies or one 8 minute movie.
- **Can I write a script with a friend who is NOT in The Advanced Art of Filmmaking?** Sure. You must still do a project book and account for all that you did. You must attend events to have your movie shown.
- **Can I have help with my project?** Absolutely! You can get help from anyone you want. All you have to do is document it in your project book. You just write in your calendar something like Nov.3- collaborated with name of person helping with editing issues or "Nov.3- I got help solving a problem about my plot from name of person helping"
- **What if I can't go the movie premiers in July at the 4-H building or The Film Festival at the 4-H fair in August will my movie still be shown?** Yes, if it is a group project as long as one person who co-created the project is present at the event. However, an individual project will not be shown if the creator of the project is not present.
- **I don't own any editing software. What do I do?** We have a list of FREE editing software that can help you, also tutorials to help you edit.
- **When do I need to have my film and project book finished by?** All film projects and project books are due the first meeting of May. The reason for this is that we need time to review the books and make sure they are complete and review the films to make sure they are the right

length and possibly edit them if they are too long. We also need time to make movie posters for each project before the 4-H fair. There may be other complications too. This gives us enough time before the 4-H fair to make sure everything we need to have done is done well.

**Script Guidelines:**

No bullying

No nudity

No abuse of drugs or alcohol

Show 4-H and project area in a positive manner

Film shows positive character:

Caring

Compassion

Courage

Fairness

Honesty

Integrity

Kindness

Leadership

Respect

Responsibility

Service

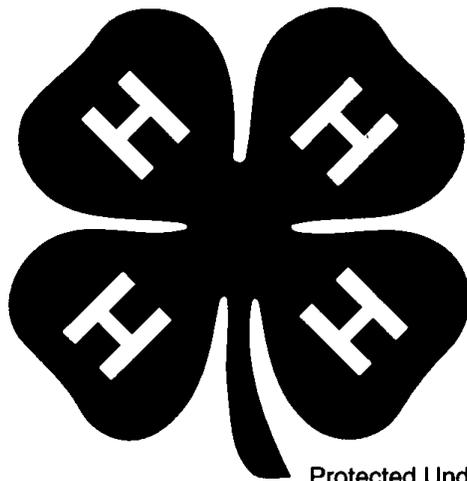
Team work

Trustworthiness

# The 4-H Pledge

I PLEDGE . . .

. . . my HEAD to clearer thinking,  
. . . my HEART to greater loyalty,  
. . . my HANDS to larger service,  
. . . and my HEALTH to better living,  
for my club, my community,  
my country, and my world.



Protected Under  
18 U.S.C. 707

## 4-H Motto

“To Make the Best, Better”

## 4-H Slogan

“Learning by Doing”