



FAQ 4-H Project Book Orders

What are project books?

In 4-H, members explore topics of personal interest, known as "4-H projects." These can range from cooking and robotics to environmental stewardship. A defining feature of 4-H projects is that members choose their focus, which allows them to set their own pace and develop goal-setting skills.

4-H offers a variety of engaging projects, so members can choose those that excite them most. Projects emphasize "learning by doing" and provide hands-on ways to deepen knowledge in a chosen area.

Example: If your 4-H member is enrolled in the Veterinary Science Project, you would order the relevant project book (Levels 1, 2, or 3).

Are 4-H project books required?

Yes, certain project areas require additional materials, as indicated in the 4-H Fair Book by a clover symbol next to the project. Below is a list of these areas:

- Animal Science (When displaying a poster board.)
- College & Career Readiness
- Communications
- Consumer Education
- Entomology
- Foods & Nutrition
- Forestry
- Health
- Intercultural
- Natural Resources & Outdoor Adventures
- Photography
- Small Engines

Other projects displayed at General Projects Day or the Home and Family Show not listed above are encouraged to include the relevant project book for reference.



Can Cloverbuds order project books?

No, Cloverbuds participate in projects as a group and will receive a Cloverbud activity book from their club leader.

How much are project books?

Each 4-H member receives five project books at no cost. Additional books beyond the first five will incur a charge based on the cost of each book.

How do I pay for my extra project books?

Payments can be made via check or cash at the Extension Office. Please make checks payable to "Illinois Extension" and include the member's name and project book in the memo line (e.g., "Landon - Project Books").

How do I choose my project book level?

Projects generally have three levels, although some may have more. Members are encouraged to start at Level 1, advancing to higher levels as they build their skills. Refer to our [Project Selection Guide](#) and [Resource & Curriculum Guide](#) for more information.

When do I move to the next project level?

Each 4-H member can progress at their own pace. If a member feels ready to advance, consult the club leader to determine if it's the right time to move to the next level.

Do I have to move to the next level?

No, members may stay at the same level for multiple years. However, those with several years of experience in a project are encouraged to progress to the next level once they've mastered the current one.

Steps Before Selecting Project Books.

1. Choose the project(s) you wish to work on this year.
2. Resources:
 - [Project Guide](#)
 - [IL 4-H Website](#)
 - [Spark Sheets](#)
3. Enroll in [ZSuite](#).
4. Add your projects to your ZSuite project list.



What is ZSuite?

ZSuite is the enrollment system for 4-H youth and volunteers. Youth must be enrolled in ZSuite and have their enrollment fee paid to receive project books and the link to order them. For assistance, visit our [ZSuite Help Page](#).

Why did I not receive the project book order email?

Only youth and leaders enrolled in ZSuite receive the project book order email. Refer to the "What is ZSuite" section above.

How do I order project books?

Once enrolled in ZSuite, contact the 4-H Program Coordinator at JNHays@illinois.edu to order project books. Youth must be enrolled in ZSuite and have membership dues paid to pick up the books.

Project Book Form Due Date:

- **1st Order Deadline:** November 22, 2024
- **2nd Order Sent out:** January – February 2024

How do I know when my Project Books are ready to be picked up?

You will receive an email notification with pickup details once your books are ready.

Where do I pick up my Project Books?

Once you have received an email that your books are ready for pick up, you can pick them up at the Coles County Extension Office at [809 Broadway Ave. Mattoon](#). The drop box will be available, or you can arrange a pickup with Jessica at the 4-H Center. Contact Jessica at JNHays@illinois.edu.

Who do I contact if I have questions?

For assistance, contact the Coles County Extension Office at 217-345-7034 or email Jessica Hays at JNHays@illinois.edu.



If you have more questions, please contact:

Jessica Hays
4-H Program Coordinator
jnhays@illinois.edu
Office: 217-345-7034
Direct Line: 217-265-4836



Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES

University of Illinois | U.S. Department of Agriculture | Local Extension Councils Cooperating. University of Illinois Extension provides equal opportunities in programs and employment. If you need a reasonable accommodation to participate in this program, please contact Jessica Hays. Early requests are strongly encouraged to allow sufficient time for meeting your access