

## OHIO STATE UNIVERSITY EXTENSION

## PROJECT &amp; RECORD BOOK

# Cake Decorating

Name \_\_\_\_\_

Age (As of January 1 of the current program year) \_\_\_\_\_

Club name \_\_\_\_\_

Advisor name \_\_\_\_\_

County \_\_\_\_\_

Years taking this project (including this year) \_\_\_\_\_

Project Skill Level (check one)

Beginning \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_


**THE OHIO STATE UNIVERSITY**

 COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES


## ACKNOWLEDGMENTS

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**Special Insert: Decorating Skills and Techniques Record**



# Notes to the Project Helper

**C**ongratulations! A 4-H member has asked you to serve as a project helper. You may be a parent, relative, project leader, friend, club advisor, or another individual important in the 4-H member's life. Your duties begin with helping the youth create and carry out a project plan, as outlined in the Member Project Guide. This is followed by helping the youth focus on each part of the project, providing support and feedback, and determining what was done well, what could have been done differently, and where to go next.

As a project helper, it is up to you to encourage, guide, and assist the 4-H member as he or she completes the Cake Decorating project.

## YOUR ROLE AS PROJECT HELPER

As project helper, your contributions are critical to delivery of the 4-H program. It is essential that your interactions support positive youth development within the framework of these Eight Key Elements:

1. Positive relationship with a caring adult
2. Safe environment, emotional and physical
3. Opportunity for mastery
4. Opportunity to value and practice service
5. Opportunity for self-determination
6. Welcoming environment
7. To be an active participant in the future
8. Engagement in learning

For more information on the Eight Key Elements, please refer to the *Advisors Handbook* available online at [ohio4h.org](http://ohio4h.org). In addition, on a practical level, your role as a project helper means you will . . .

- Guide the youth and provide support in setting goals and completing this project.
- Encourage the youth to apply knowledge from this project book.
- Serve as a resource person.
- Encourage the youth to go beyond the scope of this 4-H project book to learn more about cake decorating.

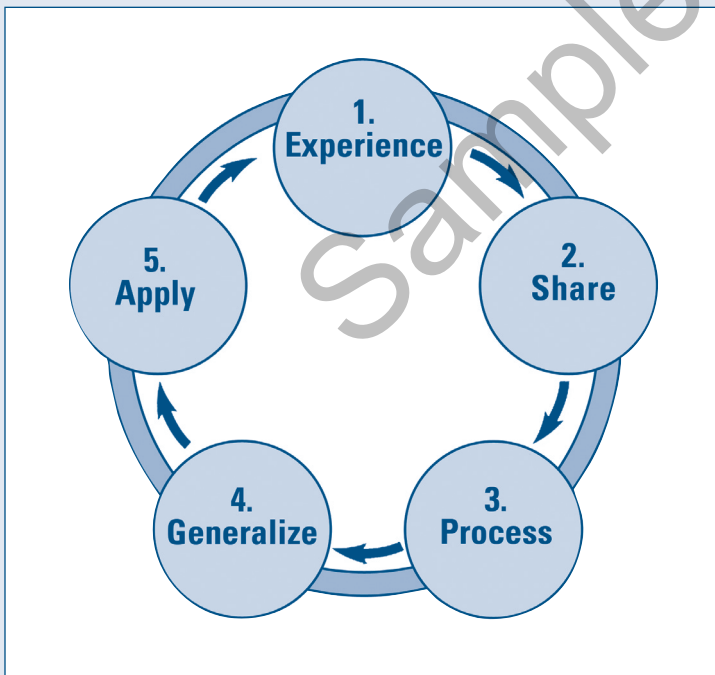


## THE CAKE DECORATING PROJECT AND RECORD BOOK

The Member Project Guide provides ways to apply the skills and the knowledge presented in the 4-H Cake Decorating book. Youth are required to complete activities that pertain specifically to their projects. Youth also are encouraged to develop leadership, citizenship, communication, and life skills through “learning experiences” and through “leadership and citizenship activities.”

### EXPERIENTIAL LEARNING

Allow youth to attempt to **do** the activity independently. Then help the 4-H member **reflect** on each activity by asking thought-provoking questions. Finally, encourage the 4-H member to **apply** what was learned to cake decorating and other areas of life.



## WHAT YOU CAN DO

- Become familiar with the contents of 492R 4-H Cake Decorating and this project and record book.
- Begin the project by helping the learner establish a plan. This is accomplished by starting the Member Project Guide.
- Conduct occasional debriefing sessions that allow the learner to share and reflect on his or her experiences. This important step improves understanding from an experiential learning perspective.
- Help the learner celebrate what was done well and see what could be done differently. Allow the learner to become better at assessing his or her own work.
- In the Member Project Guide, date and initial the activities that have been completed.



# Member Project Guide

Welcome to the Ohio 4-H Cake Decorating project! You are about to learn the skills that can help you create special cakes for you, your family, and your friends. The goals of this project are

- A. To develop beginning, intermediate, or advanced skill in cake decorating.
- B. To learn beginning, intermediate, or advanced techniques for combining color, design, and flavors in a pleasing way.

This project book will help you meet those goals by challenging you with increasingly advanced cake decorating skills and techniques. It reinforces the concepts in *4-H Cake Decorating*, a required resource book that includes step-by-step instructions and illustrations. The resource handbook can be purchased just once; a new Cake Decorating Project and Record Book should be purchased each year. (The Decorating Skills and Techniques Record, a record of your learning, can be removed from this book and added to year after year.)

Check your county's project guidelines for completion requirements in addition to the ones below, especially if you plan to prepare an exhibit for the fair. Many fairs encourage each participant to bring a decorated cake.

## YOUR PROJECT HELPER

Before you begin your project, select someone who knows about cake decorating to be your project helper—a parent, your club advisor, or another knowledgeable adult.

Write the name and contact information of your project helper here:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## PROJECT GUIDELINES

Each year, complete these project components:

1. Complete this Member Project Guide, including these parts:
  - Complete at least five learning activities.
  - Participate in at least two learning experiences.
  - Take part in at least two leadership/citizenship activities.
  - Write a brief summary of your project and take part in a project review.
2. As you practice and gain new skills, record your progress on the Decorating Skills and Techniques Record. Pay special attention to the skills and techniques you identified as learning activities.
3. Complete the project records.
4. Complete a cake record for each cake you want to count as part of your project.



## LEARNING ACTIVITIES

Learning activities give you the opportunity to focus on exactly what you want to learn this year. Keep your interests in mind as you plan your project. Choosing what you want means you will learn and have fun. Here's what to do:

1. Review the Decorating Skills and Techniques Record and identify the level appropriate for your skill and experience in cake decorating.
2. Decide on at least five learning activities that reflect skills and techniques that are new to you. Depending on how much you want to accomplish this year, you can choose an entire section (for example, "Frosting the Cake"), or a specific technique (for example, "Frost a smooth cake for decorating").
3. Write the skills and techniques you want to work on in the table below. Remember, you are being asked to complete at least five new learning activities each year.
4. Ask your project helper to date and initial the activities as you complete each one. (Your project helper can rate your level of skill and provide comments on the Decorating Skills and Techniques Record.)

Some of the higher level skills may look fun (fondant!), but mastering the basics is how you build a strong foundation.

LEARNING ACTIVITY	DATE COMPLETED	PROJECT HELPER INITIALS
<i>Example: Successfully make stiff, medium, and thin icing.</i>	5/5/YR	B.C.
1.		
2.		
3.		
4.		
5.		
Do as many additional learning activities as you want.		



## LEARNING EXPERIENCES

Learning experiences are your opportunity to be involved with others who share your interest in cake decorating. What are some learning experiences you could do to expand your knowledge of cake decorating? Here are some ideas:

- Attend a cake decorating class
- Visit a local bakery and interview the person who decorates cakes.
- Write a review of a cake decorating website and share it with your club.
- Prepare a list of stores with cake decorating supplies, helpful books and magazines, and other resources and share it with others interested in cake decorating.
- Subscribe to cake decorating magazine or blog.
- Develop activities for a cake decorating skillathon or cake decorating bowl. Use them with other club members.
- Exhibit your cake at your county or state fair.
- Prepare and deliver a club demonstration on cake decorating.

When you have a few ideas, record them here. Complete **at least two** learning experiences. Describe what you did in more details and ask your project helper to initial next to the date as each one is completed.

PLAN TO DO	WHAT I DID	DATE COMPLETED	PROJECT HELPER INITIALS
<i>Demonstration</i>	<i>Showed club members the basic tools and supplies needed to decorate a cake.</i>	5/5/YR	B.C.





## LEADERSHIP/CITIZENSHIP ACTIVITIES

As a 4-H member you have pledged your hands to larger service. Choose at least two leadership/citizenship activities from the list below (or create your own), and write them in the table below. You may add to or change these activities at any time.

- Teach someone about cake decorating.
- Help another member prepare for his or her project judging.
- Make a decorated cake for a relative or neighbor who needs to be cheered up.
- Give a cake decorating demonstration at a senior center or nursing home.
- Arrange for a cake decorator to speak to your club.
- Donate a decorated cake to a fundraiser.
- Organizer a club field trip to a bakery.

PLAN TO DO	WHAT I DID	DATE COMPLETED	PROJECT HELPER INITIALS
<i>Donate a cake</i>	<i>Donated a decorated cake I made to Sunrise Senior Center</i>	6/1/YR	B.C.



## PROJECT REVIEW

Before your project review, use this space to write a brief summary of your project experience. Be sure to include a statement about the skills you have learned and how they may be valuable to you in the future.

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Sample Pages

Arrange for a project review with your project helper, club advisor, or another knowledgeable adult. Completing a project review helps you evaluate what you have learned and assess your personal growth. Your review can be part of a club evaluation or it can be part of your county's project judging.



# Project Records

Complete these records each time you take a cake decorating project. Records help you:

- Become prepared and responsible
- Improve your management practices
- Take note of personal growth and success
- Keep track of how much money you spend on cake decorating
- Keep track of progress on your project
- Plan a future project

## ESTIMATED BUDGET

Making an estimated budget for your project helps you determine approximately how much it is going to cost to decorate cakes. These are not your actual expenses, but only what you *think* your expenses are going to be. You may not have expenses in each category.

ESTIMATED INCOME	
Total value of inventory (equipment & supplies) at end of project	
Total earnings, if any	
<b>Total Estimated Income</b>	
ESTIMATED EXPENSES	
Total value of inventory (equipment & supplies) at beginning of project	
Total supply expense	
Total education expense	
<b>Total Estimated Expenses</b>	
<b>Estimated Net Profit or Loss</b> (Total Estimated Income minus Total Estimated Expenses)	

Use the following pages to keep track of your actual expenses and income. Every time you spend or make money on something related to this project, record the expense or income on one of these:

- Equipment Inventory
- Supply Expenses
- Education Expenses
- 4-H or Other Exhibits

At the end of your project, complete the actual budget (page 14), which is similar to the estimated budget above.

