

## Chelan-Douglas 4-H Record Book Completion Guidelines

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 SMART 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 and income for 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.

The Record Book used in county competition for Chelan and Douglas counties is the Chelan-Douglas 4-H Record Book found at <http://ext100.wsu.edu/chelan-douglas/youth/youthdevelopment/4hforms>. Cloverbuds may use other record book versions because they are not eligible to compete for the county record book award. The Record Book is three-hole punched and should be taken apart and put back together following the instructions below. Divider tab locations are indicated in large **BOLD TYPE**. The Record Book is intended to be kept as a journal. A member must complete a club level Record Book to complete their 4-H year. Club record books are due in September (check with leader for exact day and time). Members may choose to enter their book in county competition for awards if the record book scores a minimum of 80 points at club level. Books are due to the county in mid-October (check with the 4-H office for exact day and time).

**General Appearance (5 points):** Record Books are the member's own work! When turned in, the book should be clean and without decoration. The title page must include complete address (number, street, city, state, and zip code). The book may be handwritten, computer generated, or a combination of both. Handwritten books may be done in ink or pencil. Books need to be legible, show evidence of being used throughout the year, and have correct spelling and grammar. All sections should be separated with index divider pages with tabs. Labeled tabs must be inserted as follows:

1. 4-H Planning Calendar
2. Each project record (swine, sheep, clothing, etc.)
3. Permanent Record
4. 4-H Story
5. Supplemental Information

**TAB: 4-H PLANNING CALENDAR (5 points):** The planning calendar includes activities related to your 4-H projects in which you may be involved (4-H meetings, fairs, clinics, camps, fund raisers, service projects). Include the date of the event on the far left side, the activity in the center and a check mark on the far right side if attended. Lines may be inserted for the sake of neatness. Do not leave a month blank (write "not a member", "inactive", or "no events"). Your calendar should start with October (beginning of 4-H year and end with September).

Example:

<b>March</b>	5	Rabbit Project Meeting, Leader's House, 7 p.m.	X
	19	Super Saturday, NCW Fairgrounds	X
	21	Litter Cleanup	

**TAB: PROJECT RECORD** (includes commitment, project journal, photos, highlights, project financial summary): You need a tab for each project, (i.e., Swine, Foods, Creative Arts, Photography, etc.). Complete the box at the top of the page, including the number of years in 4-H, the name of the project and the number of years in this project. One record is to

be completed for each project. Additional copies of the Chelan-Douglas County 4-H Project Record forms are available online or at the Extension Office. Members are encouraged to complete a project record for each project in which the member is enrolled, however, only one project record is required to complete the 4-H year.

**The Commitment (10 points):** The commitment should be completed by the member early in the year and must include the *signatures of the member, the leader and the parent*. This section basically outlines what you want to or will be doing in your project this year. Goals may be determined as a club or on an individual basis. Goals need to be SMART (specific, measurable, attainable, realistic and timely). Cloverbuds and juniors should list at least 1 or 2 goals, intermediates should list 2 or more and seniors need at least 3 goals. Make sure all sections are filled out and signed.

Part 1 –What I want to learn this year: List format may be used. Complete sentences are not necessary, but may be used. Be specific about what you want to learn.

Example: This example shows the action, result and timeline of each goal.

PROJECT RECORD		
Years in 4-H: 3	Project: Rabbit	Years in this Project: 2
This is what I want to learn/do/make this year:		
I want to learn 3 tips to properly care for my rabbit during the cold, before mid-November.		
I want to learn how to clip my rabbit's toenails by myself by March.		
<ul style="list-style-type: none"> <li>To learn about rabbit diseases/conditions such as sore hocks for my Demonstration in June.</li> <li>To make a schedule to work with each of my rabbits weekly to prepare for fitting and showing at the fair.</li> </ul>		

Part 2-What my leader agrees to help me learn: This does not have to correspond with Part 1. Here you and your leader must discuss what you need help with. A list form is acceptable. Complete sentences are not necessary. Youth writes this, leader signs and dates.

Part 3- How my parent agrees to help me learn: In this section you discuss how your parent will help (my parents agree to pay for my project, take me to meetings, help me with my project by encouragement, etc.). Youth writes this, parent signs and dates.

**Project Journal (20 points):** The journal is a diary of activities which pertain to the project, plus a record of expenses. This is where you keep track of what you do in your project, how much it cost you to do it, the value, the time you spent and what you learned by doing it. It is very important that you describe what you did or learned with some amount of detail. An award winning record book shows a lot of detail in the journal and regular dates showing you worked on your project. The journal should show what you are doing to support what you stated in your commitment. Some project journals especially those that deal with animals that have routine jobs (like feeding, riding grooming, etc.) may be totaled on a monthly basis.

PROJECT JOURNAL						
Date	What did you do or make?	How much? How many?	Cost	Income	Time (hours)	Comments or what you learned
Jan. 1-31	Feed and water rabbits daily.	4 rabbits			8.0	I need to check the water often to keep it from freezing. I spent approximately 15 minutes a day feeding and watering.
Jan. 10	Purchased rabbit pellets.	50 pounds	\$10		0.5	4 rabbits eat a lot of pellets.
1/20/16	Clipped rabbit's toenails.	4 rabbits			1.0	My mini-rex does not like to be handled.

The project journal includes:

Date: This is a log of your actions. Keep it up to date.

What did you do or make? List in order the things you did or made (purchased supplies, cooked dinner, taught my dog to heel).

How much? /How Many? How much did you buy? How many people did you serve? How many did you make? If this column does not apply to what you did, leave it blank.

Cost: What was the cost of the items you purchased? If you used feed or materials given to you by others, estimate the cost. For some things you do, there will be no cost.

Income/Value: This is the amount you received for items sold or the estimated value of items you made or raised that were used at home. (If you sew a dress you can estimate the retail value as income, if you take pictures you can estimate the retail value of art for your room).

Time: Estimate the time you spent on actions related to your project. For some activities you may want to summarize weekly or monthly hours spent. Hours should be listed as whole numbers or decimals. Fifteen minutes is a quarter of an hour (0.25), thirty minutes is half an hour (0.5) and forty-five minutes is three quarters of an hour (0.75). Fifteen minute increments are the smallest amount to be recorded.

Comments or what you learned: Briefly tell what problems you had, things you learned and how you feel about what you made or did.

**Financial Summary (5 points):** This is an important part of your records because it tells you how much your project cost you in time and money. Be sure to start with the inventory of all project supplies (animals, feed pans, brushes, etc.) when you began the 4-H year. The beginning values are to be completed at the beginning of the 4-H year (October 1st). Finish with the supplies, animals, etc. left at the end of the year. Ending value is what you own at the end of the 4-H year (September 30<sup>th</sup>). Include all of the income and expenses for your project using the project journal for reference. Be sure the math is correct.



<i>Example: PROJECT FINANCIAL SUMMARY</i>		
<b>BEGINNING VALUE</b> (Materials, supplies, animals, equipment you had at the <u>start</u> of your project year.)		
<b>DATE:</b> 10/10/2015		
Item	Amount	Value
Rabbits	4	\$100.00
Cages	2 double	\$200.00
Water bottles, feeders, grooming equipment, etc.	For 4 rabbits	\$65.00
Rabbit Pellets	25 pounds	\$5.00
TOTAL		\$370.00
<b>ENDING VALUE</b> (Materials, supplies, animals, equipment you had at the <u>end</u> of your project year.)		
<b>DATE:</b> 9/20/2016		
Item	Amount	Value
Rabbits	2	\$50.00
Cages	2 double	\$200.00
Water bottles, feeders, grooming equipment, etc.	For 4 rabbits	\$65.00
Rabbit Pellets	50 pounds	\$10.00
TOTAL		\$325.00
1. Cost (project journal)		\$85.00
2. Beginning Value Total (above)		\$370.00
3. Total Cost (add lines 1 and 2)		\$455.00

4. Income/Value (project journal)	\$50.00
5. ending Value Total (above)	\$325.00
6. Total Income/Value—add lines 4 and 5	\$375.00
7. Profit (loss)—subtract line 3 from line 6	-\$80.00
8. Total time spent on project (project journal) 134 Hrs.	

**Additional Project Records (no points):** Some projects require additional or more information for complete records. Leadership record-CO898, Market Animal Health Records (Quality Assurance Forms) and Horse Certificates. Optional records include garden plans, milk records, breeding records, livestock records, and additional health records. It is acceptable to include 4-H add sheets in your project record book after the financial summary page.

**Project Photos (5 points):** Don't forget to include photographs of you working with your project. Each photo should be captioned and dated. These photos should only deal with this project, be of the current year and only one page. Do not add pages.



**Project Highlights (15 points):** Refer back to your commitment and summarize what was done, any problems, your successes and accomplishments. Also include anything you would change for next time. Did you do what you set out to do? If you did, state how it turned out and how you feel about accomplishing the goals you set. If you didn't do what you planned, tell why. Complete sentences or an outline are acceptable. This section is to be completed at the end of the year.

**Example: PROJECT HIGHLIGHTS**

**What you learned.**

- I learned that I need a heated water bottle, a protected area from the wind and a sturdy, warm hutch to keep my rabbit comfortable in the winter months.
- I learned that toenail clipping is very important and should be done about once a month.
- I learned that after working once a week for several months with my mini rex, he started to let me do things like clip his toenails.
- I learned how to treat sore hocks by putting a board in the cage and using bag balm or Vaseline on the rabbit's hocks.

**Problems.**

I let my rabbit's toenails get too long and he pulled it out in the carpet. If it doesn't grow back, he will be disqualified from showing.

**Successes.**

My mini rex is much easier to handle now that I have been working with him.

**To do differently next time.**

I will make and follow a schedule to remember to clip toenails.

**TAB: PERMANENT RECORD (20 points)-** The Chelan/Douglas Permanent Record is a continuous diary of your 4-H related activities throughout years. This is the record that you carry year to year, book to book. Begin your permanent record as soon as you join 4-H. You may add pages as needed in the different sections.

**Offices/Committee Assignments:** (page 1) List all offices, committees held whether club, county or state 4-H related. List your responsibility. Committees could be barn decorations, phone, fund raising, etc.

**4-H Project and Exhibit Summary:** (page 2-4) Place anything here that you show in a 4-H class with your project. (Non 4-H shows and contests is on page 15) List your projects by enrollment name. Show size by giving the number of garments made, animals raised or cared for, things canned, photos taken, etc. List what you exhibit

(halter class, market class, breed class, conformation), where you exhibited and the award you received. It is recommended you summarize by project and show location.

Year	Project	Size	Exhibits	Where	Award
14-15	Rabbit	1 rabbit	Breed class	Club	None
15-16	Rabbit	4 rabbits	Breed class	Chelan County Fair	3 blue, 1 red, 1 Best of Class

**Judging:** (page 5) List all judging done, where you did it and award received. Do not forget the judging you do in your local club. (Dog Judging, horse judging, livestock judging, clothing judging, etc.)

**Public Presentation:** (page 6) List all demonstrations, illustrated talks and public speaking by title. Show which project the presentation involved. Put each separate demonstrations on separate lines. All formal or informal 4-H presentations given in the club, county contest or to a small group should be listed. Everyone must do a club demonstration to complete the 4-H year.

Year	Presentation Title	Project	Where	Award
15-16	A Doe, A Rabbit, A Female Rabbit	Rabbit	Chelan County Demo Night	Blue

**4-H Contest Entered:** (page 7-8) Best described as a “person exhibit”. List areas in which the 4-H member’s skills are being shown not the quality of the animal or garment. Examples: fitting and showing, fashion show, herdsmanship, record book, knowledge bowl, educational posters, equitation, etc.

Year	Contest	Project	Where	Award
13-14	Fitting and Showing	Rabbit	NCW Fair	Blue, Reserve Champion
13-14	Educational Poster	Rabbit	NCW Fair	Blue
13-14	Herdsmanship –Club	Rabbit	NCW Fair	2 <sup>nd</sup> Place

**Events Attended:** (page 9) List all the non-competitive 4-H events you attended. Example: Club clinics, award programs, clothing workshops, achievement night, Super Saturday, 4-H camps, etc. Do not include club or project meetings. An event can be project related or general 4-H.

**Community Service:** (page 10) List 4-H related community service projects. Example: Collected food for Food Bank, collected toys for TOTS, planted shrubs, picked up garbage, etc.

**4-H Promotion:** (page 11) includes all the things in which you participated to promote 4-H. Example: news story written, community parade, introducing a new member to 4-H, wearing club shirt, etc.

**Leadership:** (page 12-13) Record things you did to help others or teach others about 4-H projects. You do not have to be enrolled in Leadership to help someone. Example: Helped new member with record books, helped junior member saddle horse, etc.

**School and Community:** (page 14) These are activities other than 4-H that you do. List your school activities, school awards, church activities, community activities that are not 4-H related.

**Non 4-H Contests Entered:** (page 15) List non 4-H contests that are related to your 4-H projects. Example: Open goat show, Wool Contest, ARBA rabbit show, etc.

**Most Important Recognition:** (page 16) List the most important recognition you received in 4-H during the year, such as honors, awards, trips, etc. Blanks and not applicable responses are not acceptable in this section. Please reflect and find something to include.

4-H Meeting Attendance: Any time your 4-H group gets together to do 4-H business, it is considered to be a club meeting. Record the number of club meetings you attended. Use one box for every year. If you belong to more than one club or group, total the meetings of both clubs and enter that total.

**TAB: 4-H STORY (10 points)**- This should be written in complete sentences, paragraph form and tell the story of your current 4-H year. Think back on your 4-H year and reflect on what it has meant to you. What did you gain, how are you different, what have you learned about yourself and your abilities because of your 4-H experience. Your story is a supplement to your project summaries. Do not simply repeat your project summaries. Additional pages may be added.

Introduction- Introduce yourself, your age, your interests, your family, where you live, how long in 4-H, why you joined 4-H, etc.

Project Experience – Write about each of your projects. If you mention your project highlights (do not focus on highlights, please do not repeat your entire highlights page), instead explain what you have learned in the past year, why you chose these projects, interesting experiences, how your projects have grown in size and scope, things you tried and found successful or unsuccessful, your financial profits/losses and savings, interesting people you met, etc. Did you have any funny experiences or gain new insights?

Club, community and school experiences- Share your 4-H club experience: tell about club activities, community service projects, camp or conference experiences, etc. Also tell how you were involved in your community and school.

What has 4-H done for you? - Tell how you have changed as a result of your 4-H experience. Have you learned a new skill or become more self-confident? Has 4-H taught you leadership, citizenship, responsibility, sportsmanship, friendship, etc.? Ask your leader or parent how you have changed.

**TAB: SUPPLEMENTAL INFORMATION (5 points)**– This section illustrates your 4-H club, community, school, civic and other outside activities. It is limited to one page, both sides and may include newspaper clippings. These should not be just more project photos but could include photos of club, community, school, civic and personal activities such as community service, achievement ceremony, picnics, camps, sports, music, church, etc. Each picture needs to be dated and captioned. Do not put materials such as ribbons, merit certificates, or party favors in the Record Book (these items may be assembled in a 4-H scrapbook).

