***RECORD BOOK COVER PAGE***

***CURRENT 4-H YEAR:***

 *4-H year spans parts of two calendar years. Write 2015-2016*

*Include photo of you doing something in one of your projects (optional)*

***Member Name:***

 ***First name and last name***

**I have been in 4-H \_\_\_\_ years (including this year).**

***Check your age level: √***

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| ***Junior \_\_\_\_\_*** | ***Intermediate \_\_\_\_\_*** | ***Senior \_\_\_\_\_*** |
| *(Ages 8 – 10)* | *(Ages 11 – 13)* | *(Ages 14 – 18)* |

***List all clubs you are enrolled in***

***Club Name(s):***

**Youth Member Code of Conduct**

**Kitsap County 4-H Youth Code of Conduct**

The code of conduct shall be signed by each youth member and parent/guardian with the current year enrollment. A 4-H youth is not eligible to participate in the 4-H program without this agreement.

As a 4-H youth participant/member you have the responsibility of representing all 4-H members to the public. Therefore, you are expected to conduct yourself in a manner that respects individual rights, safety and property of others, and reflects favorably on your state, county and club, as well as yourself. You are expected to observe the following guidelines.

1. The possession and use of alcoholic beverages, marijuana, and/or drugs other than prescribed medication is prohibited. Use of tobacco products by youth members is prohibited.

2. Obscene and discriminatory language, rough housing, and insubordination will not be tolerated.

3. Members and leaders must demonstrate respect for each other and the public.

4. Display of overly affectionate attention between individuals is prohibited.

5. Damage to, or destruction of property belonging to others is prohibited.

6. Animal abuse of any kind is prohibited.

7. Display of unsportsmanlike conduct is prohibited.

8. Be an example of how to accept what life has to offer - good and bad - and how to live with the outcome of exhibiting your project.

9. Wear neat, clean and appropriate attire; including shoes, boots, or appropriate footwear at all times.

Report any infractions to the superintendent/club leader/event coordinator.

Penalties for infractions(s) may include any or all of the following:

• Placing the member on probation for involvement in further 4-H events and/or termination of 4-H membership.

• Assessing the member the cost of damages and repairs in the event of damage or destruction of property.

• Releasing the member to the nearest law enforcement agency and/or the proper authorities.

• Withholding premiums and/or sending the member home from 4-H activities or events.

Parents/guardians will be notified if penalties are necessary.

**For members and parents/guardians**: We understand this agreement is to ensure the safety of the 4-H youth member and ensure conduct and behavior that will result in each participant receiving the full benefit of enjoyment and educational experience from this 4-H affiliation/event. It is not intended to place undue restrictions upon participants.

**For youth members:** I have read the Code of Conduct and agree to abide by its rules. I understand that infractions of this code will result in any or all of the penalties listed above.

**For parents/guardians:** I have read the code of conduct and understand that I am responsible for my child or ward's behavior. I give permission to the staff in charge to administer the code.

I understand that the WSU Extension County 4-H program may have policies that are more restrictive than the state policies, but not less restrictive. In the event that the County 4-H program has additional agreements required for enrollment, a hard copy form will be provided for signature.

Yes, we agree

Youth Member Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

4-H Club Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_***Club Agreement***

***Replace this page with your club agreement if your club has its own agreement.***

 “We have agreed upon the following expectations for members who participate in the club:”

* Attend a majority of club and project meetings. Notify leader in advance if a meeting will be missed.
* Participate in a majority of club community service activities.
* Give a public presentation, demonstration, or illustrated talk, at county or club level. (Juniors and above)
* Keep an updated record book throughout the year, bring it to each club meeting, and turn it in promptly for review when requested by leader. (Juniors and above)
* Serve as an officer, committee chair, or committee member. (Juniors and above)
* Take leadership roles as volunteered or assigned, and follow through with commitments made. Parents will support their children in fulfilling these roles, as needed. (Juniors and above)
* Show interest and curiosity about new skills and knowledge.
* Be cooperative and dependable at club meetings.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Date

**MY 4-H PLANNING CALENDAR**

*Check the box for each event you attended with an “X” or a check mark.*

*Add rows by putting your mouse just outside the border of the row above where you want a new row and hit enter*

 ***EXAMPLE:***

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| Date | Time  | Event | Attended |
| *10-14-12* | *2:00 pm* | *Sewing Project Meeting* |  |

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| **OCTOBER** | **Date** | **Time**  | **Event** | **Attended** |
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**MY 4-H PLANNING CALENDAR**

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| **DECEMBER** | **Date** | **Time**  | **Event** | **Attended** |
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**MY 4-H PLANNING CALENDAR**

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**MY 4-H PLANNING CALENDAR**

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**MY 4-H PLANNING CALENDAR**

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**MY 4-H PLANNING CALENDAR**

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| **AUGUST** | **Date** | **Time**  | **Event** | **Attended** |
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*Project Cover Page*

Complete one Project Cover Page for **each** project you exhibit at the Kitsap County Fair.

If you have multiple projects in your record book, be sure to print all the project sheets that you need for each project.

***Sign this page in July prior to the time you submit your fair entry form(s).***

**Current 4-H Year**:

**PROJECT**:

**4-H CLUB**:

**Number of years you have been in this project (including this year).** \_\_\_\_\_\_\_\_\_\_\_\_

*(If this is your first year, the number of years in the project is 1.)*

**Your age as of October 1 this 4-H year)**

Level you are in: (**√)** check one below

\_\_\_\_\_ Junior (ages 8 – 10)

\_\_\_\_\_ Intermediate (ages 11-13)

\_\_\_\_\_ Senior (ages 14 – 18)

**NAME**

 First name and last name

**DATE OF BIRTH (MM/DD/YY**) \_

***This page is not complete without signatures and dates from all three people.***

Member's Signature:

*I declare that the information in this book is correct and that I completed all my club and 4-H requirements to the best of my knowledge*. *I did my own work in this record book.*

Parent’s Signature

 *I declare my child completed this record book with minimal assistance.*

Leader’s Signature

 *I declare this member has met all club requirements this 4-H year.*

**Project Goal Instructions**

Make a copy of the goal page for each goal. If you have one goal, REMOVE the second goal page so it doesn’t look like you forgot to complete it. If you have more goals, make a copy of the goal page for each goal.

**What do you want to achieve by participating in your 4-H Project?** Answering this question will help you identify your goals for the year. Set goals that are interesting to you and that you can achieve. The minimum requirement is for everyone to set one goal. Some juniors may be ready to work on multiple goals. Intermediate members are *encouraged* to set two goals and senior members to set three goals. After you decide on a goal, plan what you will need to do to reach your goal. Ask your parents and club leader for help.

***EXAMPLE:***

**GOAL.** *I will give a public presentation at the county contest.*

**HERE IS WHAT I NEED TO DO TO REACH MY GOAL.**

1. *I will attend any workshop that is offered about public presentations.*
2. *I will ask my leader for information on giving a public presentation.*
3. *I will ask my leader and parents to help me pick a topic.*

**Project Goal Page**

(It is not a requirement to list multiple goals, but it is highly encouraged. Make a copy of this page for each of your goals.)

**GOAL.**

**HERE IS WHAT I NEED TO DO TO REACH MY GOAL.**

1.

2.

3.

**Project Goal Evaluation: How did you do?**

Take a look back at the goal(s) you listed at the beginning of the year. How did you do? Evaluate each goal. Using a scale from 5 to 1, rate how you feel you did.

**“How did you do?” Circle or underline the rating you give yourself.**

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| **Excellent** | **Very Well** | **Well** | **Not So Well** | **Very Poorly** |
| 5 | 4 | 3 | 2 | 1 |

**Why did you give yourself this rating?**

**My problems were:**

**My successes were:**

**This is what I would change if I could go back to October 1 of this 4-H year and start this goal over again (knowing what I know now). Your answer may be “nothing.”**

**Project Activity Log**

This section is where you write about what you learn, do in club meetings, do at home in your project, extra activities you do with your animal or still life exhibit. This is where you discuss your progress in your project.

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| **Date** | **Meeting, Activity, Field Trip, etc.** | **What did you do or learn?** |
| *Oct. 5* | *Photography Club Meeting* | *Learned how to use a tripod.* |
| *Oct. 7* | *Went to library.* | *I checked out a book about photography to work on my goal.*  |
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| **Date** | **Meeting, Activity, Field Trip, etc.** | **What did you do or learn?** |
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Still Life (Non-Animal) Project Expense Record

List any tools, equipment or supplies purchased for use with your project this year.

Use additional pages if needed.

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| ***Date*** | ***Paid To / Purchased From*** | ***Description*** | ***Amount*** |
| *Example**Oct. 6* | *JoAnn Fabrics* | *Polar fleece fabric, thread, zipper for fleece jacket, sewing machine needles.* | *$11.56* |
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|  | Total Expenses |  |

**Photographs From Your 4-H Project**

***(This is optional -- you do not need to include anything.)***

You can earn bonus points for adding photos to your record book. Please provide captions that explain things like who, what, why, when, and where.

This is the fun section with very few rules! You may wish to include photos showing activity in your project, your animal or still life equipment, any shows you participated in, drawings, letters, newspaper clippings, stickers and other decorations that have to do with your 4-H project.

If you wish to be considered for top awards, and you include items here, please provide captions that explain things like who, what, why, when, and where.

**RULE 1**. Items must be from current year. No photos from prior years!

**RULE 2**. You may include two pages, back to back, or four single-sided pages.

**RULE 3**. Please be sure all items are secure on the page and/or in a plastic slip cover.

**RULE 4**. AFTER the county and state fairs, you are encouraged to add another page (back to back or 2 single-sided pages) of photos of you and your exhibits at fair for year-end awards.

**PLEASE do NOT** include ribbons, certificates, and other items that cannot be replaced.

**JUNIOR 4-H Story**

**Keep this page in your record book**

**Intermediates and Seniors, you do not need to keep this page in your book.**

**JUNIORS**: You can fill in the blanks below or write a story in narrative format.

**Introduce yourself and your family.**

**Tell why you joined 4-H and/or chose the project(s) you did.**

**Tell about the things you enjoyed learning or doing in your project(s) this 4-H year.**

**Tell about your favorite parts of 4-H this year.**

**Tell about things you would like to improve upon or do more of next year.**

**Tell about your experiences at the Kitsap County Fair and the Washington State Fair.**

**INTERMEDIATE 4-H STORY**

**Keep this page in your record book**

**Juniors and Seniors, you do not need to keep this page in your book.**

This is your place to sparkle and reveal your personality. Introduce yourself to the reader as though you are talking to that person. Use the first person. Finish your story after county and state fair to include your experiences at the fairs.

1. Introduce yourself and your family.
2. Tell why you joined 4-H and/or chose the project(s) you did.
3. Tell about the things you enjoyed learning or doing in your project(s) this 4-H year.
4. Tell about a **significant accomplishment** you have made this year in your 4-H project(s). This should include something that was not part of your goal.
5. Tell about your 4-H club experiences and community service you were involved with.
6. ***FAIR EXPERIENCE:*** *For year-end awards: In September finish the story by writing about your participation in the county and state fairs.*

**SENIOR 4-H STORY**

**Keep this page in your record book**

**Juniors and Intermediates, you do not need to keep this page in your book.**

1. Introduce yourself, your family, your other activities and interests.
2. Tell why you joined 4-H and/or chose the project(s) you did.
3. Tell what **you learned** from results, difficulties, and/or challenges you had in your project(s) this 4-H year. Discuss anything you wish you had done differently.
4. Tell how you have changed or grown as a person as a result or your involvement in your project(s) and 4-H this year. Be specific about those changes (your character, skills, leadership, etc.).
5. Explain how you could use the life and/or project skills you learned from being in 4-H in other areas of your life.
6. ***FAIR EXPERIENCE:*** *For year-end awards: In September finish the story by writing about your participation in the county and state fairs.*

**PERSONAL PAGES**

***(This is optional -- you do not need to include anything.)***

***You can earn bonus points for including photos.***

This is the fun section with very rules. You may wish to include photos, drawings, letters, newspaper clippings, stickers and other decorations that have to do with your interests (church, other clubs, school, music lessons, sports, trips, family events to name a few.)

If you wish to be considered for top awards, and you include items here, please provide captions that explain things like who, what, why, when, and where and follow the rules below.

**RULE 1**. Items must be from current year. No photos from prior years!

**RULE 2**. You may include two pages, back to back, or four single-sided pages.

**RULE 3**. Please be sure all items are secure on the page and/or in a plastic slip cover.

**PLEASE do NOT** include ribbons, certificates, and other items that cannot be replaced.

***PERMANENT RECORD***

***Remove this page and put your Permanent Record here.***

**If you are an ongoing member, you will take the permanent record out of last year’s book and continue here. For computer books, you may need to add more rows if you have filled a page.**

**If this is your first year in 4-H, you can d*ownload the permanent record at***

<http://ext100.wsu.edu/kitsap/resources/record-book-forms/>

OR

***Download document*** [***C0935***](http://extension.wsu.edu/_layouts/downloadFile.aspx?file=/4h/publications/Documents/C0934.doc)***,*** ***LEVEL 2 PERMANENT RECORD at:***

[***http://extension.wsu.edu/4h/publications/Pages/workbooks.aspx***](http://extension.wsu.edu/4h/publications/Pages/workbooks.aspx)

They are the same, just in two places.