

# GUIDELINES FOR FILLING OUT YOUR 4-H RECORD BOOK

## Revised 2008

Why keep records? 4-H record books are important to YOU because in them is recorded all of your successes, mistakes, profits and losses, what you have learned and what you still have to learn. They can be used to help make decisions about your project in later years. They provide one way you and other people can evaluate your growth and accomplishments in 4-H club work. Keep your record books! You'll want to use them. You'll want to use them when applying for scholarships, and in later years, in writing job resumes.

Most year-end awards are based on information as presented in your record book, as well as leader recommendations and award criteria. We would like to see every member receive gold medals in their projects.

Your record book should be neat, clean and legible, general wear and tear from everyday usage is expected. We recommend you put the whole book in a binder or folder, which will hold it together and protect it. A 3 ring binder works best as they make it easier to handle replacement and add in sheets. The problem with some folders is that they are harder to read and write in the area near the inside edge. (Folders won't be counted down) **Make sure your full name, club and what 4-H division you were in this past year (Jr. Int. or Sr.) is on the outside cover (front of notebook or binder).**

The use of **dividers with each tab labeled** between sections of the book is required. They make it easier for you when you are using your book and for judging.

Some things your leader or a record book judge look for are: Are you interested in the project, what you feel you have learned in your project this year, participation in the total 4-H program, and how you have helped others learn through 4-H. Your book is also judged on it's completeness. Check all your totals with an adding machine/calculator for accuracy. The judges do!

Plan first what type of pen, pencil, typewriter, or computer (or any combination) you want to use for your record book. Your book is neater if you use only one color pen (black or blue). You will not lose points for using a combination of the above, but keep in mind your book will look neater if you use only one color pen (black or blue).

Record books are to be completed by yourself and in your own handwriting. You may use plastic sheet protectors and will not be graded down for using them.

Primary members may use Level One record books. Juniors, Intermediates and Seniors must use Level Two.

## **RECORD BOOK COVER**

This is the cover that comes with your book!

Complete the label: Print your full name, number of years in 4-H (include this year), age, date of birth (such as 11-8-75), grade in school, be sure you check the appropriate age division box ( Jr, Int, Sr.), your full address, your club name, County, and Calendar Year 07-08.

## **CALENDAR**

(Divider)

Should be used for planning from October 1, current year, to Sept 30, current year. Dates listed should be all the 4-H meetings, events, and activities that pertain to your club and each of your projects, including County and Foundation events. There should be one calendar per book, even if you are in more than one club. Show the date and event; time and place are optional. The calendar must be filled out by you (a photocopy is not acceptable).

**Dates do not have to be in order.** Put a check mark showing activities attended. You could put a “C” after those that were cancelled. Do not leave a month blank; write “not a member” or “inactive” if it applies. At the bottom of the first page you may provide a “key” to indicate time and place of regular meetings. You can add pages. **Your calendar needs to include the 4 main County events even if you do not attend them. Include: 1. Achievement Night, 2. Public Presentations, 3. Spring Fair, and 4. Skagit County Fair,** If you participated in other county contests or events, make sure you list them in your calendar, i.e. educational poster workshops, camp, judging contests, cooking contests, 4-H in the mall, etc. You may write down open shows if they pertain to your project. Be sure to check the score sheet.

## **PROJECT JOURNAL(S)**

(One divider for each project in the book.)

Have one project section for each of your projects. Keep them together in this order:

- A. project record
- B. project journal
- C. project photos
- D. project highlights
- E. project financial summary
- F. any project add sheets

**Project Commitment** – What you want to learn. All three parts should be filled out by the 4-H member and signed by the parent/leader. Fill this portion out at the beginning of the new year, or

beginning of the project, and date it with the current date (not the year end date). You should have a plan for every project in which you are enrolled. Talk over your plan with your leader. Junior members will have simple plans. Intermediate and Senior members will have plans showing more depth depending on your age and 4-H experience. Make sure you fill in the top section of your project record. Years in 4-H (include this year) and years in this project (include this year)

1. Write what you hope to learn in this project, your project record (commitment) should be specific, measurable, appropriate, and consistent with your age, experience, and ability level.
2. What has your leader agreed to help you learn? Most leaders provide project material, training workshops, lessons, clinics, and some field trips.
3. What your parents/guardian agree to do to help you? Most parents provide support by taking you to meetings, shows, financial assistance (by buying feed, supplies, etc.), and moral support by helping you study and learn more about your project.

**Project Journal:** The project journal is where you keep track of the things you do or make in your project. Some projects have add sheets that are specially tailored to their project and should be used instead of the project journal. If there isn't a place for something you've done in your add sheets, that information should be put in your project journal. (Check with your leader or the 4-H Office to find out what add sheets you should use.) Animal projects can use the project journal to record what they learned or problems they had.

**What did you do or make?** Here you record what you did or made; blueberry muffins, cut out quilt squares, made a clay pot, etc. Animal projects include care taking, health care, feeding, grooming, training, cleaning/sanitation, purchased supplies. Include posters made for Fair and Demonstrations. If you care for an animal, it is not necessary to make an entry every day for feeding, grooming, cleaning up after, etc. of your animal. Instead figure out how long it takes you for one day and multiply that by how many days are in the month. Make one monthly entry for feeding, grooming, etc.

**How much? How many?** How much did you buy? How many people did you serve or teach? If this column doesn't apply to what you did place N/A in that column.

**Cost** – This is where you will record the costs of materials/supplies/ingredients you bought to be used in your project. If this is already covered in your add sheets, write in “See add sheets”.

**Income or Income/Value:** List any income not already included in your project add sheets. The income column is also where you will record the value of a item made. If the project add sheet has a place for recording income, at the bottom of the project journal write “See project add sheet”.

For many projects your only income may be from your Fair premium checks. Some projects will also have income from items sold, or the estimated value of items you made or raised that were used at home. Examples: You raised 6 lbs. of carrots in your garden; go to the store and find out how much 6 lbs. of carrots would cost. You made your brother's birthday cake; see how much a

similar cake would have cost in a store. Or you made a vest; find a vest that looks as close to what yours looks like in a store and record its cost. Remember that tangible prizes have a “value”. Did you win a book, feed, equipment, etc.? Make sure you record this as income. Some projects have very detailed and extensive cost/income add sheets. If your project is like this, fill in projects add sheets first then use your journal for any left-over information. It is not necessary to duplicate information between add sheets and journal; it increases the chances for mathematical errors.

**Time spent** – Be sure to record how much time you spent working on or with your project, including shows or contests. Record time spent on club or county events that are project related. When time spent is less than one hour, use 15 minute increments.

**Comments or what you learned** – Briefly say what problems you had, things you learned, and how you feel about what you did.

**Project Photos** - This page is for pictures of your project. Photos must be of the current year. Use only one page. Mount photos creatively (can be overlapped). Caption each photo; include the date. Each project is to have its own photo page. Do not include scrapbook material, such as fabric swatches, recipe cards, ribbons, etc. Optional: If you have extra photos you may include them in the back of the book or on your dividers. Extra photos will not be judged.

**Project Highlights -**

**What was learned:** Look back at your project commitment. Did you learn what you planned to learn? If so you might want to tell how. Include any other skills and knowledge that you gained that was not in your plans.

**Problems:** What problems did you have to solve? Tell what type of problems you had in learning. Were you able to solve any problems, or are you still working on a problem?

**Successes:** What were your main successes? What went RIGHT with your project this year.

**To do differently:** What would you do differently, knowing what you know now? Use a different example for each section. Do not repeat information.

**PROJECT FINANCIAL SUMMARY** - The Financial Summary MUST be filled out, even if the same information is covered in your add sheets. Be sure totals from both the add sheet and the project journal are accounted for, and that mathematical figures agree.

**Beginning Value:** The beginning value is a summary of inventory at the beginning of the new 4-H year. Be sure to record the date the inventory was taken on. For some, it will need to balance with an add sheet. All items have a value, even if it was a gift. (If your mom gave you a camera and 6 rolls of film you will need to list a value for them. All pet animals also have a value. Ask your leader or parent to help you estimate their value.)

**Equipment:** An animal project would include grooming tools, clippers, training/showing equipment, feeding equipment, etc. For a home ec project, include sewing kit, project book, sewing machine, knitting needles, etc.

**Supplies:** Are consumable: cleaning, bathing shampoos, coat conditioners, parasite control, first aid supplies. Supplies are items that will be used up, and need to be replaced.

**Materials:** Materials are raw matter used to make something: fabric, textiles, dry goods, wood, nails.

**Examples:** Your camera is Equipment, the paper you use to make a B & W print is the Materials, and the chemicals used to develop the paper is a Supply. You bought some Materials leather and a snap to make a show lead. Once the show lead is made, it becomes a finished product, "Equipment" with a greater value than the original raw materials.

**Ending Value -** Is an inventory of materials, supplies, animals, equipment you had at the end of your project year. Be sure to include the date the inventory was taken.

#1 Cost (Project Journal) - If your cost is listed on your add sheets and not in the project journal make sure you write "cost from add sheet" or if your cost comes from both the journal and add sheets make a note of this.

#2 Beginning Value Total – See beginning value at top of this page.

#3 Total Cost – Add lines 1 and 2

#4 Income/Value (Project Journal) – Take from add sheets and/or project journal.

#5 Ending Value Total (above) – See ending value above.

#6 Total Income/Value – add lines 4 and 5

#7 Profit (loss) – subtract line 3 from line 6

#8 Total time spent on project (project journal): Be sure to include time recorded in add sheets, if applicable, but be careful not to "double count" your entries.

### **PROJECT RECORD ADD SHEETS**

Add sheets are required for all the projects that have them. If add sheets are available, fill them out first, then the journal. It will be necessary to carry monthly cost totals from your add sheets placing these totals on line 3 of your project financial summary page. For those projects that don't have add sheets, make sure your journal is extensively filled out. Project sheets should be complete and accurate. Check your arithmetic. Ask your leader for your project enrollment number and/or name of project. Include the number of years you have been in that project, making sure that you include the current 4-H year.

## **PERMANENT RECORD**

(divider)

Enter each piece of information only once. Read the instructions at the top of each section, and choose the most appropriate place for your entry. Do not duplicate information within the permanent record, and summarize as much as possible while giving relevant (and complete) information.

This is very important: When entering years, use 99/00 format so the reader can know exactly what 4-H year your entry is pertaining to.

**OFFICER OR COMMITTEE:** Use 1 line for each office/committee and state where (club, county, state, district.), and tell what duties you performed. Each member of the club should have the opportunity to serve on at least one committee.

Committee examples would be: phone, making decorations for fairs, county events, planning committees for a community service, club outing, club parties, refreshment, set up and clean-up committees for the meeting (clean-up committee is something everyone can do), fairs, events.

**PROJECT AND EXHIBITS SUMMARY:** List all the projects that you have in your record book. (You may also include projects enrolled in for the current year that you did not complete or submit for judging.) Do not list showmanship contests or fashion revue in Exhibits column. Do not include Posters and Educational Displays as these are not projects.

**JUDGING:** Uses one line for each category of judging each year (livestock, horse, food, clothing, etc.). List the project and what was judged (example: Dog project – name of classes judged i.e. obedience, dumbbells, leads). At what level: county. Be sure to list any judging done in your own club and designate it with “club”.

**PUBLIC PRESENTATIONS:** List all the demonstrations, illustrated talks and public speaking you gave. List the project it is related to, where you gave it, and the award received. If no award was offered write N/A (i.e. at a club meeting). Make sure you fill in each column. You may use 1 line for each time you have given your talk even if it was on the same topic. Example: If you gave your demonstration first to your club, then at county, then at the fair, and then at state fair, you would list all 4 times each on a separate line.

**4-H CONTESTS ENTERED:** List all the 4-H contests you entered such as fitting and showing, obedience, kitchen activities, equitation classes, fashion revue, herdsmanship, costume contest, bowls, record book contest, educational displays and posters including your breed posters and talent show.

**EVENTS ATTENDED:** A 4-H event has a definite time and place. List all the 4-H non-competitive events you attended such as Achievement programs (club or county), workshops,

Super Saturday, camp, teen events, list both project related events, non-competitive shows, and general 4-H events.

**COMMUNITY SERVICE:** List all the 4-H community service in which you participated. Be specific, such as rabies clinic, volunteering, nursing home visits. Work/time donated to clean, paint, fix up county parks or fair grounds, etc.

**4-H PROMOTION:** Include all the things in which you participated to promote 4-H. For example, posters made to advertise the auction and spaghetti feed, or National 4-H week, 4-H displays at the fair. Other examples are: news stories written, radio talks, working at a 4-H educational display giving out pamphlets and answering questions, etc. Tell where you did it and the duties you performed or the recognition received.

**LEADERSHIP:** Record the things you did to help others or teach others about your 4-H projects, workshops you taught, help you gave your leaders. Use 1 line per activity, include both individual and team efforts. If enrolled in a leadership project you may direct the judge to your leadership project journal, rather than duplicating information here.

**SCHOOL AND COMMUNITY RESPONSIBILITIES:** Experiences in community and civic responsibilities. 4-H is interested in what you do in your school and community. Are you in band, do you attend a church youth group? Summer athletic programs? Any organizations other than 4-H? List the activities you did at school, church, in sports, or community events, and clubs you belong to other than 4-H. Examples: School (French club, debate team, TA student aide, band, choir, sports, FFA), Non-school (sports, music, art dance, theater); other youth organizations (grange, YMCA, Girl and Boy Scouts, Campfire, Elks and Moose youth organizations, church organizations). Home school 4-H'ers could list what Home School county activities you took part in.

**NON 4-H CONTESTS ENTERED:** List non 4-H contests entered that relate to your 4-H work such as wool contest, any open animal conformation or working shows (i.e. dog shows, open horse shows), open class exhibits, etc. List where you entered and award received. If no award was offered make sure you put N/A. If no award was received put "none".

**4-H MEETING ATTENDANCE:** Write the number of meetings your club held and the number you attended. If you belong to more than one club, you can list all meetings in one block or, if you choose, to list your individual club meetings in separate blocks. Make sure you mark the names of the different clubs just above the number of meetings attended.

**MOST IMPORTANT RECOGNITION:** Write here what you think was your most important 4-H honor or recognition during the year. Recognition could be in the form of praise from your leaders as well as a trophy for fitting and showing at the fair. (limit 1 or 2 per project.)

## MY 4-H STORY

(Divider)

Make sure you have the required information. Refer to the score sheet for a check list. The story is written in paragraph form. Do not repeat information given in project sections. The paragraphs need to be in order and cover these points:

1. Introduce yourself, include name, age, club, years in 4-H, and any other information you would like to share.
2. Tell about your projects. Do not repeat highlights.
3. Share your club experiences (you could tell about your favorite activities, offices held, events, parties, county 4-H activities, community service). Also tell how you were involved in any school, church, and community events.
4. Write about how you have changed because of your 4-H experience. How has 4-H made you a better person? Has it given you any important life skills?

Your 4-H story is only about your current year and should describe the highlights of your 4-H experience. Limited to 2 sides of one sheet (front and back). See inside cover of the record book for more helpful information.

## SUPPLEMENTAL INFORMATION

(Divider recommended, but not required)

Limited to 2 sides, should be club, community or school related. Can include information related to camp, conference, spring fair, community service, judging, bowls, achievement night, workshops, Super Saturday, 4-H auction, public presentations at club, county or state levels, news clippings, correspondences (thank you notes), and photos.

Photos **that include other club members** at project activities are accepted. Make sure all of your pictures are captioned and include the date. Make sure all newspaper articles are dated with the name of paper and your name highlighted. Items may be layered if done in a neat and orderly manner. Remember this section is limited to two sides of one page. **Do not** include ribbons, score-sheets, etc. Pictures can be related to club activities. Do not include pictures of yourself only and your project. This is a “we” page not a “me/ I” page.

\*Note for judges -- pictures of “kids” with other kids working on projects are ok.