SKAGIT COUNTY 4-H RECORD BOOK GUIDELINES

Why keep records? 4-H record books are important to YOU because it is where you record all your successes, mistakes, profits and losses, what you have learned and what you still have to learn. Your record book can be used to help make decisions about your project and provide a way for you and others to evaluate your growth and accomplishments in your 4-H club work. Keep your record books! You'll want to use them when applying for scholarships, and in later years when writing job resumes. Most year-end awards are based on information 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 use is expected. We recommend you put the whole book in a binder or folder to hold it together and protect it. A 3-ring binder works best as it is easier to add additional forms or add sheets when needed. The problem with some folders is that they are harder to read and write in the area near the inside edge. The use of a folder will NOT be penalized. **Make sure your full name, club name, year, and 4-H age division (Junior, Intermediate, or Senior) is written on the outside cover (front of the folder or binder).**

The use of **labeled dividers** between each section of the book is **required**. They make it easier for you when you are filling out your record book and for judging. Dividers should be labeled and in the following order: **1.** Calendar **2.** Project name i.e. Rabbit or Dog **3.** Permanent Record **4.** 4-H Story **5.** Supplemental Information

Some things your leader or a record book judge will look for are: How interested you are in the project, what 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 its completeness. Check all your mathematical totals with an adding machine/calculator for accuracy. The judges do! First, plan 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 ink pen (black or blue). You will not lose points for using a combination of the above, but your book will look neater if you use only. Record books are to be completed by yourself and in your own handwriting. You may use plastic sheet protectors which will not be penalized.

Cloverbud members will use the Level One C0932 record book. No additional project add sheets are required. Juniors, Intermediates, and Seniors must use the Level Two C0934 record book.

RECORD BOOK COVER (same in all project books)
This is the cover that comes with your book! Complete the label: Print your full name, number of years in 4-H (including this year), age, date of birth (such as 11-08-2004), grade in school, check the appropriate age division box (JR, INT, SR.), fill in your full address, your club name, County, and 4-H calendar year (Example 2017-18).

CALENDAR (Divider labeled CALENDAR)
This calendar should be used for planning from October 1, start of the current 4-H year, through Sept. 30, end of the 4-H year. Dates listed should include all the 4-H meetings, events, and activities that pertain to your club and each of your projects, including County, State and Foundation events. There should be only be ONE calendar per book, even if you are in more than one club and/or have more than one project. Write the date and name of the 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 which activities you attended. You can put a "C" after any events 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 if you need additional space. **It is required that your calendar include the four main County Events, even if you do not attend them. 1. November: Achievement Night. 2.**

March: Public Presentations. 3. April: Super Saturday. 4. May: Spring Fair, and 5. August: Skagit County Fair dates.

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, KYG and other county teen events. You may write down open shows if they pertain to your project.

PROJECT JOURNAL(S) (USE ONE DIVIDER FOR EACH PROJECT labeled with your project name. i.e. label "Dog" if in the Dog Project) You MUST have a project section for each of your projects, separated by a divider, and in the following order:

A. PROJECT RECORD All three parts should be filled out by the 4-H member and signed by the parent and leader. Fill this portion out at the beginning of the new year or the beginning of your 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. It is a good idea to talk over your plan with your leader. Junior members will have simple goals, while Intermediate and Senior members should have more than one goal and provide more detail and depth, depending on your age and years of 4-H experience. Be specific! Be sure to fill in the top section of your project record with your years in 4-H (including this year) and years in the project (including this year).

1. This is what I want to learn this year: Write what you want to LEARN in your project. Your Project Record (commitment) should be specific, measurable, appropriate, and consistent with your age, experience, and ability level.

2. This is what my leader agreed to help me learn: What does your leader agree to help you learn? Most leaders provide project material, training workshops, lessons, clinics, and some field trips.

3. This is how my parent/guardian agreed to help me learn: What do your parents/guardians agree to do to help you learn? 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.

B. PROJECT JOURNAL: Small animal projects do NOT use this form. W*rite "See my Animal Management Record Book and Time Management Records" across this page.*

C. PROJECT PHOTOS (same in all project books) This page is for pictures of your project. Photos must be of the current year and are limited to one page. Each photo must be dated and have a caption to receive credit. Mount photos creatively (can be overlapped). Each project must 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.

D. PROJECT HIGHLIGHTS (same in all project books)

What you learned: Look back at your Project Record. Did you learn what you planned to learn? If so, share how or what was learned. You can also include any other skills or knowledge you gained that was not specified in your Project Record.

Problems: What problems did you have to solve? Share 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 next time: What would you do differently, knowing what you know now? Use a different example for each section. Do not repeat information.

E. PROJECT FINANCIAL SUMMARY (One per project in book) Small animal projects do not use this form. W*rite "See my Animal Management Record Book and Time Management Records" across this page.*

*If you are a SMALL ANIMAL PROJECT (i.e. Dog, Cat, Rabbit, or Cavy), you will NOT use the PROJECT JOURNAL or PROJECT FINANCIAL SUMMARY that comes with the Level 2/C0934 Record book. You will use the following Skagit County forms in the following order, placed after the PROJECT FINANCIAL SUMMARY form.

ANIMAL MANAGEMENT RECORD BOOK: Part 1: Project Inventory, Expense Record, Income Record, Financial Summary and PART 2: Show and Exhibit Record, Events Attended, Contest Record, and Health Record.

ANIMAL TIME INVESTED RECORD BOOK: Time Invested record.

The last page of your small animal project section will be any add sheets that WSU supplies for your specific project. Example: Dog Project add sheet WSU #C0794 is the last dog project entry, followed by a divider labeled Permanent 4-H Record.

NON-ANIMAL PROJECT RECORD BOOKS SHOULD BE IN THE FOLLOWING ORDER:

PROJECT JOURNAL: The Project Journal included in the Level 2/C0934 Record book is where you keep track of the things you do or make in your project. Projects like Photography, Crafts, Art, Sewing, Cooking, Shooting Sports etc. may 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, other than Dog, Cat, Rabbit or Cavy 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, and cleaning up after 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 and cleaning up after your animal.*

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, write N/A.*

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 "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 an item made. If the project add sheet has a place for recording income, write "See project add sheet" at the bottom of the project journal. 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 does, fill in your project add sheets first, then use your journal for any left-over information. It is not necessary to duplicate information between add sheets and journal and 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 FINANCIAL SUMMARY: *A Financial Summary MUST be filled out for every project. Which form you use will depend on the project you are enrolled in. Be sure totals from both the add sheet and the project journal are accounted for, and that mathematical figures agree.*

All projects will have a beginning and ending inventory.

Beginning Value: *The beginning value is your inventory at the start of the new 4-H year. Be sure to record the date the beginning 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: For an animal project, include grooming tools, clippers, training/showing equipment, feeding equipment, etc. For a home economics project, include sewing kit, project book, sewing machine, knitting needles, etc.

Supplies: Supplies are items that are consumable and will need to be replaced such as shampoos, coat conditioners, parasite control, and/or first aid supplies.

Materials: Materials are raw matter used to make a product, for example: fabric, textiles, dry goods, wood, and/or nails.

Examples: Your camera is your Equipment, *the paper you use to make a black and white print is your* Material, *and the chemicals used to develop the paper is a* Supply. *If you bought some leather and a snap to make a show lead, you would record the value as Materials. Once the show lead is made it becomes a finished product, which you would record as Equipment, with a greater value than the original raw materials.*

Ending Value: *The ending value is your inventory of materials, supplies, animals, equipment you had at the end of the 4-H year. Be sure to include the date the ending inventory was taken.*

Guide on how to fill out Non-Animal Financial Summary:

#1 Cost (Project Journal) - If your cost is recorded on your add sheets and not in the project journal, make sure you write "cost from add sheet. 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, before 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 add sheets should be complete and accurate. Check your arithmetic. Ask your leader for your project enrollment number and/or name of your project. Include the number of years you have been in that project, including the current 4-H year.*

PERMANENT RECORD (Same in all project books. This is the only part of a record book that is saved and moved over into next year's record book. Divider labeled PERMANENT RECORD)

Each part of the permanent record MUST have the year written in 17/18 format. If you have no entry, you must write NA or none in order to get credit when your book is judged. Example: Judging 17/18 None. 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.

OFFICER OR COMMITTEE: List each office/committee on a separate line. Record where the position was held (club, county, district, or state), and what duties you performed. Each member of the club should have the opportunity to serve on at least one committee. Committee examples are: phone calls, making decorations for fairs or county events, planning committees for a community service project, club outing, or club parties, refreshments, set up and clean-up committees (something everyone can do) for meetings, fairs, and events.

PROJECT AND EXHIBITS SUMMARY: List each project that you are enrolled in on a separate line, even if you did not complete or submit anything for judging. Do not list Showmanship contests, Fashion Revue, posters or educational displays in the Exhibits column as these are not "projects".

JUDGING: List each kind of judging (livestock, horse, food, clothing, etc.) on a separate line. Record the project and what was judged (Example: Dog project; classes judged, i.e. obedience, dumbbells, leads). Write where the judging took place (workshop, club, county, or state) and any awards received. If no award was offered, write N/A (i.e. at a club meeting or workshop).

PUBLIC PRESENTATIONS: List the names of all the demonstrations, illustrated talks and/or public speaking you gave, what project it was related to, where you presented it, and the award you received. If no award was offered write, N/A (i.e. at a club meeting). You should use a separate line for each time you gave your presentation, even if it was on the same topic. For example, if you gave your demonstration to your club, at the county level, at your county fair and again at state fair, you would record all four times on a separate line.

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

EVENTS ATTENDED: List all the 4-H non-competitive events you attended, such as Achievement programs (club or county), workshops, Super Saturday, camp, and/or teen events. List both project related events, non-competitive shows, and general 4-H events. A 4-H event has a definite time and place.

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

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, National 4-H week, or 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. Record where you did it, the duties you performed, and any recognition you received. Your Herdsmanship at the Fair can be recorded here and you can write that you talked to the public about 4-H under duties performed.

LEADERSHIP: Record the things you did to help or teach others about your 4-H projects, including workshops you taught and help you gave your leaders. Use a separate line for each activity and 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: List any community and/or civic responsibilities or activities you participated in through your school, church, sports, or community events other than 4-H. 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 that 4-H? For example: School (French club, debate team, teacher's aide, 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 members can list any home school county activities you participated in.

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

4-H MEETING ATTENDANCE: Record 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 list your individual club meetings in separate blocks. Make sure you mark the names of the different clubs above the number of meetings attended if you choose to list your meetings by club.

MOST IMPORTANT RECOGNITION: Write what you think your most important 4-H honor or recognition was for the year. Recognition could be in the form of praise from your leaders, or a trophy for fitting and showing at the fair. Limit one or two per project.

MY 4-H STORY (Divider labeled 4-H STORY)

See the inside cover of the record book for instructions. It is also a good idea to refer to the score sheet for a check list to make sure you have all the required information. The story must be written in paragraph form and is limited to two sides of one sheet (front and back). Your 4-H story must be written about your current year and should describe the highlights of your 4-H experiences. The detail and depth of your story will depend on your age and your years of 4-H experience. Be specific! The paragraphs need to be in the following order and cover these points:

1. Introduce yourself. You must include your name, age, 4-H club, and years in 4-H (including this year). You can add details, such as whether you live in the city or country or what school you go to. You can write about your family and the kinds of animals you have. You can write about things you like to do, your hobbies, or any other information you would like to share about yourself.

2. Write about your projects. What did you learn about your project? What challenges did you have? Were you able to resolve any problems, or are you still working on a solution? Be specific! Give as many details as you can but DO NOT repeat the information written in your Project Highlights.

3. Share your 4-H club experiences and how you were involved in your community and school. Write about your favorite activities, offices held, events, parties, or community service projects. Share how you were involved in any school, church, sports or and community events.

4. Write about how you have changed as a result of your 4-H experience. How has 4-H made you a better person? Has it given you any important life skills?

SUPPLEMENTAL INFORMATION (Divider labeled Supplemental Information recommended, but not required)

This section is limited to 2 sides of one page and should be related to your club, community or school. Can include information related to camp, conference, KYG, 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. **Do not** include ribbons, score-sheets, etc. Pictures can be related to club activities. Do not include pictures of only yourself 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.