

Record Books

Tackling the Beast Level 2 Book



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Supplies

- Level 2 Record Book
- Project Packets
- Permanent Record
- 3 Ring Binder
- Divider Tabs



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Organizing Your Book

Cover

- Instructions

Planning Calendar TAB

- Planning Calendar

Project TAB #1

- Ex. Rabbit

Project TAB #2

- Ex. Breeding Beef

Project TAB #3

- Ex. Photography

Permanent Record TAB

- Permanent Record

4-H Story TAB

- 4-H Story
- Supplemental Pages

Agreements TAB

- Club Agreements

4-H Record Book

Level 2

Fill Out Your Cover

Put this inside the front of your binder OR in the outside on the front cover.



NAME:		AGE:
DATE OF BIRTH:	GRADE IN SCHOOL:	#YEARS IN 4-H:
4-H DIVISION: <input type="checkbox"/> Junior <input type="checkbox"/> Intermediate <input type="checkbox"/> Senior		
ADDRESS:		
CLUB:		
COUNTY:		
CALENDAR YEAR:		



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Instructions

READ ME

Print and Include in front of your Calendar TAB.



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INSTRUCTIONS

- Use this record book for all the things you do in 4-H this year. Fill it in a notebook with your other records. Separate each section with a tab. Each project should also have a tab. Keep the project manual, record, project journal, project highlights, and financial summary for each project together.
- You may also want to keep a file which to keep children's activities, and programs.
- Use your record book to look back at your progress during the year. This will be helpful when you make plans for next year.
- When you complete your 4-H program for this year, write your 4-H story.
- The record book is your personal work. Keep it current all the year. Organize it. Do your own handwriting on things.

My 4-H Planning Calendar. Write down the events and activities you will be involved in. Keep track of important events, such as the meetings, county or group, and project record activities.

My 4-H Projects. Use separate pages for each record and project manual, project highlights, and financial summary for each of your projects.

Project Commitment. This is an agreement between you, your project leader, and your parent or guardian. Write down your goals and how they will help you. Goals should be realistic and achievable.

Project Journal. Complete one of these forms for each project. It will help you write.

If you need more space for the project journal, add more pages. Use separate pages for each project. Write in the journal as a weekly summary of what is recorded in your record book or on record book pages.

• **Working for the project journal.**

• **Done.** This is a log of your calendar. Keep it up to date.

• **How do you do it?** Write down the things you did or made (purchased) each day, record it in the log. Highlight the day to help.

• **How much?** How many? How much did you buy? How many projects did you do? How much did you do? How much did you do? How much did you do?

• **How much?** How many? How much did you buy? How many projects did you do? How much did you do? How much did you do? How much did you do?

• **How much?** How many? How much did you buy? How many projects did you do? How much did you do? How much did you do?

• **How much?** How many? How much did you buy? How many projects did you do? How much did you do? How much did you do?

• **How much?** How many? How much did you buy? How many projects did you do? How much did you do? How much did you do?

Project Meeting. Use this to keep your project journal. It is a log of what you did and how you did it. What projects did you have to do? What were your goals? How did you do? How much did you do? How much did you do?

Record Bookkeeping. This is a summary of your project financial data. What you spent, and what you earned, during the year. It is a summary of your project journal. It is a summary of your project journal. It is a summary of your project journal. It is a summary of your project journal.

Project and Goals. This is a log of what you did and how you did it. It is a log of what you did and how you did it. It is a log of what you did and how you did it. It is a log of what you did and how you did it.

Permanent 4-H Record. Use this to record your project journal. It is a log of what you did and how you did it. It is a log of what you did and how you did it. It is a log of what you did and how you did it.

My 4-H story.

Write down your story for the year in the story form. It is a log of what you did and how you did it. It is a log of what you did and how you did it. It is a log of what you did and how you did it.

Introduction journal.

Write down your project. Do not repeat the project highlights.

Write down your project. Do not repeat the project highlights.

Write down your project. Do not repeat the project highlights.

Write down your project. Do not repeat the project highlights.

Supplemental Information. This section is intended for the extra information. It should be added to your project journal. It should be added to your project journal.

My 4-H Planning Calendar

- Write using a consistent order.
- Put down Project, Club, County, State 4-H events.
- *Hint* Check the Clover Report & Club Minutes!

MY 4-H PLANNING CALENDAR	
Place a check after each event you attend.	
OCTOBER	
NOVEMBER	
DECEMBER	



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Project Tabs

Every Project Should Have a Tab.

Especially if you are entering for an award in that area.
The only thing limiting you is your time!



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Market Animal Project Tab



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Market Project Commitment Page (Goals)

- Try to avoid goals that are financially motivated (make \$2,000 at the market) or competition goals (win Grand Champion).
- Wanting to raise the best is great but encourage specific goals like *Buy an animal with good shoulders because last year my animal was faulted for a flat shoulder.*
- At the end of the year take some time to reflect!



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Name: _____

Project: _____ Years in this project: _____

PROJECT COMMITMENT
This is what I hope to do and learn this year:
Important things that I learned this year: <small>(At the end of the project year, summarize what you did or learned)</small>
Ways that I shared what I learned this year: <small>(How you taught others or shared what you learned)</small>

Read and Reviewed

Leader: _____

Parent: _____

Project Photos

All the photos!

- Your Animal
- Animal's housing.
- You & Your animal at shows.
- Learning about your project.
- Etc.

PROJECT PHOTOS



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Weight Record

Use this to record your animal's weight gain.

You'll need to know this at Fair so make a copy before you turn your record book in.

WEIGHT RECORD

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Monthly Project Journal

One per month you own your animal. For rabbits this might be 3 months.

Track your hours spent by week/days.

Use this to track income and expenses respectively by month.

The total from this page will be added with your other Project Journal Pages onto your Equipment Inventory Page under PROJECT SUMMARY.



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PROJECT JOURNAL FOR THE MONTH OF _____, _____

Explain any changes this month. Why did you make changes?

What did you do with your animal this month? Training, shows, weighing, etc.

Time Spent	
Days in the month	Time Spent
1-7	
8-14	
15-21	
22-28	
29-31	
Total Hours	

LIST MONTHLY EXPENSES (Feed, supplies, entry fees, etc.)	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses:	\$
MONTHLY INCOME	
	\$
	\$
Total Income:	\$

MONTHLY FEED QUANTITY

Animal 1			Animal 2		
Days in the month	Hay (lbs)	Feed / Grain (lbs)	Days in the month	Hay (lbs)	Feed / Grain (lbs)
1-7			1-7		
8-14			8-14		
15-21			15-21		
22-28			22-28		
29-31			29-31		
Totals			Totals		

You will need one copy of this page for every month that you have your project.

Track your MAJOR Equipment

This is to track your MAJOR equipment. Fill in Column A at the start of the project year. If you make any major purchase during this year that will have an ending value, add it to Column B. Do not add it to your monthly expense list. Fill in Column C at the close of year.

PROJECT SUMMARY

Animal 2:	
TOTAL POUNDS OF HAY FED:	
TOTAL POUNDS OF GRAIN FED:	

TOTAL TIME SPENT ON PROJECTS:	
TOTAL POUNDS OF HAY FED TO PROJECTS:	
TOTAL POUNDS OF GRAIN FED TO PROJECTS:	
TOTAL INCOME: (totaled from monthly pages)	\$
TOTAL INVENTORY EXPENSE: (see column "C" above)	\$
TOTAL MONTHLY EXPENSES: (totaled from monthly pages)	\$
COST OF ANIMAL 1:	\$
COST OF ANIMAL 2:	\$
NET PROFIT OR LOSS:	\$



Project Essay

Write full complete sentences. Grammar and spelling count!

ESSAY QUESTIONS

JUNIOR LEVEL QUESTIONS (to be completed by ALL 4-Hers)

How did you select your project animal (what were you looking for)?

What breed is your animal? What are the major characteristics of that breed?

Describe how you housed your project animal.

How did you decide what and how much to feed your project animal?

What were the biggest challenges with your project? How did you overcome them?

INTERMEDIATE LEVEL QUESTIONS (to be completed by all Intermediates and Seniors)

How did you know your animal was going to make weight and/or be finished?

Why are record books, educational posters/presentations, herdsmanship, etc. important for your project?

SENIOR LEVEL QUESTIONS (to be completed by all Seniors)

What would you change about your project?

What might you look for in a good show animal that would be different than a good commercial animal?

What are the biggest challenges you see facing your project's industry?



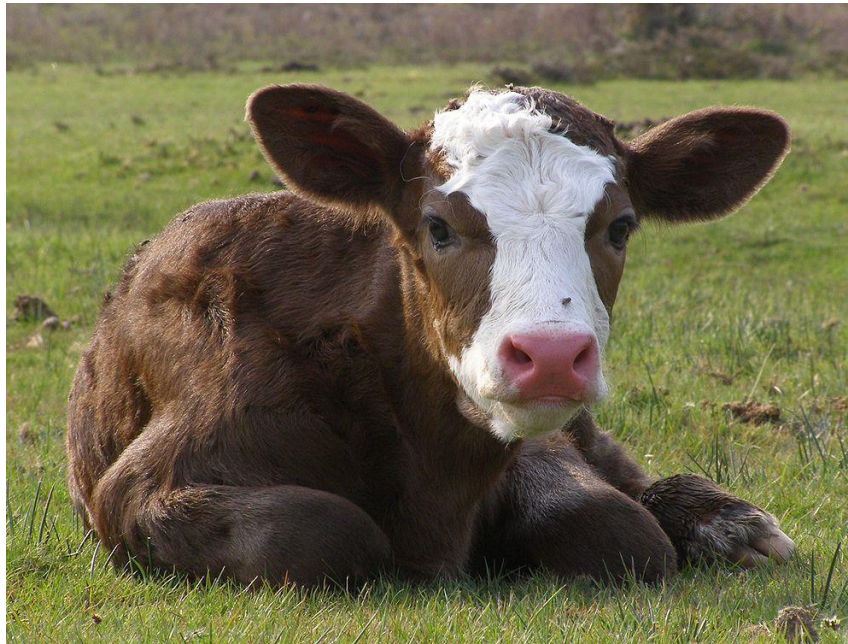
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Animal Project Tab

For all non-market animals used for Breeding, Show, or Pet



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Project Commitment (Goals)

- Write what you want to learn this year.
- Make sure it is a clear obtainable goal.
- A good goal is SMART:
 - Specific
 - Measurable
 - Achievable
 - Relevant
 - Time Limited
- Get your Leader's Signature!
This means your leader is aware of your goal will try to help you accomplish that.



Program: _____

Project: _____

Years in this project: _____

[illegible]

Read and Reviewed:

Leader: _____

Parent: _____

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HORSE PROJECT

Your horse certificates will go here.

You should have original certificates with new signatures from 4-H Staff each year. 2017-2018 is the first year of this policy so your certificate might only have 1-2 signatures on it total.



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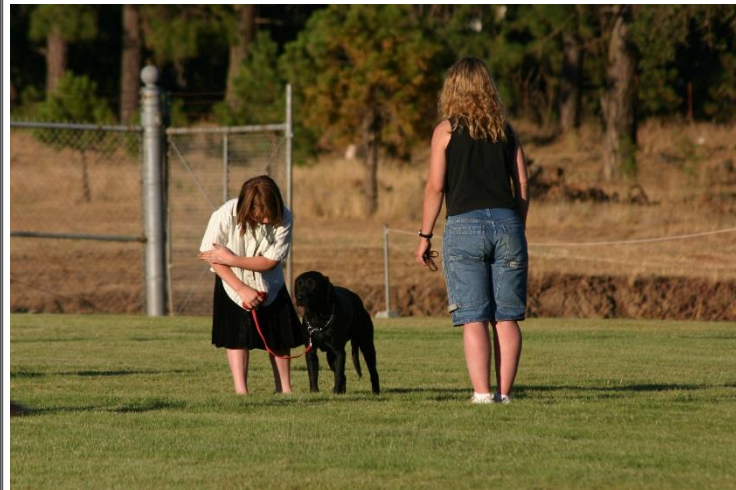
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Project Photos

All the photos!

- Your Animal
- Animal's housing.
- You & Your animal at shows.
- Learning about your project.
- Etc.

PROJECT PHOTOS



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Project Journal

Add as many pages as you need!

Record

1. Date
2. Time Spent
3. What you Did
4. What you Learned

If you do this regularly it is easy!

Make it a habit to catch up your journal at least once a month.

PRO TIP: Use a calendar to record what you do as you do it and then transfer it onto this page once a month.

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Project Inventory

Animals & Equipment are recorded separately.

Give yourself additional pages if need be.

Animals included are *All* in that species you posses not just the one - five you are taking to Fair.

Equipment might include grooming supplies, trailers, feed buckets, etc.

ANIMAL PROJECT INVENTORY

Project: _____

DESCRIBE EQUIPMENT NEEDED FOR PROJECT:

DESCRIBE ANIMAL(S) NEEDED FOR PROJECT:



Animal Project Expenses

- We all know you'll need more pages!
- Record things by category.
- PRO TIP: Waiting till the end of the year with a stack of receipts is not fun so save yourself!

ANIMAL PROJECT EXPENSES

Project: _____
Page _____ of _____

Fill in costs that apply to your project.

Date	Description	Animal	Vet	Equipment & Other	Pasture Rent	Hay/Feed	Grain Cost	Total Cost
Expenses Totals		\$	\$	\$	\$	\$	\$	\$



Animal Project Income Sheet

- Do this regularly.
- Many times you won't have much income, don't be discouraged!
- Any rancher will tell you accurate records of finances are crucial.

ANIMAL PROJECT INCOME

Project: _____

[illegible]

Project Essay

Write full complete sentences. Grammar and spelling count!

ESSAY QUESTIONS

JUNIOR LEVEL QUESTIONS (To be completed by ALL 4-Hers)

1. How did you select your project animal (What were you looking for)?

2. Describe how you housed your project animal?

3. How did you decide what and how much to feed your project animal?

4. What were the biggest challenges with your project and how did you overcome them?

INTERMEDIATE LEVEL QUESTIONS (to be completed by all Intermediates and Seniors in addition to Junior Questions)

5. How did you keep your animal healthy and happy?

6. Why are record books, educational posters/presentations, herdsmanship, etc. important for your project?

SENIOR LEVEL QUESTIONS (To be completed by all Seniors in addition to Junior and Intermediate questions)

1. What would you change about your project?

2. What might you look for in a good show animal that would be different than a good commercial animal?

3. What are the biggest challenges you see facing your project's industry?



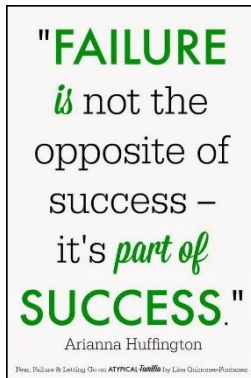
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Project Highlights

Fill out neatly.
Answer each section honestly.
You aren't judged for failures!



C0840

PROJECT HIGHLIGHTS

What I learned:

Problems/challenges:

Successes:

What I would do differently next time:

Ways that I shared what I learned this year:
(How you taught others or shared what you learned)

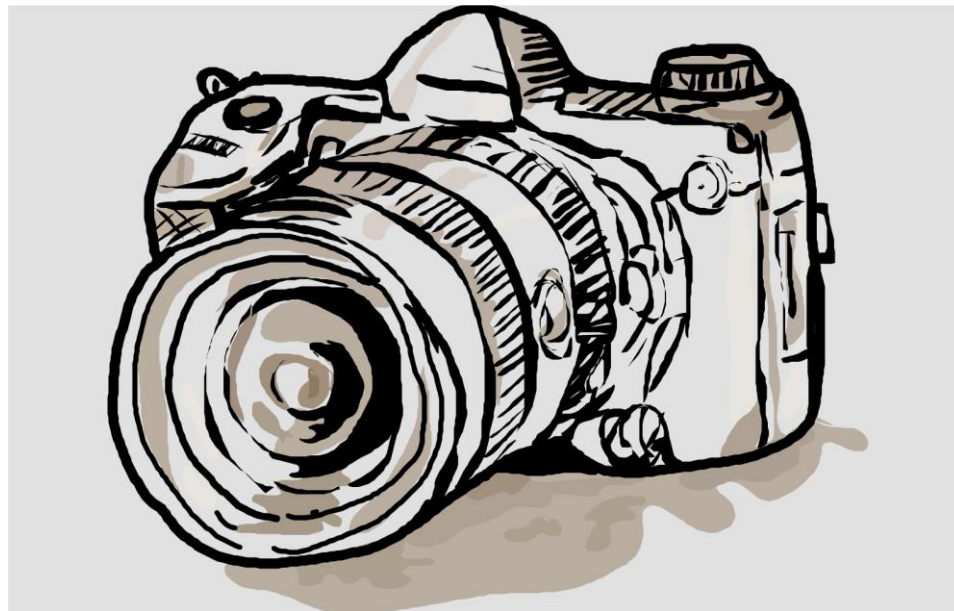


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Photography Project Journal (Non-Animal Projects)



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Project Photos

Photos from your field trips,
club meetings etc.

Your best photos!

Your failed photos!

PROJECT PHOTOS



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Photography Equipment Inventory

Track what you start & end the year with.

Items you include might be:

- Camera
- Lenses
- Photography Bag
- Mounting Supplies
- Photos you have to sell \$.

				PHOTOGRAPHY RECORD
--	---	---	---	-----------------------

Add this sheet to your regular 4-H Record Book. Keep all your records in one book.

 C0840

Project Enrollment Number _____

PHOTOGRAPHY EQUIPMENT INVENTORY

Beginning

Date Purchased	Item	Current Value
Total Value		

Closing

Date	Item	Current Value
Total Value		



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COOPERATIVE EXTENSION
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Photography Activities

What you did, where, and when!

PHOTOGRAPHY ACTIVITIES

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Photography Expenses

- Add your expenses together.
Example Printing Photos for Fair
- Add your income.
Example Senior Photo Shoot for a Friend
- Financial Summary is where you add it all together including your inventory value.
- You will know how much your hobby is costing and maybe get ideas for goals for the next 4-H Year!

PHOTOGRAPHY EXPENSES

Date	Item	Cost
Total		

PHOTOGRAPHY INCOME

Date	Item (Premiums, Sale of Pictures, Etc.)	Amount
Total		

FINANCIAL SUMMARY

Expenses		Income	
1. Opening Inventory	_____	1. Closing Inventory	_____
2. Expenses	_____	2. Net Income	_____
Total		Total	
_____		_____	



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Project Highlights

- Fill out neatly.
- Answer each section honestly.
- You aren't judged for failures!

"**FAILURE**
is not the
opposite of
success –
it's *part of*
SUCCESS."

Arianna Huffington

Fear, Failure & Letting Go on *ATYPICAL families* by Lisa Quinones-Restanuzzi



C0840

PROJECT HIGHLIGHTS

What I learned:

Problems/challenges:

Successes:

What I would do differently next time:

Ways that I shared what I learned this year:

(How you taught others or shared what you learned)



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Permanent Record

Forever and Ever and Ever



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Tips to Start

- **Year:** The 4- H year consists of three months of one calendar year and nine months of another. Therefore, whenever you write the year, indicate is as such: 2005-2006 or 05-06.
continued
- **Blank Sections:** If there are sections in which you have no entries for a year, write it down. For Example: "03-04-Does not apply" or "NONE" or "03-04-no offices held". This way anyone looking at your book will know that the blank is not just an oversight. You still earn points for sections where you have "NONE" written.
- **Filled sections:** When you fill a section in a Permanent Record, obtain a new Permanent Record. Do not split the current 4-H year between two Permanent Records. When you begin a new Permanent Record, label the front of your old one with the years it contains. On the front of the new Permanent Record fill in the date started and put it in front of the previous Permanent Record. You can also title each Permanent Record in the upper right corner "Book 1", "Book 2". Etc.
- If you don't think you have anything for a section, check again!



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Permanent Record

Offices and Committee Assignments

- Club Treasurer
- Special Events Chair
- County Awards Committee Teen Representative

Project and Exhibit Summary

Year	Project Title	Size	Exhibits	Where	Award
16-17	Cavies	3	Type	State Fair	Blue, Red, Blue
16-17	Gardening	1	Squash	County Fair	Blue, Gr. Champion, Judge's Choice



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Permanent Record

Judging

- Where did you practice your judging skills?

Examples:

- Buying a new Sire for my Project
- Judging Practice Night at Club
- County Judging Clinic
- County Fair Rabbit Judging Contest
- County Fair Photography Judging Contest

Public Presentations

- Where and on what?
- Speaking to your Club, to the Public, or at the County or State Fair.



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Permanent Record

4-H Contests Entered

Year	Contest Entered	Project	Where	Award
16-17	Showman ship	Rabbit	Klickitat County Fair	Blue, Call Back

Events Attended

- 4-H Non-competition Events
- Club, County, Regional, State, or National Level Events



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Permanent Record

Community Service

- 4-H Club Gathered Bottles for Recycling
- Packaged Food at a Food Pantry

4-H Promotion

- Wore my 4-H T-Shirt
- Put up club event flyers at the grocery store
- Attended KYG and spoke with the commissioners about the experience.



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Permanent Record

Leadership

- Club Officer
- County Role (Teen Superintendent)
- State Ambassador

School & Community Responsibilities

- School President
- AWANA Group Leader
- Track Contestant
- Rainbow Girls Member



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Permanent Record

Contests Other Than 4-H Entered (relevant to your projects)

- ARBA (rabbit) Show
- Spring Fairs
- Photography Contests
- We want to know how involved you are and what your other talents related to your project are.

4-H Meeting Attendance

4-H Meeting Attendance: Type the total number of meetings your club held and the number you attended.							
Year	16-17						
Number of meetings held	12						
Number attended	10						



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Permanent Record

Most Important Recognition

- Choose what accomplishment or award you are most proud of.



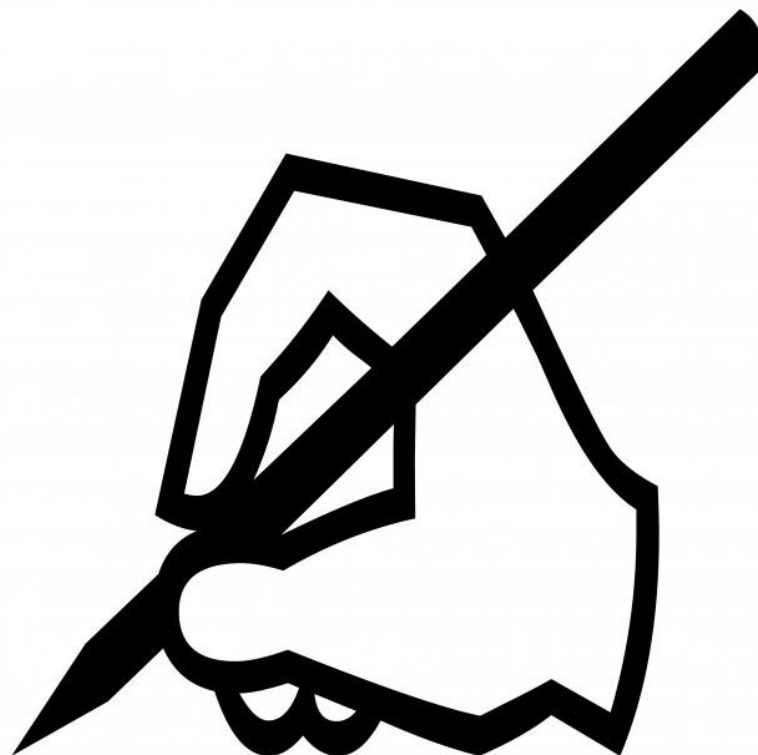
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4-H Story Tab

Time to WRITE!



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MY 4-H STORY

This story will have a large impact on awards and scholarships.

Make sure what you write here reflects th involvement in the 4-H Program you shared elsewhere in your book.

Talk about what IMPACT things had on you.

PRO TIP: Be honest. If it was a challenging year and you felt burnt out talk about it! If this was your best year ever talk about why!



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MY 4-H STORY

Narrative. Write your story for the year in narrative form. Write as though you are actually talking to the reader. Your story should have four parts and be no longer than two sides of one page.

Introduce yourself.

Write about your projects. Do not repeat the project highlights.

Share your 4-H club experiences and how you were involved in your community and school.

Write about how you have changed as a result of your 4-H experience.

Supplemental Information

Place for FUN!

Does not have to include only 4-H events. Can include things from other organizations, school, sports, family, hobbies etc.

Sharing what you are proud of during the past 4-H Year.

Include:

- Newspaper Clippings
- Photos
- Letters

Caption everything. "This is a photo of me and my basketball team. We won 3rd at Districts."



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SUPPLEMENTAL INFORMATION



This is me showing my skirt
in the Fashion Review
Contest on August 14th

Agreements Tab

- One agreement for EACH club.
- If your club does not have one include this written on a single piece of paper, "My club, _____, does not have a Club Agreement."
- Ask your club leader to help you write one to present to your club.
- Do not include this form! It doesn't mean anything.

YOUR 4-H YEAR AGREEMENT

At the beginning of each year, leaders, members, and parents should agree on expectations for member participation in the club.

We suggest the following:

- Attend a certain number of club meetings.
- Attend a certain number of project meetings.
- Serve as a committee member or officer.
- Give a public presentation.
- Keep a record book.
- Learn some new skills and knowledge.
- Have an exhibit, work on a community service project.
- Do leadership activities.
- Participate in an outside club activity such as camp or conference.
- Be creative. (This is the leader's and member's opportunity to think of other things that could come under the 4-H experience.)



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What the Judges Are Looking For



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It isn't hard to get 100%!

I. GENERAL ORGANIZATION AND APPEARANCE 10 POINTS (Shows member did their own work)

Overall neatness – in a binder	4 pts
Spelling and grammar	2 pt
Correct order and use of tabs	2 pt
Cover completely filled out	2 pt

II. PLANNING CALENDAR 10 POINTS

4-H club and project meetings and activities listed	10 pts
---	--------

III. PERMANENT RECORD 60 POINTS

Club involvement (meetings attended, offices held, committee assignments)	6 pts
Events attended (tours, workshops, clinics)	8 pts
Community Service (show involvement in and concern for the community)	10 pts
4-H promotion (news articles written, recruitment, radio appearances)	10 pts
Leadership (related to age of the member)	10 pts
School and community responsibilities (shows involvement outside of 4-H)	10 pts
Other contests entered (herdsmanship, record book contest, fashion revue)	6 pts

IV. 4-H STORY AND SUPPLEMENTAL INFORMATION 20 POINTS

Introduction (age, interests, family, where you live, years in 4-H)	4 pts
Projects – mention each project, do not repeat project highlights (why chosen, successes and failures)	4 pts
4-H club experiences (offices held, committee assignments, club activities)	4 pts
Influence 4-H has had on your life (how 4-H influenced some of the decisions you have made)	4 pts
Supplemental information (newspaper clippings, correspondence, photos, etc.)	4 pts



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Questions?



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