



San Juan County 4-H Record Book Instructions Level 1 (publication number C0932)

Use this record book for **ALL** the things you do in 4-H this year.

CALENDAR: Write down the events and activities you will be involved in or would like to be involved in (does not have to be project related). Keep track of the important events such as 4-H meetings, county fair, camp, and any important planning events in your schedule.

PROJECT PLANS: Use the project plans sheet to list your projects, and set some goals.

- Project add sheets: There may be added sheets for projects with special planning or recording needs (breeding records, milk records, garden plans, etc). Use the added sheets for your project as well as the project diary.

PROJECT DIARY: Use the diary to document what you have done with each of your projects. You do not need separate sheets for each project.

- Date: Daily, weekly and/or monthly happenings on one line. Estimating is ok on daily happenings.
- What did you do or make? List in order the things you did or made (purchased supplies, cooked dinner, taught dog to heel).
- Time spent: estimate the time you spent on this action related to your project. For some activities you may want to summarize weekly and monthly hours spent.

WHAT I DID IN MY 4-H PROJECT THIS YEAR: Look back at your goals and write about accomplishments, problems, and successes.

4-H STORY:

- Things about myself & family. . . name, age, grade, school, interests.
- Joined 4-H because . . . interests, share experiences, friends, etc.
- Things my club did this year . . . fundraisers, shows, parties, meetings, public speaking, etc.
- Favorite part of 4-H . . . activities, fair/shows, meetings, meeting new friends, etc.
- Some things I would like to do better . . . look at problems, goals and successes.

4-H MEMORIES: Keep only the most important materials in the memories part of your record book. You may want to keep a scrapbook of ribbons, certificates, programs, and other materials.

PERMANENT RECORD BOOK: This is to summarize all you did in 4-H until you start the Level 2 Record Book. This is an easy way to go back from year to year and see your progress.

This record book is your personal work. Keep it current all year. Do your own handwriting or typing. DON'T FORGET SIGNATURES!!