



## San Juan County 4-H Record Book Instructions

### Level 2 (publication number C0934)

Use this record book for **ALL** the things you do in 4-H this year. You may also want a scrapbook in which to keep ribbons, certificates, and programs. Use your records to look back at your progress during the year. This will be helpful when you make plans for next year. The record book is your personal work. Keep it current as the year progresses.

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

**Project Record:** Make sure you set your goals at the beginning of the year.

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

**Project Journal:** This log should reflect all of your 4-H projects and experiences. Keep it up to date. Add more pages if you need them.

- 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.
- Comments: briefly say what problems you had, things you learned, and how you feel about what you made.

**Project Highlights:** Look back at your project record. Did you learn what you planned to learn? What problems did you have to solve? What were your main successes? What would you do differently if you did it again, knowing what you know now?

**4-H Story:** The 4-H story can be written in any format including narrative, newsletter, person portfolio or personal resume.

Possible components of 4-H story:

1. Introduction of yourself
2. Experiences in 4-H projects
3. Size, scope, and growth of Project
4. Impact of project involvement
5. Accomplishments, awards, personal goals reached
6. Skills gained, attitudes changed
7. Knowledge shared, clinics, demonstrations
8. Participation: county, region, state
9. Community service
10. Activities and involvement at school
11. Positions held: jobs, offices, group affiliations
12. How you have changed as a result of 4-H?
13. Summary

#### **Supplemental Information:**

This is to include pictures of the project, club and community activities, school involvement, news clippings and/or letters.

All pictures should include a short description or caption and they must tie into your 4-H story.

**Permanent Record Book:** Use this to record your participation in leadership, public presentations, demonstrations, judging, and other activities and contests whether 4-H related or not. This record book will be carried forward from year to year summarizing your 4-H and community involvement.