

# ISLAND COUNTY RECORD BOOK GUIDE

*Due: Oct 1st to your Club Leader.*

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## LEVEL 1 (CLOVERBUDS) RECORD BOOK GUIDE

### Level 1 Recommended for Cloverbuds

- ☒ 4-H Record Book, Level 1  
<https://pubs.extension.wsu.edu/4-h-record-book-level-1-pdf>

### PLUS

- ☒ Permanent 4-H Record Level 1  
<https://pubs.extension.wsu.edu/permanent-4h-record-level-1>
- ☒ Your Project Add Sheets

### Project Add Sheets:

See Add Sheet by Project Guide on page 7 to get your project specific add sheets

*If your project has individual 4-H Project Add Sheets they **REPLACE** the Project Diary Pages (pages 6-10) in the Level 1 Record Book.*

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## NOTES

Follow the instructions provided at the beginning of the Level 1 Record Book to assist you in completing your book correctly. Use labeled dividers for each section. Use a separate labeled divider for each project you are enrolled in. Refer to "Other Important Information" section for the correct order of dividers.

- **Calendar Section:** Should include all County, Regional and State 4-H activities and Project Related Events. Check mark those that attended (preferably in red). Other calendar monthly formats may be used as long as they contain the required information noted on the instructions.
- **Project Plan Section:**
  - Project Record:
    - Don't forget to sign this page and get all appropriate signatures. Signatures should be dated before June 1<sup>st</sup>.
  - If your project has Add Sheets the 4-H project Add Sheets **REPLACES** the Project Diary pages (pages 6-10) in the level 1 record book.



- If you are involved in more than one project complete a separate “Project Plan,” “Project Diary/Add Sheets,” “What I did in my 4-H Project,” for each project.
- Project Highlights: Use this section to look at the progress in your project(s). Did you learn what you set out to learn?
- **Permanent Record:** Include everything that you have participated in throughout the year. This section will transfer to future Record books. It is updated every year and must be included with the current year record book. It must have the 4-H year or NONE if no entry. When you move up to a Junior write the date of transfer to the Level 2 Permanent Record on the Level 1 front page. This will then be included in your level 2 record books. If your project requires a certificate keep it with your permanent record.
- **4-H Story:** Follow the instructions provided in this section of the record book.
- **4-H Memories:** Limit your memories to 2 pages (if you have lots of mementos you might consider making a scrap book).
  - **Comment Page:** Make sure you get all required signatures except the “judges’ signature” before turning in.

\*\*\*\*\***OTHER IMPORTANT INFORMATION**\*\*\*\*\*

**The Record Book Binder:** Use any binder that will secure the record book. This may include pronged folders or 3 ring binders (prefer less than 1 inch). Don’t forget to have Labeled Dividers for each section.

- Organize the Record Book in the order listed below (the same as the Evaluation Form)

### **Organization**

- Calendar
- Project Section (one for each project enrolled in)
  - Project Plans
  - Project Diary (pages 6-10) or Add sheets (Remember the Project Journal pages are replaced with Project Add sheets for the Level 1 Record Book if available).
  - What I did in my 4-H project this year (page 11)
  - Project Related Materials (page 12)
- Permanent Record. Remember to update this each year and include it in the current year record book here. Include any project certificates with the permanent record.
- My 4-H story (Include “My 4-H Memories” in this section. The Comment Page and 4-H Pledge page goes here as well.

## LEVEL 2 (Juniors, Intermediates, Seniors) RECORD BOOK GUIDE

### Level 2 Recommended for Juniors, Intermediates, and Seniors

- ☒ 4-H Record Book, Level 2  
<https://pubs.extension.wsu.edu/4h-record-book-level-2>

### PLUS

- ☒ Permanent 4-H Record Level 2  
<https://pubs.extension.wsu.edu/permanent-4-h-record-level-2>
- ☒ Your Project Add Sheets (See below)
- ☒ Level 2 Island County Record Book Evaluation form  
<https://s3.wp.wsu.edu/uploads/sites/2065/2014/03/recordbookevaluation1.pdf>

### Project Add Sheets:

See Add Sheet by Project Guide on page 7 to get your project specific add sheets

*If your project has individual 4-H Project Add Sheets they **REPLACE** the Project Journal Pages (pages 8-11) in the Level 2 Record Book.*

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## NOTES

Follow the instructions on Page 2 of the Level 2 Record Book and review the Evaluation Form to assist you in completing your book correctly. Use labeled dividers for each section. Use a separate labeled divider for each project you are enrolled in. Refer to "Other Important Information" section for the correct order of sections.

- **Calendar Section:** should include all County, Regional and State 4-H activities and Project Related Events. Check mark those that attended (preferably in red). Other calendar monthly formats may be used as long as they contain the required information noted on the instructions and evaluation form.

- **Project Section:**

- Project Record (page 7):
  - “What you want to learn this year” should be in the form of SMART goals (refer to the SMART goals guide on page 9 for more information)
  - Juniors should have 1-3 goals, Intermediates and Seniors 3 or more.
  - The “This how my Parent/Guardian agreed to help me learn” is not limited to the 4-H'ers parent/guardians and can include **ANY mentor(s)** that are involved with their project.
  - Don't forget to sign this page and get all appropriate signatures. Signatures should be dated before June 1<sup>st</sup>.
- If your project has add sheets the 4-H project add sheets **REPLACES** the “Project Journal” pages (pages 8-11) in the level 2 record book.
  - If you are involved in more than one project complete a separate project record (page 7), project journal/add sheets, project photos (page 12), project highlights (page 13), and financial summary (page 14, if not included in your project add sheets) for each project. Extra Project Record Goal Sheets can be found at this link <https://pubs.extension.wsu.edu/4h-project-record-level-2-pk-of-5>
- If your Project Add Sheet has its own financial summary **REMOVE** page 14 of the record book and use the specific project financial summary.
- Project Highlights: Remember this section refers back to your Project Record Commitment/SMART goals. Did you meet those goals? Why or why not? What were your successes? What were any problems? What would you do differently? It's OK not to have met a goal.

- **Permanent Record:** Include everything that you have participated in throughout the year. This section will transfer to future Record books. It is updated every year and must be included with the current year record book. Must have the 4-H year or NONE if no entry. If you have completed a previous Level 1 Permanent Record, please include a copy of this as well with the date of transfer to the Level 2 Permanent Record included on the Level 1 front page.

- If your project requires a certificate keep it with your permanent record.

- **4-H Story:** See Instruction page (page 2) of Level 2 Record Book and the Evaluation Form for information/directions for your 4-H story. Remember this is not a repeat of your project highlights.

\*\*\*\*\***OTHER IMPORTANT INFORMATION**\*\*\*\*\*

**The Record Book Binder:** Use any binder that will secure the record book. This may include pronged folders or 3 ring binders (prefer less than 1 inch). Don't forget to have Labeled Dividers for each section.

- Organize the Record Book in the order listed below (the same as the Evaluation Form)

**Organization**

- Calendar
- Project Section (one for each project enrolled in)
  - Record Commitment/Goals Page
  - Project Journal (pages 8-11) or Add sheets (Remember the Project Journal pages are replaced with Project Add sheets for the Level 2 Record Book if available).
  - Project Photos (page 12)
  - Project Highlights (page 13)
  - Project Financial summary (page 14).(Remember if your individual Project Add Sheets have a financial summary this page is removed).
- Permanent Record. Remember to update this each year and include it in the current year record book here. Include any project certificates with the permanent record.
- My 4-H story

**\*\*\*It is helpful to review the Evaluation Form prior to turning in your Record Book. \*\*\***

## PROJECT ADD SHEETS

Many projects have “Add Sheets” that allow members to document more detailed and specific information about their projects. Remember if your project has an add sheet then remove the appropriate pages specified in your level record book instructions and replace them with your project add sheets. **Confirm with your leader which project sheets to use.**

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### Links to Commonly Used Add Sheets

*(The below list is not all encompassing. Refer to the WSU 4-H publication site if your project add sheets are not listed)*

❖ **Animal Science Record (Beef, Sheep, Swine, Dairy, Goats)**

<https://pubs.extension.wsu.edu/animal-science-record>

❖ **4-H Archery Record**

<https://pubs.extension.wsu.edu/4h-archery-record>

❖ **Breeding Livestock Record**

<https://pubs.extension.wsu.edu/breeding-livestock-record>

❖ **4H Cat Record**

<https://pubs.extension.wsu.edu/4h-cat-record>

❖ **Cavy Record**

- Contact the Cavy Leader of Kool Kritters

❖ **Dairy Goat Record**

<https://pubs.extension.wsu.edu/dairy-goat-record>

❖ **Dairy Record**

<https://pubs.extension.wsu.edu/dairy-record>

❖ **Dog Project Record**

<https://pubs.extension.wsu.edu/dog-project-record>

- Additional Dog Projects Records are available

❖ **Individual Horse Record**

<https://pubs.extension.wsu.edu/individual-horse-record>

- Additional Horse Project Records are Available

❖ **Individual Ewe Record**

<https://pubs.extension.wsu.edu/individual-ewe-record>



- ❖ **Market Livestock Record**  
<https://pubs.extension.wsu.edu/market-livestock-record>
- ❖ **Poultry Record**  
<https://pubs.extension.wsu.edu/poultry-record>
- ❖ **Rabbit Record**  
<https://pubs.extension.wsu.edu/rabbit-record>
- ❖ **Rabbit Project Hutch Record**  
<https://pubs.extension.wsu.edu/rabbit-project-hutch-record>
- ❖ **4-H Shooting Sports Record Book**  
<https://pubs.extension.wsu.edu/4h-shooting-sports-record-book>

*Don't see your project add sheet? Visit the WSU publication site for more!*

WSU 4-H Publication site <https://pubs.extension.wsu.edu/4-h-youth-general-materials>  
(Use the search bar to locate your specific add sheet)



## How to Write SMART Goals

*“A goal without a plan is just a wish.” — Antoine de Saint-Exupéry*

### What is a goal?

A GOAL is...Deciding what you want do and learn in a 4-H project. It's like a road map. It helps you get where you want to go

**SMART Goals** — Goals that have criteria that correspond to each of the following categories: specific, measurable, attainable, relevant and time-bound.

- **Specific:** Clearly defined or outlined. What exactly do I want to accomplish/achieve?
- **Measurable:** Able to be measured, how will I know when I've accomplished it?
- **Attainable:** Achievable. Can I accomplish this goal?
- **Relevant:** Is this goal relevant to your project or organization in some way?
- **Time-bound:** Set to a specific date.

### What makes a strong goal?

- A good goal can be measured or checked and has three parts:
  1. Action—how you will do something
  2. Result(s)—what you are going to do
  3. Timetable—when you are going to do it

See the table below for examples:

I Want	ACTION: to learn	RESULT: how to cook two different items for dinner	TIMETABLE: by New Year's Eve
I Want	ACTION: to give	RESULT: two demonstrations for my project club	TIMETABLE: by August 1 <sup>st</sup>
I Want	ACTION: to train	RESULT: my dog to sit and stay	TIMETABLE: before the county fair

- Goals should pass the “control test”

If you are not sure that you can accomplish your goal easily, you can conduct a “control test” for that goal. Do you have control over what you want to do? Does the action part of your goal tell what you will do? You have control over a goal such as, “I will learn to identify 10 types of trees and shrubs on my family’s property this spring.” However, if the action mentioned in the goal is what someone else will do, it does not pass the control test. The goal statement, “I will win first place in the halter class at the district 4-H horse show,” does not pass the control test because the judge provides the action that decides who will win first place in the halter class at the district 4-H horse show. Do your goals pass the control test?

- Goals should be appropriate for the age and experience level of the 4-H member

\*\*\*\*\*Examples:\*\*\*\*\*

### **I want to train my dog.**

This goal is vague. What are you training it to do? How do you know you’ve accomplished your goal? When do you want to accomplish this by?

Instead, you might say:

I want to train my dog to sit on command by the January project meeting.

### **I want to learn to make strawberry jam.**

This goal is specific, achievable, and passes the “control test,” but it’s not measurable or timebound.

Instead, you might say:

I want to make 2 jars of strawberry jam by county fair.

### **I want to win grand champion in rabbit showmanship at county fair**

This goal does not pass the “control test.” It’s not in the members power whether or not they accomplish this goal, it’s in the judges.

### **I want to swim the 50 freestyle in less than 30 seconds by June 1<sup>st</sup>.**

This has everything a SMART goal should have except is it relevant to the 4-H project?

# ISLAND COUNTY 4-H RECORD BOOK LEVEL 2 EVALUATION FORM

Name \_\_\_\_\_ 4-H Club \_\_\_\_\_

[Circle one] Jr. Int. Sr. Grade completed in school \_\_\_\_\_ Year completed in 4-H \_\_\_\_\_

<b>I. GENERAL ORGANIZATION and APPEARANCE</b> (possible 10 points)						
A. Overall appearance	3					
B. Report folder (a must) with name and club on cover	3					
C. Order and dividers with tabs	2					
D. Front cover of book completely filled out	2					
<b>II. PLANNING CALENDAR</b> – Should be used for planning through September (Possible 10 points)						
A. Simple entries with dates and club activities listed, numerical order not necessary	5					
B. Check marks showing activities attended, (preferably in red).	1					
C. All County 4-H events listed, pertaining to age.	3					
D. Project related events	1					
<b>III. PROJECT SECTION</b> – Individual projects are to include appropriate add sheets and project related materials (possible 40 points) For multiple projects judge each project section separately.						
		Projects				
		#1	#2	#3	#4	#5
A. Project Commitment	6					
1. Set SMART goals (4 pts.), sign (1 pt.), and date (1 pt.), Jr. - 1-3 goals; Int. & Sr. - 3 or more goals.						
2. Leader, Parent agreement (signed and dated before June 1).	4					
B. Project Journal and / or Add Sheets Complete and accurate	20					
C. Project Photos and / or Project Related Materials (2 pts.)-must have at least 2 with captions but dates are not necessary. / Project Highlights as they relate to goals (4 pts.) / Financial Summary (4 pts.)	10					
Total for each project						
<b>Add each project section total and divide by the number of projects to calculate the average for project section score</b>						
<b>IV. PERMANENT RECORD</b> – must have year and “none” if no entry (i.e.: 01/02) (possible 15 points)						
A. Offices and Committee Summary	1					
B. Project and Exhibit Summary	1					
C. Judging	1					
D. Public Presentations	1					
E. 4-H Contests	1					
F. Events Attended	1					
G. Community Service	1					
H. 4-H Promotion	1					
I. Leadership	1					
J. School and Community Responsibilities	1					
K. Non 4-H Contests Entered	1					
L. 4-H Meetings Attended	1					
M. Most Important Recognition	1					
N. Overall Participation and must be active in 10 or more of the 13 above areas	1					
O. Previous year(s) entries are complete and accurate	1					
<b>V. 4-H STORY</b> – limited to three sides (must be in this order) (possible 25 points)						
A. Introduction – name, club, and number of years in 4-H	3					
B. Project (s)	10					
C. Club and Community and/or School Involvement, i.e., officers held, committee participation or favorite activity.	5					
D. 4-H Impact – How 4-H has influenced member's life	2					
E. Participation at the Fair (comment whether attended or not)	1					
F. Supplemental Information – limited to 3 sides (newspaper clippings and/or correspondences with dates, pictures with captions, other than project related, may include pictures of club, community, school, family, etc.)	4					
Blue: 85-100						
Red: 65-84						
White: 64 and below	100					