

# 2017 Clallam County 4-H WSU Standard Record Book Instructions

See Clallam County 4-H Extension Website for Standard Record Book Forms and Add Sheets: <http://extension.wsu.edu/clallam/4h/standard-4-h-record-book-forms/>

## Due Dates-

**Record Books are due to your club leader-**

- **prior to August 1<sup>st</sup> for Fair Participation**
- **prior to October 1<sup>st</sup> for Year End Completion**

## GENERAL GUIDELINES ARE:

- \* Your book should be neat, clean, legible, and show some evidence of being used throughout the year. Check your spelling. Work must be done by member.
- \* Make light pencil guidelines across and straight down and as uniform as possible, if needed. Lines may be left on page; you do not have to erase them.
- \* All divisions may hand write using a pencil or pen, type or use of a computer to complete the record book. If applying for best record book or awards, it is recommended to use pen or type.
- \* All Juniors, Intermediates, and Seniors must use Level 2 Book. Level 1 Book will be used by CLOverbud members. However, record books are optional for Cloverbud members. Youth may request accommodations.
- \* Standard WSU Record Book materials and add sheets are available on the county extension website or via the WSU Publications store.
- \* If your project requires a book that must be completed, the project book must be included in the record book. EXAMPLES: Vet Science project book, Health Science.
- \* If your project requires an "Add Sheet", it must be included in the record book. All ages will use the add sheet. The Add Sheet is placed following the highlights page. Projects using add sheets do not have to do the journal pages.

Projects requiring add sheets:

- VET SCIENCE (add curriculum book),
- RABBIT, SMALL POCKET ANIMALS, CAVIES, and Self-Determined Small Animals
- SHEEP, BEEF, DAIRY COW, GOATS, SWINE, (CO914 Animal Science Record)
- GUIDE DOGS, DOGS(C0794)
- HORSE, (County Horse Management Record)
- CATS.( County Cat Add )
- POULTRY (CO 780 Poultry Record)

- \* Use a separate project section for each project in which you are enrolled. Projects will be grouped according to the WSU Publications catalogue. In projects like breeding and market projects, ex. Swine, sheep, poultry beef, use one project record. You can designate B for breeding plans and M for market plans. Horse projects use P –Perf, G-Games, R-reining, D-dressage, E- Equitation over fences, M-Miniature. Goat Projects use one record for all projects.
- \* Follow the order of pages listed on the inside front cover of the record book (Page order also listed in the guidelines)
- \* Place dividers for Calendar, each Project, Permanent Record, 4-H story, and Supplemental are required. They make your book easier to use and evaluate.
- \* The only pages that may be added to the Record Book are Project photos pages, Journal and Permanent Record. See project photos for specifics on photo pages.
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- \* As you work on your book, show a sincere interest in your project, with an emphasis on learning and how your 4-H experience helped you to help others, such as helping another member plan the agenda for a meeting, or showing a member how to fit and show their project animal. For Record book judging, be thorough. Your book is judged on its completeness on each and every page according to your project experience and ability. Areas that do not apply (of which there are few) should have the word "none" or N/A or a line (---) drawn in the space so it does not look like you forgot it. All of the permanent record pages apply to everyone. N/A should not be used in the permanent record.
- \* Submit your book in a flat binder. Make certain it will not fall apart with handling. Ring binders are not recommended. Official 4H record book binders are available in the projects and publications book (Section 7); however, these binders are not required.
- \* The binder must have your name, club name and age division clearly visible on the cover.
- \* DO NOT put materials such as ribbons, merit certificates, programs or party favors in the Record Book. They may be assembled in a 4-H scrapbook.

### **SPECIFIC RECORD BOOK GUIDELINES**

Your record book starts with the cover. Fill it out neatly and keep it as clean as possible.

**RECORD BOOK COVER:** Print your name, age, date of birth including year (6-23-70), grade in school, and current address in full. Include town, state, and zip code, name of club(s), and year (13-14). Be sure to check your 4-H Division; Junior = Grades 3-5; Intermediates = Grades 6-8; Senior = 9-12.

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**DIVIDER:** Next is your Calendar divider. Dividers with tabs are required by Clallam County and the State. Label the first tab CALENDAR

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**CALENDAR:** Dates listed should be all of the 4-H events and activities that pertain to you, your club and your project. Show the DAY, EVENT, TIME, and PLACE. The entries should be easy to read, written or typed by member, not a photocopy.

Put a check by the event attended. Put a "C" if the event is canceled.

Do not leave a month blank. Write "not a member" or "inactive" if either applies.  
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**DIVIDER:** Divider for your first project. Label the tab with the name of your project (i.e. Veterinary Science, Calf and Yearling).  
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**PROJECT PLANS:** Helps you achieve goals! You must have a project plan section for every project in which you are enrolled, except breeding and market animals and horse. Plan with your leader. Junior members may start with simple plans. Intermediates and Senior members' plans should be more advanced. Exception: projects may use B for breeding and M for market projects. Horse use P-performance, G-games, R-Reining, D-Dressage, E-Equitation over fences, M-Miniature

Your plans should be appropriate and consistent with your age, experience, and ability level. These are to be completed and signed at the beginning of the 4-H year.

**HOW TO WRITE YOUR PLANS:** The words "I plan to learn" are written on the top of your plan sheet. That way you can begin your plans:

1. The parts of the dog
2. To teach my dog recall

Don't write, "learn about" in your plans. Your plans can begin:

1. How to (do something)
2. How (something works)
3. About (something)

**PART 1 WHAT I WANT TO LEARN THIS YEAR:** List form may be used. Complete sentences are not necessary, but may be used. Be specific as to what you want to learn.

**PART 2 WHAT MY LEADER AGREED TO HELP ME LEARN:** This does not have to correspond with Part 1. Here you and your leader must discuss what you need help with. A list form is acceptable. Complete sentences are not necessary. Youth writes this, leader signs and dates.

**PART 3 HOW MY PARENT AGREED TO HELP ME LEARN:** In this section, the following can be placed: Parents agree to pay for my project, take me to meetings, and help me with my project by encouragement, etc. Youth writes this, parent signs and dates.

**JOURNAL:** (Pages 8-11) Journal will be kept in all projects except the following, Vet Science, Rabbit, Cavies, Sheep, Beef, Dairy Cow (not calf and yearling), Swine, Goats, Poultry, Guide

Dogs, Dog and Small Pocket Animals, Cats and Horse. These projects only, will use the appropriate Add Sheets see Pg 1, and journal may be omitted. All remaining projects will use the journal for all items relating to the project. Journal is optional for projects that require Add Sheets.

Entries may be recorded daily, weekly, and monthly. Try to be consistent.

Be sure you enter into your journal every time you work on your project. If you go to the vet, record it. Record how much time you sew each week, etc.

**All required add sheets and certificates will be placed in the record book following the project financial summary page or highlights page if financial page is omitted.**

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PROJECT PHOTOS: (Page 12) this page is for pictures, or news clippings about this specific project, during the current year. You may add 1 page, both sides, for additional space if needed. Note: In the Photography Project ONLY, you may add up to (2) pages both sides for additional space if needed. Secure pictures or clippings individually. **DO NOT LAYER**. News clippings can be trimmed to pertinent facts to conserve space. Underline your name in a news clipping or highlight with marking pen.

Identify each photograph with the date, place/event and who is in it. Action shots and "before and after" pictures are especially good choices.

DO NOT put materials such as ribbons, merit certificates, programs or party favors in the Record Book. They may be assembled in a 4-H scrapbook.

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PROJECT HIGHLIGHTS: Page 13

WHAT WAS LEARNED You may now choose between **OUTLINE**, **LIST**, or **SENTENCE FORM** for this section. You must have at least one entry by Aug 1.

PROBLEMS SOLVED If you had a problem, then state it here and how you solved it. If there were no problems, state, "I had no problems", or something similar.

SUCSESSES List your achievements, but not limited to achievements. There could be some outstanding success in your project. Example: I got my dog to heel off leash and not to run away.

TO DO DIFFERENTLY NEXT TIME unless there is a definite problem to be changed, state, "I have no changes in my plans for next year."

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PROJECT FINANCIAL SUMMARY: (Page 14) **Financial summary page will NOT be used.** You may remove this page, or put N/A on page.

PROJE CT ADD SHEETS :

**ADD SHEETS and Certificates follow** the Project Financial Summary (if left in book) or **highlights page in those projects that require add sheets.**

Repeat this sequence for each project: Divider, Project Record, Journal, Project Photos, Project Highlights, Project Financial Page (not required) (pp 7-14), add sheets if required.

REMEMBER: YOU NEED TO FILL OUT PAGES 7-14 FOR EACH PROJECT IN WHICH YOU ARE ENROLLED EXCEPTION-Projects with breeding & market may do one section. Using B for breeding plans and M for market plans. Horse projects use one section for all projects. Using code P-Perf, G-Games, R-Reining, M-Miniature, D-Dressage, E-Eq over fences

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DIVIDER: Label tab PERMANENT RECORD  
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PERMANENT 4-H RECORD: It is required that all 4-H members keep and place in their current record book a Permanent 4-H record. Begin your Permanent Record as soon as you join 4-H. You do not have to copy over your pencil entries when you start using pen. Try to use the same type and color of pen through your remaining 4-H years. If you start with a blue pen one year, continue with a blue pen. In Level 1 Books (Primary Members only); the Permanent Record should be placed at the end of Record Book 1. There is no other place to put it in this book. Permanent record in Book 2 will be placed in the same place as before, after the project sections. You may add pages as needed in the different sections.

All Juniors, Intermediates, and Seniors must complete Level 2 Permanent Record unless they are learning disabled.

The old Permanent Record will be placed behind the new Permanent Record in your record book but not written in any more. Juniors may elect to use pencil, but Intermediates and Seniors must either type or use ink in the Permanent Record. If old Permanent Record has been lost, place a note in to cover the dates that were in the old book. Primary years should be listed in Permanent Record if Primary Permanent Record is not included. EX 13-14 Primary member.

If permanent Record is lost, write that on the new one you start. If a section is full, you may add pages.

Here are some hints to help you complete your Permanent Record.

YEAR: The 4-H year consists of 3 months of one year and nine months of the following year. Therefore, whenever you write the year, indicate as such: 12-13, 13-14. List the year only once with the first entry for that year, then continue on with the other entries without rewriting the year. **The year must be in each area by Aug 1.**

BLANK SECTIONS: If there are sections in which you have no entries for that year, write in if not involved or nothing done. For example: "13-14 None" or "13-14 No offices held".

FILLED SECTIONS: When you fill a section in the Permanent 4-H Record add pages from a new Permanent 4-H Record. Keep all Permanent Records in your current 4-H Record Book.

Page 1 OFFICE/COMMITTEE List all offices, committees held whether club, county, and state. List what your responsibility was. Committees could be barn decorating, phone, fund raising.

Page 2-4 PROJECT AND EXHIBIT SUMMARY

Project Title = list project by enrollment name

- EX. Sewing for fun
- Foods of the Pacific Northwest
- Performance Horse
- Market Beef or Sheep or Swine
- Record Book at fair exhibit

Size = show number of garments made, animals raised, food cooked, etc.

Exhibits = list what you exhibited. This must be specific

- EX. Sewing = Skirt
- Blouse
- Coat
- Food Preservation = Jams/Jellies
- Vegetables
- Fruits
- Horse = Pleasure classes, halter
- Dogs = Conformation class
- Rabbits= Type class

Place here anything that you show with your project. When these pages are full you must add more pages.

A chronological listing will be accepted here, if you have exhibits before fair your projects may not be in order.

Page 5 JUDGING List all judging done, where you did it, and award. Do not forget the judging you do in your local club. Ex: Dog Judging, horse judging, livestock or clothing judging

Page 6 PUBLIC PRESENTATION List all demonstrations by title, illustrated talks, and public speaking by title, show which project it was involved in. Put each different demonstration on a separate line. Everyone must do a club demonstration to complete the 4-H year.

Page 7-8 4-H CONTESTS ENTERED List all contests where the 4-H'er is shown; not their project. This is best described as a "Person Exhibit."

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|-------------------------|------------------------|
| EX. Fitting and Showing | All kitchen activities |
| Equitation classes      | Fashion Revue          |
| Herdsmanship            | Bowl contest           |
| Groom Squad             | Best Record Book       |

Page 9 EVENTS ATTENDED An EVENT is something you attended. List the 4-H events you attended. An event has a specific time and place and it concerns your projects and/or 4-H sponsored events that are non-project: Club clinics, awards programs, county clothing workshop, Dept. store style show, Area meetings, Achievement Night, Super Saturday, and 4-H camp. Do not include club or project meetings.

Page 10 COMMUNITY SERVICES These are 4-H related community services. This is an activity where you go and do something. Each activity has an action verb with it denoting that you "went" and "did". DO NOT REPEAT any activity/event already listed under Events Attended. EX: Collected food for Food Bank, Collected toys for tots, Planted shrubs, Picked up garbage. Be sure you tell what you did to help in this Community Service.

Page 11 4-H PROMOTION This includes how you have helped promote 4-H. **Your poster for fair concerning your project does NOT go here.** Only posters made telling about 4-H or fair would be here. EX. 4-H window, News stories written, going in a parade for 4-H.

Page 12-13 LEADERSHIP Record things you did to help others or teach others about 4-H projects. You do not have to be enrolled in Leadership to help someone. If you are enrolled in Leadership this section is very important for you to complete. EX helped with record books or helped learn to saddle the horse

Page 14 SCHOOL AND COMMUNITY These are activities other than 4-H that you do. List your school activities and school awards, church activities, or other community activities that are not related to 4-H. DO NOT list any activities from page 10 on this page.

Page 15 NON 4-H CONTESTS ENTERED List non 4-H contests that are related to your 4-H work. EX. Open dog, horse, rabbit, and goat shows, Wool Contest.

Page 16 MOST IMPORTANT RECOGNITION This is NOT limited to just one recognition per year. You list ALL of your IMPORTANT recognition or awards. This does not have to be limited to one line per year, but try to put as much as possible on a line.

4-H MEETING ATTENDANCE: Any time the 4-H group gets together to do **4-H business**, it is considered to be a club meeting. Record the number of club meetings that you attended. Use one box for every year. If you belong to more than one club or group, total the meetings of both clubs and enter that total. Be certain to record the club year, 13-14, for example. Listing only one year is confusing. Do not count workdays.

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Place your old Permanent Record from previous years here. DO NOT make any more entries into it.

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DIVIDER: Label tab 4-H STORY  
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MY 4-H STORY: The Story is to be written in paragraph form and is a supplement to your project summaries. DO NOT SIMPLY REPEAT your project summaries. Your story should include

non-project events and activities. Summarize the highlights of your 4-H experiences this year. Write about your current years work and growth. Describe how you feel about 4-H, your club, how you and your family were involved in 4-H, some of the fun things you did, and maybe your disappointments.

Story should be in narrative form. Your story should have 4 parts.

PART 1 INTRODUCTION: Tell a little about yourself – name, age, interests, family, where you live, how long in 4-H, club, (Make this short) This part must be done by Aug 1<sup>st</sup>.

PART 2 PROJECT HIGHLIGHTS: Write about your major project first, and then mention all projects you are enrolled in. You may elaborate on any or all projects. Do not repeat your summary. Tell about new, humorous, disappointing, and future things. Tell how the project has influenced you, and/or other learning experiences not covered in your summary.

PART 3 CLUB EVENTS: Write about the things you did with your club including parties, money raising events, tours that may or may not relate to a project area, camp or conference experience, county fun events such as skating parties.

OTHER ACTIVITIES: Involvement with other clubs or members throughout the county.

COMMUNITY SERVICE, CITIZENSHIP: Tell briefly what community service projects that you and your club participated in. What did you do to make your community more aware of 4-H?

How have you been helped by others?

PART 4 4-H INFLUENCED: How has 4-H influenced me? Conclude your 4-H story by telling how experiences in 4-H have helped you grow as a person. Did it teach you responsibility, leadership, sportsmanship, new skills, friendship, etc.? Did you have any disappointments, failures; bad experiences that helped you grow?

\*\*\*NOTE: Story must be limited to the page provided, both sides.

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DIVIDER: Label tab SUPPLEMENTAL INFORMATION  
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SUPPLEMENTAL INFORMATION: Supplemental information should include club, community, school and civic activities of this year. **The information must pertain to the contents of the 4-H Story. DO not place project related things here, they go in your project section photo page.**

This Supplemental Information section is limited to the two sides provided. Include photographs, news clippings and/or correspondence. Club related activities and events would go here. (i.e. Achievement Ceremony, picnics, camp, poster contest, tours, talent contest, and community service activities.)

Secure pictures or clippings individually. DO NOT LAYER. News clippings can be trimmed to pertinent facts to conserve space. Underline your name in a news clipping or highlight with a marking pen. Identify each photograph with the date, place/event and who is in it.



DO NOT put materials such as ribbons, merit certificates, programs or party favors in the Record Book. These may be assembled in a 4-H scrapbook.

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**COMPLETION:** When your book is complete at the end of the 4-H year, make sure all signatures are in place. Turn your book in to your Club leader. Then, **PAT YOURSELF ON THE BACK FOR A JOB WELL DONE!!!!**

#### ORDER OF PARTS IN RECORD BOOK

1. FRONT PAGE
2. -DIVIDER (CALENDAR)-
3. CALENDAR
4. -DIVIDER (PROJECT NAME)-
5. PROJECT PLANS SECTION
6. ANY REQUIRED ADD SHEETS, BOOKS, AND/OR CERTIFICATES
7. -DIVIDER (PERMANENT RECORD)-
8. PERMANENT RECORD
9. -DIVIDER (4-H STORY)-
10. MY 4-H STORY
11. -DIVIDER (SUPPLEMENTAL INFORMATION)-
12. SUPPLEMENTAL INFORMATION
13. BACK PAGE

You must repeat PARTS 4 and 5 and possibly 6 for EACH project you are enrolled in. Except the horse project which list all projects in one section. P-Performance, G-Games, M-Miniature, R-Reining, D-dressage, E-Equitation over fences. Breeding and Market projects may do one section, using code B-Breeding and M-Market. Projects sections will be grouped according to the WSU publications catalogue.