

Clallam County 4-H

Standard WSU Record Book Guidelines

August 1st and October 1st Deadline

GENERAL GUIDELINES:

- 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/>
- All divisions may hand write (using pencil or pen), type, or use computer to do the record book. Check your spelling.
- All Juniors, Intermediates, and Seniors must use Book II. Book I may be used by Cloverbud members. Youth requesting accommodations may use either Book, please make a note of accommodations in book for judging. Record Books are optional for Cloverbud members.
- If your project requires a curriculum book that must be completed, the project book must be included in the record book. EXAMPLES: Vet Science project book, Health Science.
- Use one project section for each project in which you are enrolled, except for horses, goats, breeding and market projects. You may use one section but you must cover each project. Example in plans put a B for breeding plans and M for market plans.
- 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 (see links on WSU Extension Clallam County website above.)

- VET SCIENCE (add curriculum book),
 - RABBIT, SMALL POCKET ANIMALS, CAVIES, and Self-Determined Small Animals (Clallam County Add sheet.
 - SHEEP, BEEF, DAIRY COW, GOATS, SWINE, (CO914 Animal Science Record)
 - GUIDE DOGS, DOGS (C0794)
 - HORSE, (Clallam County Horse Management Record)
 - CATS(County Cat Add Sheet)
 - POULTRY (CO 780 Poultry Record)
- Be sure to write “N/A” (which means not applicable) in areas that do not apply to you so that we will know that you have not forgotten to fill them out. This would be Project Journal or Financial Records. You may leave these pages out of your book.
 - PLEASE, Put your Record Book together in a binder so that parts of it are not lost!

SECTION GUIDELINES:

CALENDAR: List dates, names, times, and locations of 4-H events and activities.

- ✓ Place a check by the ones that you attend, C if cancelled, Ex if excused.

PROJECT RECORD: Fill in Project Name (i.e. Beef, Exploring 4-H), Years in Project, Years in 4-H. Include one Project Record for each project in which you are enrolled, except horses, breeding and market projects.

WHAT TO LEARN:

- ✓ Set some age appropriate goals for the year. Sign and date them.
- ✓ Talk to your leaders about what they are willing to help you with. **You** list those things. Have your leader sign and date them.
- ✓ Talk to your parents about what they will help you do or learn. **You** list those things. Have your parent sign and date them.

PROJECT JOURNAL: All projects that do not have an Add Sheet projects must complete the journal. If your project has an add sheet (See page 1), you do not need to complete the project journal.

Entries may be recorded daily, weekly, or monthly. Be sure to keep track in your journal of the time and money spent (or money earned) in your project. Total the bottom of each page and grand total at the end of the journal.

PROJECT PHOTOS: Use this page for photos, correspondence, or news clippings about this project. Be sure to label pictures with date, location, and content. Add an extra page to this section if you want. (Photography Project may add up to two (2) pages.)

PROJECT HIGHLIGHTS: List “What was Learned,” “Problems,” “Successes”, “To Do Differently Next Time,”. Try to find something to put in each section, or write “None.”

PROJECT FINANCIAL SUMMARY: This page is **NOT** used, you may omit it or write “N/A” on it, or leave it blank. Financial records appear in Journal Page Totals or Add Sheets.

ADD SHEETS GO HERE for projects that use them.

PERMANENT RECORD: Your Permanent Record is a summary of all of your activities for each year you are in 4-H. It will probably be started in pencil (if you start as a Junior) and gradually become more articulate and neat as your 4-H career progresses. The Permanent Record should be placed at the end of all of your project sections. Move your Permanent Record into your new Record Book each year. Add additional new or photocopied pages as your pages fill up. Be sure to put the year and “None” in sections that have no entries for the year. EX Year is 17-18. Include primary years. EX 15-17 Cloverbud member.

4-H STORY: This story of your 4-H year should include an Introduction about you, your club, and how long you have been in 4-H. You should tell about your 4-H projects, club events, and how 4-H has influenced you. You can, also, include things that you have done outside of 4-H this year.

SUPPLEMENTAL INFORMATION: This section should include photos, news clippings, and/or correspondence about things, which ARE listed in your 4-H Story that are NOT a part of any of your

projects.

GUIDELINES for AUGUST 1 Deadline only

- * Complete and up-to-date as of August 1 in all sections.
- * All lines do not have to be filled in, if this activity does not happen until after August 1 deadline. **(Not Yet is not required on these pages.)** Examples would be Japanese exchange trip, Interstate Exchange (some years), contests at fair, etc.
- * Calendar complete through July. Further dates nice but not required.
- * Project Section - Commitment page - complete, including signatures and dates
 - Project journal - (used in all projects that do not require an add sheet); show evidence of being used and have accurate figures. N/A is to be written on journal pages if not required or omitted if add sheets are used.
 - Project Photos - same as general guidelines
 - Project Highlights - (may be done in pencil) as current as possible You must have something learned by Aug 1st.
 - Project Financial Summary - Not used in our county - N/A is written on page – You may leave this page out
 - Add Sheet - (only in required projects, see record book guidelines) complete records of Beginning Inventory, Breeding, Production, etc. Accurate figures
- * Permanent Record - must have year (16-17) in each section, current entry in each section
- * 4-H Story - Introduction – Name, club, and number of years in 4-H
- * Supplemental Information - not required at this time.

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