

# STEP BY STEP – HOW TO PUT TOGETHER A WINNING RECORD BOOK

## PURPOSE OF A 4-H RECORD BOOK

1. Enhance the educational experience for the 4-H member by teaching the member to:
  - Make plans and develop the ability to shape life choices.
  - Set goals and develop self-determination.
  - Understand and figure project costs of time and money.
  - Realize what they have learned during the year and the mastery of skills over a progression of time.
  - Strive to be an active member of the community and to develop leadership skills.
2. Help county judge's determine level of achievement of member's:
  - Effort and time spent on their project.
  - Progression of project knowledge based on the member's age and years enrolled in that project.
  - Understanding of cost, income, and equipment/supplies inventory value for the project.
  - Overall experience in 4-H including community service, leadership, and club/community activities.

## Make sure your book is complete before submitting it for judging.

- Grades 1- 4 may use the Level 1 record book. All grades may use the Level 2 book. We recommend the Level 2 book be used for animal projects.
- The record book should be neat and legible. It should also be written in throughout the year.
- **Outer Record Book Folder.** Green 4-H folders are available at our office for a small fee. Be sure your name is on the outside front of this green cover.
- **Front Page of Paper Record Book.** Completely fill out all the information asked for on the front page of your Level 1 or Level 2 record book.
- **Dividers with Tabs.** All sections should be separated with index divider pages with tabs. You should have a section for: calendar, each project (swine, sheep, clothing, etc.), 4-H story, supplemental (Level 1 - 4H memories), and permanent record.

## 1. Calendar.

Each month should list the date and time of club meetings, county 4-H activities, and other 4-H events. The place of the meeting and what you should bring should be added if age appropriate.

Your calendar should show the planning you did for your project (i.e. Month of May - need to purchase market hog for fair). Remember, you don't have to attend each event you write down, just check off those that you did attend. Don't forget things like weigh-ins, style revue practices, clean-up days, and club parties.

*Example (Level 2) for the month of March:*

5	Rabbit Club Meeting, Leader's House, 7 p.m., bring record book	✓
19	Super Saturday, Pioneer School, starts at 9 a.m.	✓
21-31	Work on poster for Waitsburg Fair	

## 2. Project(s).

These pages should be completed for EACH project you carry during the year. Level 1 record book: pages 5-12. Level 2 record book: pages 7-14. Project pages for extra projects are available at the Extension office. Additional project record forms (add sheets) are required for some projects (see "Additional Project Records" # F below).

### A. Project Record (Project Plans).

This basically outlines what you want to or will be doing in your project this year. Goals may be determined as a club or on an individual basis. It should be filled out first thing in the year, usually in the fall or winter. You

should list your specific goals for the year, such as a specific swine disease you want to learn about or how you want to learn to sew with plaids. Make sure that all of the sections are filled in and signed.

*Example (level 2) "This is what I want learn this year":*

- *to properly care for my rabbit during the cold winter months and the hot summer days*
- *to work with each of my animals frequently so that they get used to being handled by me*
- *how to clip my rabbit's toenails myself*
- *about rabbit diseases or conditions such as sore hocks or mastitis*

## **B. Project Journal (Project Diary).**

This is where you keep track of what you do in your project, how much it cost you to do it, the value, the time you spent, and what you learned by doing it. It is very important that you describe what you did or learned, with some amount of detail. An award winning book shows a lot of detail in the journal, as well as regular dates that you worked on the project. The journal should show what you are doing to support what you stated in your commitment. Don't forget to total the columns at the bottom. There are some project journals, especially those that deal with animals that have routine jobs like feeding, riding, grooming, etc. These may be totaled on a monthly basis as shown in the first box below.

*Example (Level 2) Journal:*

<i>Date</i>	<i>What</i>	<i>How much</i>	<i>Cost</i>	<i>Income</i>	<i>Time</i>	<i>Comments</i>
<i>Jan. 1- 31</i>	<i>Fed &amp; watered rabbits daily</i>	<i>4 rabbits</i>			<i>15 minutes/day; 8 hours/mo.</i>	<i>I need to check the water often to keep it from freezing</i>
<i>Jan. 10</i>	<i>Purchased rabbit pellets</i>	<i>50 pounds</i>	<i>\$10</i>		<i>30 min.</i>	<i>4 rabbits eat a lot of pellets</i>
<i>Jan. 20</i>	<i>Clipped rabbits' toenails</i>	<i>4 rabbit</i>			<i>1 hour</i>	<i>My mini rex does not like to be handled.</i>

## **C. Photos (Project Related Materials).**

Don't forget to include photographs of you working with your project. All photographs should be labeled with what it is photo of and have a date. These photos should only deal with this project.

## **D. Project Highlights (What I did...).**

Look back at your project commitment did you do what you started out to do? If you did, state how it turned out and how you feel about accomplishing the goals you set. If you didn't do what you planned, tell why.

*Example (Level 2):*

*What you learned:*

- *I learned that I need to keep my rabbit cool during the hot summer days with an ice bottle in the cage or it will get heat stroke.*
- *I learned that after working once a week for several months with my mini rex, he started to let me do things like clip his toenails*
- *I learned that toenail clipping is very important and should be done about once a month.*
- *I learned how to treat sore hock by putting a board in the cage and using bag balm or Vaseline on the rabbit's hocks.*

*Problems:*

*I let my rabbit's toenails get too long and he pulled it out in the carpet. If it doesn't grow back, he will be disqualified from showing.*

*Successes:*

*My mini rex is much easier to handle now that I have been working with him.*

*To do differently next time:*

*I will always take the time to clip the toenails.*

### E. Project Financial Summary (Level 2).

This is an important part of your records because it tells you how much your project cost you in time and money. Be sure to start with the inventory of all your project supplies, animals, etc. when you began the 4-H year, and finish with the supplies, animals, etc. left at the end of the year. Make sure you add together the totals at the bottom of your journal pages.

Example: **Beginning Value** (inventory of items you started the year with)

**Date:** 11-15-06

Item	Amount	Value
Rabbits	4	\$100
Cages	2 double	\$200
Water bottles, feeders, grooming equipments, etc.	for 4 rabbits	\$ 65
Rabbit pellets	approx. 25 pounds	\$ 5
	<i>Total</i>	<b>\$370</b>

### F. Additional Project Records.

Some types of projects require more information for complete records. Additional project records are required for the following projects: **Applied Arts Record – C0784**; **Needlework Record – C0676**; **Bread Baking Record - C0889E** (intermediate & senior members only, side 2 optional); **Food Preservation Record – C0781** (side 2 optional); **Leadership Record – C0898**; and **ALL animals** – records are for specific animal (**exception: cavies and non-breeding rabbits**). Some parts of this form may be asking for information that you have already stated in your journal or on your financial summary page. You should use the format that gives you the best evaluation of your project – you may write “see project journal” instead of repeating information.

**Market Animal Health Records:** a market health record should be completed for each marker animal.

## 3. My 4-H Story.

Before you start to write, think back on your 4-H year and reflect on what it has meant to you. What did you gain, how are you different, what have you learned about yourself and your abilities because of your 4-H experience. Write your story for the year as though you are actually talking to your reader. Your story should have four parts and be no longer than two sides of one page.

### A. Introduce yourself.

Begin your story by introducing yourself, your age, your interests, your family, and why you joined 4-H.

### B. Write about your projects.

(Do not repeat your project highlights.)Your story should tell about your 4-H projects and activities and what you have learned in the past year, why you chose them, interesting experiences with them, how your projects have grown in size and scope, things you’ve tried and found successful or unsuccessful, your financial profits, losses and savings, interesting people you’ve met, etc.

### C. Club, community, and school experiences.

Share your 4-H experiences: tell about club activities, community service projects, and how you were involved in your community and school.

### D. What has 4-H done for you.

Has 4-H taught you leadership, citizenship, responsibility, sportsmanship, friendship, new skills, etc? Tell about your community service experiences or contributions. Talk about how you worked with others. How have you shared your 4-H experience with others? What have you done with your club? Tell what you've

learned about yourself and how you've grown through 4-H. Chose to highlight one significant activity, event, or experience that was of major importance to you in your story. Make sure you include why it was important or significant for you, what you learned, how you will use what you learned in the future, and how you will share this experience with others. Be Creative!! Have an adult proofread your story to help correct grammar and spelling.

#### 4. Supplemental Information (My 4-H Memories).

Add pictures and newspaper clippings of your year in 4-H. These should not be just more project photos but should include all club activities such as community service or fun events.

#### 5. Permanent 4-H Record.

This is the record that you carry from year to year, book to book. Be sure and fill in the front cover with your name and the date you started. Each section of the permanent record should have an entry for each of your 4-H years (05-06, 06-07, 07-08) or, if no entry for a year, write in the year (06-07) and write "none" for your entry. All demonstrations or public speeches should be written in the *Public Presentation* section. Make sure you fill it out completely, don't forget the last page. If you fill up one permanent record book, just continue in a second, but make sure both permanent records are included in your record book folder.

##### A. 4-H Project & Exhibit Summary:

List what you raised, made, etc. This is where the quality of the animal or the seams on the dress is being judged. Examples: market sheep, horse pleasure class, rabbit, plate of cookies, dress. It does not have to be shown or judged.

*Example (Level 2):*

<i>Year</i>	<i>Project</i>	<i>Size</i>	<i>Exhibits</i>	<i>Where</i>	<i>Award</i>
<i>04-05</i>	<i>Rabbit</i>	<i>1 rabbit</i>	<i>breed class</i>	<i>club</i>	<i>none</i>
<i>05-06</i>	<i>Rabbit</i>	<i>4 rabbits</i>	<i>breed classes</i>	<i>WW Fair</i>	<i>3 blue, 1 red, 1 Best of Show</i>

##### B. Public Presentations:

All formal or informal 4-H presentations given in the club, county contest, or to a small group should be listed.

*Example (Level 2):*

<i>Year</i>	<i>Presentation Title</i>	<i>Project</i>	<i>Where</i>	<i>Award</i>
<i>03-04</i>	<i>none</i>			

##### C. 4-H Contest Entered:

Best described as a "person exhibit". List areas in which the 4-H member's skills are being shown, not the quality of the animal or garment. Examples: fitting & showing, fashion revue, herdsmanship, and educational posters.

*Example (Level 2):*

<i>Year</i>	<i>Contest</i>	<i>Project</i>	<i>Where</i>	<i>Award</i>
<i>03-04</i>	<i>Fitting &amp; Showing</i>	<i>Rabbit</i>	<i>WW Fair</i>	<i>Blue, Reserve Champion</i>
<i>03-04</i>	<i>Educational Poster</i>	<i>Rabbit</i>	<i>WW Fair</i>	<i>Blue</i>
<i>03-04</i>	<i>Herdsmanship – Club</i>	<i>Rabbit</i>	<i>WW Fair</i>	<i>2<sup>nd</sup> place</i>

##### D. 4-H Promotion:

List ways the member helped promote 4-H. A poster telling about the 4-H program (not a poster about your project), introducing a new member to 4-H, etc. could be included.