



# KITSAP COUNTY 4-H

## RECORD BOOK

### COVER PAGE



**CURRENT 4-H YEAR:** \_\_\_\_\_

*Include photo of you doing something in one of your projects (optional)*

**Member Name:** \_\_\_\_\_  
First name and last name

***I have been in 4-H \_\_\_\_\_ years.***  
(Including this year)

**Check (✓) your age level (as of Oct. 1 this 4-H year):**

<b>Junior</b> _____	<b>Intermediate</b> _____	<b>Senior</b> _____
<small>(Ages 8, 9, and 10)</small>	<small>(Ages 11, 12, and 13)</small>	<small>(Ages 14, 15, 16, 17, and 18)</small>

**Main 4-H Club:** \_\_\_\_\_

**Additional 4-H Clubs:** \_\_\_\_\_  
 \_\_\_\_\_

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**REPLACE THIS PAGE WITH  
YOUR LABELED DIVIDER TAB  
“AGREEMENTS”**

## Youth Member Code of Conduct

The code of conduct shall be signed by each youth member and parent/guardian with the current year enrollment. A 4-H youth is not eligible to participate in the 4-H program without this agreement.

As a 4-H youth participant/member you have the responsibility of representing all 4-H members to the public. Therefore, you are expected to conduct yourself in a manner that respects individual rights, safety and property of others, and reflects favorably on your state, county and club, as well as yourself. You are expected to observe the following guidelines.

1. The possession and use of alcoholic beverages, marijuana, and/or drugs other than prescribed medication is prohibited. Use of tobacco products by youth members is prohibited.
2. Obscene and discriminatory language, rough housing, and insubordination will not be tolerated.
3. Members and leaders must demonstrate respect for each other and the public.
4. Display of overly affectionate attention between individuals is prohibited.
5. Damage to, or destruction of property belonging to others is prohibited.
6. Animal abuse of any kind is prohibited.
7. Display of unsportsmanlike conduct is prohibited.
8. Be an example of how to accept what life has to offer - good and bad - and how to live with the outcome of exhibiting your project.
9. Wear neat, clean and appropriate attire; including shoes, boots, or appropriate footwear at all times.

Report any infractions to the superintendent/club leader/event coordinator.

Penalties for infractions(s) may include any or all of the following:

- Placing the member on probation for involvement in further 4-H events and/or termination of 4-H membership.
- Assessing the member the cost of damages and repairs in the event of damage or destruction of property.
- Releasing the member to the nearest law enforcement agency and/or the proper authorities.
- Withholding premiums and/or sending the member home from 4-H activities or events.

Parents/guardians will be notified if penalties are necessary.

For members and parents/guardians: We understand this agreement is to ensure the safety of the 4-H youth member and ensure conduct and behavior that will result in each participant receiving the full benefit of enjoyment and educational experience from this 4-H affiliation/event. It is not intended to place undue restrictions upon participants.

For youth members: I have read the Code of Conduct and agree to abide by its rules. I understand that infractions of this code will result in any or all of the penalties listed above.

For parents/guardians: I have read the code of conduct and understand that I am responsible for my child or ward's behavior. I give permission to the staff in charge to administer the code.

I understand that the WSU Extension County 4-H program may have policies that are more restrictive than the state policies, but not less restrictive. In the event that the County 4-H program has additional agreements required for enrollment, a hard copy form will be provided for signature.

Yes, we agree. (Place an "X" in the box.).

**Youth Member Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**4-H Club Leader** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Club Agreement for

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*Print name of your club*

**Replace this page with your club agreement if your club has its own agreement.**

“We have agreed upon the following expectations for members who participate in the club:”

- Attend a majority of club and project meetings. Notify leader in advance if a meeting will be missed.
- Participate in a majority of club community service activities.
- Give a public presentation, demonstration, or illustrated talk, at county or club level. (Juniors and above)
- Keep an updated record book throughout the year, bring it to each club meeting, and turn it in promptly for review when requested by leader. (Juniors and above)
- Serve as an officer, committee chair, or committee member. (Juniors and above)
- Take leadership roles as volunteered or assigned, and follow through with commitments made. Parents will support their children in fulfilling these roles, as needed. (Juniors and above)
- Show interest and curiosity about new skills and knowledge.
- Be cooperative and dependable at club meetings.

By: \_\_\_\_\_ Date \_\_\_\_\_  
Member's Signature

By: \_\_\_\_\_ Date \_\_\_\_\_  
Parent or Guardian's Signature

By: \_\_\_\_\_ Date \_\_\_\_\_  
Club or Project's Leader Signature

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**REPLACE THIS PAGE WITH  
YOUR LABELED DIVIDER TAB  
“CALENDAR”**

## MY 4-H PLANNING CALENDAR

**EXAMPLE:**

Date	Time	Event	Attended
10-14-12	2:00 pm	4-H Horse Club Meeting	<input checked="" type="checkbox"/>

*It is optional to include the location of the event.*

**EXAMPLE:**

Date	Time	Event	Attended
10-14-12	2:00 pm	4-H Horse Club Meeting in covered arena at club leader's house	<input checked="" type="checkbox"/>

*Check the box for each event you attended with an "X" or a check mark.*

**If you wish to insert an X inside the box, do the following:**

*Right click on the box under Attended*

*Left click on Properties,*

*Left click on the circle with the option of "checked" under Default Value.*

*Add rows by putting your mouse just outside the border of the row above where you want a new row and hit enter.*

O C T O B E R	Date	Time	Event	Attended
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

N O V E M B E R	Date	Time	Event	Attended
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

<b>D E C E M B E R</b>	Date	Time	Event	Attended
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

<b>J A N U A R Y</b>	Date	Time	Event	Attended
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

<b>F E B R U A R Y</b>	Date	Time	Event	Attended
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

<b>M A R C H</b>	<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Attended</b>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

<b>A P R I L</b>	<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Attended</b>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

<b>M A Y</b>	<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Attended</b>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>





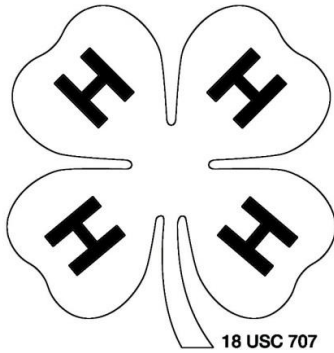


**THIS PAGE IS  
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**REPLACE THIS PAGE WITH  
YOUR LABELED DIVIDER TAB  
FOR YOUR PROJECT**

**EXAMPLE: “RABBITS”**

**The Project Section included is for an animal project.  
Please find all project sections on the  
Kitsap County 4-H website.**



## Project Cover Page

Complete one Project Cover Page for **each** project you exhibit at the Kitsap County Fair.

If you have multiple projects in your record book, be sure to print all the project sheets that you need for each project.

Current 4-H Year: \_\_\_\_\_

PROJECT: \_\_\_\_\_

4-H CLUB: \_\_\_\_\_

Number of years you have been in this project (including this year). \_\_\_\_\_  
(If this is your first year, the number of years in the project is 1.)

Your age as of October 1 this 4-H year) \_\_\_\_\_

Level you are in:  check one below

\_\_\_\_\_ Junior (ages 8 – 10)

\_\_\_\_\_ Intermediate (ages 11-13)

\_\_\_\_\_ Senior (ages 14 – 18)

NAME \_\_\_\_\_  
First name and last name

DATE OF BIRTH (MM/DD/YY) \_\_\_\_\_

***This page is not complete without signatures and dates from all three people.***

***Leaders sign this page in July prior to the time members submit fair entry forms.***

Member's Signature: \_\_\_\_\_  
*I declare that the information in this book is correct and that I completed all my club and 4-H requirements to the best of my knowledge. I did my own work in this record book.*

Parent's Signature \_\_\_\_\_  
*I declare my child completed this record book with minimal assistance.*

Leader's Signature \_\_\_\_\_  
*I declare this member has met all club requirements this 4-H year.*

# Project Goal Instructions

**Juniors: one goal**

**Intermediates: two goals**

**Seniors: three goals**

Everyone should have at least one S.M.A.R.T. goal for the record book judging in August.

**YOU WILL BE DOCKED POINTS IF YOU LEAVE ANY AREAS BLANK ON THE GOAL PAGE WHEN YOU SUBMIT YOUR RECORD BOOK FOR JUDGING.** *If you have not completed your goal, evaluate where you are prior to turning your record book in for the August judging. You can update the goal before year-end awards if the status of your goal is different on September 30.*

**[See the Record Book Guide on the Kitsap County 4-H website for more information.](#)**

The goals that you set at the beginning of the 4-H year are an important way to track where you want to go with your learning. The goals should be interesting to you. Please avoid goals that are about earning certain ribbons, being the grand champion, or beating last year's grand champion. Focus on how **you** can improve **your** skills or knowledge. Doing so may help you win a top spot in a competition. *It is helpful to have goals that have a deadline prior to August 1 to avoid re-writing your goal page for year-end awards.*

Set a **S.M.A.R.T.** goal. **I would like to learn the history of the Flemish Giant and Holland Lop rabbit breeds before the Kitsap County Spring 4-H Rabbit Show in April of 2019.**

- "S"** Set a goal that is **specific**.  
**It is specific. The members would like to learn the history of two rabbit breeds.**
- "M"** Set a goal that is **measurable**.  
**It is measurable. If someone asks the member about the history of the Flemish Giant and Holland Lop breeds, and the member can tell about the history of one only breed, the member knows half the goal has been accomplished.**
- "A"** Set a goal that is you can **achieve**.  
**It is achievable. Information about the history of these breeds is available. Learning about two breeds is something that can be accomplished over the course of several months.**
- "R"** Set a goal that is **realistic**.  
**It is realistic. The member can realistically accomplish this goal by the deadline.**
- "T"** Set a goal that is **time based**.  
**It is time based. The deadline to meet this goal is the rabbit show in April.**

An example of an **unmeasurable** goal is "I want to learn about chicken breeds."

An example of a **measurable** goal is "I want to learn the show disqualifications for Frizzle, Silkie, and Brahma chickens before the spring poultry show this 4-H year."

An easy way to make sure your goal is measurable is to ask yourself, how will I prove it to someone? If your goal is going to require an opinion like "I want to get better at handling my goat during fit and show" you can easily change it measurable by explaining how you will know when you "get better." A measurable goal for this one would be "By June 1, I want to be able to walk my goat into the ring without a lead rope and have her follow me the whole time."

# Project Goal Page

Print as many copies of this page as needed.

**GOAL.** \_\_\_\_\_  
\_\_\_\_\_

## HERE IS WHAT I NEED TO DO TO REACH MY GOAL.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

## Project Goal Evaluation: How did you do?

Take a look back at the goal(s) you listed at the beginning of the year. How did you do? Evaluate each goal. Using a scale from 5 to 1, rate how you feel you did. Fill in all areas – even if you have not met your goal.

**“How did you do?” Circle or underline the rating you give yourself.**

Excellent	Very Well	Well	Not So Well	Very Poorly
5	4	3	2	1

**Why did you give yourself this rating?**

\_\_\_\_\_  
\_\_\_\_\_

**My problems were:**

\_\_\_\_\_  
\_\_\_\_\_

**My successes were:**

\_\_\_\_\_  
\_\_\_\_\_

**This is what I would change if I could go back to October 1 of this 4-H year and start this goal over again (knowing what I know now). Your answer may be “nothing.”**

\_\_\_\_\_  
\_\_\_\_\_

## Routine Animal Care

Make one entry for standard, routine care all year and note any exceptions to your regular routines.  
Please complete all sections. Write **none** or **N/A** rather than leaving areas blank.  
If you pay to board your animal, ask what, when, and how much food is provided.

### DAILY FEEDING ROUTINE

Time of day I feed my animal(s): \_\_\_\_\_

The daily feed I provide to my animal(s): \_\_\_\_\_.

The quantity I give at each feeding is \_\_\_\_\_

Other items or supplements I feed to my animal(s): \_\_\_\_\_

### GROOMING ROUTINE

Daily: \_\_\_\_\_

Weekly: \_\_\_\_\_

Monthly: \_\_\_\_\_

Annually: \_\_\_\_\_

### EQUIPMENT / HOUSING CLEANING AND SANITATION ROUTINE

Daily: \_\_\_\_\_

Weekly: \_\_\_\_\_

Monthly: \_\_\_\_\_

Annually: \_\_\_\_\_

### OTHER ROUTINES and/or EXCEPTIONS TO ROUTINES (put none if you don't have any)

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## INSTRUCTIONS FOR ACTIVITY LOG

This section is where you write about what you learned and/or did in club meetings and/or what you did at home in your project and/or how you worked on your goal and/or extra activities you participated in that are related to your project. **Fill in all three columns.** Write complete sentences.

- For the county record book judging in August, you need at least **ONE** entry per month
- For the **top record book** in Kitsap judging in October, you will need at least **FOUR** entries per month.

If your club did not meet in a given month write **“No project meeting.”** or **“No club meeting this month.”** The meeting may have been canceled. In that case, write **“Meeting canceled.”** It may seem silly to write that, but a record book judge does not know why the entry is blank. Be sure to write **“Not a member yet.”** for the months you were not a member.

***Here are example entries.***

### Project Activity Log

DATE	EVENT OR ACTIVITY.	WHAT DID YOU DO AND WHAT DID YOU LEARN?
Oct. 5	Cooking Club Project Meeting	We made cookies and learned how to measure dry ingredients.
Oct. 6	Made Cookies	I used the recipe on the chocolate chip bag to make chocolate chip cookies. I learned I need to add more chips than the recipe calls for.
Oct. 7	Went to library.	I checked out four cookbooks. I am working on my cooking goal to make a full dinner all by myself. I learned that there are a lot of cookbooks.
Oct. 20	Met with Club Members	A few club members came over to select recipes to make next month. I learned that everyone wants something different.
Nov. 2	Cooking Club Project Meeting	We watched the leader and learned how to steam vegetables on the stove top.
Nov. 6	Steamed Vegetables	I steamed carrots for my family’s dinner today. I learned that if the carrots are not the same size they cook differently.
Nov. 4	Made cookies.	I met with two club members to bake cookies. We made sugar cookies, chocolate chip cookies, and Snickerdoodles. I learned that I like Snickerdoodles better.
Nov. 30	Updated Record Book.	I updated my record book and made sure all the pages in my agreement tab were signed. I learned that it takes time to get all signatures.
December	No club meeting this month.	No December club meeting because we have a community service project.
Dec. 2	Made spaghetti.	I made spaghetti for dinner. The sauce was my grandma’s recipe. I learned that my grandma didn’t just open a can for sauce.
Dec. 7	Club Community Service Project	I went with club members to a local nursing home to sing carols in the halls. I learned that I did not like the smells in nursing homes.
Dec. 15	Made Holiday Cards	I made holiday cards to take to a few people I met at the nursing home. I learned that older people are ok.

**See the Record Book Guide on the Kitsap County 4-H website for more information.**







## Still Life (Non-animal) Project Expense Record

List any tools, equipment or supplies purchased for use with your project this year.

Use additional pages if needed.

<i>Date</i>	<i>Paid To / Purchased From</i>	<i>Description</i>	<i>Amount</i>
<i>Example Oct. 6</i>	<i>JoAnn Fabrics</i>	<i>Polar fleece fabric, thread, zipper for fleece jacket, sewing machine needles.</i>	<i>\$11.56</i>
		<b>Total Expenses</b>	

**INSERT PROJECT**

**“ADD SHEETS”**

**HERE**

**Check with your club leader for any special pages your club uses that should be added to your Record Book.**

**Project specific “Add Sheets” may already be included in the project section under Record Book Sections on the 4-H website.**

## Photographs Relating to Your 4-H Project

*This is optional -- you do not have to include anything.*

***Do not make a separate tab for photos. Project photos are the last pages in the project tab.***

You can earn bonus points for adding photos to your record book.

This is the fun section with very few rules! You may wish to include photos and/or drawings showing your activity in your project, your animal or still life equipment, any shows you participated in, drawings, letters, newspaper clippings about you and/or your club and project, stickers and other decorations that have to do with your 4-H project.

Please provide captions that explain things like who, what, why, when, and where.

**RULE 1.** Items must be from current year. No photos from prior years!

**RULE 2.** Bonus points are available for two pages, back to back, or four single-sided pages. You may add additional photo pages if you wish, but the bonus points are capped at two back-to-back or four single-sided pages.

**RULE 3.** Please be sure all items are secure on the page and/or in a plastic slip cover. Make sure the plastic slip cover doesn't cover book tabs.

**RULE 4. AFTER the county and state fairs,** you are encouraged to add at least two pages (or one back to back) of photos of your participation in fair and your exhibits at fair with captions.

**PLEASE do NOT** include ribbons, certificates, or any items that cannot be replaced.

**THIS PAGE IS  
INTENTIONALLY  
BLANK**

**REPLACE THIS PAGE WITH  
YOUR LABELED DIVIDER TAB  
“4-H Story”**

## JUNIOR 4-H Story

**Keep this page in your record book if you are a JUNIOR.**

*Intermediates and Seniors can remove this page. See specific pages for criteria for your age group.*

**Fill in the blanks below or write a story in narrative format.**

**Introduce yourself and your family.**

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**Tell why you joined 4-H and/or chose the project(s) you did.**

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**Tell about the things you enjoyed learning or doing in your project(s) this 4-H year.**

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**Tell about your favorite parts of 4-H this year.**

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**Tell about things you would like to improve upon or do more of next year.**

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**FAIR EXPERINECE: Write about your participation in the Kitsap County and Washington State fairs.**

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## **INTERMEDIATE 4-H STORY**

***Keep this page in your record book if you are an Intermediate.***

*Juniors and Seniors remove this page. See specific pages for criteria for your age group.*

*Fill in the blanks below or write a story in narrative format.*

**Introduce yourself and your family.**

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**Discuss why you joined 4-H and chose the project(s) you did.**

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**Discuss things you enjoyed learning or doing in your project(s) this 4-H year.**

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**Discuss a significant accomplishment you have made this year in your 4-H project(s). *This might include something that was not part of your goal.***

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**Tell about your 4-H club experiences and community service you were involved with.**

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**FAIR EXPERINECE: Write about your participation in the Kitsap County and Washington State fairs.**

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# **SENIOR 4-H STORY**

***Keep this page in your record book if you are a Senior.***

*Juniors and Intermediates remove this page. See specific pages for criteria for your age group.*

*Fill in the blanks below or write a story in narrative format.*

**Introduce yourself and your family.**

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**Discuss why you joined 4-H and chose the project(s) you did.**

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**Tell what you learned from results, difficulties, and/or challenges you had in your project(s) this 4-H year. Discuss anything you wish you had done differently.**

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**Tell how you have changed or grown as a person as a result of your involvement in your project(s) and 4-H this year. Be specific about those changes (your character, skills, leadership, etc.).**

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**Explain how you could use the life and/or project skills you learned from being in 4-H in other areas of your life.**

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**FAIR EXPERINECE: Write about your participation in the Kitsap County and Washington State fairs.**

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## PERSONAL PAGES

***(This is optional -- you do not need to include anything.)***

***You can earn bonus points for including photos.***

*Do not make a tab for personal pages. Personal pages go directly behind your 4-H Story, in the 4-H Story tab.*

This is another fun section with very rules. You may wish to include photos, drawings, letters, newspaper clippings, stickers and other decorations that have to do with your interests (church, other clubs, school, music lessons, sports, trips, family events to name a few.)

Please provide captions that explain things like who, what, why, when, and where and follow the rules below.

**RULE 1.** Items must be from current year. No photos from prior years!

**RULE 2.** Bonus points are available for two pages, back to back, or four single-sided pages of personal page for things you do outside of 4-H.

**RULE 3.** Please be sure all items are secure on the page and/or in a plastic slip cover. Make sure the plastic slip cover doesn't cover book tabs.

**PLEASE do NOT** include ribbons, certificates, or other items that cannot be replaced.

**THIS PAGE IS  
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**REPLACE THIS PAGE WITH  
YOUR LABELED DIVIDER TAB HERE  
“Permanent Record”**

**Remove this page and put your Permanent Record here.**

## **PERMANENT RECORD**

**Kitsap County only uses LEVEL 2 Permanent Record forms.**

If you are an ongoing member, you will take the permanent record out of last year's book and continue here. For computer books, you may need to add more rows if you have filled a page.

**Download document C0935, LEVEL 2 PERMANENT RECORD at:**

**<https://extension.wsu.edu/kitsap/youth/record-book-forms/>**

You will find a Word version for computer books and a pdf for handwritten books.

Be sure there are entries for **each year** you have been in 4-H.

Write NONE in the first column if you have no activity in a particular section. You may, *but do not need to*, make an entry in each column.

### **EXAMPLE BELOW:**

**Offices and Committee Assignments:** List your offices in 4-H, e.g., President, Vice President, etc. and list all the committees you work on each year. Show if it is for your club or county, and what you did.

<b>Year</b>	<b>Office/Committee</b>	<b>What Group</b>	<b>Duties Performed</b>
2007-2008	<b>None</b>		
2008-2009	Chair Person for Christmas Party Committee	Curious Cats	Helped plan club party.

**See the Record Book Guide on the Kitsap County 4-H website for more information.**