

A “Key” to Record Books

Basic Section

1. Cover page – Name; # yrs in 4-H; age (as of filled out); DOB; grade (current); division; address; club; Clark County; calendar year 2015-2016
2. Calendar – entry should look something like *General meeting/community service – 11th 4:00 pm George’s*; for each date put in appropriate month; states what kind of meeting/activity, date, time and place; for each mtg/event you attend put an “x” or check mark to show you were there; make sure to fill out through September, including fair, before you turn it in

Project Section

3. Project Record/plans – years in 4-H; project, ie: llama/alpaca, market swine, leadership, KYG, market/utility/novelty/dairy goat; years in project
 - a. This is what I want to learn this year: something you are interested in learning, first year: parts, how to fit/show, judging, etc; third/fourth: how to improve oral reasons, how digestion works in a ruminant, different diseases; can be simple, but expand upon it; must have at least two sentences
 - b. This is what my leader agrees/ed to help me learn: try to tie in with what member wants to learn, plus generic things like *they will help me when needed*; again, at least one, but can be more
 - c. This is what my parents agree/ed to help me learn: try to tie in with what member wants to learn, plus generic things like *they will help me when needed*; again, at least one, but can be more
 - d. Get your plans signed ASAP, preferably in November or December
4. Project journal: this is pretty self explanatory, but sometimes it’s tricky to know what goes where
 - a. Date: day you did something or month for feed/watering
 - b. What you did or made: meeting/conference (rally!) for leadership; trimmed feet, practiced leading, tamed animals, worked animals, played with animals, worked on fitting and showing, pre-shows/weigh-ins, clinics, took pictures, got pictures printed
 - c. Comments: make a comment about what you did; can be relatively anything, as simple as *made chocolate cake for brother’s birthday* or *sat with pigs to tame down* or *decided to name pigs Charlotte and Wilbur* or *Tori had two kids, one boy and one girl* or how you did in judging, or showing at pre-show, when you picked up your animals, how your animals behave when being worked with, what your animals weighed after a rodeo
5. Project reflections: this summarizes your year and should not be started until beginning to mid-July, with more to be added after fair
 - a. What you learned: relate to your project plans, did you learn what you wanted to? Was there something else you learned you didn’t expect to? What kinds of things did you do/learn that you want to investigate more next year?; should be at least two sentences, if not easily more
 - b. Problems: what went wrong? What caused you difficulty? Ie: pigs were too heavy/light at weigh-in, couldn’t lead at pre-show, wasn’t sure how to fit and didn’t know who to ask.....
 - c. Successes: what went well? *My pig made weight at 296, four pounds under the top limit.*
 - d. To do differently: how to fix something that went wrong...*need to think about getting a smaller pig next year, or start checking weights much earlier than August.*

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Add-Sheet Section

1. Health Record: everything medically that happens to your animal(s) – shots, de-worm/lice, hoof trimming, shearing, etc; filled out each year and a copy is turned in at fair on haul-in day; for projects that will continue with animals it is suggested to keep previous years records in case something should happen, and you know/when what you gave the year before
2. Horse Management Record: self-explanatory; one per youth per year
3. Individual Horse Record: self-explanatory; one per horse per year

Permanent Record

1. Offices/Committee Assignments: List year and office or committees you serve on throughout the year, describe a little of what you did
2. Project/Exhibit Summary: year (generally same as calendar year); project title: list each project title; size: # of things entered in fair (KYG/leadership is irrelevant); Exhibits: brief synopsis of what you put in fair
3. Judging: any type of judging you do for 4-H: livestock, cavy/rabbit, clothing/foods, etc; enter what type and how you did
4. Public presentations: enter what you did for a presentation, and where you did it; this also counts presentations/workshops for other events such as your club, KYG, Rally or Teen Conference, or after a national trip
5. 4-H Contests entered: contests specifically for 4-H; things like *Fashion Revue, fitting and showing, hosting, mystery muffins, herdsmanship*
6. Events attended: 4-H specific events; *Super Saturday, Quality Assurance workshop, Pre-Shows, Clinics, KYG, Teen Rally, Teen Conference, club field trips, national or state events/competitions, Rest area, concession stand*
7. Community service: self explanatory; anything you have done to help benefit the community through 4-H, *Kick-off breakfast, help at benefit auctions, community beautification projects*
8. 4-H promotion: whenever you do something to let people know about 4-H; *do a talk at school, talk on the radio, make a poster, recruitment night, parade float, hand out programs*
9. Leadership: list stand out things for each year; *applied/accepted as CF, made float, planning committee, chair of committee*
10. School and community responsibilities: anything done outside of 4-H; *sports teams, ASB positions, choir, FBLA, FFA, church*
11. Contests other than 4-H: enter something in open, go to other shows that aren't for 4-H
12. Meeting attendance: just count business meetings for the year (generally 12), not filling in number attended until after fair
13. Important recognition: special awards you get, *beyond call of duty, terrific, hog/steer/goat/lamb of merit medal of honor, grand champion*
14. 4-H story: don't need to start this until later in the year (about May/June); introduce yourself, *how old you are, how many years in 4-H, grade in school, 4-H projects*; then talk about each project individually, *why you chose it, what you enjoy about it, why you don't like it, things you've done/made, what you named your animals*; leave it pretty open ended for a closing because the year isn't over until after fair, *give a prediction for fair, or a wish that it goes well*
15. congrats! You're done! ☺