

Record Book Tips by the Month

Exceptions are made for 4-Hers with learning/physical disabilities. A note requesting accommodation must be included with the member's book when it is turned in for the Up-to-Date check in July.

OCTOBER

- Put record book together according to the instructions on the inside front page.
- Fill out the front page of record book.
- Start Calendar by putting October dates in.
- Project plans (Level 1) or Project Record (Level 2) should be filled out by member and parent. Leadership members should identify with their leader specific leadership projects they would like to do.
- List any project/training meetings as well as club meetings in the project journal section of your record book.
- Financial Summary (Level 2) Beginning Value should be filled in.
- Quality Assurance Sheets for Horse members should transfer from old record book into new record book with the permanent record.
- Animal Projects—read and sign Commitment to Excellence. This goes after Project related materials (Level 1) or Project Financial Summary (Level 2). Members, parents and leaders must read and sign the Commitment to Excellence every year.
- Permanent Record—transfer permanent record from old book into new book. Put current year's projects in the Project and Exhibit Summary page 2 and 3.
- Clothing Skills Checklist Booklet should be transferred with the permanent record.

NOVEMBER

- Put November dates in the calendar (Teen Rally, Know Your Government sign-up deadline, etc).
- Project plans (Level 1) or Project Record (Level 2) - Members, parents and leaders sign at November meeting. Leadership members should identify with their leader specific leadership projects they would like to take on (club officer, county teen rep, state ambassador, teaching younger members, organizing a club activity, fundraiser or community service project). Know Your Government project members should identify in detail what they would like to get out of KYG this year.
- Project Diary (Level 1) or Project Journal (Level 2) - Start filling out if you have done something in your project area. List any project/training meetings as well as club meetings. Leadership members should record all time and money spent in a leadership role or attending teen rally, conferences, or congress.
- Permanent Record – If you are a club officer or committee member, enter this on page 1 of the Permanent Record. Record "Leadership" in project and Exhibit Summary, page 2/3.

DECEMBER/JANUARY

- Update Calendar and Project Diary (Level 1) or Project Journal (Level 2) with December/January dates (Know Your Government meetings, etc)
- Permanent Record – If you have done a demonstration (Public Presentations page 6) or your club did a community service (Community Service page 10) through the holidays.

FEBRUARY

- Update Calendar and Project Diary (Level 1) or Project Journal (Level 2) with February dates.
- Project Highlights – Know Your Government members-give thought to this page! Problems could include issues at meetings, with assignments, roles played at conference. There is plenty to write about after 4-5 meetings and a three-day conference.
- Financial Summary – Know Your Government members-there is no beginning value for KYG. Ending value will include conference registration and money spent while in Olympia (transferred from your project journal).
- Permanent Record – Record Know Your Government in Project and Exhibit Summary, page 2/3. Record KYG Conference in 4-H events attended, page 9.

MARCH

- Update Calendar and Project Diary (Level 1) or Project Journal (Level 2) with March dates. List any project/training meetings as well as club meetings in the project journal section.
- Permanent Record - Record "Leadership" in Project and Exhibit Summary, page 2/3. Judging (page 5) may be listed if attending the beef and swine judging at the Beef Pre-Show/Swine Clinic. Fitting and Showing and feeder classes are entered in 4-H Contests Entered on page 7. Horsemanship and Safety Training Day goes under Events Attended page 9.

APRIL

- Update Calendar and Project Diary (Level 1) or Project Journal (Level 2) with April dates. List any project/training meetings as well as club meetings in the project journal section.
- Permanent record – Bread Baking contest may be entered in 4-H Contests Entered page 7. Horse judging should be entered in the Judging section page 5. If you had leadership roles at these events record them on the Leadership page 12/13. Swine Clinic goes under Events Attended page 9. Leadership activities should be entered in the Leadership section page 12/13.
- Horse Certificates are due by April 30 and should go after Project Related Materials (Level 1) or Project Financial Summary (Level 2) with the Commitment to Excellence.
- Project Financial Summary-Leadership members-beginning value might be any leadership training materials or books you already have. Ending value will include money spent on leadership activities, registration for conferences, rally and money spent while on these trips (transferred from your project journal.)

MAY

- Update Calendar and Project Diary (Level 1) or Project Journal (Level 2) with May dates. List any project/training meetings as well as club meetings in the project journal section.
- Permanent Record – list activities you did in school, church, sports or community events other than 4-H in School and Community Responsibilities page 14.
- 4-H Story may be started by introducing yourself and writing about your project, 4-H club experiences or involvement in your community and school.

JUNE

- Update Calendar and Project Diary (Level 1) or Project Journal (Level 2) with June dates.
- Project Journal- Leadership members should record time and money spent attending State 4-H Conference. List any project/training meetings as well as club meetings.
- Permanent Record – Sheep and Goat Pre-Show Fitting and Showing and Feeder classes may be entered under 4-H Contests Entered page 7. Sheep and Goat judging should be entered in Judging page 5. Horse Monday Night Riding needs to be entered under Events Attended page 9. Open Horse Shows, Dog Shows or Wool Contest that are non-4-H events but pertain to your project go under Contests Other than 4-H Entered page 15. Fill out 4-H Meeting Attendance, last page, by putting the year and the number of meetings that will be held for the year. In September mark down the number of meetings you attended. On Most Important Recognition, last page, list the most important recognition you received in 4-H during the year, such as honors, awards, trips, etc. and the project it is related to.
- Animal Health Record for each Livestock project animal should be filled out and updated as medication is given to the animal. This includes medication in the animals' grain, worming or any medication that is given during the animal project time from weigh-in to fair. This goes after Project Related Materials (Level 1) or Project Financial Summary (Level 2), with the Commitment to Excellence. Make an extra copy of the Animal Health Record (one for the record book and one for the Fair weigh-in).

JULY

Record book should be updated in all areas to turn it into the club leader.

- **General Appearance of the Record Book** should be neat and show that the member has done their own work. Dividers are optional.
- **Calendar** –Each month should have an entry. August and September dates should be filled out with club meetings and fair dates.

- **Project Plans** (Level 1) or **Project Record** (Level 2) should be filled out by member, parent and leader. These must be signed and dated.
- **Project Diary** (Level 1) or **Project Journal** (Level 2) should be recorded through July. In livestock and horse journals there should be entries on grain, hay, water, and shots given to the animal. What was done with your animal? In the Level 2 Project Journal there should be comments of how work was done and what was learned. List any project/training meetings as well as club meetings in the project journal section of your record book.
- **Project Photos** – Photos pertaining to your project, if available, go here. Photos should be dated and have a caption.
- **Project Summary/Highlight** – Level 1 Summary – Should write about “What I did in my 4-H project this year”. Check Level 2 highlights to get ideas of what might be put in this section. Level 2 Highlights - look back at project plans and see if you learned what was originally planned. Enter what was learned in your project. Write about problems or successes with your project and tell what you might do differently next year. For Leadership members this is one of the most important pages in the record book! Give thought to this page and be honest with yourself when looking at your own strengths and weaknesses as a leader. If you say you had no problems in your leadership project, you are not being thoughtful or honest.
- **Project Financial Summary** – Beginning Value should be completed. The rest of the Financial Summary should be finished in September.
- **Animal Add Sheets** - Horse Certificates, Dog Project Records, Animal Health Record for each livestock project animal, Commitment to Excellence checklist, Horse Member Advancement Checklist, Cavy Advancement Program Checklist, YQCA Certificate (Beef, Goat, Sheep, and Swine members) for current year. These sheets go behind Project Related Materials in the Level 1 record book and after Project Financial Summary in the Level 2 record book.
- **Permanent Record** needs to be up to date. Look back at the tips for each month for specifics of each section. Clothing Skills Checklist Booklet goes after the permanent record. It should be transferred each year to the new record book with the permanent record.
- **4-H Story** – Introduce yourself and write about your projects. Write about your 4-H club experiences and how you were involved in your community and school. Do not repeat the project highlights.
- **Supplemental Information** – Related to your club, community or school. May contain pictures, news clippings or letters, limited to two sides of 1 page. All items should be dated with captions. Club/Teen Contracts at the end of this section if applicable.

AUGUST/SEPTEMBER

Record books should be finished in September. Members can turn their record books in to compete for Medal of Honor and Mary Matthews Record Book Awards.

- **General Appearance of the record book** should be neat and show that the member has done his or her own work. Dividers are optional. Front page should be filled out completely.
- **Calendar** – Each month should have an entry with club meetings, important dates and anything else involving your club or project.
- **Project Plans** (Level 1) or **Project Record** (Level 2) should be filled out by member, parent and leader. These must be signed and dated.
- **Project Diary** (Level 1) or **Project Journal** (Level 2) should be completed through September. At the bottom of each journal page costs and income should be totaled. In livestock journals there should be entries on grain, hay and water, and shots that are given to the 4-H animal. What was done with your animal? In the Level 2 Project Journal there should be comments of how work was done and what was learned. List any project/training meetings as well as club meetings in the project journal section of your record book.
- **Project Photos** - Photos pertaining to your project, if available, go here. Photos should be dated and have a caption.
- **Project Summary/Highlights** – Level 1 Summary – Write about “What I did in my 4-H project this year”. Check Level 2 highlights to get ideas of what might be put in this section. Level 2 Highlights - Look back at project plans and see if you learned what was originally planned. Enter what was learned in your project. Write about problems or successes that you have had with your project. Tell about something that you might do differently next year. Every section needs to be completed.

- **Project Financial Summary** (Level 2) – All sections need to be completed. The Beginning Value with materials, supplies, animals, and equipment you had at the start of the year should have been completed at the beginning of the year. Ending Value should be completed with materials, supplies, animals, equipment you had at the end of your project year (this will transfer over for the new 4-H year to start your Beginning Value in your new record book). The bottom section of the Financial Summary should be completed. Follow the instructions for each line.
- **Animal Add Sheets.** Horse Certificates, Horse Quality Assurance, Horse Member Advancement Checklist, Cavy Member Advancement Checklist, YQCA Certificate, Animal Health Record for each livestock project animal and Animal Commitment to Excellence checklist per member for current year. These sheets go behind Project Related Materials in the Level 1 record book and after Project Financial Summary in the Level 2 record book.
- **Permanent Record** needs to be up to date. Look back at the tips for each month for specifics of each section. Clothing Skills Checklist Booklet should be after the permanent record.
- **4-H Story** – Story should be in narrative form and have an introduction of you. Do not repeat the project highlights. Write about your projects, 4-H club experiences and how you were involved in your community and school. Tell about how you have changed as a result of your 4-H experience. The story should be updated through Fair.
- **Supplemental Information** – Related to your club, community or school; may contain pictures, news clippings or letters. This is limited to two sides of 1 page. All items should be dated with captions. Club/Teen Contracts are at the end of this section if applicable.