

INSTRUCTIONS

- Use this record book for all the things you do in 4-H this year. Put it in a notebook with your other records. Separate each section with a tab. Each project should also have a tab. Keep the project commitment, project journal, project highlights, and financial summary for each project together.
- You may also want a scrapbook in which to keep ribbons, certificates, and programs.
- Use your records to look back at your progress during the year. This will be helpful when you make plans for next year.
- When you complete your 4-H program for this year, complete your 4-H story. It should be a “work in progress” for record book judging prior to year-end.
- The record book is your personal work. Keep it current as the year progresses. Do your own handwriting or typing.

Cover Sheet. Use the 4-H Level 2 Cover Sheet that includes your 4-H Division, address, club, and other details.

My 4-H Planning Calendar. This should be a separate section with a divider tab. Write down all of the 4-H events and activities that pertain to your project areas, and all of the general 4-H events and activities for your county and state. Mark those that you attend. Keep track of important events such as 4-H meetings, county fair, camp, and project-related activities.

My 4-H Projects. Use a separate project commitment, project journal, project highlights, and financial summary for each of your projects. Each project should have its own divider tab.

Cover sheet. You may start your Horse record section with the Yakima County 4-H Horse Project Record cover sheet.

Code of Ethics. Include the Equine or Market Animal Code of Ethics if you are showing animals. This must include the necessary signatures. A copy of your Equine Code of Ethics must be on file at the County Extension Office with your Horse Certificate.

Horse Certificate. This form needs to be completed for each horse that you use for 4-H with the required signatures. The certificate must be resubmitted annually to the Extension Office for signature, with a copy remaining on file and the original returned to the member.

Project Goals and Plans. This is an agreement between you, your project leader, and your parents about what you want to learn and how they will help you. Obtain the required signatures. You should list **at least 3** goals per project.

Project Journal. Complete one of these forms for each project in which you enroll. If you need more space for the project journal, add more pages. For some projects you may wish to use the journal as a

weekly summary of what is recorded in your add sheets or on work sheets you have created.

Headings for the project journal:

- Date. This is a log of your actions. Keep it up-to-date.
- What did you do or make? List, in order, the things you did or made (purchased supplies, cooked dinner, taught my dog to heel).
- For Horse Projects, include all you do with your horse and related 4-H activities, including Feed & Water, Groom, Ride, Train, Bathe, Clip, Shoeing, Veterinary, Workshops, Shows, Meetings, Community Service, Demos, Judging, purchase of Tack & Supplies, etc. Make comments and tell what you learned or worked on. List Horse Shows and other contests that you enter (Public Presentations, Performing Arts, Poster Contest, etc.). For Horse Shows, list all classes entered, including cost of entry, placing, and other comments.
- How much? How many? How much did you buy? How many people did you serve? If this column doesn't apply to what you did, leave it blank.
- Cost. What was the total cost of the items you purchased or the contest you entered? If you used feed or other materials given to you by others, estimate the cost. For many other things you do, such as teaching your dog to heel, there will be no cost or income. Total this column at the bottom of each page of your journal.
- Income/Value. What was the amount you received for items sold, or the estimated value of items you made or raised that were used at home? Total this column at the bottom of each page of your journal.
- Time. Estimate the time you spent on this action related to your project. For some activities you may want to summarize weekly or monthly hours spent.
- Comments and what you learned. Briefly tell what problems you had, things you learned, and how you feel about what you did or made.

Quarterly Health & Feeding Record – Optional. If you choose to use this form, prepare one record for each quarter of the year, summarizing the health and feeding activities that are discussed in your Project Journal. This record provides a quick reference to summarize your horse's health care. All information must also be included in your project journal.

Project Highlights. Look back at your Project Goals and Plans. Did you learn what you planned to learn? What problems did you have to solve? What were your main successes? What would you do differently if you did it again, knowing what you know now? Tell how you reached your goals and what you learned. The comments on this form should relate back to your Goals and Plans.

Project Photos. Include additional pages, if desired. All photos must be captioned and dated.

Yearly Inventory - Optional. You may use this detailed list for your horse, tack, show equipment, and other assets that you own at the beginning of the 4-H year, along with estimated values. You may group items like “grooming tools”, Western saddle and tack, etc. Keep track of gains and losses during the year. If you own your horse at the beginning of the year, include in your beginning inventory. If you purchase a horse during the year, include it in your ending inventory. Transfer totals from this page to your Financial Summary. You may just list these items on the Financial Summary if desired, instead of using this Yearly Inventory form.

Financial Summary. This is a summary of your project’s financial value, what you spent, and what you earned during the year. It summarizes your Project Journal and Yearly Inventory. The difference between the Beginning Inventory when you start your records each year and the Closing Inventory when you close your records is part of your profit or loss for the year. Other expenses and income should be transferred from your Project Journal to this page.

Project Add Sheets - Optional. There may be add sheets for projects with special planning or recording needs (breeding records, milk records, garden plan). Use the add sheets for your project as well as the project journal.

Permanent 4-H Record. Use this to record your participation in leadership activities, committees, public presentations, demonstrations, judging, and other activities and contests during the years you are in 4-H. Add to this record each year, and carry it forward to your next year’s record book. This section should have its own divider tab.

My 4-H Story. This section should have its own divider tab, and relate to all 4-H projects that you carry. Start your story at the beginning of the 4-H year. It should be a “work in progress” throughout the year. Complete your story at year-end.

Narrative. Write your story for the year in narrative form. Write as though you are actually talking to the reader. Your story should have four parts and be no longer than two sides of one page.

Introduce yourself.

Write about your projects. Do not repeat the project highlights.

Share your 4-H club experiences and how you were involved in your community and school.

Write about how you have changed as a result of your 4-H experience.

Supplemental information. This section should be related to your club, community, or school. This information should **not** relate to your Horse project. It may contain pictures, news clippings, or letters. All items must be captioned and dated. Information from

other 4-H contests, such as Record Book judging and Public Presentations, may be included in this section.

4-H Year Agreement – Optional Form. This form may be reviewed by members, parents and leaders at the beginning of the year to help establish expectations for the member’s participation. It can be signed at the end of the year to signify project completion, for year-end judging.