

WHATCOM COUNTY 4-H RECORD BOOKS

GUIDELINES AND REQUIREMENTS

The 4-H program prides itself on developing life skills in youth, and the process of completing a quality record book supports skills such as planning, goal-setting, decision-making, problem-solving, communication, leadership, citizenship, and of course – record keeping, including financial record keeping. A secondary benefit is that youth members prepare for the process of completing quality scholarship, college entrance and job applications. 4-H members are encouraged to measure their achievements and growth cumulatively through their total years in 4-H in the Permanent Record. Filling out 4-H record books is an important part of 4-H life that helps youth members prepare for their future.

Record books are turned in the last business day of September to the Extension Office. The key to making completion of the 4-H Record Book less painful is to break it down into small, easy to handle steps that are spread throughout the program year. Neatness and correct grammar and spelling are encouraged, but not counted in judging. Photos and memorabilia are encouraged on covers and divider pages. The hope is that the record book will be a precious keepsake one day and that it is an invaluable experience that generates much future benefit to the dedicated 4-H member.

Whatcom County uses Level 2 4-H Record Book Level 2 and Permanent Record. These are available as PDF files or downloadable Word templates. The project record is pages 7 -14 of the record book. If including multiple projects, you will need to fill out a Project Record for each project. Use Level 1 4-H Record Book and Permanent Record for Cloverbuds. These are not turned into be judged and can be completed at the pleasure of Cloverbud members.

Record Book forms are available for download:

For Junior, Intermediate and Senior

4-H Record Book Level 2 #C0934 <https://pubs.extension.wsu.edu/4h-record-book-level-2>

4-H Permanent Record Level 2 #C0935 <https://pubs.extension.wsu.edu/permanent-4-h-record-level-2>

C0947 - Project Record and required add sheets, if for additional project journals

<https://pubs.extension.wsu.edu/4h-project-record-level-2-pk-of-5>

For Clover Buds

4-H Record Book Level 1 #C0932E <https://pubs.extension.wsu.edu/4-h-record-book-level-1-pdf>

4-H Permanent Record Level 1 #C0933

<https://pubs.extension.wsu.edu/permanent-4h-record-level-1> See Whatcom

County 4-H Record Book Evaluation Sheet for a breakdown of points.

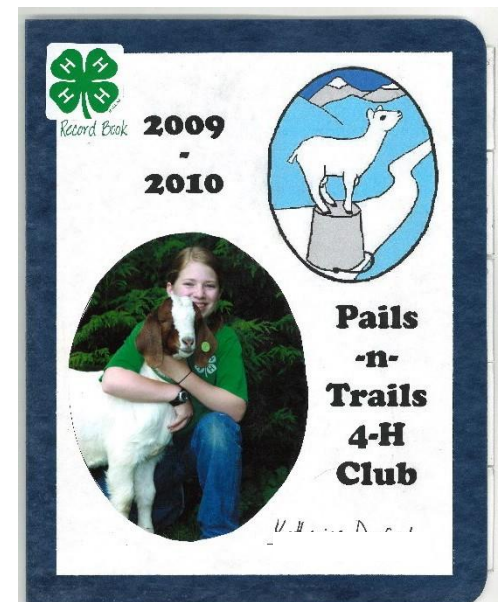
https://s3.wp.wsu.edu/uploads/sites/2093/2017/03/4h_rb_evaluation.pdf

Cover

- Use a 3-ring binder to keep everything together throughout the year.
- Assemble the book into a report cover to turn-in for judging. No 3-ring binders when submitting for judging.
- Include name and club on cover

Title Page

- “Year in 4-H” is the current year.
- “Age” and “Grade in School” are as of October 1st of the 4-H year.
- “Calendar Year” is the dual year (i.e. “2017-2018”).



Divider #1 - "Calendar"

- There should be a divider before this page reading "Calendar".
- The Calendar can be handwritten, typed individually or by the club, or cut and pasted from the Whatcom County 4-H Calendar. **For younger 4-Her's use a club calendar or county calendar so they only have to add club meetings and red checks.**
- List all events from the Whatcom County 4-H Calendar that have an asterisk (*).
- List all county events that pertain to your project (for Horse project events with **).
- List all club meetings and events.
- List community events or open shows that pertain to your project.
- Events do not have to be in chronological order.
- Place a red check after all events attended, or a "C" if cancelled.
- If submitting book for fair (horse projects), list all events through Sept., but only check off events attended up to the date submitted. After the Fair checkmark events attended in August & September.

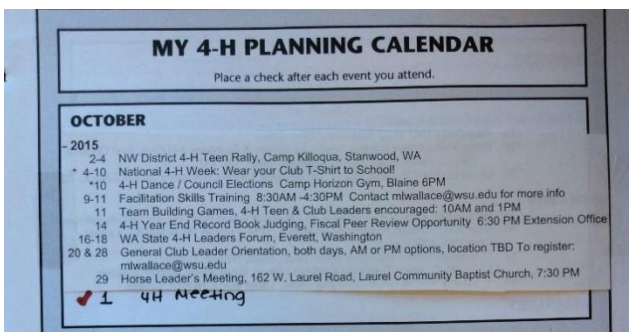


Figure 1: Calendar Example Cut and Pasted

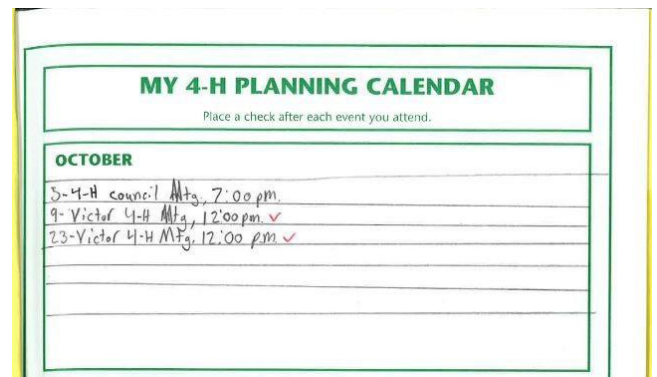


Figure 2: Calendar Example Hand Written

MY 4-H PLANNING CALENDAR	
Type an "X" in column to right after each event you attend.	
6 th -12 th - National 4-H Week.	
7 th - 4-H Council Meeting, Whatcom Extension Office, 7 PM.	
10 th - Year End Record Book Judging, 6:30 PM, Extension Office.	
8 th - Pails-n-Trails Meeting, 7:00 PM. Lynden Community Center - Business meeting. Elected Officers.	X
11-13 th - NW District Teen Rally, Pierce County.	
22 nd - Pails-n-Trails Meeting, 7:00 PM. Lynden Community Center - We made fleece hats for homeless. Snacks from Powell family.	X
25-27 th - WA 4-H Leader's Forum, Vancouver, WA.	

Figure 3: Calendar Example Club Prepared

Divider #2 - "Project Record"

- There should be a divider before this page reading "Project Record".
- A record book can cover multiple projects. Each project requires its own project record, with its own divider. Record information pertaining to only the one project in each.
- The Project Goals, Project Photos and Project Highlights must be completed for all projects.
- Requirements for the Project Journal, Project Financial Summary depend on the projects and add sheets required. See project specific requirements for these pages.
- Be sure to include required Project Add Sheets

Goals

- Set Goals on page 7: 1–3 Goals for Juniors, 3 or more for Intermediates and Seniors.
- Each signature AND date is worth 1 point for a total of 6 points. NOTE: The dates on this page should be early in the year, so there is time to work on the goals – unless it is a new project animal.
- All goals MUST be dated NO LATER than June 1st of the current 4-H year.

PROJECT RECORD

YEARS IN 4-H: 7 PROJECT: Market Lamb YEARS IN THIS PROJECT: 4

THIS IS WHAT I WANT TO LEARN THIS YEAR:

- ① I would like to have my lamb weigh 130lb by fair.
- ② I want to learn to shear my lamb without cutting it.
- ③ I want to learn the parts of the lamb's body.

MEMBER'S SIGNATURE: Nathan Fourher DATE: 3/5/10

THIS IS WHAT MY LEADER AGREED TO HELP ME LEARN:

I will help Nathan get his record book done and help him learn shearing technique. I will take him to meetings.

LEADER'S SIGNATURE: Mom Fourher DATE: 3/5/10

THIS IS HOW MY PARENT(S)/GUARDIAN AGREED TO HELP ME LEARN:

I will help Nathan breed his lamb. I will give him shearing practice on my sheep. I will be sure he feeds his lamb consistently.

PARENT(S)/GUARDIAN SIGNATURE: Leader Fourher DATE: 3/5/10

Figure 4: Goals Example

Project Journal

- Entries continue across the 2 ages of the journal 8-9 and 10-11
- Begin the journal when the project is started: at the beginning of the 4-H year, when an animal is acquired, for example. All must begin before June 1.
- Animal projects must include feed, watering and daily, written as a monthly entry
- Requirements for the Project Journal, Project Financial Summary depend on the projects and add sheets required. See project specific requirements for these pages.
- Simply the journal by month for younger 4-Her's.

Date	What did you do or make?	How much? How many?	Cost	Income
Feb	fed grain and hay	2		
05	weighed all the goats, trimmed feet and treated with Safeguard			
16	fed grain and hay. Breed	Breeding	20.00	
05	bullion weighed goats			
16	fed grain and hay	1/2 bale straw	2.99	
05	weighed goats	15 bales hay	59.10	
	trimmed feet			
16	fed grain and hay	20lb mineral	34.00	
05	weighed goats started mineral mix, trimmed feet	hoof plane	17.80	
		hoof + heel	7.15	

Time spent	Comments or what you learned:
60 min/day 150 min	I learned to do a Treasurer's report
60 min/day 60 min	it was the first time I had bred my goat
60 min/day 10 min	learned how to feed a pregnant goat
1 hr/day 2 hrs	worked on a presentation on Hoof + heel

Figure 5: Project Journal Example, Junior Level

PROJECT JOURNAL				
Date	What did you do or make?	How much? How many?	Cost	Income
10/1/17	Worked on cutting linoleum block			
10/2/17	Bought pencils with gift card	2 packs	\$150.00	\$150.00
10/3/17	Worked on monoprint			
10/5/17	Practiced printing and finished 2 prints			
10/8/17	Finished print series of 3 identical prints			
11/2/17	Worked on a new block of linoleum			
11/4/17	Printed the first set of the subtractive prints and began cutting for the second stage			
11/5/17	Printed stage 2 and cut the last part. Then printed the 3rd color			
11/8/17	Painted landscape for monoprint			
11/7/17	Did a graphite study on eyes			
11/8/17	Draw graphite marble in a puddle			

Time spent:	Comments or what you learned:
90 min	I learned how time consuming it is to cut the linoleum block before printing
90 min	I spend some time each day drawing doodling or sketching, just so I am doing it
120 min	
120 min	I will do "studies" on body parts or some object just to spend time holding a pencil
140 min	I continue to draw something each day, along with work on printing
140 min	
190 min	The subtractive lino cut was interesting, you can print in multiple colors with 1 block
140 min	Printed the highlights, then cut the midtones and print on top, be careful to line it up
120 min	The block is trashed after printing the second stage because there is too much gone
90 min	
140 min	Mono print is simple, just paint on glass and put paper on while it is wet.
90 min	Eyes are interesting because of the expression in them, can I get it?
140 min	The reflection is hard

Figure 6: Project Journal Example, Intermediate / Senior Level

- **Project Photos**
 - Include 2 or 3 photos on page 12. Each must have a caption.
 - Photos should only pertain to the particular project being addressed in this particular project record.
- **Project Highlights**
 - On page 13 Project Highlights, refer to each of the goals on page 7. Was the goal met during the past project year? If so, explain how, what was learned, what else might be done? If not, why not or what might can be done to meet the goal in the future?
 - Write something on each section of the page

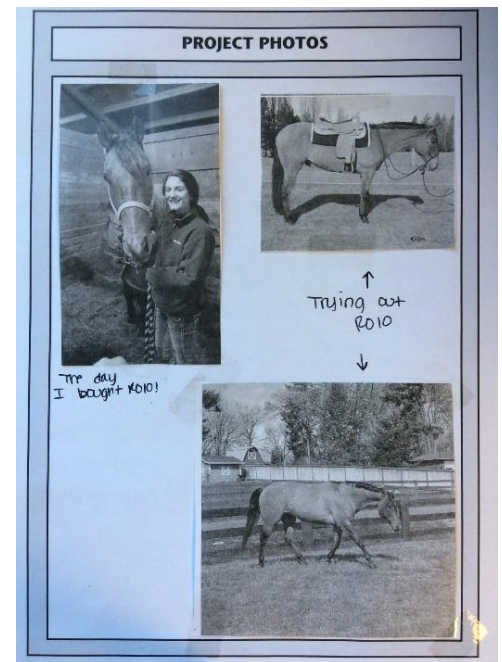


Figure 7: Project Photos Example

- **Project Financial Summary**
 - On page 14, complete the financial information following the instructions given.
 - All projects should record the total hours spent on the project on Line 8
 - Requirements for the Project Journal, Project Financial Summary depend on the projects and add sheets required. See project specific requirements for these pages.

PROJECT FINANCIAL SUMMARY		
(USE IF APPLICABLE TO YOUR PROJECT)		
BEGINNING VALUE (Materials, supplies, animal's, equipment you had at the start of your project year:)		
DATE	Jul 1, 2017	
Item	Amount	Value
Various charcoal/graphite pencils		\$ 130.00
Various ink/ballpoint pens		\$ 150.00
Drawing paper and notebooks		\$ 170.00
		\$
TOTAL		\$ 450.00
ENDING VALUE (Materials, supplies, animal's, equipment you had at the end of your project year:)		
DATE	Sept 30, 2018	
Item	Amount	Value
Various charcoal/graphite pencils		\$ 230.00
Various ink/ballpoint pens		\$ 150.00
Drawing paper and notebooks		\$ 200.00
Completed artwork		\$ 2,000.00
		\$
TOTAL		\$ 2,580.00
1. Cost (project journal)		\$ 283.00
2. Beginning Value Total (above)		\$ 450.00
3. Total Cost—add lines 1 and 2		\$ 733.00
4. Income/Value (project journal)		\$ 150.00
5. Ending Value Total (above)		\$ 2,580.00
6. Total Income/Value—add lines 4 and 5		\$ 2,730.00
7. Profit (loss)—subtract line 3 from line 6		\$ 1,997.00
8. Total time spent on project (project journal)	108	Hrs.

Figure 8: Project Financial Summary Example

Divider #3 - "Permanent Record"

- There should be a divider before this page reading "Permanent Record".
- This record will be the summary of 4-H work done in all projects for every year you are in 4-H. Use the same record year after year. If one form gets full, add pages as needed or start a new form. Keep the old form or pages in the record book together with the new ones for the current year.
- Enter year as dual year (17/18).
- Must enter dual year and "none" if no entry in the section (to prevent loss of a point).
- Can enter dual year one time only for each section, and use ("") for subsequent entries.
- Must be active in 10 or more of the 13 sections to get full points.
- See Permanent Record Level 2 Guidelines for more detail.

Divider #4 - "4-H Story"

- There should be a divider before this page reading "4-H Story".
- Write a paragraph for each of the following.
 - Introduction - name, club & number of years in 4-H.
 - Tell about you and your project.
 - Tell about 4-H club activities, events and community service
 - Tell about community, school and sports involvement outside 4-H.
 - Tell about the 4-H impact - how 4-H has influenced or changed you.
 - Tell about your Participation at fair - before fair, talk about if you are going to attend fair... after fair, add a paragraph about fair.
- Parents let younger 4-Her's dictate to you, then have them copy what you wrote in their book. Typed, cut and pasted is also acceptable.

MY 4-H STORY

Hello! My name is Erika Singh-Gundy, and this is my fifth year in 4H. I am 16 years old, and I just finished my sophomore year in high school. Along with this being my fifth year with Hannegan Horse Kids, this is my third year serving as club president.

My horse's name is Hera Copin Celebrity, but he goes by Rolo. Rolo is a 5 year old buckskin Paint gelding, who I just bought in December. This year I wanted a green horse that I could train and introduce to showing, which is why I leased out my other horse and bought Rolo. Rolo lives at Kelly Park Stables where I have been riding horses for seven years with Claire Borman. Rolo is very green and didn't have much training in performance so this year he's been learning all about it as we go to the performance qualifiers. This is his first year being shown, so we're excited to go to fair!

After being in 4H for 6 years, sometimes the experience can become monotonous, which is why I ran as club president again. I really enjoy this leadership position and being able to introduce new members to the wonderful world of 4H. Gradually I have been taking on more responsibilities as president, which now include decorations, coordinating recreational trips, secretary responsibilities, banquet planning, and overseeing the committees. It has been so much fun to be able and learn about all the different aspects of a 4H club, and how to incorporate everyone's ideas into what we do. Outside of 4H I am a very musically oriented person, and I play piano, violin, guitar, and sing. This year I was a section leader in my school's advanced orchestra and choir, and I produce and play my own music outside of school.

15

MY 4-H STORY (CONTINUED)

sometimes with my band The Rebel Bandits. (Check us out on Instagram and Bandcamp!)

4H has taught me responsibility and valuable leadership skills that will help me in many areas of my life. It taught me what it means to be responsible for others and not just myself, and that the way you talk has a big impact on the environment you create for others in the club. But the best part is the amazing friendships I've made there past 6 years.

I am so excited to show at this year's fair and demonstrate how far Rolo has come! Rolo and I will be doing performance and medals this year.

Sincerely,
- Erika

Rolo and I did very well at this year's fair, and we got all blues in our riding classes! Trail was my favorite, because Rolo really enjoys the events. I am so proud of Rolo and how much he's learned this year, and I am sad to sell him, but grateful for the time we got! Rolo taught me more than any other horse I've had, and we ended this 4H year on a positive note.

I didn't take a horse to state, but I went down for judging. Our Whatcom County Senior judging team was the state champion! As an individual, I placed 9th overall in the state! I'm incredibly proud of my team, and can't wait for next year.

Sincerely,
- Erika

16

Figure 9, 10: 4-H Story Example



Divider #5 - "Supplemental Information"

- There should be a divider before this page reading "Supplemental Information".
- Limit to three sides... newspaper clippings with dates (highlight name), pictures (with captions) that are **not** project related (club, community, school, family, sports, etc.)

Back Cover

- Must be signed and dated by member, parent and leader.
- Must be signed by all before submitting to fair (horse projects).
- All books must be signed before submitting for year-end.

Member: <i>Melba Sigurdson</i>	Date: <i>7/1/19</i>
Leader: <i>Leader Signature</i>	Date: <i>7-7-19</i>
Parent: <i>Parent Signature</i>	Date: <i>7-7-19</i>
Member: <i>Member Signature</i>	Date: <i>9/27/19</i>
Leader: <i>Leader Signature</i>	Date: <i>9-26-19</i>
Parent: <i>Parent Signature</i>	Date: <i>9-27-19</i>

 **4-H** 
WASHINGTON STATE UNIVERSITY
EXTENSION

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C0934

Figure 8: Signatures Example
(Horse Record Boo)

WHATCOM COUNTY 4-H RECORD BOOK EVALUATION SHEET

WHATCOM COUNTY 4-H RECORD BOOK EVALUATION

Name _____ 4-H Club _____
 [Circle one] Jr. Int. Sr. Grade completed in school _____ Year completed in 4-H _____

PLEASE LIST THE AWARDS & MEDALS for which YOU want to be considered. You may list Achievement medal if you completed 3 or more projects. See list of Whatcom County Awards.

I. GENERAL ORGANIZATION and APPEARANCE (possible 10 points)						
A. Overall Appearance	3					
B. Report folder (a must) with name and club on cover	2					
C. Order and Dividers with tabs	1					
D. Front and Back covers of books completely filled out (1pt), member, leader and parent signatures and dates on page 20 (3 pts)	4					
II. PLANNING CALENDAR – Should be used for planning through September (Possible 10 points)						
A. Simple entries with dates and club activities listed, numerical order not necessary	5					
B. Check marks showing activities attended, (preferably in red).	1					
C. All County 4-H events listed, pertaining to age.	3					
D. Project related events	1					
III. PROJECT SECTION – Individual projects are to include appropriate add sheets and project related materials (possible 40 points)						
A. Project Commitment	6					
1. Set goals (4 pts.), sign (1 pt.), and date (1 pt.), Jr. - 1-3 goals; Int. & Sr. - 3 or more goals.						
2. Leader, parent agreement (may be completed by member or parent/leader, signed and dated) before June 1.	4					
B. Project Journal and / or Add Sheets	20					
Complete and accurate showing of how many/how much (dollar/time)						
C. Project Highlights (6 pts.) / Project Photos and / or Project Related Materials (4 pts.)- must have at least 2 with captions but dates are not necessary.	10					
IV. PERMANENT RECORD – must have year and "none" if no entry (i.e.: 01/02) (possible 15 points)						
A. Offices and Committee Summary	1					
B. Project and Exhibit Summary	1					
C. Judging	1					
D. Public Presentations	1					
E. 4-H Contests	1					
F. Events Attended	1					
G. Community Service	1					
H. 4-H Promotion	1					
I. Leadership	1					
J. School and Community Responsibilities	1					
K. Non 4-H Contests Entered	1					
L. 4-H Meetings Attended	1					
M. Most Important Recognition	1					
N. Overall Participation and must be active in 10 or more of the 13 above areas	2					
V. 4-H STORY – limited to three sides (must be in this order) (possible 25 points)						
A. Introduction – name, club, and number of years in 4-H	3					
B. Project (s)	10					
C. Club and Community and/or School Involvement, i.e., officers held, committee participation or favorite activity.	5					
D. 4-H Impact – How 4-H has influenced member's life	2					
E. Participation at the Fair (comment whether attended or not)	1					
F. Supplemental Information – limited to 3 sides (newspaper clippings and/or correspondences with dates, pictures with captions, other than project related, may include pictures of club, community, school, family, etc.)	4					
Blue	100 - 90 (possible total of 100 points)	100				
Red	89½ - 70					
White	69½ - 45					
MEDALS 97 –100		TOTAL BY PROJECT				