

# 4-H Record Book

## Level 2

**GUIDELINES**



NAME <i>Use first and last name</i>		AGE: <i>As of Oct. 1st</i>
DATE OF BIRTH: <i>M/D/Y</i>	GRADE IN SCHOOL: <i>In Oct</i>	#YEARS IN 4-H: <i>?</i>
4-H DIVISION: <input type="checkbox"/> Junior <input type="checkbox"/> Intermediate <input type="checkbox"/> Senior		
ADDRESS: <i>Street, city, zip code</i>		
CLUB: <i>Your club name</i>		
COUNTY: <i>Kitsap</i>		
CALENDAR YEAR: <i>4-H year spans parts of two calendar years. Write as 2007-2008.</i>		

Record books may be submitted to the County Fair and year end awards in any binder the student would like, however it must be no larger than a 2" bound 3 ring binder. It must also have the ability to open flat for display purposes.

On the outside of the front cover you must have your name, club name and either junior, intermediate or senior. You may decorate this cover.

## 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, write your 4-H story.
- The record book is your personal work. Keep it current as the year progresses. Do your own handwriting or typing.

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**My 4-H Planning Calendar.** Write down the events and activities that you will be involved in. 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.

**Project Commitment.** 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.

**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).
- **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? 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.

- **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?
- **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.

**Project Highlights.** Look back at your project commitment. 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?

**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. Do an inventory when you start your records each year and when you close your records. The difference between what you own from the start to the close of the project is part of your profit or loss for the year.

**Project Add Sheets.** 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, public presentations, demonstrations, judging, and other activities and contests during the years you are in 4-H.

### My 4-H Story

**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 is limited to two sides of one page. It should be related to your club, community, or school. It may contain pictures, news clippings, or letters. All items should be captioned.

# MY 4-H PLANNING CALENDAR

Type an "X" after each event you attend.

<b>October</b>	<i>Begin your calendar in October and end it in September.</i>	<input type="checkbox"/>
	<i>You have three options for your calendar. You may:</i>	<input type="checkbox"/>
	<i>1. Use this calendar which comes with the Record Book</i>	<input type="checkbox"/>
	<i>2. Design your own calendar for your Record Book</i>	<input type="checkbox"/>
	<i>3. Buy a calendar to put in your Record Book.</i>	<input type="checkbox"/>
	<i>Make sure that whichever choice you make, your calendar is the same size as the other pages in your book.</i>	<input type="checkbox"/>
		<input type="checkbox"/>
	<i>Keep one calendar for all of your 4-H work</i>	<input type="checkbox"/>

<b>November</b>	<i>The calendar is a <u>planning calendar</u>. Use it to <u>keep track of</u></i>	<input type="checkbox"/>
	<i>official 4-H activities. Make entries for club meetings, clinics,</i>	<input type="checkbox"/>
	<i>competitions, field trips, judgings, etc. Enter the date and name of the</i>	<input type="checkbox"/>
	<i>event. Location is optional. When you attend an event, make a check-</i>	<input type="checkbox"/>
	<i>mark or an "X" to indicate that you attended.</i>	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

<b>December</b>	<i>Do not make a check-mark or "X" next to events until you have</i>	<input type="checkbox"/>
	<i><u>actually attended them</u>, even though you may intend to go.</i>	<input type="checkbox"/>
		<input type="checkbox"/>
	<i>The calendar is not the place to record your 4-H project work such</i>	<input type="checkbox"/>
	<i>as training and grooming your project animal, planting your garden</i>	<input type="checkbox"/>
	<i>or baking a cake. Your actual project work belongs in your project</i>	<input type="checkbox"/>
	<i>journal.</i>	<input type="checkbox"/>
		<input type="checkbox"/>







## PROJECT RECORD

Years in 4-H: #

Project: *Name of project*

Years in this Project: #

This is what I want to learn this year: ***This page should be filled in early in the 4-H year. This box is for the member to complete. You are expected to express goals which are appropriate for your age and your experience with your project. Make a specific statement for each goal that is detailed and measurable. Please use your best grammar and spelling.***

***You must complete a separate Project Record for each project area, such as gardening, leadership, home arts, dogs. You do not need to do separate Project Journals within one project. An example might be "dairy goats" and "pack goats", which would require only one Project Journal under "goats".***

This is what my leader agreed to help me learn: ***Based upon what the member has written above, the leader fills in this section, explaining exactly what he or she can do to enable the member to reach his or her goals.***

This is how my parent(s)/guardian agreed to help me learn: ***Again, based on the member's entry above, the parent or guardian describes how he/she will help and support the member in the achievement of goals. This may be as simple providing transportation to and from activities and giving encouragement.***

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

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## *PROJECT JOURNAL*

<i>Date</i>	<i>What did you do or make?</i>	<i>How much? How many?</i>	<i>Cost</i>	<i>Income</i>	<i>Time spent</i>	<i>Comments or what you learned</i>
<i>M/D</i>	<i>This is the most time</i>	<i>#</i>	<i>\$\$</i>	<i>\$\$</i>		<i>You may use more than one line for</i>
	<i>consuming section</i>					<i>an entry, as long as you continue to</i>
	<i>of the Record Book</i>					<i>drop down equally across the page.</i>
<i>M/D</i>	<i>Tell what you did</i>					<i>Tell how you did it. What you learned.</i>
<i>M/D</i>	<i>Enter each time you</i>					<i>Be sure to fill in the columns for “how</i>
	<i>worked on your</i>					<i>much-how many”, cost, income, time.</i>
	<i>project.</i>					<i>If any column does not apply to your</i>
						<i>Project, write “N/A”.</i>
<i>M/D</i>	<i>Feeding animals</i>					<i>If you have an animal project, your</i>
						<i>Project Journal must reflect the feed-</i>
						<i>ing of them. One entry at the start</i>
						<i>of each month , and when the feeding</i>
						<i>regimen changes, is sufficient.</i>
<i>M/D</i>	<i>Different projects</i>					<i>Complete a separate Project Journal</i>
						<i>for each project in which you are active:</i>
						<i>for instance-dogs, leadership, Know</i>
						<i>Your Government.</i>
<i>M/D</i>	<i>More Pages</i>					<i>You may print out as many pages as</i>
						<i>you need for the Project Record.</i>

## PROJECT JOURNAL

Date	What did you do or make?	How much? How many?	Cost	Income	Time spent	Comments or what you learned
<i>M/D</i>	<i>Format for Project Journal</i>	<i>#</i>	<i>\$\$\$</i>	<i>\$\$\$</i>	<i>hrs -mns</i>	<i>The Record Book Committee strongly</i>
	<i>One page format</i>					<i>recommends the computerized for-</i>
						<i>mat which prints the Project Journal</i>
						<i>across one page, like this page. It is</i>
						<i>much easier to read and to follow.</i>
<i>M/D</i>	<i>Two Page Format</i>					<i>If you use the format for the Project</i>
						<i>Journal which reads across two pages</i>
						<i>please be careful to make the entries</i>
						<i>read across the two pages correctly.</i>
<i>M/D</i>	<i>Punching pages</i>					<i>Punching the pages of the one-page</i>
						<i>format is not a problem. However, when</i>
						<i>the two-page format is used, the pages</i>
						<i>should be punched so that the two</i>
						<i>pages of the journal can be read at the</i>
						<i>same time. That means punching the</i>
						<i>right-hand side of the first page</i>
						<i>(date &amp; " what I did") and the left-hand</i>
						<i>side of the second page ("What I</i>
						<i>learned").</i>



## **My 4-H Memories**

***In some books this section is called “Project Photos”. This page is placed in the same tabbed section as your Project Record, Project Journal, Project Highlights, and Financial Summary or Add Sheets for each project document in your Record Book. You are not limited to photographs on these pages, but may include any memorabilia relating to your experiences in 4-H this year, with the exception of ribbons. You may not put ribbons in your book.***

***In addition to photographs, some of the items which might be included are clippings from newspapers, drawings, stickers, ticket stubs, fabric swatches, garden plan diagrams and pamphlets. Every item must have a caption telling what it is.***

***Items may represent your activity in your project when you work on it on your own, at the club level, the county level, or state level. All photographs must be from the current 4-H year. That means you may not include photos from last year’s Fair. When you get your Record Book back after Fair, it is expected that you will finish it up and include photos from Fair, and State if you participated, so that your Record Book is a self-contained complete record of one, whole year.***

***There is a limit to the number of pages you may have in this section. You may use two sides of two pages of paper or four single sided pages of paper for every project you document in your book. Please take care not to exceed the allowed number of pages.***

***Please take care to glue all items down thoroughly, so they do not fall out of your book as it is handled. Do not include anything irreplaceable in your Record Book.***

## PROJECT HIGHLIGHTS

**What you learned.**

*This page should be completed late in the 4-H year, before you turn your book in. Complete a Project Highlights page for each project documented in your book.*

*Review your Project Record. Did you learn what you planned to learn?*

*If you did, how did you learn it, when did you learn it, and who helped you?*

*Include other skills and knowledge that you gained even though it was not part of your plan. What happened that made it possible for you to learn them.*

*This page is a place for you to indicate that you have actually given some thought to your project and why it succeeded or didn't.*

*Please use your best grammar and spelling.*

**Problems.**

*Did you encounter any problems as you worked on your project? Example: My horse did not like to take the left lead. I took some lessons where I learned to cue for the lope at the corner, so he learned to pick up that lead. Or: My cookies kept burning. I checked my oven temperature and adjusted my recipes to better work with my oven. If you couldn't find a solution, tell about it here.*

**Successes.**

*What was successful about your project? Why was it a success? What went right?*

**To do differently next time.**

*Can you think of changes you would make if you could do your project over again?*

*Would that make it easier, or more successful? How? Why?*

Use if applicable to your project

## PROJECT FINANCIAL SUMMARY

**BEGINNING VALUE** (Materials, supplies, animals, equipment you had at the start of your project year.)  
DATE:

Item	Amount	Value
<i>This page can be discarded if your project requires ADD</i>		
<i>sheets which require the same information.</i>		
<i>Most of the animal projects do require ADD sheets.</i>		
<i>This box is used to indicate the value of materials at the</i>		
<i>start of the project year.</i>		
<b>TOTAL</b>		

**ENDING VALUE** (Materials, supplies, animals, equipment you had at the end of your project year.)  
DATE:

Item	Amount	Value
<i>This box is used to indicate the value of what you had at the</i>		
<i>end of your project. Use a separate Project Financial</i>		
<i>Summary for each project series (sewing, leatherwork,</i>		
<i>expressive arts)</i>		
<b>TOTAL</b>		

1. Cost (project journal) **Use the amounts recorded in Project Journal**

2. Beginning Value Total (above)

3. Total Cost (add lines 1 and 2)

4. Income/Value (project journal)

5. ending Value Total (above)

6. Total Income/Value—add lines 4 and 5

7. Profit (loss)—subtract line 3 from line 6

8. Total time spent on project (project journal)                      Hrs.

## MY 4-H STORY

*The 4-H Story pages are the place for you to shine. Write your story in a way that your personality shows through, and the reader will get to know you.*

*Write your story in the first person: “My name is....” “ I have been involved with this project for three years”.*

*Write your story so that it ends on August 1<sup>st</sup> when you turn your Record Book in for judging.*

*Your story must be completed on the pages provided. That means a total of 2 sides of paper. Do not exceed the number of pages allowed. Naturally, you can fit more writing on a page in a computer book.*

*The 4-H Story has very specific requirements. They are:*

- *Introduce yourself and your family*
- *Tell how long you have been in 4-H*
- *Briefly describe your project(s) and how you have worked on them. Include a memorable or significant accomplishment you have made this year in your project(s).*
- *Write about your involvement with your club.*
- *Write about any community service you have participated in.*
- *Talk about school and how you were involved.*
- *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. Say specifically what those changes have been: your character, skills, leadership, etc. This is IMPORTANT – judges look for this closely.*
- *Make sure that you cover every one of these subjects.*

*Write your story directly on the pages provided. Leave some room at the end so that you can finish up your “story” through Fair and State Fair, so that your book will reflect the entire year.*

## **Personal Page**

***These pages are provided so that you can include mementos of things that happened outside of 4-H. The Personal Pages are limited to two sides of paper. This can be two sheets on one side each, or one sheet on both sides. Do not exceed the allowed number of pages.***

***These pages might include such things as programs from school plays, pictures of your birthday, family vacations and softball team, or copies of a report card of which you are especially proud. You can include drawings or stickers as well.***

***Everything on these pages requires a neat and legible caption, telling what it is. Photos of people should have captions including the names of those pictured.***

***Please do not put ribbons in your Record Book.  
Do not put anything irreplaceable in your Record Book.***

***Do not use these pages to include more project photos. Make sure that everything on these pages is from the current 4-H year.***

## **SUPPLEMENTAL INFORMATION**

## **YOUR 4-H YEAR AGREEMENT**

At the beginning of each year, leaders, members, and parents should agree on expectations for member participation in the club

We suggest the following:

- Attend a certain number of club meetings.
- Attend a certain number of project meetings.
- Serve as a committee member or officer.
- Do a public presentation.
- Keep a record book.
- Learn some new skills and knowledge.
- Have an exhibit. Work on a community service project.
- Do leadership activities.
- Participate in an out-of-club activity such as camp or conference.
- Be creative. (This is the leader's and member's opportunity to think of other things that could contribute to the 4-H experience.)

**THIS PAGE SHOULD BE REPLACED BY YOUR CLUB'S OWN AGREEMENT. THIS PAGE IS ONLY A RECOMMENDATION OF WHAT A 4-H YEAR AGREEMENT MIGHT INCLUDE.**



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