

4-H Record Book

Level 2



NAME: Ima 4-Her

#YEARS IN 4-H: 2

AGE: 10

DATE OF BIRTH: 07/29/1992

GRADE IN SCHOOL: 5

4-H DIVISION Jr.

ADDRESS: 1000 N Forest Street, Suite 201, Bellingham, WA 98225

CLUB: Fenske's Finest 4-h Club

COUNTY: Whatcom

CALENDAR YEAR: 2002-2003

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.

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.

PROJECT RECORD

Years in 4-H: #

Project: Ex. Breeding Beef

Years in this Project: #

This is what I want to learn this year:

Juniors need to set 1-3 goals, Intermediate and Seniors need to set 3 or more goals.

Example: I want to learn how to choose a good show calf, I want to learn to make a rope halter, I want to learn how to show my calf.

Sign & date your goals in the blank provided.

*There should be a divider before this page marked with the project area. Example "Foods"

This is what my leader agreed to help me learn:

Talk to your leader about your goals.

Example: arrange field trips. Recommend suitable resource materials. Provide project materials. Teach a class on making rope halters.

Have leader sign & date.

This is how my parent(s)/guardian agreed to help me learn:

Talk to your parent(s)/guardian about your goals.

Example: Provide transportation to meetings, take photos of my project, provide financial assistance in return for chores.

Have parent sign and date.

Member Signature

Date

Leader Signature

Date

Parent/Guardian Signature

Date

PROJECT PHOTOS



PROJECT HIGHLIGHTS

What you learned.

This section and page 7 must work together. Each goal listed on page 7 must be addressed here.

Did you meet your goals? How? If a goal was not met, why not?

Example: I learned to fit and show my calf at the Youth Fair. I learned how to make a rope halter at Super Saturday. I didn't learn very much about choosing a calf because we only had one calf on our farm.

Problems.

This section does not have to pertain to your goals but should address problems you encountered.

Example: My calf won't lead.

Successes.

In this section include things that went well in your project area.

Example: I made a great rope halter that I used on my calf at the fair.

To do differently next time.

In this section included what you would do differently:

Example: I would start teaching my calf to lead sooner.

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
Some projects required this page, while some require add sheets		
Check with your leader or on the website. If an add sheet is		
required, write "See add sheet" on this page. Add sheets		
follow this page.		
TOTAL		

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

Item	Amount	Value
TOTAL		

1. Cost (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.	

PERMANENT 4-H RECORD

Level 2

**Begin this record when you are ready to move from Level 1 to Level 2.
Write down things as you do them.**

Name: You will need a divider before this page. Permanent record precedes 4-H story.

Date ending this record: fill in this date when you start a new book

Date this record started:

Offices and Committee Assignments: List your offices in 4-H, e.g., President, Vice President, etc. and list all the committees you work on each year. Show if it is for your club or county, and what you did.

Year	Office/Committee	What Group	Duties Performed
94/95	This is how the year should be written only once at the start of each 4-H year. If you had no activity in this section		
	write the dual year and "none"		
Ex:			
00/01	President	Club	Ran meetings
	Fair Committee	Club	Made and put up decorations
01/02	Trail ride committee	Club	Planned club trail ride
	Phone committee	Club	Called members about meetings
**	This record will be used more than one year. Use until pages fill up, close out and start a new permanent record. If a page or 2 fills additional permanent record pages, and goes behind new one.	Use until pages fill up, close out and start a new permanent record. If a page or 2 fills additional permanent record pages, and goes behind new one.	Use until pages fill up, close out and start a new permanent record. If a page or 2 fills additional permanent record pages, and goes behind new one.
	during the current year - you close out at the end of the	may add year. Old record	

4-H Contests Entered: List all the 4-H contests you entered such as fitting and showing, kitchen activities, equitation classes, fashion revue, herdsmanship, educational displays at fairs, record book contest, talent show, etc.

Year	Contest Entered	Project	Where	Award
EX:				
00/01	Trail	Horse	County	2nd
	Horse Bowl	Horse	Club	Blue
	Record Book	Horse	County	Blue
01/02	Bread Baking	Foods	County	Red
	Table Display	Science	County	Blue
	Record Book	Foods	County	Blue
	If no contests enter dual year and "none."			
01/02	None			

Events Attended: List all the 4-H noncompetitive events you attended such as achievement programs, workshops, talent show, camp, teen events, etc. An event has a definite time and place and can be project-related or general 4-H.

Year	Event	Where
EX:		
00/01	Awards Banquet	Club
	Camp	District
	Know Your Government	State
01/02	Achievement Night	County
	Super Saturday	County
	Speakeasy	County
	I	
	If no events attended enter dual year and "none"	
01/02	None	
**	These events should be listed on your calendar, with a check mark. Look through your calendar for events you attended.	

Community Service: List all the 4-H community services in which you participated. Be specific, such as, attended rabies clinic, volunteered at nursing home, cleaned county park, etc.

Year	Community Service	Responsibility
EX:		
00/01	Thanksgiving Baskets	Shopping and delivery
	Operation Red Stocking	Bought toys, helped wrap
01/02	Roadside clean-up	picked up garbage
	Visited nursing home	read to elderly
	If no community service enter dual year and "none"	
01/02	None	

4-H Promotion: Include all the things in which you participated to promote 4-H, such as posters made, 4-H displays created, news stories written, etc. Tell where you did them and the duties you performed or the recognition received.

Year	What You Did	Where	Responsibility
EX:			
00/01	Wrote news story	Lynden Tribune	Writing; delivery
	4-H float with club	Ski to Sea parade	Decorated
01/02	4-H Poster	NWWF	Displayed poster
	Handed out brochures	School open house	Talk to public
	If no 4-H Promotion enter dual year and "none"		
01/02	None		

Leadership: Record the things you did to help others or teach others about your 4-H projects. Be sure to include the things you did for the leadership project(s). workshops you taught, etc.

Year	What You Did	Where
EX:		
00/01	Guide for group	Co Horse Training School
	Led 4-H Pledge	Club Meeting
01/02	taught new member record books	Club Meeting
	Taught Cat health class	Super Saturday
	Helped member clip calf	His farm
	If no leadership enter dual year and "non"	
01/02	None	

School and Community Responsibilities: List the activities you did at school, church, in sports or community events other than 4-H.

Year	Activity	Where	Duties Performed
EX;			
00/01	FFA President	Nooksack HS	ran meetings
	Sang in Choir	Church	soprano voice
	Played basketball	Lynded Youth Sports	team member
01/02	Soccer	Bellingham	team member
	"Annie" play	Nooksack High	an orphan
	If none, indicate with dual year and "none"		
01/02	None		

Contests other than 4-H Entered: List non-4-H contests entered that relate to your 4-H work such as wool contest, open dog or horse shows, etc. List where you entered and award received.

Year	Contest Entered	Project	Where	Award
EX:				
00/01	Youth Fair	Cats	Lynden	Blue
	Black & White Show	Dairy Cow	Monroe	Red
01/02	Reflections	Photography	School	1st
	Youth Fair	Sheep	Lynden	Red
	if none, indicate with dual year and "none"			
01/02	None			

4-H Meeting Attendance: Type the total number of meetings your club held and the number you attended.

Year	All club and	00/01	01/02				
Number of meetings held	pert. project	15	22				
Number attended	meeting	13	19				

Most Important Recognition: List the most important recognition you received in 4-H during the year, such as honors, awards, trips, etc. List what is important to you and the project it is related to.,

Year	Most Important Recognition	Project
EX:	(may mention more than one per year)	
00/01	On county horse bowl team	Horse
	Leader told me my book was great!	Dog
01/02	Rosette for table setting	Foods



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MY 4-H STORY

* A divider marked 4-H story goes before this page.

4-H story must be in the following order.

1. Introduce yourself: name, club, years in 4-H.
2. Address your project/projects. Each of your projects need to be mentioned, however, if your main project is Cats, for example, you need to address that project more fully.
3. Club, Community, School Involvement. I.e. offices held, committee participation, favorite activities.
4. What impact/influence has 4-H had on you.
5. Fair participation - projects entered, award experiences, etc.

Use a narrative form - as if speaking to the reader. try to limit to 2 sides, however a 3rd side may be added.

MY 4-H STORY (continued)

SUPPLEMENTAL INFORMATION

Club, community or school related.

Include newspaper clippings and correspondence here. Highlighting your name if mentioned, is a good idea. Both of these items need to be dated. Also include photos, not project related with captions. Try to limit to 2 sides. You may add a third side if needed. This is not a scrapbook for ribbons, certificates, etc.

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.)





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