



SANTA BARBARA COUNTY 4-H CLUBS COUNCIL, INC.

BASIC RECORD BOOK INFORMATION SHEET

- It is **required** that **1 judge** (from your club) participate **for every 5 books sent to County Record Book Judging**. If this quota is not respected by your club, the submitted Record Books will not be judged. This rule must be enforced to ensure the proper number of judges, and a timely processing for judging. Please have parents commit to serving as judges mid-year and secure alternates just to be safe!
 - The Record Book Criteria Sheet (form 4-H-SBC-1518) must be followed. **DO NOT** send books to County Record Book judging that do not meet the Gold Seal criteria.
 - The Record Book committee will be responsible for categorizing and organizing all submitted books into the appropriate categories for judging. Upon their determination, a book will be disqualified from County Record Book judging if it is found **not** to meet the Gold Seal criteria (form 4-H-SBC-1518).
 - Once a record book is turned in for club level judging, it is judged and a seal is given. The book **cannot** be altered in any way before being sent to County Record Book judging. Any recommendations or comments made on the book at club level are for the purpose of making changes or improvements for the next year **only**.
 - It is a **4-H member's choice**, as to which projects he/she feels are the strongest. A Community Leader, Leader, and/or parent/guardian may suggest a certain project, but the final choice must be given to the 4-H member.
 - If a Record Book or portions of a Record Book are written/typed/edited/assisted by anyone other than the 4-H member, this must be **noted on the front page** of the Personal Development Report (preferably at the bottom of the 4-H Story box). Please specify who did the writing/typing/editing/assistance, and if it only includes portions or all of the book.
 - 4-H members should be active in their club for books to do well at County level Record Book judging. Encourage members to participate in Leadership, Citizenship, and Community Service at project, club, county and community levels.
 - The 4-H Record Book year for all clubs needs to **include Exhibit Day** for the current year.
 - A member using a computer form must use the same proof format.
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- The Record Book Checklist & Application Sheet (4-H-SBC-1527) and the Record Book Criteria Sheet (4-H-SBC-1518) need to be affixed as the **first two pages** inside the member's Record Book. These forms need to be in place in the Record Book **prior** to club level judging.

- To qualify for a Gold Seal book, make sure that each item on the Criteria Sheet is followed.
- The Record Book Checklist & Application Sheet (4-H-SBC-1527) needs to be **filled out completely** on both sides of the form. If an area does not apply, remember to put N/A in the area. Failure to complete all areas of this form could affect the member's chances if they advance to County Record Book judging.
- The Title Page can be handwritten or made on the computer. It should include the member's name, club, county, and current year.
- The Table of Contents can be handwritten or made on a computer. It should include the names of all of the parts of the book (i.e., Personal Development Record, 4-H Story, Individual Projects, 4-H Photos – if it applies, and Past Years).
- The Personal Development Record is where you record your attendance, your 4-H participation, and where you record the points that you accumulate to receive a star ranking.
- The Personal Development Record must be signed by the 4-H member, parent/guardian, and community leader before it is turned in for judging. All boxes on the Personal Development Report must be **completed**. If the area does not apply to the 4-H year, write or type N/A or none in the appropriate box or draw a line through it, this way the judge knows that it was not overlooked.
- A 4-H Story can be handwritten or typed. It can be a maximum of 6 pages. The font size is to be no larger than 14, and it should be double spaced. The 4-H Story should tell about the member, their interests, their projects, positive and negative experiences, as well as those things that were learned, liked, and new skills gained. It is recommended that a 4-H member write or type "see additional pages" in the box labeled 4-H Story on their Personal Development Record, and then write or type their 4-H Story separately and label it with a divider after the Personal Development section.
- Annual Project Report Form (4-H-SBC-1519) is where a 4-H member records how he/she participated in their individual projects.
 1. Page 1 is where a member tells what he/she did and learned at their project meetings **only**. It should be written so that others can visualize what he/she did at these meetings. If all of the meeting information does not fit on one page, copies can be made of page 1A and writing may continue.
 2. Page 2 is where a member records anything that he/she did as a group or individual that is related to their 4-H project. To record it here, it **must** relate to their 4-H project and it **must be available to all 4-H members in their group**. The project leader needs to be aware of a member's participation in any of the items that are recorded. A member should write about what he/she did **and** also what he/she learned from this experience. If additional space is needed, copies can be made of page 2A and the recording continued. Some examples of items that may go here are: field trips, project fund-raisers, classes, open shows, field days, talks, demonstrations, fairs, decorating for project functions, project representation, etc. Remember, none of these items may be part of a project meeting **and** must be available to all members of the project group. If this page does not apply to a member, they need to write N/A in this section.
 3. Page 3 is where a member records those things that he/she made, raised, grew, improved, **and** new knowledge or skills learned in their projects this year. The lower section is where a member can record events that he/she participated in as a 4-H member in this project. This page may be copied if additional space is needed.

4. Page 4 is where members record their expenses and income. If they are required to fill out a special form in conjunction with the Annual Project Report form, they may write “see additional form,” or they can summarize their expenses and income in these boxes, but **also fill out** the appropriate form. All other projects **must** record their information in this area. If the boxes do not apply, N/A needs to be placed in the appropriate box. If a member did not receive any income from their project, they should record what they feel the project was worth.
- If a project is self-directed, write “Self-determined” on the Annual Project Report form and tell about all work and learning that was done pertaining to this project; also include a “Design your Own Project” form with your project section.
 - If a member has an animal and that project requires a special form, it **must** be included to qualify. If you own, lease, and/or have any expenses, you must complete these required forms. These include: Horse, Goats, Rabbits, Cavy, and Guide Dog packet forms. The Cavy, Rabbit and Guide Dog forms are to be used together with the Annual Project Report form (4-H-SBC-1519), because alone they are not a complete record of your project.
 - The 4-H member, parent/guardian and project leader’s signatures must be on all Project Report forms to count as a completed project for that 4-H year.
 - The Project Management Record (4-H-SBC-1520) is where a member records any **changes** that they experience or make with their animal. Examples include: illnesses, medication and vet care, changes in feed type and/or amount, weight, housing, pasture, etc. Daily exercise and pen cleaning is not recorded here, unless there is a change in the routine. A separate form must be completed for each animal.
 - Breeding projects require a Supplemental Breeding form (4-H-SBC-1521) and a Project Management form (4-H-SBC-1520) for each animal, in addition to the Annual Project Report form (4-H-SBC-1519). The Advanced Dairy and Livestock form (4-H-1066) may be used, but is not required, for breeding projects.
 - A Profit and Loss form (4-H-SBC-1522) must be completed on **all** market animals **and** brought forward from the past year, if it applies.
 - A Profit and Loss form (4-H-SBC-1522) **must** be started for the current year’s market animal.
 - Junior and Teen leader forms must be signed by the leader or advisor and included in the divided section with the project, if it applies. If a Teen leader signs the Annual Project Report form, the advisor needs to co-sign also.
 - A Junior leader is 7th grade – 19 years old and assists a project leader with meetings.
 - A Teen leader is 10th grade – 19 years who actually runs a project under the direct supervision of a project leader/advisor. A Teen leader must send his/her leadership paperwork to the County 4-H office for approval. The adult project leader/advisor **must** be physically present at the meetings at all times.
 - A minimum of **one supplemental page** is required in your **chosen project only** for your Record Book to qualify for County Record Book judging. A 4-H member may include a maximum of two supplement pages per project, but this will not give the member additional points at County Record Book judging.
 - A member **may** include a maximum of five pages of 4-H photos at the end of their current year activity, right before the divider for Past Years. This is optional and will not help or harm your chances at Club or County Record Book judging.
 - The Past Years section needs to be divided and grouped by year with the most current on top. Remove Checklist & Application, Criteria Sheet, Title Page, Table of Contents, and dividers from the previous year.

- Record Books need to be in a green folder that identifies the 4-H member's name, address, club name, and county.
- Page dividers are used to separate the different items in the Record Book. Dividers need to have tabs that are labeled and visible.
- 4-H members are encouraged to be creative with their Record Book and let their personality shine!

MINIMUM REQUIREMENTS FOR A MEMBER TO BE IN GOOD STANDING WITH SANTA BARBARA COUNTY 4-H


1. An individual must be enrolled as a 4-H member with the County 4-H office.
2. A member must attend 80% of each of his/her Project and Club meetings.
3. A member must turn in a Record Book by the due date with the following items:
 - A completed Personal Development Record with signatures
 - A 4-H Story
 - A completed Annual 4-H Project Report form for each project

As per county policy, all 4-H members going to the fair must turn in a minimum Record Book.

Special Animal Project Forms

**If you own, lease, and/or have any expenses for a horse and/or dairy goat you will need to use these forms.

**Santa Barbara County 4-H
Horse Record Book**



4-H-58C-1535

INFORMATION ABOUT YOU

Name _____

Age _____

Years Enrolled to 4H _____

4H Club _____

Of Project Horses _____

4H HORSE PROJECT SUMMARY

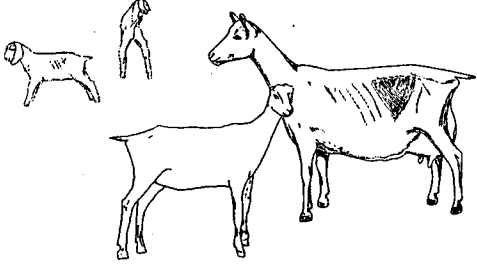
Of Project Meetings held attended excused

Will You Take This Project Next Year? _____ Why? _____

Signature Of Horse Project Member _____

Signature Of Horse Project Leader _____

**4-H DAIRY GOAT
RECORD BOOK**



MEMBER'S NAME _____ AGE _____

MEMBER'S SIGNATURE _____ YEARS IN PROJECT _____

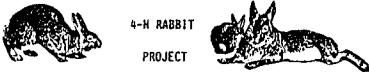
NUMBER OF MEETINGS HELD _____ ATTENDED _____

4-H CLUB _____ YEARS IN 4-H _____

SIGNATURE OF PROJECT LEADER _____

**If you have a rabbit, cavy or guide dog use these forms in conjunction with the Annual Project Report form.

COOPERATIVE EXTENSION
UNIVERSITY OF CALIFORNIA, SANTA BARBARA COUNTY



**4-H RABBIT
PROJECT**

NAME _____


STREET _____

CITY _____

4-H CLUB _____

4-H YEAR _____

PROJECT LEADER'S SIGNATURE _____



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COOPERATIVE EXTENSION
University of California, Santa Barbara County

**4-H
Cavy
Record**

4H-58C-1543

Name _____

Street _____

City _____ Zip _____

4-H Club _____

4-H Club Year _____

Project Leader's Signature _____

Cooperative Extension Work in Agriculture and Home Economics,
U.S. Department of Agriculture, University of California,
and County of Santa Barbara Cooperating.

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are available to all, without regard to race, color or
national origin.

