

Guidelines For Organizing Your 4-H Record Book

Order for assembling record book

1. Accumulative 4-H Summary Record - This is the last form to be completed at the end of the 4-H year, but the first form in the record book.

2. Personal Development Report - Complete all sections. It may be necessary in some categories to attach extra flaps to accommodate all of your information. Be sure it is signed by member, parent and leader. If your 4-H Story will not fit in the space provided, type or write entire story on a separate paper, single side page.

2A. 4-H Story - Your 4-H Story is where you can expand on facts and figures by telling what your experiences have meant to you, how it has developed and affected your confidence and attitudes. It should add warmth and depth to the information provided elsewhere in the record book. Following are suggestions to help you through the process of putting together your story. You may adapt them or choose to use your own format.

Tell about yourself, tell about your projects, highlight other 4-H activities, describe your participation in leadership, citizenship, community service, etc. Older members can tell of future plans and a career they want to pursue.

3. Annual 4-H Project Report - Complete one form for each project. Pages 1 & 2 provide space to explain what you *did and learned* in the project, including meetings, events, conferences, activities, field trips, project-related work outside project meetings, etc. Page 3 is where you list all of your project related expenses, income, and inventory. The profit/loss statement is optional. Page 4 is where you list things made, raised grown or improved, honors or awards & presentations. Remember to complete the Project Supplementary Record, it is not optional. Share a visual of something you've learned. You may include drawings, directions to projects, swatches, samples, poems, etc.

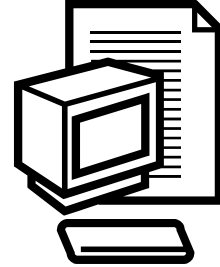
3A. Project Story - Include a story for the projects you wish to have considered at the county level record book judging. Maximum of 2 projects will be considered. This is where you can go into details of your project work.

3B. Photo Pages - No more than two pages of photos. Pictures should show the 4-H'er in action, doing, leading with the 4-H'er prominent. Organize vertically so that the book doesn't have to be turned. Mount photos on black or green paper. Photos only on one side of the page. Photos need to be captioned.

4. Leadership Project Plan & Report - This should be placed after the project that you are serving as a Jr. or Teen Leader for. *Remember if you are in the Leadership Project you will need to complete an Annual 4-H Project Report in addition to the Leadership Project Plan & Report.*

5. Place in cover - All of your records need to be placed in a pronged folder or 3 ring binder. Record book covers may be purchased at the UCCE Office for \$2.00. Binder inserts cost \$1.50.

Guidelines For Filling Out Your PERSONAL DEVELOPMENT FORM



- A. **Local Club Meetings:** Monthly community club meetings.
- B. **Project Meetings**
- C. **4-H Camp:** Attendance at regular, planned 4-H club session.
- D. **Field Day** (club, county, section, state): Report attendance as a spectator or participant. Ex: State Rabbit Field Day, Avian Science Day, Ag & Environmental Science Day.
- E. **State Leadership Conference**
- F. **Committee Chairperson:** Report number of times you have served as chairperson or co-chairperson of committees at club, county, sectional or state level.
- G. **Judging Contest:** Report participation as a judge in any contest where you competed with other 4-H judges. (A judging contest uses a scorecard to place classes in order, ex: 3,2,4,1). Indicate level: club, county, sectional, state.
- H. **Wrote & Published News:** Report articles you wrote for club paper, Solano Notes or local newspaper. Club reporters or newsletter editors *do not count here*. (Counts in M.)
- I. **Represented 4-H in some other way:** Include all public appearances in connection with 4-H work not reported elsewhere. Ex: Judge, Room Coordinator or Emcee - Presentation Day, Fashion Revue commentator, barn tour guide at fair, Taste of 4-H, classroom presentation, petting farm, auction runner, 4-H food booth.
- J. **Committee member:** Being appointed to a committee, attendance at committee meetings, and *active participation* as a committee member.
- K. **Junior or Teen Leadership:** ****ONLY ONE CREDIT GIVEN**, regardless of number of projects for which you serve as junior leader/teen leader, per year.
- L. **Prepared and gave talk:** Prepared talks relating to 4-H work given before your project group, 4-H club, Leaders Council, school, other groups. **DOES NOT include officer's reports or committee reports.**
- M. **Held an office in 4-H**
- N. **Radio or TV appearance**

- O. Medalist:** Includes any 4-H member who receives a medal in the 4-H awards program. ***DOES NOT include county winner.*** Ex: Gold-County Presentation Day, Gold-Sectional Presentation Day, Simplicity Medalist Fashion Revue, Record Book 1st, 2nd, 3rd Medalist.
- P. Project Exhibit:** Report number of events (***not number of projects entered***) at which you exhibited livestock, crafts, foods, clothing or other items. Ex: Solano County Fair, State Fair, Dixon May Fair, club meetings, 4-H week.
- Q. Participation other than 4-H:** Report activities in other organizations such as school, church, organized sports. Ex: student councils, honors received, job experience, open show participation, honor roll, honor society, band, music lessons, "Make it with Wool," offices held outside of 4-H.
- R. Gave Demonstration:** Gave a (prepared in advance) demonstration – the type given at Presentation Day – at club, project meeting, county, sectional event, school, or other ***group.*** ***Do not count*** demonstrations given as part of junior/teen leader responsibility.
- S. Number of Projects Completed:** A ***COMPLETED*** project is one in which quality & quantity of your work meets your leader's approval ***and an acceptable project record is submitted.***
- T. Planned 4-H Activity:** An activity undertaken by a group (usually) on a one-time only basis, not to the extent of a project. Individuals who ***PLAN the actual event*** count here. Ex: Taste of 4-H, CAL Conference Workshop, pet show.
- U. Attend Event:** Refers to an event that you attended but have not counted elsewhere. Ex: Achievement Night, Hi 4-H meetings, Guide Dog Field Day, Harvest Fair, Dixon May Fair, Solano County Fair and State Fair (can count attendance at each fair's awards ceremony, dog show, horse show and livestock auction), CAL Conference, Sectional Citizenship Conference, Fashion Revue, Taste of 4-H, club or project field trips, Project Skills Day, County Record Book Workshop, County/Sectional Presentation Days, Livestock Ethics Seminar, County Food Safety Training, Sac Focus.
- V. County Winner:** Member who wins at the highest level in the county and there is no further competition at county level. Ex: County winner-Record books, Fashion Revue (Jr. & Sr. winners), fair competition in which you are 4-H champion, 4-H champion pen of three, Round Robin Showmanship Winner, Best of Show, Project Skills Day-Showmanship winner.
- W. Other-Individual Achievement:** Ex: All Star, Emerald Star, Grand/Reserve Champion, 1st place in Showmanship, Special Award Ribbon (Still Life), Hi 4-H, 100% club meeting attendance, Presentation Proficiency, Sweepstakes Winner-County Fair, Best of Class, Bronze/Silver/Gold Star Rank, Modeling Proficiency, Allan Hamel Citizenship Award.
- X. Other-Group Achievement:** Ex: Clean Pen Award, Champion pen of three, 1st place Feature Booth, 1st place State Bowl Team (avian, rabbit), 1st place parade entry, Gold-Club Charter Seal.
- Y. Community Pride Service:** Report participation when you take an active part with other members of your club in a planned program of community service. Ex: canned food drives, petting zoo, Toys for Tots, recycling, Christmas caroling, eyeglass drive, Coats for Kids, card & sock drive, etc.
- Z. Project Showing Contest:** Report participation in showmanship events. Ex: Livestock, Project Skills Day, Fashion Revue, Round Robin at fair.

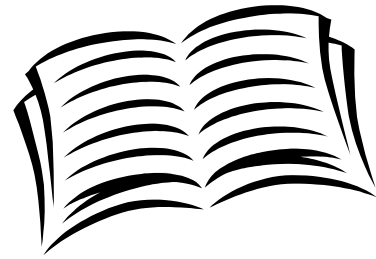
IMPORTANT THINGS TO REMEMBER

1. Count things only in *one* category.
2. Not everything can be counted or recorded on your Personal Development Form.
3. Record things in chronological order. Next year's records will start the day after you turn in this year's record book.
4. If you use flaps, your oldest work should be on top, so as you turn the flaps you are reading in order. Most recent events will be on last flap (main form).
5. Be NEAT! Make a sloppy copy on a photocopy form. Erase or neatly white out mistakes to correct. Use ink.
6. Be sure to carry all information on the Project Development Report over to chart on page one. Complete ALL columns and sections that apply.
7. Be sure to have ALL signatures on ALL forms.
8. Be sure to complete an Annual Project Report Form for EACH project.
9. Don't forget to fill in the Creative Section.
10. Be sure to have ALL forms included in record book in correct order.
11. Don't include ribbons, project manuals, newspaper clippings or correspondence.
12. Use tab dividers to separate 4-H record years. Start with most current year in front and follow in order going backwards to the first year.
13. Turn book in ON TIME.
14. Keep all records from year to year in your record book. Never throw any records away.

Keep better records NEXT YEAR! 😊



HOW TO IMPROVE YOUR RECORD BOOK



Your record book should show growth from year to year. Record book judges will review your previous year's work to see if you have expanded your project. You might try adding more animals to your project or try a different skill or technique in your craft project. There is always more to learn in your project area. Judges will also look to see how active you are in your club and community. Showing leadership by giving presentations, teaching younger members, or serving as a club officer is important as well.

Here are some ideas to expand and improve your 4-H year:

- participate in club activities
- participate in county, sectional & state events
- give presentations
- give prepared talks at your club meeting (project reports)
- attend club & project meetings regularly
- be active in committees
- help younger members
- participate in community service activities
- be a committee chair
- be a Jr./Teen leader
- serve as an officer
- attend field days & workshops
- make educational displays



Helpful Hints

- ❖ Start your record book as soon as possible and continue working on it and adding information to it throughout the 4-H year so that there is less work for you to do at the end of the year when your record book is due!
- ❖ After each project meeting write down what you did and learned so you don't have to remember so much at the end of the year.
- ❖ The project report is just a summary of what you did in the project; it is kind of like a journal. For each entry you summarize what you did at the project meeting and talk about a thing or two that you learned, in order to show some growth. You can also add in entries about project field trips and things like preparing your entries for the fair.
- ❖ If you have more information for a section on one of the record book forms, you can add a flap of that specific section to the page. The top flap has the oldest information and the bottom flap has the most recent information. Always flap things so they are glued down on the left side or the top.
- ❖ Always use black or dark green acid-free scrapbook paper for photo pages.
- ❖ It is good to use gel pens on the photo pages because the paper is dark, but if you have messy handwriting, then you should type your photo captions on a label and put the label on your photo page. In the creative section you do not want to put anything too bulky or fragile in your record book because it could break or make your record book thick and heavy. But, do not let that prevent you from showing your creative side!
- ❖ Ask for help from another 4-H member or leader if you are having trouble with your record book.
- ❖ Always check your spelling. It is helpful to work on your record book with a dictionary always at hand.
- ❖ Do not be afraid of doing a record book; don't look at it as a huge school project. Look at it as a fun scrapbook or storybook that you will be able to look back on and be proud of later on in life.
- ❖ Either do all of your record book on the computer or all of it hand written. Do not mix the two together.
- ❖ Always complete the Accumulative Summary last.
- ❖ Keep all of your receipts from purchasing supplies for a 4-H project. It will be easier to fill out the expenses section of the Project Report Form.
- ❖ Keep all of your 4-H correspondence in a 4-H folder or binder so that you can easily find it and use it to help you fill out your Personal Development Form at the end of the year.
- ❖ Set all your Personal Development Form goals and Leadership Plan & Report goals at the beginning of the year.

- ❖ Learn from your mistakes.
- ❖ All stories can be one to two pages long.
- ❖ Limit the number of photo pages to two maximum per project.
- ❖ Ask your leaders to sign your record book pages as soon as possible.
- ❖ The 4-H website is helpful and you can download record book forms from there, which can either be used on the computer or printed out and written on.
- ❖ The grade you record is the grade you were in at the start of the current year.
- ❖ The age you record is your age at the close of the 4-H year.
- ❖ When making your stories, keep in mind that you need slightly larger margins on the left side of the page because some of your writing might get hidden in the binding of your record book.
- ❖ Never leave any section blank. Either write information in it or if it is not applicable then write in “N/A” or “none”. You tend to write either of these phrases a lot on the Leadership Project Report Form in the Income and Expenses section. For instance if you have no income in a project, then you would write “No Income” in the Income section.
- ❖ Take a lot of pictures throughout the 4-H year at all your project meetings and events so that you have pictures for your photo pages.
- ❖ In any type of Foods & Nutrition project story talk about what you learned as far as food safety and well-balanced diets and meals.
- ❖ To add a special touch to your stories you can add faded pictures as backgrounds on those pages.

SHOWING GROWTH & ADDING SIZE AND SCOPE TO A 4-H LIVESTOCK PROJECT

The importance of growth, size and scope can be difficult concepts for project members to understand. These are dimensions that add new knowledge & skills, as well as interest, excitement, fun & creativity to a project. A member that continues in the same project for many years can easily get bored doing the same thing year after year. The list below offers ideas to expand the size and scope of a livestock project so that the member and his/her project can grow together.

Most livestock projects cover the following BASIC information:

- selection of animal
- safety
- raise animals
- learn to feed, house, exercise
- learn body parts
- learn about breeds
- basic health
- grooming for the fair/use of equipment
- cuts of meats
- auction, secure a buyer & write thank you notes

Growth can be shown, size & scope added by pursuing some of the ideas below. Members are not limited to only these suggestions.

Miscellaneous Activities

- presentations
- livestock judging
- educational displays
- project reports
- helping younger members
- Jr./Teen Leader
- prepare and use teaching materials for a meeting
- attend/participate/put on field days or workshops

Veterinary Care/Health

- learn correct temperature/pulse/respiration, and how to take each
- learn to identify a healthy animal
- learn to identify a sick animal
- learn diseases, symptoms, causes
- effective treatments-oral, injections, topical
- learn about diseases contagious to humans
- how to worm
- maintain health records
- medications and how to use them properly

Marketing

- where the livestock market is
- differences between commercial livestock auctions and Jr. livestock auctions
- determine a budget and needed selling price for a real or imaginary flock or herd
- how market prices are determined and how to find out what they are
- learn about meat inspection and grading
- learn about brand inspection
- reasons for animal and carcass condemnation
- drug residues/withdrawal problems
- visit auctions, feedlots, meat packing plants
- learn the by-products of your species
- learn about the livestock industry
- promote your species or products from them
- learn grading system used at fairs
- understand yield grade and quality grade

Management

- livestock identification
- safety around animal and equipment
- add a breeding project
- learn about breeding practices
- birthing preparation/procedures/complications
- dock and/or castrate
- assist or learn to shear wool
- trim hooves
- preparing and maintaining housing area
- animal nutrition/digestion process
- genetics
- is the project self-supporting?
- maintain management records
- build reference library of livestock information
- learn and use improved practices

Project Combinations

- learn to spin wool/tan hides
- learn to sew with wool or leather
- learn to cook with products produced by your species
- enroll in a Vet Science Project

Career Exploration

- assisting a veterinarian
- help on a ranch/dairy
- learn butchering
- work in a feed store or with a feed dealer
- work at a fair in the livestock department
- help at a kennel or animal shelter

SHOWING GROWTH AND ADDING SIZE TO A 4-H STILL LIFE PROJECT

The importance of growth, size and scope can be difficult concepts for project members to understand, or sometimes even care about. Yet, these are the very things that an evaluator is looking for in a record book.

Most still life projects cover the following BASIC information:

- learn how to use equipment
- learn safety rules
- learn how to read and follow directions
- complete one or more items using the proper techniques
- learn how to make exhibit ready for the fair
- learn what the judges are looking for
- learn how to select material for use in project

Growth can be shown each year by:

- learning how to use new equipment
- learning new techniques
- using new materials that are more difficult to work with
- completing more complex items that require more knowledge
- making items independent of project meetings
- keeping advanced records
- showing creativity in planning & completing projects
- involving the project in community service
- exploring careers
- becoming a good consumer and keeping records of such
- giving presentations
- participating in Projects Skills Day
- participate in still life judging contests
- making educational displays
- helping younger members
- becoming a Jr./Teen Leader
- preparing and using teaching materials for a meeting
- attending field days or workshops
- giving project reports
- combining with another project
- planning special project day for county
- hosting a Taste of 4-H

The member should show that he/she has gained new knowledge and skills each year. The size of the project doesn't necessarily mean that the member has been prolific in what was produced, as one item may be so advanced in techniques, materials, and time that there is only time for that one item to be completed.