

8 Record Book Tips

Record Book Tip # 1

Writing a Goal

You should have a goal for each of your project areas. Your goal should include:

What... What do you want to accomplish, learn or do? Be specific.

How... Use action words such as 'will learn', 'will teach', 'will make', 'will compare', 'will plan' for example.

When... Tells the date that you will complete the goal. Setting a deadline for yourself helps you plan your time and get it done! If you know you're going to have a school break, you might use the last day of that break as the date to have your project completed. Or if your family is going on vacation June 6 and you're going to be at camp June 12-18, you might want to set your deadline goal as June 5, so you know you'll get your project work done.

Record Book Tip # 2

Livestock Information- Market animals

This is the time of year that many of you will be thinking about purchasing your 4-H market animals or maybe have already done so. These are some of the records that you should be keeping both for your record book and to help you know if you had a profit or a loss at the end of the year with each specific animal that you raise.

- * Date purchased
 - * Tag or tattoo number or name of animal
 - * Animal's value at the start of the project
 - * Beginning weight
 - * Date started on feed
 - * Monthly record of type of feed (grain mix, hay, pasture, etc), the quantity fed (pounds, etc), cost of feed per month
 - * Other expenses, such as veterinary services or supplies, interest paid on loan, if applicable, bedding, etc.
-

Record Book Tip # 3

Livestock Information- Breeding Animals

As you are selecting your breeding animals, this is the best time to begin your record keeping for that project and for your record book. It will help you to evaluate your profit or loss at the end of the year and evaluate whether your breeding animals are producing as expected and worth keeping in your herd.

- * Date purchased
- * Tag or tattoo number or name of animal
- * Animal's value at the start of the project
- * Birth Date
- * Beginning weight
- * Monthly record of type of feed (grain mix, hay, pasture, etc), the quantity fed (pounds, etc), cost of feed per month
- * Other expenses, such as veterinary services, bedding or supplies, interest paid on loan, etc.
- * Mating and offspring record

Action Plan- Write down how you plan to accomplish your goal. What steps you will take. Write more rather than less! Be descriptive and thorough. Don't take shortcuts.

Record Book Tip # 4

Photographs of 4-Her in Action!!

Nothing tells a story better than photographs! Be sure to have someone take pictures of you working in your project area, whatever it might be. (caring for and working with your livestock, steps involved in refinishing a chair, steps involved in making bread, preparing and planting your garden, various steps involved in a visual arts project area are examples.) Be sure to write under each photo what the photo shows you doing.

Also include photos of 4-Her participating in club activities for the Yearly Summary section of your record book.

Record Book Tip # 5

Record Your Participation in Your 4-H Club Activities

There are many opportunities in all of our 4-H clubs to get involved in a variety of different activities, besides attending a monthly meeting. Giving a presentation to your club, volunteering to help on a committee, participating in your club's citizenship activity(s), attending club tours, helping with fundraising events are just a few!

Keep track of your participation in all of these activities. (have someone take your picture or a group picture during the activities) . If information or photos are published in the newspaper, be sure to save the article and highlight your name in the news article for your record book.

Your record of participation in your club activities and related photos should be placed in the 'Yearly 4-H Summary' section of your record book in front of your project area information.

Record Book Tip # 6

Record Leadership, Citizenship and Communication Activities In Which You Participate

The life skills of being a leader, a good citizen and not being afraid to speak up for yourself are life skills that 4-H hopes all members will achieve. Becoming a **leader** does not happen overnight. You have to work at it year by year by becoming a club officer or leading a committee in your club. . Keep track of your leadership (in your club, your school, or organizing a workshop or fundraiser) activities.

Being a good **citizen** means helping out in your club and your community, being proud to be a citizen of the U.S, and donating your time and energy to making your community, state and world a better place to live in. Your citizenship activities (clothes drive at church, canned food drive, playing bingo at the nursing home, helping a younger 4-Her with a project are that you are good in, ditch pick-up, cemetery clean-up are just a few ideas).

We learn to **communicate** from the time we are very young. Learning to communicate well is also a life skill we have to work at. Keep track of the communication activities (conference judging at the fair, giving a club presentation, singing in the choir, working on the school newspaper, making posters for 4-H Week, etc) that you participate in.

There is a place to record these activities in your individual project report forms, if activity is related to one of your project areas you have been working on this year. You can also record leadership, citizenship and communication activities in your Yearly 4-H Summary form, if done as a club activity.

Record Book Tip # 7

What kinds of forms do you include in your 4-H record book?

There are several forms that need to be completed and placed in your 4-H record book.

- 4-H Yearly Summary

- 4-H Project Records --Basic Form (4-6 graders), Experienced Form (7-8 graders), Advanced Form (9-12 graders)

- Project Worksheets--For livestock, horticulture, photography, and dog

The 4-H Yearly Summary asks for your participation in your club, your school, your community and your responsibilities at home. It also asks what kinds of communication activities you have participated in. (Examples are club presentation, talks, make and display a 4-H posters during National 4-H Week). What kinds of recognition have you received? (ribbons at the fair, name in the paper, received a certificate are examples)

And the 4-H Yearly Summary asks you what project areas you have completed a project record on. Be sure to list those project areas, as those will be the ones that are evaluated this fall. Be sure to include photos of you participating in club presentations, club citizenship activities and club recreational events. **Your project information/photos do not belong in the 4-H Yearly Summary.**

A 4-H Project Record must be completed for each project area. Information asked for on the project record is:

- Your goal when you began this project (what did you want to learn or do)

What steps did you take to reach your goal?

What did you learn?

What communication, citizenship or leadership activities did you do in this project area? (a club presentation about it? Participated in a canned food drive? Organized and taught a club workshop?

What recognition did you receive in the project area? (ribbons received at fair, name in newspaper following the fair, exhibit chosen to go on to state fair, special awards are examples)

Include photos of you working on your projects from beginning to end! Whether it's the day you brought your calf home, the stack of wood that you are going to build something out of, or the first drawing of your visual art project. Photos tell a story and in 10 years, you will very much enjoy looking back through your record book and its photos and remember those good times (*and the struggles!*) you had working on your project.

Project Worksheets are required for all livestock, horticulture and your first year in photography. The dog worksheet is an ongoing one in which new information is added each year. The purpose of the worksheet, especially for livestock, is to have 4-H'ers record their expenses during the 4-H year with their animals and at the end of the year, their profit or loss. This is important information to be aware of as raising livestock is not an inexpensive endeavor. This worksheet should be kept up (monthly feed expenses, veterinarian fees, medicine) as the year goes along to give the 4-Her a realistic financial view of their livestock project.

Clover Kids may also complete a record book. The Clover goal sheet form can be put into a small binder for each project area. Please include photos of Clover Kid in action!

Record Book Tip # 8

The Order of a Record Book. What Forms/pages go where?

The **record book** can be the official green 4-H record book binder or a 3 hole binder. Or a notebook can be used with a clear front pocket in which a paper with the 4-H emblem and 4-H'ers name, address, 4-H club, county and state are included.

The **cover page** has a head & shoulders photo of 4-Her and includes the following information:

4-H'ers name

The 4-H year (Ex. 2011-2012)

Grade 4-Her was in last fall

Age of 4-Her as of last Sept. 15

Your club name

The **Youth and 4-H Summary** is next. This form asks you to summarize your year in 4-H.

>Offices held and committees served on in your club.

>4-H participation in club, county, region and state events. Include any citizenship or leadership activities.

>Recognition that you received this 4-H year. (ribbons, name in the paper, certificates, etc)

>Communication (talks, presentations, etc....talking to the judge at fair is a form of communication)

>Chores and responsibilities at home

>Involvement at school (organizations, honors, sports/activities, offices that you held)

>Involvement in your community (organizations, church, volunteer work, employment, other activities participated in

>List the projects for which you have completed a project record (either basic form, experienced form or advanced project record)

>Other projects. In this section you can list the projects that you did not complete a project record on.

>**Photos** of 4-Her participating at club meetings, giving a presentation, club tour, citizenship activities with the club or a club trip to Adventureland. **Photos of 4-Her working on their exhibits or in their project area do NOT belong in the Yearly Summary, but rather in the Project Record.**

NOTE: The current year's summary is stacked on top of the previous summaries and this section of the record book stays together as a unit.

Project Areas Each project areas' information should be preceded by a divider with a tab that states the project area title. Project areas should be placed in record book in alphabetical order (ex. Aerospace, beef, photography, visual arts)
Each project area should include:

- >a 4-H project record

 - Clover Kids can include the exhibit goal sheet that was used for county fair.

 - Basic form for Junior 4-Hers

 - Experienced form for Intermediate 4-Hers

 - Advanced form for senior 4-Hers

- >worksheets, if required. All livestock requires a worksheet, along with photography, horticulture

- >photos and news clippings related to that project area.

The most recent year's project work should be placed on top of the last years behind the appropriate project area tab.

8/2012
