



Cass County Record Book Order/Instructions



The purpose of 4-H record keeping is to learn how to keep records, which is an important life skill. The philosophy for 4-H record keeping is that record keeping is an ongoing process that does not end when the 4-H year ends. Youth are encouraged to select from a variety of alternatives to meet their individual record keeping needs and learning styles.

Objectives for 4-H Record Keeping

- To learn how to set goals, how to make plans for action, and how to decide how well you did (evaluation).
- To learn the skills of record keeping and organization to use now and in the future.
- To learn to communicate and summarize.
- To learn responsibility by completing a task.
- To evaluate information that will market personal skills through future resumes and application forms.

Above all, the most important thing is that you do it! Record what you plan to do, keep an account of what you did and learned throughout the year, how you feel about it and what you plan to do next year! 4-H record keeping should reflect each 4-Her's individual goals, accomplishments, and future plans. Make it as simple, or as detailed, as you want!

REMEMBER THIS IS A LOOK BACK AT THE PREVIOUS 4-H YEAR!

Getting Started- Your record book can be kept in a 3-ring binder or green 4-H record book cover (available at the Cass County Extension Office). If using a 3-ring binder it must be black, white, or 4-H green in color and be labeled on the front as Record Book or Members Records with your name, club, county, and state. The list below is a suggested order, to help your record keeping flow logically, and help make sure you have all the right forms (number behind form name is form number for looking up online)

1) Cover Sheet- You can design this on the computer or use a blank piece of paper and your best handwriting.

- Picture of You
- Name
- Age
- Grade (completed)
- 4-H Club

2) Yearly 4-H Summary (4H-5011)- The Yearly 4-H Summary is used to record your 4-H participation during the year. Keep track of recognition received, communication experiences, responsibilities at home and in school, as well as community service. You complete a new sheet each year. 4-H year runs September-August.

3) Personal Goal Record (4H-93)- Record your Personal Goals for the year. Project Goals go on your 4-H Project Record, NOT the Personal Goal Record.

4) Pictures and Clippings- Relating to club activities go with 4-H Personal Goal Record. Specifically the activities you mentioned in the **Yearly 4-H Summary**. Please also include captions for all your photos.



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5) 4-H Project Record– One project record should be completed for *each* project area you enrolled in for the year, whether you take something to the fair or not. *Remember– projects are year-round learning experiences (ex: Food and Nutrition); exhibits are what you showcase at fair (ex: loaf of bread).* There are three levels of the project record:

- **Basic (4H-96A) – 4th-6th Grade**
- **Experienced (4H-96B) – 7th & 8th Grade**
- **Advanced (4H-96C) – 9th-12th Grade**

Note: Citizenship, Leadership, and Communications activities within a project: Juniors need to completed at least one of these, Intermediates 2, and Seniors need to complete all 3 of these to be eligible for a county project award.

Within each project record, you may also need to add additional sheets that are specific to that project area. These should go directly behind each project area they are related to:

If you have livestock you must include a 4-H Animal Project Worksheet **or** for Horse, Rabbit, Poultry, Dog, and Pet you must fill out the appropriate Project Record Form. This form includes the financial aspect to your project, how much you purchased the livestock for, how much feed you bought and what it cost you, the price you sold your livestock for, and it also includes the amount of money you either made or lost. Please remember these records are for YOU and for your individual learning. These forms are for all animals including both market and breeding.

- **Market Animal Project Worksheet** (4H-228-WS) for beef, swine, sheep, meat goat.
- **Breeding Animal Project Worksheet** (4H-229-WS) for breeding beef, swine, sheep, meat goat.
- **Project Record Forms:**
 - Dairy Cow/Goat (4H 392/939-WS)
 - Lifetime Records: Cow (4H-229B-WS), Swine (4H-229F-WS), Ewe (4H-229D-WS), Dairy Goat (4H-393A-WS)
 - Dog (4H-402-WS)
 - Horse/Pony (4H-512-WS)
 - Rabbit (Cass County Form)
 - Poultry (Cass County Form)
 - Pet (Cass County Form)
- **Additional Special Forms:**
 - Photography (4H-643-WS) Must be used the first year in project, optional after that.
 - Garden (4H-462-WS)
 - Crops (4H-382-WS)
- **Pictures and Clippings**– relating to each project go with the Project Record.

TIPS & TRICKS!

- Static Exhibit Fair Write-Ups/Goals and Photo Exhibit Labels are already done for fair so all you have to do is place them in your record book. Place these behind the Project Record forms in your record book. For example place your Photo Exhibit Labels behind your Photography Project Record, or place your Refinished Chair Write-Up behind the Home Improvement Project Record. Please include only your Photo Exhibit Label not the photo(s) that were exhibited at fair.
- **Please DO NOT put your ribbons, stall cards, ear tags, etc. in your record book**, when you turn it in to be evaluated we do not want to take the risk of losing your items. Make a scrapbook instead!
- Remember to use your best handwriting and write with an ink pen or use the computer. Pencil fades over time. Most forms are available online at www.extension.iastate.edu/cass. If you would like blank forms printed for you, please call or email the Extension Office!

What do you do with your record book material from the previous year? Put this year's material on top. Your record book should always start with the most current year, and move backwards in time.