

Revised March 1
2003

Book II

CLALLAM COUNTY
4-H RECORD BOOK GUIDELINES
October 1 Deadline

GENERAL GUIDELINES ARE:

- * The record book must be done by the 4-Her – should be neat, clean, legible, and show some evidence of being used throughout the year.
- * Make lines across and down straight and uniform as possible. You might use a light pencil line as a guide. Lines may be left on page; you do not have to erase them.
- * 4-Her's may hand write (using pencil Juniors, or pen Intermediates & Seniors), type or use of a computer to do the record book.
- * All Juniors, Intermediates, and Seniors must use Book II, unless child is learning disabled and chooses to use Book I. Otherwise, Book I will be used by Primary members only. Record Books are optional for Primary members.
- * If your project requires a book that must be completed, the project book must be included in the record book. EXAMPLES: Vet Science project book, Horse Breeding, Health Science.
- * If your project requires an "Add Sheet", it must be included in the record book. Projects requiring "Add Sheets" are VET SCIENCE, RABBIT, CAVIES, SHEEP BEEF, DAIRY COW (not calf and yearling), DAIRY GOATS, POULTRY, MARE AND FOAL, GUIDE DOGS, SWINE, DOG AND SMALL POCKET ANIMALS.
- * Use one project section for each project in which you are enrolled.
- * Be careful about spelling.
- * Follow the order of pages listed on the inside front cover of the record book (Page order also listed in the guidelines)
- * Dividers for calendar, each project, permanent record, 4-H story, and supplemental are required. They make your book easier to use and evaluate.
- * Additional project record sections (CO947) are available through ordering them from the Bulletin Office or single copies can be found in the Extension Office.
- * The only pages that may be added to the Record Book are in the Project photos, Journal and Permanent Record. See project photos for specifics on photo pages.

- * As you work on your book, show a sincere interest in your project, with an emphasis on learning and how your 4-H experience helped you to help others, such as helping another member plan the agenda for a meeting, or showing a member how to fit and show their project animal. For Record book judging, be thorough. Your book is judged on its completeness on each and every page according to your project experience and ability. Areas that do not apply should have the word "none" or NA or a line (---) drawn in the space so it does not look like you forgot it.
- * Submit your book in a flat binder. Make certain it will not fall apart with handling. Ring binders are not recommended.
- * The binder must have your name, club name and age division clearly visible on the cover.
- * DO NOT put materials such as ribbons, merit certificates, programs or party favors in the Record Book. They may be assembled in a 4-H scrapbook.

GUIDELINES for AUGUST 1 Deadline only

- * Complete and up-to-date as of August 1 in all sections.
- * All lines do not have to be filled in, if this activity does not happen until after August 1 deadline. **(Not Yet is not required on these pages.)** Examples would be Japanese exchange trip, Interstate Exchange (some years), contests at fair, etc.
- * Calendar complete through July. Further dates nice but not required.
- * Project Section - Commitment page - complete, including signatures and dates
 - Project journal - (used in all projects that do not require an add sheet); show evidence of being used and have accurate figures. N/A is to be written on journal pages if not required or omitted if add sheets are used.
 - Add Sheet - (only in required projects, see record book guidelines) complete records of Beginning Inventory, Breeding, Production, etc. Accurate figures
 - Project Photos - same as general guidelines
 - Project Highlights - (may be done in pencil) as current as possible
 - Project Financial Summary - Not used in our county - N/A is written on page – computer record books may leave this page out
- * Permanent Record - must have year if no entry, current entry in each section
- * 4-H Story - Introduction - see general guidelines
- * Supplemental Information - not required at this time

Your record book starts with the cover. Fill it out neatly and keep it as clean as possible.

RECORD BOOK COVER: Print your name, age, date of birth including year (6-23-70), grade in school, current address in full. Include town, state, and zip code, name of club(s), and year (94-95). Be sure to check your 4-H Division; Junior = Grades 3-5; Intermediates = Grades 6-8; Senior = Grades 9-12.

DIVIDER: Next comes your Calendar divider. Dividers with tabs are recommended by Clallam County and the State. Label the first tab CALENDAR

CALENDAR: Dates listed should be all of the 4-H events and activities that pertain to you, your club and your project. Show the DAY and EVENT, TIME and PLACE. The entries should be easy to read, written or typed by member, not a photo copy.

Put a check by the event attended. Put a "C" if the event is canceled.

Do not leave a month blank. Write "not a member" or "inactive" if either applies.

DIVIDER: Divider for your first project. Label the tab with the name of your project.

PROJECT PLANS: Helps you achieve goals! You must have a project plan section for every project in which you are enrolled. Plan with your leader. Junior members may start with simple plans. Intermediates and senior members' plans should be more advanced.

Your plans should be appropriate and consistent with your age, experience, and ability level. These are to be completed and signed at the beginning of the 4-H year.

HOW TO WRITE YOUR PLANS: Pretend the words "I plan to learn" are written on the top of your plan sheet. That way you can begin your plans:

1. The parts of the dog
2. Teach my dog recall

Don't write "learn about" in your plans. Your plans can begin:

1. How to (do something)
2. How (something works)
3. About something
4. Or something specific like parasites in dogs

PART 1 WHAT I WANT TO LEARN THIS YEAR: List form may be used. Complete sentences are not necessary, but may be used. Be specific as to what you want to learn. 3/1/03

PART 2 WHAT MY LEADER AGREED TO DO TO HELP ME LEARN: This does not have to correspond with Part 1. Here you and your leader must discuss what you need help with. A list form is acceptable. Complete sentences are not necessary. Youth writes this, leader signs and dates.

PART 3 WHAT MY PARENT AGREED TO DO TO HELP ME: In this section, the following can be placed: Parents agree to pay for my project, take me to meetings, help me with my project by encouragement, etc. Youth writes this, parent signs and dates.

JOURNAL: Pages 8-11 Journal will be kept in all projects except the following, Vet Science, Rabbit, Cavies, Sheep, Beef, Dairy Cow (not calf and yearling), Swine, Dairy Goats, Poultry, Horse, and Guide Dogs, Dog and Small Pocket Animals. These projects only, will use the appropriate Add Sheets. All remaining projects will use the journal for all items relating to the project. Journal is optional for projects that require Add Sheets.

Entries may be recorded daily, weekly, or monthly. Try to be consistent. Be sure to keep track in your journal of the time and money spent (or money earned) in your project. Total the amount at the bottom of each page and grand total at the end of the journal.

Be sure you enter into your journal every time you work on your project. If you go to the vet, record it. Record how much time you sew each week, etc.

All required add sheets and certificates will be placed in the record book following the project financial summary.

PROJECT PHOTOS: Page 12 This page is for pictures, correspondence, or news clippings about this specific project, during the current year. You may add 1 page, both sides, for additional space if needed.

Secure pictures or clippings individually. **DO NOT LAYER.** News clippings can be trimmed to pertinent facts to conserve space. Underline your name in a news clipping or highlight with marking pen.

Identify each photograph with the date, place/event and who is in it. Action shots and "before and after" pictures are especially good choices. Note: In the Photography Project ONLY, you may add up to (2) pages both sides for additional space if needed.

DO NOT put materials such as ribbons, merit certificates, programs or party favors in the Record Book. They may be assembled in a 4-H scrapbook.

PROJECT HIGHLIGHTS: Page 13

WHAT WAS LEARNED You may now choose between OUTLINE, LIST, OR SENTENCE FORM for this section

PROBLEMS SOLVED If you had a problem, then state it in here and how you solved it. If no problems, state "I had no problems", or something similar.

SUCSESSES List your achievements, but not limited to achievements. There could be some outstanding success in your project. Example: I got my dog to heel off leash and not to run away.

TO DO DIFFERENTLY NEXT TIME Unless there is a definite problem to be changed, state, "I have no changes in my plans for next year."

PROJECT FINANCIAL SUMMARY: Page 14 This page of the Project record will NOT be used. Do not remove this page, put NA on page. Project Add Sheets are not affected by this change. Add sheets and Certificates follow the Project Financial Summary in those projects that require them.

Repeat this sequence for each project: Divider, Project Record, Journal, Project Photos, Project Highlights, Project Financial Page (pp 7-14).

REMEMBER: YOU NEED TO FILL OUT PAGES 7-14 FOR EACH PROJECT IN WHICH YOU ARE ENROLLED

DIVIDER: Label tab PERMANENT RECORD

PERMANENT 4-H RECORD: It is required that all 4-H members keep and place in their current record book a Permanent 4-H record. Begin your Permanent Record as soon as you join 4-H. Juniors may elect to use pencil, but Intermediates and Seniors must either type or use ink in the Permanent Record. You do not have to copy over your pencil entries when you start using pen. Try to use the same type and color of pen through your remaining 4-H years. If you start with a blue pen one year, continue with a blue pen.

In Level 1 Books (Primary Members only), the Permanent Record should be placed at the end of Record Book 1. There is no other place to put it in this book. Permanent record in Book 2 will be placed in the same place as before, after the project sections. All Juniors, Intermediates, and Seniors must complete Level 2 Permanent Record unless they are learning disabled.

Move your Permanent Record into your new Record Book each year. Add additional new or photocopied pages as your pages fill up. The old Permanent Record will be placed behind the new Permanent Record in your record book but not written in any more. If the old Permanent Record has been lost, place a note in to cover the dates that were in the old book. Be sure to put the year and "None" in sections that have no entries for the year.

Here are some hints to help you complete your Permanent Record.

YEAR: The 4-H year consists of 3 months of one year and nine months of the following year. Therefore, whenever you write the year, indicate as such: 94-95, 95-96. List the

year only once with the first entry for that year, then continue on with the other entries without rewriting the year.

BLANK SECTIONS: If there are sections in which you have no entries for that year, write in if not involved or nothing done. For example: "94-95 NA or None" or "94-95 No offices held".

FILLED SECTIONS: When you fill a section in the Permanent 4-H Record add pages from a new Permanent 4-H Record. Keep all Permanent Records in your current 4-H Record Book.

Page 1 OFFICE/COMMITTEE List all offices, committees held whether club, county, state. List what your responsibility was.

Page 2-4 PROJECT AND EXHIBIT SUMMARY (This page is different than before)

Project Title = list project by enrollment name

EX. Sewing for fun
Foods of the Pacific Northwest
Horsemanship in Action
Market Beef or Sheep or Swine
Record Book at fair exhibit

Size = show number of garments made, animals raised, food cooked, etc.

Exhibits = list what you exhibited. This must be specific

EX. Sewing = Skirt
Blouse
Coat
Food Preservation = Jams/Jellies
Vegetables
Fruits
Dogs = Obedience
Conformation

Place here anything that you show with your project. When these pages are full you must add more pages.

A chronological listing will be accepted here, if you have exhibits before fair your projects may not be in order.

Page 5 JUDGING List all judging done, where you did it, and award. Do not forget the judging you do in your local club.

Page 6 PUBLIC PRESENTATION List all demonstrations, illustrated talks, and public speaking by title, show which project it was involved in. Put each different demonstration on a separate line.

Page 7-8 4-H CONTESTS ENTERED List all contests where the 4-H'er is shown; not their project. This is best described as a "Person Exhibit."

EX. Fitting and Showing	All kitchen activities
Equitation classes	Fashion Revue
Herdsmanship	Bowl contest
Groom Squad	Best Record Book

Page 9 EVENTS ATTENDED An EVENT is something you attended. List the 4-H events you attended. An event has a specific time and place and it concerns your projects and/or 4-H sponsored events that are non-project: Club clinics, awards programs, county clothing workshop, Dept. store style show, Area meetings, Achievement Night, Super Saturday, 4-H camp. Do not include club or project meetings.

Page 10 COMMUNITY SERVICES These are 4-H related community services. This is an activity where you go and do something. Each activity has an action verb with it denoting that you "went" and "did". DO NOT REPEAT any activity/event already listed under Events Attended. EX: Collected food for Food Bank, Collected toys for tots, Planted shrubs, Picked up garbage. Be sure you tell what you did to help in this Community Service.

Page 11 4-H PROMOTION This includes how you have helped promote 4-H. Your poster for fair concerning your project does NOT go here. Only posters made telling about 4-H or fair would be here. EX: 4-H window display, news stories written.

Page 12-13 LEADERSHIP Record things you did to help others or teach others about 4-H projects. You do not have to be enrolled in Leadership to help someone. If you are enrolled in Leadership this section is very important for you to complete.

Page 14 SCHOOL AND COMMUNITY These are activities other than 4-H that you do. List your school activities and school awards, church activities, or other community activities that are not related to 4-H. DO NOT list any activities from page 10 on this page.

Page 15 NON 4-H CONTESTS ENTERED List non 4-H contests that are related to your 4-H work. EX: Open dog, horse, rabbit, and goat shows, Wool Contest.

Page 16 MOST IMPORTANT RECOGNITION This is NOT limited to just one recognition per year. You list ALL of your IMPORTANT recognition or awards. This does not have to be limited to one line per year, but try to put as much as possible on a line.

4-H MEETING ATTENDANCE Any time the 4-H group gets together to do 4-H business and/or work on 4-H projects or activities, it is considered to be a club meeting. Record the number of club meetings that you attended. Use one box for every year. If you belong to more than one club or group, total the meetings of both clubs and enter that total. Be certain to record the club year, 95-96, for example. Listing only one year is confusing.

Place your old Permanent Record from pervious years here. DO NOT make any more entries into it.

DIVIDER: Label tab 4-H STORY

MY 4-H STORY: The Story is to be written in paragraph form and is a supplement to your project summaries. DO NOT SIMPLY REPEAT your project summaries. Your story should include non-project events and activities. Summarize the highlights of your 4-H experiences this year. Write about your current year's work and growth. Describe how you feel about 4-H, your club, how you and your family were involved in 4-H, some of the fun things you did, and maybe your disappointments.

Story should be in narrative form. Your story should have 4 parts.

PART 1 INTRODUCTION: Tell a little about yourself -- age, interests, family, where you live, club name, how long in 4-H. (Make this short)

PART 2 PROJECT HIGHLIGHTS: Write about your major project first, then mention all projects you are enrolled in. You may elaborate on any or all projects. Do not repeat your summary. Tell about new, humorous, disappointing, and future things. Tell how the project has influenced you, and/or other learning experiences not covered in your summary.

PART 3 CLUB EVENTS: Write about the things you did with your club to include parties, money raising events, tours that may or may not relate to a project area, camp or conference experience, county fun events such as skating parties.

OTHER ACTIVITIES: Involvement with other clubs or members throughout the county.

COMMUNITY SERVICE, CITIZENSHIP: Tell briefly what community service projects that you and your club participated in. What did you do to make your community more aware of 4-H?

How have you been helped by others? 3/1/01

PART 4 4-H INFLUENCED: How has 4-H influenced me? Conclude your 4-H story by telling how experiences in 4-H have helped you grow as a person. Did it teach you responsibility, sportsmanship, leadership, new skills, friendship, etc.? Did you have any disappointments, failures, bad experiences that helped you grow?

***NOTE: Story must be limited to the page provided, both sides.

DIVIDER: Label tab SUPPLEMENTAL INFORMATION

SUPPLEMENTAL INFORMATION: Supplemental information should include club, community, school and civic activities. The information must pertain to the contents of the 4-H Story. DO NOT place project related things here.

This Supplemental Information section is limited to the two sides provided. Include photographs, news clippings and/or correspondence. Club related activities and events would go here. EX: Achievement Night, picnics, camp, poster contest, tours, talent contest, and community service activities.

Secure pictures or clippings individually. DO NOT LAYER. News clippings can be trimmed to pertinent facts to conserve space. Underline your name in a news clipping or highlight with a marking pen. Identify each photograph with the date, place/event and who is in it.

DO NOT put materials such as ribbons, merit certificates, programs or party favors in the Record Book. These may be assembled in a 4-H scrapbook.

COMPLETION: When your book is complete at the end of the 4-H year, make sure all signatures are in place. Turn your book in to your Club leader. Then, PAT YOURSELF ON THE BACK FOR A JOB WELL DONE !!!!!

ORDER OF PARTS IN RECORD BOOK

1. FRONT PAGE
2. DIVIDER (CALENDAR)
3. CALENDAR
4. DIVIDER (YOUR PROJECT NAME)
5. PROJECT PLANS SECTION
6. ANY REQUIRED ADD SHEETS, BOOKS, AND/OR CERTIFICATES
7. DIVIDER (PERMANENT RECORD)
8. PERMANENT RECORD
9. DIVIDER (4-H STORY)
10. MY 4-H STORY
11. DIVIDER (SUPPLEMENTAL INFORMATION)
12. SUPPLEMENTAL INFORMATION
13. BACK PAGE

You must have PARTS 4 and 5 and possibly 6 for each project you are enrolled in.

Revised:
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by
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