

Clallam County
MINIMUM 4-H RECORD BOOK GUIDELINES
October 1 Deadline

3/1/01

GENERAL GUIDELINES ARE:

- The Record Book must be done by the 4-Her and should show some evidence of being used throughout the year.
- All 4-Her's may hand write (using pencil or pen), type, or use computer to do the record book.
- All Juniors, Intermediates, and Seniors must use Book II, except learning disabled children who may choose Book I or Book II. Book I will be used by Primary members only. Record Books are optional for Primary members and learning disabled members.
- Use the appropriate "Project Books" or "Add Sheets" for the following projects rather than journals: 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 sure to write "N/A" in areas that do not apply to you so that we will know that you have not forgotten to fill them out. This would apply to the journal (if you use Add Sheets) and the Financial Record for all projects.
- PLEASE, be sure to put your Record Book together in a binder so that parts of it are not lost!
- AUGUST 1st (FOR FAIR ENTRY), books must be up-to-date as of Aug. 1st in all sections.

SECTION GUIDELINES:

CALENDAR: List dates, names, times, and locations of 4-H events and activities. Place a check by the ones that you attend.

PROJECT RECORD: Fill in Project Name, Years in Project, Years in 4-H. Remember to include one Project Record for each project in which you are enrolled.

Plans: Set some age appropriate goals for the year. Sign and date them.

Talk to your leaders about what they are willing to help you with. List those things. Have your leader sign and date them.

Talk to your parents about what they will help you do or learn. List those things. Have your parent sign and date them.

Project Journal: For all projects (except Add Sheet projects which 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). The project journal may be dropped from the book if it is not used in the project.

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

Place any Add Sheets that are required at the end of the appropriate Project Record.

Project Photos: Use this page for photos, correspondence, or news clippings about this project. Be sure to label pictures with date, location, and content. Add an extra page to this section if you want. (Photography Project may add up to two (2) pages.)

Project Highlights: List "What was Learned," "Problems," "Successes," "To Do Differently Next Time," here. Try to find something to put in each section or write "none".

Project Financial Summary: This page is not used. Just write "N/A" on it, or leave it blank. Financial records appear in Journal Page Totals or Add Sheets.

PERMANENT RECORD: Your Permanent Record is a summary of all of your activities for each year you are in 4-H. It will probably be started in pencil (if you start as a Junior) and gradually become more articulate and neat as your 4-H career progresses. The Permanent Record should be placed at the end of all of your project sections. Move your Permanent Record into your new Record Book each year. Add additional new or photocopied pages as your pages fill up. Be sure to put the year and "None" in sections that have no entries for the year.

4-H STORY: This story of your 4-H year should include an Introduction about you, your club, and how long you have been in 4-H. You should tell about your 4-H projects, club events, and how 4-H has influenced you. You can, also, include things that you have done outside of 4-H this year.

SUPPLEMENTAL INFORMATION: This section should include photos, news clippings, and/or correspondence about things which ARE listed in your 4-H Story that are NOT a part of any of your projects.