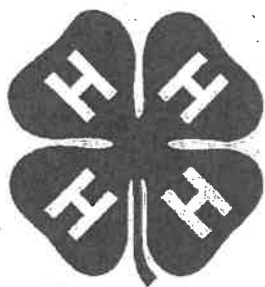


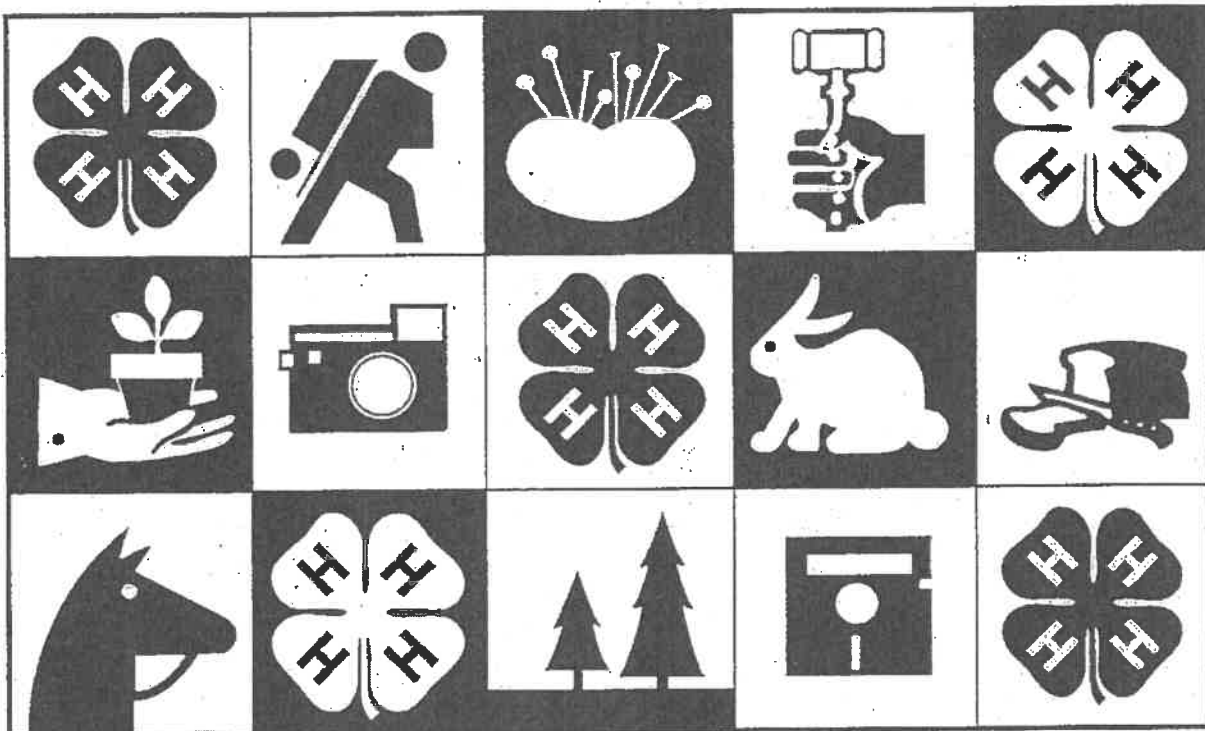
C0934



4-H RECORD BOOK



LEVEL 2



NAME: _____ #YEARS IN 4-H: _____ AGE: _____

DATE OF BIRTH: _____ GRADE IN SCHOOL: _____ 4-H DIVISION: JR INT SR

ADDRESS: _____

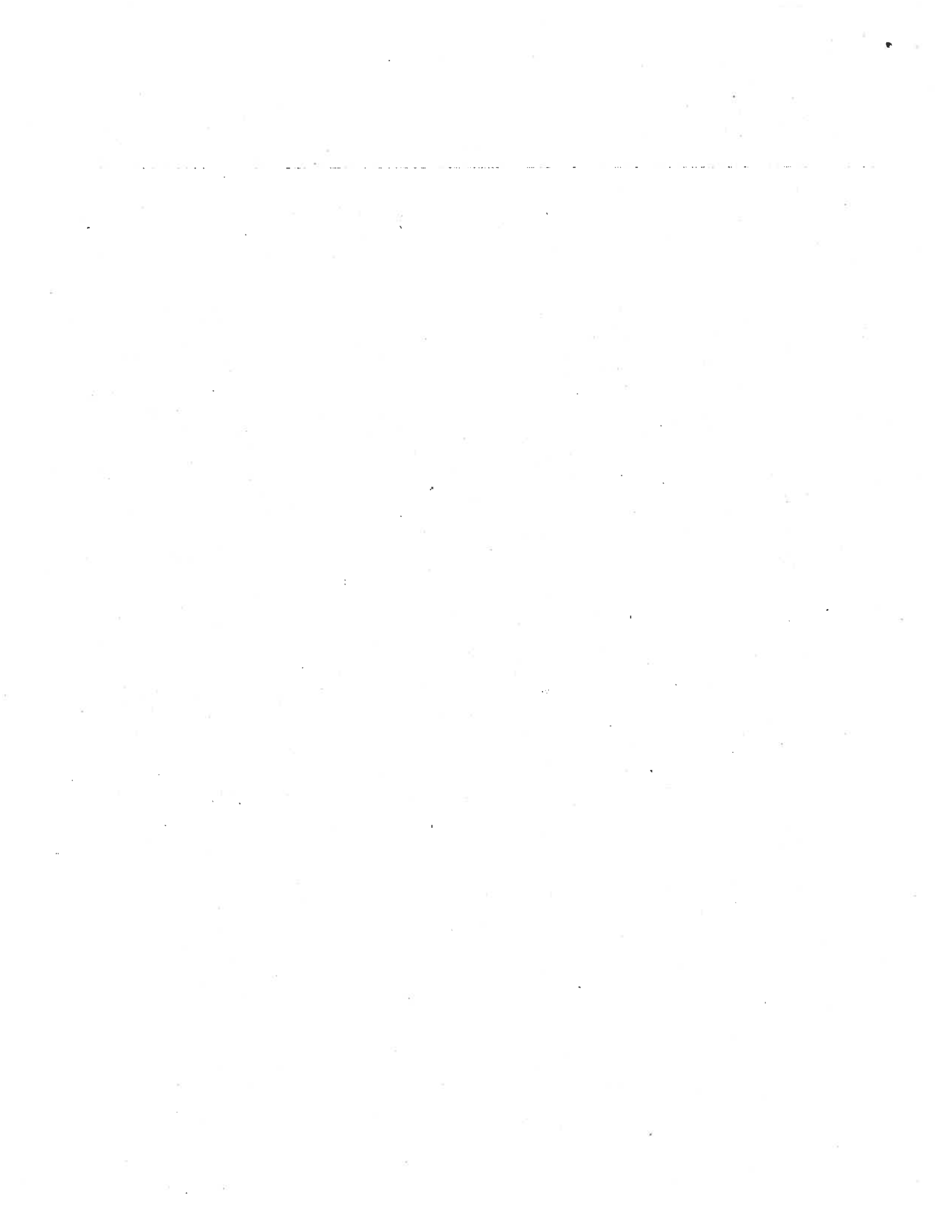
CLUB: _____

COUNTY: _____

CALENDAR YEAR: _____

GUIDELINES

Cooperative Extension, College of Agriculture and Home Economics, Washington State University





Snohomish County 4H Record Book Guidelines Level 2

October 1997

Note: *It is acceptable to use photocopies of the 4H Record Book (C0934), the Permanent Record (C0935) and the Project Record C0947).*

Why Keep Records?

- ❖ 4H Record Books are a historical record of your plans, experiences, successes, mistakes, friendships, profits and losses, fun, what you learned and what you still want to learn.
- ❖ 4H Record Books are a good tool for you and people who do not know you to evaluate your growth and accomplishments in relation to your 4H project and fellow 4H members.
- ❖ 4H Record Books can be used for making plans and decisions on projects and help develop communication and writing skills.
- ❖ Keep your old Record Books for use in writing award applications, scholarship applications and job resumes.

Sample Record Book

We have included an example of the Level 2 4H Record Book and Permanent Record, showing directions, suggestions and examples for each section. Also included is the instructions found on page 2 of the Level 2 4H Record Book.

Submitting your book

- ❖ Submit your book in a flat binder. Make certain it will not fall apart with handling. 4H binders may be ordered from the 4H National Supply Catalog. (Your leader should have a catalog).
- ❖ Your finished binder must have your NAME and CLUB clearly visible on the front cover.
- ❖ Dividers or tabs are required for each Project, the Permanent Record and the 4H Story.
- ❖ Follow the order of pages listed on the inside front cover of the 4H Record Book C0934, or use this guideline sample to determine the page order.
- ❖ Photocopy your Permanent Record (C0935), before submitting the completed Record Book for judging. If lost, this is very hard to re-create!

General Guidelines

1. Start your record keeping with a positive attitude!
 - ❖ Your book should be neat, legible and show evidence of being used throughout the year. It should be the result of a year-long effort rather than a crash program at the end of the year. As you work on your book, show a sincere interest in your project with an emphasis on learning and how your 4H experience helped you to help others (helping another member plan the agenda for a meeting or showing a member how to fit and show their project animal).
 - ❖ All work in the record book must be done by the 4H member. Leaders and parents may Guide but not DO!
2. Be thorough in your record keeping. Your book is judged on completeness on each and every page according to your project experience and ability. Areas which do not apply should have "None," "N/A" or a line (___) in the space so it does not appear to be overlooked.
3. Pencil or pen? All members may use pencil, pens or typewriters to complete their book.
 - ❖ Decide at the beginning of the 4H year, which you will use and try to be consistent all the way through the book, through the year.
 - ❖ If using a pen, black or blue ink is preferable. Try to use the same color through the book.
 - ❖ If corrections are needed, liquid paper is recommended for neatness.
4. Spelling: refer to a dictionary, parent or leader if in doubt.
5. Lines: Make your lines across and down as straight and uniform as possible.
6. Plastic Covers: Please avoid using plastic covers on any part of the book except the Project Photo and Supplemental pages.

Record Book Judging

In September, your group leader will judge your completed record book using a scoresheet available at the Extension Office. Each book is judged at the club level against a standard (Danish system). Your leader will score your book and award stickers based on the following scores:

❖ 0-59 points	White Sticker
❖ 60-79 points	Red Sticker
❖ 80-101	Blue Sticker

If your leader scores your record book with a blue sticker, your book will be sent to county level judging. Your leader will take your record book to the Extension Office by October 15. Leaders should attach a note explaining any special considerations (learning disabilities etc.).

At county level, Record Books are judged and awards given on the following point basis:

Points	Award
80-84.5	Blue
85-89.5	Purple
90-95.5	Seal
96+	Pin

Jacket Award

Achievement Pin Award Judgings

Applications for these awards are due in the Extension Office by July 15. Record books may accompany the application. Please see a Members Jacket Award Application. Books must be up to date (October 1 through June 30). Project Highlights and 4H Story may be in rough draft form. Your Record Book is not judged, however it is used as a source to evaluate your 4H work.

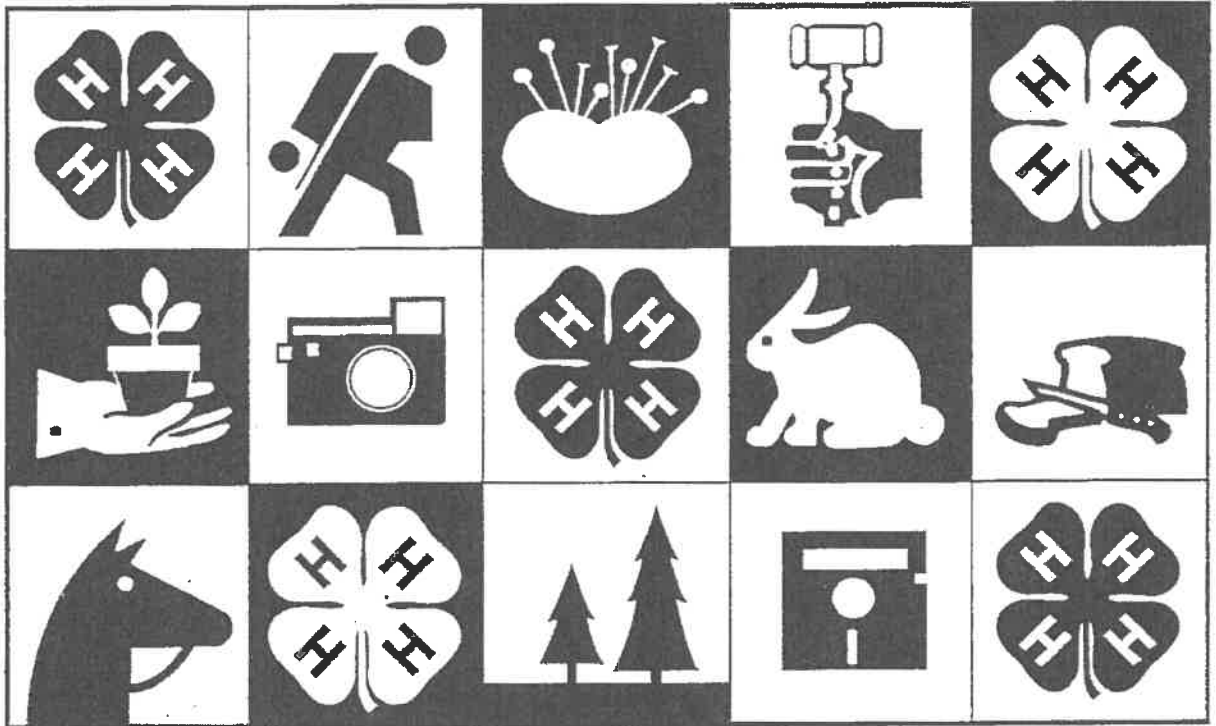
C0934



4-H RECORD BOOK



LEVEL 2



NAME: First and Last #YEARS IN 4-H: _____ AGE: as of beginning of 4H Year
(how long have you been enrolled)

DATE OF BIRTH: mo/day/yr GRADE IN SCHOOL: _____ 4-H DIVISION: JR INT SR
(3-5 6-8 9and up)

ADDRESS: Street, City Zip Code

CLUB: _____

COUNTY: Snohomish

CALENDAR YEAR: October 01, _____ - September 30, _____

Cooperative Extension, College of Agriculture and Home Economics, Washington State University

INSTRUCTIONS

- Use this record book for all the things you do in 4-H this year. Put it in a notebook with your other records. Separate each section with a tab. Each project should also have a tab. Keep the project commitment, project journal, project highlights, and financial summary for each project together.
- You may also want a scrapbook in which to keep ribbons, certificates, and programs.
- Use your records to look back at your progress during the year. This will be helpful when you make plans for next year.
- When you complete your 4-H program for this year, write your 4-H story.
- The record book is your personal work. Keep it current as the year progresses. Do your own handwriting or typing.

My 4-H Planning Calendar. Write down the events and activities you will be involved in. Keep track of important events such as 4-H meetings, county fair, camp, and project-related activities.

My 4-H Projects. Use a separate project commitment, project journal, project highlights, and financial summary for each of your projects.

Project Commitment. This is an agreement between you, your project leader, and your parents about what you want to learn and how they will help you. Obtain the required signatures.

Project Journal.

Complete one of these forms for each project in which you enroll.

If you need more space for the project journal, add more pages. For some projects you may wish to use the journal as a weekly summary of what is recorded in your add sheets or on work sheets you have created.

Headings for the project journal:

- **Date**—This is a log of your actions. Keep it up to date.
- **What did you do or make?**—List, in order, the things you did or made (purchased supplies, cooked dinner, taught my dog to heel).
- **How much?/How many?**—How much did you buy? How many people did you serve? If this column doesn't apply to what you did, leave it blank.
- **Cost**—What was the total cost of the items you purchased? If you used feed or other materials given to you by others, estimate the cost. For many other things you do, such as teaching your dog to heel, there will be no cost or income.

- **Income/Value**—What was the amount you received for items sold, or the estimated value of items you made or raised that were used at home?
- **Time**—Estimate the time you spent on this action related to your project. For some activities you may want to summarize weekly or monthly hours spent.
- **Comments and what you learned**—Briefly say what problems you had, things you learned, and how you feel about what you did or made.

Project Highlights. Look back at your project commitment. Did you learn what you planned to learn? What problems did you have to solve? What were your main successes? What would you do differently if you did it again, knowing what you know now?

Financial Summary. This is a summary of your project's financial value, what you spent, and what you earned during the year. It summarizes your project journal. Do an inventory when you start your records each year and when you close your records. The difference between what you own from the start to the close of the project is part of your profit or loss for the year.

Project Add Sheets. There may be add sheets for projects with special planning or recording needs (breeding records, milk records, garden plan). Use the add sheets for your project as well as the project journal.

Permanent 4-H Record. Use this to record your participation in leadership, public presentations, demonstrations, judging, and other activities and contests during the years you are in 4-H.

My 4-H Story

Narrative. Write your story for the year in narrative form. Write as though you are actually talking to the reader. Your story should have four parts and be no longer than two sides of one page.

Introduce yourself.

Write about your projects. Do not repeat the project highlights.

Share your 4-H club experiences and how you were involved in your community and school.

Write about how you have changed as a result of your 4-H experience.

Supplemental Information. This section is limited to two sides of one page. It should be related to your club, community, or school. It may contain pictures, news clippings, or letters. All items should be captioned.

OCTOBER

Dates listed should be all of the 4H events and activities that pertain to you, your club and your project.

You may also include those activities that are non 4H related but only if you plan to incorporate them in your Permanent Record or 4H Story.

Write the dates you will be involved in as you learn about them. Dates do not need to be in order.

You may write down open class shows if they pertain to your project.

Show the day and event, time and place.

NOVEMBER

Entries should be easy to read, and written or typed by the member,

Put a check by the event attended. Provide a "key" to indicate time and place of regular meeting, i.e. "training meeting"*

At the bottom of the first page:

*All training meetings held from 7:00 p.m. - 9:00 p.m. at the Alderwood Manor Youth Club unless otherwise noted.

DECEMBER

Do not leave a month blank. Write "not a member" or "inactive" or whatever else may apply.

Additional pages may be added if you run out of room.

Place a check after each event you attend.

Insert "Main" Project first.

PROJECT RECORD		
Total, including this Years in 4-H...year	Specific Project, not Program Project Market Beef.....	Including Years in this Project this year

PROJECT COMMITMENT	
This is what I want to learn this year:	
Project Commitment helps you achieve your goals! You must have this section for every project number in which you are enrolled and active. Plan with your leader. Junior members may start with simple plans; Intermediate and Senior members would plan more advanced programs. Your Project Commitment should be specific, measurable, appropriate and consistent with your age, experience and ability level. It is recommended that Juniors specify 1 to 3 objectives and Intermediates and Seniors 3 or more objectives. These are to	
Member's Signature	Date

This is what my leader agreed to do to help me learn:	
be completed and signed at the beginning of each year. If you have more than 1 animal in one project (i.e. Market Beef) you would still have only 1 set of Project Record.	
EXAMPLES OF WHAT A LEADER CAN DO TO HELP YOU LEARN:	
Arrange field trips, clinics. Recommend suitable resource books.	
Provide Project materials. Keep me informed of available learning opportunities.	
WRITTEN BY MEMBER AFTER CONSULTATION WITH LEADER Leader's Signature	Date

This is what my parent(s)/guardian agreed to do to help me:	
Written by member after consultation with Parent/Guardian.	
EXAMPLES:	
Provide transportation to meetings & other activities.	
Supervise project activities (i.e. woodworking-use of tools).	
Take pictures of project & club activities.	
Provide appropriate guidance.	
Provide financial assistance in exchange for (i.e. chores....)	
The signatures & dates are important because this page serves as an agreement of understanding between the 4-H member, parent & project leader of what the member plans to accomplish. The date indicates when the agreement took place-it should be done in the first or second month of the member's 4-H year.	
Parent(s)/Guardian Signature	Date

FAP OR DIVIDER

Keep a journal for each of your projects

PROJECT JOURNAL

Date	What did you do or make?	How much? How many?	Cost	Income
<p>This is a record of the time you have given to your project work. You should include:</p> <ul style="list-style-type: none"> ❖ Any time you work on your project. ❖ Project activities (repeat activities from calendar if related to your project). ❖ Animal projects should include care taking, health care, feeding, etc. ❖ Learning experiences relating to project commitment (on routine items, you may consolidate weekly or monthly as appropriate). 				
Journal				
❖ Should show evidence of being used throughout the year.				
❖ Need not repeat any entry already included in Project Add Sheets.				
<p><i>If your project requires Add Sheets (see list on inside of guidelines front cover), which includes an expense/income record, any income or costs are not included in the Project Journal and Project Financial Summary</i></p>				
You may add as many pages as necessary.				
Example:				
Beef Project example:				
Date	What did you do or make?	How much/how many	Cost	Income
October	Fed heifer daily.	3 # grain		
Cavy:				
2/27	Had my covies typed-judged	2 covies	\$2.00	None
Horse:				
11/14	Had horse shod	1 horse	\$40.00	N/A
	bought alfalfa hay	1 ton	\$140.00	N/A
3/14	Attended Training School	N/A	\$10.00	N/A
	Vaccinations	4-tetanus, flu, rhino, potomac	\$32.00	N/A
Leadership:				
2/27	Showed members in club how to fit and show	5 members	N/A	N/A
Food:				
3/21	Made cookies for project meeting	4 dozen	\$2.00	N/A
TOTALS				

Time spent:	Comments or what you learned:
Amount of time spent	
	Briefly say what problems you had, things you learned, how you feel about what you did or made, or what you would do differently next time.
Time	Comments or what you learned:
15 minutes	Heifer also on pasture.
daily	
3 hours	Learned good and bad points about my cavy-won Best of Show
1 hour	Need to use thrush medicine
1 1/2 hour	Had to stack alfalfa-100# bales are heavy
7 hours	Had a great time and learned a lot about handling and caring for my horse (made a new friend too!)
1 1/2 hour	Chico was really good this time!
25 min.	It isn't very easy to tell what you know to others.
2 hours	Learned how to read a recipe—cookies were great!

PROJECT PHOTOS

- ❖ Photos must be of the current 4H Year, October 1, - September 30.
- ❖ Include photos of project, project activities.
- ❖ May add 1 page (both sides).
Photography Project may add 2 pages (both sides).
- ❖ Include the date, place/event and who is in each photo.

PROJECT HIGHLIGHTS

What was learned:

Review your Project Commitment - Did you learn what you planned to learn?

If so, how; when, where; from whom, ...

Include other skills/knowledge you gained that you did not plan - what learning opportunities allowed you to learn these?

Be very specific!

Try to limit your "Project Highlights" to this page. You may add a page if necessary.

Problems solved:

How did you overcome/solve any problems with your project?

(Example: My horse would not take the left lead. I took lessons and learned how to cue for the lope in a corner where it is natural to take the correct lead.)

Successes:

What went "right" with your project this year?

Recognition, awards, achievements, goals accomplished, etc.

To do differently next time:

What would you do differently if you had it to do over again knowing what you know now?

PROJECT FINANCIAL SUMMARY

(USE IF APPLICABLE TO YOUR PROJECT)

BEGINNING VALUE (Materials, supplies, animals, equipment you had at the start of your project year.)
DATE

Item	Amount	Value
<ul style="list-style-type: none"> ❖ Use this summary only if your project does not use a project record add sheet (see list on inside of guidelines front cover. ❖ If more room is needed for inventories, add a page, however, be sure totals are on this page. ❖ If your project requires a project add sheet, it follows this financial summary. 	\$	\$
		\$
		\$
TOTAL		\$

ENDING VALUE (Materials, supplies, animals, equipment you had at the end of your project year.)
DATE

Item	Amount	Value
<ul style="list-style-type: none"> ❖ If your project requires a "Certificate" such as horses or dairy cows or llamas, it should follow the project add sheet. 		\$
		\$
		\$
		\$
TOTAL		\$

1. Cost (project journal)		\$
2. Beginning Value Total (above)		\$
3. Total Cost—add lines 1 and 2		\$
4. Income/Value (project journal)		\$
5. Ending Value Total (above)		\$
6. Total Income/Value—add lines 4 and 5		\$
7. Profit (loss)—subtract line 3 from line 6		\$
8. Total time spent on project (project journal)		Hrs.

**THE FOLLOWING ADD SHEETS
FOR 4-H RECORD BOOKS
ARE REQUIRED IN
SNOHOMISH COUNTY**

Program leaders can answer specific questions regarding record book requirements. Call the Extension office at 425-357-6044 for the name and phone number of individual program leaders.

Cavy (optional, county Record Inventory sheets 1-3)

Dairy Cows (Individual Cow Record EM1949a)

Dogs (Dog Project Record C0794)

Guide Dogs (Guide Dog Puppy Project Record C0961)

Horses (Individual Horse Record C0856)

Rabbits (Breed Market C0832)

Sheep (Breeding Livestock Record C0729) and/or
(Market Livestock Record C0728)

Swine (Same as Sheep)

Veterinary Science (Animal Record Sheet C0802)

Even though certain projects are not listed as requiring add sheets at County level judging, State level judging may require an add sheet. Please check with the current Program Leader.

There is NO add sheet for Leadership.

11/99

PERMANENT



YEAR OR DIVIDER

Preceeds 4-H Story

Level 2 If applicable, prior years' Permanent Record should follow.

Begin this record when you are ready to move from Level 1 to Level 2. Write down things as you do them.

Name First and Last

Date this record started _____ Date ending this record _____

Offices and Committee Assignments: List your offices in 4-H such as President, Vice President, etc. and list all the committees you work on each year. Show if it is for your club or county and what you did.

Year	Office/Committee	Where	Duties Performed
Dual	Use 1 line for each office or committee -	Club County District State	Tell what your responsibilities were.
	Add pages as needed.		
EXAMPLES:			
89-90	President	Club	Planned agendas and ran meetings.
	Phone Committee	Club	Called 4 members about club functions.
	Secretary	County	Kept minutes of County Ambassador meetings.

Judging: List the type of judging you did. Show where you did it and the award received.

Year	Kind of Judging	Where	Award
Dual	Use 1 line for each contest.		
	Add pages as needed.		
EXAMPLE:			
89-90	Arabian Halter, Q.H. Halter, Horses - StockSeat Eq., West. pleasure	County-"So&So" Stables	5th Sr.

Events Attended: List all the 4-H non-competitive events you attended such as achievement programs, workshops, talent show, camp, teen events, etc. Remember an event has a definite time and place and can be project related or general 4-H events.

Year	Event	Where
Dual	* Use 1 line per event.	Club, County, State, etc.
	* Include all scheduled activities that you attended, (other than General 4-H Meetings or Project Meetings)	(Location optional)
	* An event is a non-competitive activity (Do include tours; do not include Community Service activities)	
	Add pages as needed.	
	EXAMPLES:	
89-90	Awards Banquet	Club - Evergreen School
	Dog Program Awards Night	County
	Camp	District - Camp Coronet
	Roller Skating	Club - Skate Inn, Everett

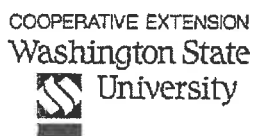
4-H Meeting Attendance: Write the total number of meetings your club held and the number you attended.

Add all club and pertinent project meetings

Year	95/96		
Number of meetings held	12		
Number attended	10		

Most Important Recognition: List the most important recognition you received in 4-H during the year, such as honors, awards, trips, etc. List what is important to you and the project it is related to.

Year	Most Important Recognition	Project
96	List awards or accomplishments	
	add pages as necessary	
	example:	
96-97	On County Horse Bowl Team	Horse
	Leader told me my book was well done.	Dog



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MY 4-H STORY

- Put this behind your Permanent Record
- Use narrative form (as if you were talking to the reader)
- Try to limit your story to 2 sides, however, you may add one page if necessary
- Include 4 parts:
 - 1) Introduce yourself
 - 2) Tell about your projects
 - do not repeat your "Project Highlights"
 - tell about main project first
 - 3) Share your 4-H Club Experiences and involvement in your community and school
 - 4) Tell how you have changed (personal growth, skills, etc.) as a result of your 4-H experience

SUPPLEMENTAL INFORMATION

- Limited to 2 sides.
- Should be Club, Community or School related (photos including other club members at project activities are acceptable)
- May contain pictures, news clippings or letters
- All items should be captioned (names, location or activity and date)

YOUR 4-H YEAR AGREEMENT

At the beginning of each year, leaders, members and parents should agree on expectations for member participation in the club.

We suggest the following:

- Attend a certain number of club meetings.
- Attend a certain number of project meetings.
- Serve as a committee member or officer.
- Do a public presentation.
- Keep a record book.
- Learn some new skills and knowledge.
- Have an exhibit. Work on a community service project.
- Do leadership activities.
- Participate in an out-of-club activity such as camp or conference.
- Be creative. (This is the leader's and member's opportunity to think of other things that could contribute to the 4-H experience.)

