



Record Book Completion Check List



WSU EXTENSION
Kittitas County

****LEAVE THIS CHECKLIST LOOSE INSIDE FRONT COVER OF RECORD BOOK****

Record Book
Committee Check

Member's Name _____ 4-H Club _____

1. **Record Book Cover** (place a check next to each option when completed)

Cover neat; optional dividers in proper order. Member must do own work (*with support as appropriate*)

2. **Calendar/My 4-H Year**

Each month should list the date and time of club meetings, county 4-H activities, and other 4-H events. The place of the meeting and what you should bring should be added if age appropriate. You don't have to attend each event you write down, just check off those that you did attend.

3. **Project (s).**

These pages should be completed for **EACH** project you carry during the year and in the order below. Additional project record forms (add sheets) are required for some projects (see "Additional Project Records" # F below).

_____ **A. Project Record/Goals** (Project Plans). This basically outlines what you want to or will be doing in your project this year. Goals may be determined as a club or on an individual basis. It should be filled out first thing in the year, usually in the fall or winter. You should list your specific goals for the year, such as a specific swine disease you want to learn about or how you want to learn to sew with plaids. Make sure that all of the sections are filled in and signed.

_____ **B. Project Journal** (non livestock). This is where you keep track of what you do in your project, how much it cost you to do it, the value, the time you spent, and what you learned by doing it. It is very important that you describe what you did or earned, with some amount of detail. An award winning book shows a lot of detail in the journal, as well as regular dates that you worked on the project. The journal should show what you are doing to support what you stated in your commitment. Don't forget to total the columns at the bottom. There are some project journals, especially those that deal with animals that have routine jobs like feeding, riding, grooming, etc. These may be totaled on a monthly basis as shown in the first box below.

Example (Level 2) Journal:

Date	What	How much	Cost	Income	Time	Comments
Jan. 1-31	Fed & watered rabbits daily	4 rabbits			15 minutes/day; 8 hours/mo.	I need to check the water often to keep it from freezing
Jan. 10	Purchased rabbit pellets	50 pounds	\$10		30 min.	4 rabbits eat a lot of pellets
Jan. 20	Clipped rabbits' toenails	4 rabbit			1 hour	My mini rex does not like to be handled.

_____ **C. Photos** (optional) Don't forget to include photographs of you working with your project. All photographs should be labeled with what it is photo of and have a date. These photos should only deal with this project.

_____ **D. Project Highlights/Life Skills and Goal Reflections** (What I did...). Look back at your project commitment did you do what you started out to do? If you did, state how it turned out and how you feel about accomplishing the goals you set. If you didn't do what you planned, tell why.

_____ **E. Project Financial Summary/Feed Expense Record, Expenses other than Feed, Market Animal Weight Record, Assets, Equipment & Supplies** (Level 2). This is an important part of your records because it tells you how much your project cost you in time and money. Be sure to start with the inventory of all your project supplies, animals, etc. when you began the 4-H year, and finish with the supplies, animals, etc. left at the end of the year. Make sure you add together the totals at the bottom of your journal pages.

_____ **F. Additional Project Records.** Some types of projects require more information for complete records. Additional project records are required for the following projects:

- _____ Commitment to Excellence checklist-current year-**ALL ANIMALS** (transfers year to year)
- _____ Dog Project Record-C0794 | Cat Project Record-CO793
- _____ Horse Certificates—(transfers year to year)
- _____ Animal Health Record for each livestock animal
- _____ Beef, Goat, Sheep, & Swine – YQCA Certificate or KC Animal Science QA checklist (transfers year to year)
- _____ Horse - Program Level 1, Units 1,2,4 - 1st year member (transfers year to year)
- _____ Horse - Program Level 1, Units 3,5,6 - 2nd year & above (transfers year to year)
- _____ Horse Member Advancement Checklist (EM2790) (transfers year to year)
- _____ Cavy – 4-H Cavy Advancement Program Checklist

_____ 4. **My 4-H Story** Before you start to write, think back on your 4-H year and reflect on what it has meant to you. What did you gain, how are you different, what have you learned about yourself and your abilities because of your 4-H experience. Write your story for the year as though you are actually talking to your reader. Only one story is needed.

_____ 5. **Permanent 4-H Record** Carry from year to year, book to book. Be sure and fill in the front cover with your name and the date you started. Each section of the permanent record should have an entry for each of your 4-H years. This section will be very helpful when you apply for scholarships in the future! (transfers year to year)

_____ Clothing and/or Knitting Skills Checklist Booklet. (transfers year to year)

_____ 6. **Supplemental Information** (optional) Add pictures and newspaper clippings of your year in 4-H. Limited to two sides of one page (related to your club, community, or school). Items dated with captions (what, where, when, etc.)

Member _____ Parent _____ Leader _____

SIGNATURES REQUIRED: