Skagit County
4-H Record Book

Level 1*

NAME:		AGE:
DATE OF BIRTH:	GRADE IN SCHOOL:	#YEARS IN 4-H:
4-H DIVISION: ☐ Junior ☐ Intermediate ☐ Senior		
ADDRESS:		
CLUB:		
COUNTY:		
CALENDAR YEAR:		

INSTRUCTIONS

Use this record book for all the things you do in 4-H this year. You may also want to keep a scrapbook for your ribbons, certificates, and programs from your 4-H year.

Put your record book in a binder or folder. Write your full name, club name, 4-H level *(Junior, Intermediate, Senior)*, and the 4-H year (*e.g. 2023-2024*) on the cover.

Separate each section of your record book with a labeled divider (*Calendar, Project Record, Permanent Record, 4-H Story, Supplemental Info*).

Use your records to look back at your progress during the 4-H 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.

This record book is your personal work. Do your best to keep it current as the year progresses.

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1. My 4-H Planning Calendar:

- Record the dates of all club and project meetings.
- Record the dates for County Achievement Night, Public Presentation Contest, Spring Fair and/or Super Saturday, and Skagit County Fair.
- Mark all meetings/events you attended.
- At your leader's discretion, you may also insert calendar pages given to you by your leader instead of using the calendar pages in this book. You will still need to mark which meetings/events you attended.

2. My Project Record: You will need to complete a Project Record for each project in which you are enrolled.

- ***Project Commitment:*** To be completed at the beginning of the 4-H year. Write 2-3 goals for what you want to learn this year, then sign and date. Leaders and parents need to review your goals, then sign and date as well.

- ***Project Journal:*** Check with your leader as most projects use Add Sheets instead of the Project Journal. If your project uses Add Sheets, write "*See Add Sheets*" on your project journal page(s). You do not need to complete the Project Journal.

  If your project uses 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, 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 or what you learned.** Briefly tell what problems you had, things you learned, and how you feel about what you did or made.

- ***Project Photos.*** Choose two pictures to include that show you working on your project during the 4-H year. Pictures can be from club or county events and shows. Write a caption that describes what is happening in the picture.

- ***Project Highlights.*** Look back at your goals for the year. 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.*** Check with your leader because most projects use Add Sheets instead of the Financial Summary. If your project uses Add Sheets, write "*See Add Sheets*" on your Financial Summary page. You do not need to complete this page.

  If your project uses the Financial Summary, this page will help you summarize your project's financial value, what you spent, and what your 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.*** If your project uses Add Sheets, include them at the end of your Project Record.

3. Permanent 4-H Record: You will use the same Permanent 4-H Record every year you are in 4-H to record your activities and contests. Write the year (*e.g. 23/24*) and at least one entry per page. If you don't have anything to write on a given page, write the year and "*None*". Your Permanent Record should match the entries in your Project Journal and/or Add Sheets. See the *Skagit County Record Book Guidelines* for more information about filling out your Permanent Record.

4. My 4-H Story: Follow the prompts on these pages to complete your 4-H Story. Do not repeat anything from your ***Project Highlights***. You will introduce yourself, tell about your project, tell about your 4-H club activities, events, and community service, and tell about how 4-H has influenced and/or changed you.

5. Supplemental information: This section is related to your club, community, and/or school. It is limited to two sides of one page. Include at least two pictures. You can also include newspaper clippings and/or letters if appropriate. All items need a date and caption describing them.

**This record book has been adapted and may not be eligible for some or all end of year county contests.*

MY 4-H PLANNING CALENDAR

	Date	Meeting or Event	Attended
October			

November			

December			

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	Date	Meeting or Event	Attended
January			
February			
March			

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	Date	Meeting or Event	Attended
April			

May			

June			

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	Date	Meeting or Event	Attended
July			

August			

September			

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MY PROJECT RECORD

Years in 4-H:	Project:	Years in this Project:

The first thing I want to learn this year is:

_____

_____

_____

Another thing I want to learn this year is:

_____

_____

_____

Something else I want to learn this year is:

_____

_____

_____

My leader will help me learn by:

- teaching me how to train and care for my project animal(s) during our club meetings.
- providing me with handouts I can study for knowledge tests and showmanship questions.
- showing me how to give a public presentation, do a record book, and make posters.
- providing calendars that tell me the dates and topics of our club meetings and county events.

My parent(s)/guardian(s) will help me learn by:

- taking me to my club meetings and other 4-H events.
- helping me study my handouts.
- making sure I have the supplies I need for 4-H.
- paying for any expenses and/or fees related for my 4-H project.

_____ _____
Member Signature Date

_____ _____
Leader Signature Date

_____ _____
Parent/Guardian Signature Date

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MY PROJECT JOURNAL

Date	What did you do or make?	How much? How many?	Cost	Income	Time spent	Comments or what you learned

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MY PROJECT PHOTOS

Date: _____

Who: _____

_____

_____

Doing what: _____

_____

_____

_____

Where: _____

_____

Date: _____

Who: _____

_____

_____

Doing what: _____

_____

_____

_____

Where: _____

_____

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MY PROJECT HIGHLIGHTS

This is how I worked on my first goal for this year:

One problem I had was:

One success I had was:

This is how I worked on my second goal for this year:

One problem I had was:

One success I had was:

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MY PROJECT HIGHLIGHTS (continued)

This is how I worked on my third goal for this year:

_____

_____

_____

One problem I had was:

_____

_____

_____

One success I had was:

_____

_____

_____

I learned a lot this year. Several things went well, but I also had some problems. Next year, these are two things I want to do differently:

1. _____

_____

_____

_____

2. _____

_____

_____

_____

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MY PROJECT FINANCIAL SUMMARY

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

Item	Amount	Value
	TOTAL	

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

Item	Amount	Value
	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.	

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MY 4-H STORY

Introduce yourself.

Hello! My name is _____, and I am _____ years old. This is my
(name) (age)

_____ year as a member in _____, and my _____
(first, second, etc.) (your club's name) (first, second, etc.)

year in 4-H. I live in _____ with _____
(city where you live) (talk about the people and animals who live at your home with you)

_____

_____

Tell about your project.

My main project this year was _____
(project title)

Describe your project animal: _____
(you can talk about their name, age, breed, something special about your animal, and/or anything else you'd like to say)

_____

What do you like about your project? _____

_____

What is one thing you learned this year about your project? _____

_____

What challenges did you have? _____

_____

How did you deal with those challenges? _____

_____

Tell about your participation at fair. (*If you did not participate in the Skagit Fair, skip to the next section.)*

What contests did you do with your animal at the Skagit Fair? _____

_____

What contests did you do without your animal at the Skagit Fair? _____

_____

What was your favorite thing about the Skagit Fair? _____

_____

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MY 4-H STORY (continued)

Tell about your 4-H club activities, events, and community service.

What did you do with your club this year outside of your project? _____

_____

What was your favorite thing you did with your club? _____

_____

Tell about any offices you held or committees you worked on: _____

_____

Did you help with any community service projects this year? If so, how? _____

_____

Tell about your community, school and sports involvement outside 4-H.

What are some hobbies you have outside of 4-H? _____
(talk about anything else you like to do in school, church, sports, choir, dance class, etc.)

_____

_____

_____

Tell about how 4-H has influenced and/or changed you. *(Here are a few ideas you might write about: making the best better, learning by doing, being responsible, working hard, treating others with kindness and compassion. Be sure to give an example for each.)*

How has 4-H helped you be a better friend? _____

_____

_____

How has 4-H helped you be a better pet owner? _____

_____

_____

What can you do to help other 4-H members next year? _____

_____

_____

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MY SUPPLEMENTAL INFORMATION

Date: _____

Who: _____

_____

_____

Doing what: _____

_____

_____

_____

Where: _____

_____

Date: _____

Who: _____

_____

_____

Doing what: _____

_____

_____

_____

Where: _____

_____

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MY SUPPLEMENTAL INFORMATION (continued)

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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.)

WASHINGTON STATE UNIVERSITY
EXTENSION
4-H Youth Development Program

T*his is an adapted Level 2 record book for use by Skagit County 4-H Cloverbuds, novice members, and others who require accommodations (Jan 2024).* The original Level 2 record book is issued by Washington State University Extension and the U.S. Department of Agriculture in furtherance of the Acts of May 8 and June 30, 1914. Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, national or ethnic origin; physical, mental or sensory disability; marital status, sexual orientation, and status as a Vietnam-era or disabled veteran. Evidence of noncompliance may be reported through your local Extension office. Reprinted November 2000. Subject code 839. A. Adapted for online use August 2007 C0934

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