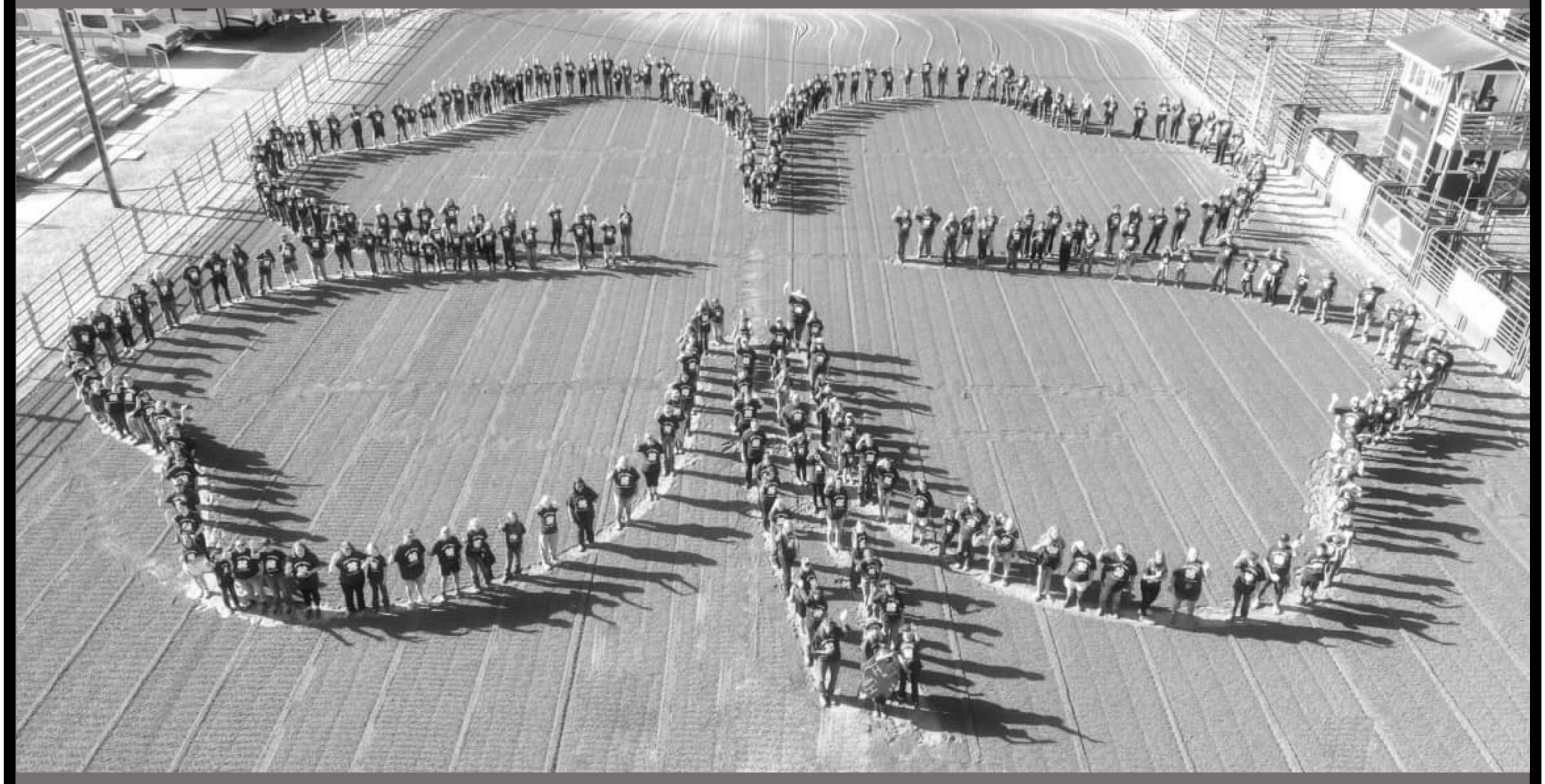
Skagit County 4-H Record Books

Guidelines & Requirements

Get to know your Record Book



What is a Record Book?

Why keep records?

Record keeping is a necessary part of your 4-H experience. In your record book, you will keep track of things like your **activities and events**, **project costs**, and **all the time you invest** in your project(s). It also helps you learn important skills such as **organization**, **goal setting**, **decision making**, **problem solving**, and **written communication**. Your record book can be a tool to help you **make decisions about your project(s)** and a way for you and others to **evaluate your growth and accomplishments** from year to year. It will even help prepare you for the process of completing scholarship, college entrance, and job applications in the future. In addition, members who complete quality record books may be eligible to **earn ribbons**, **medals**, and **other year-end awards**!

Which record book should I use?

The record book you use is determined by your age division.

Cloverbud:

Skagit County Adapted Record Book, Level 1
Permanent 4-H Record, Level 1

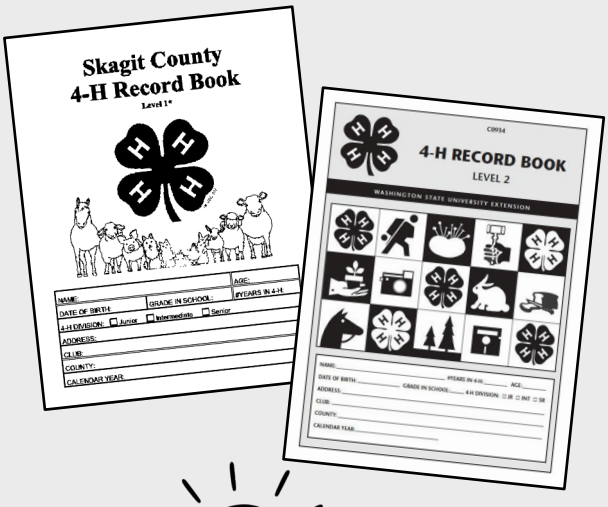
Junior, Intermediate, Senior:

4-H Record Book, Level 2
Permanent 4-H Record, Level 2
All required add sheets for your project(s)

All of these documents are available for download on the Resources Page of the Skagit County 4-H Extension website.

If You Need Accommodations

4-H members who **submit a request for accommodations to the Skagit County Extension Office** may choose to complete the Adapted Record Book. Please talk with your leader and/or the Skagit County Extension Agent if you feel your child could benefit from this accommodation.



What goes in my record book?

All record books will have the same sections and must be in this order:

Record Book Cover
Calendar
Project Record(s)
Permanent 4-H Record
4-H Story
Supplemental Information
Back Cover

Do your best to **keep your record book current** so you don't get overwhelmed by having too much to finish at the end of the year!

Getting Started

Putting Your Record Book Together

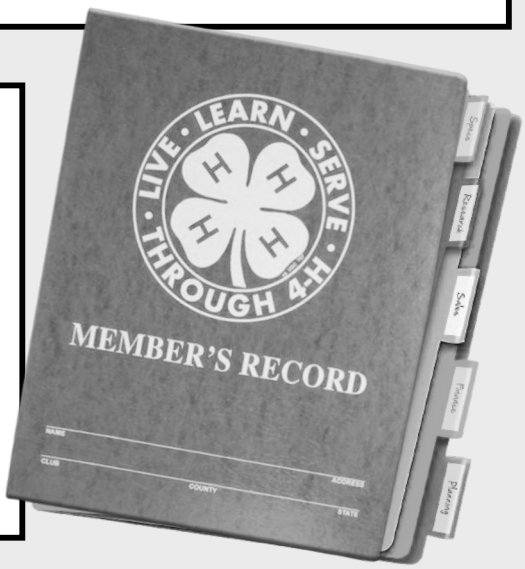
Keep your record book in a binder or folder to hold it together, keep it neat and clean, and protect it. **3-ring binders work best** because it's easy to add and change pages, but you may also choose to use a pronged folder. You must **use labeled dividers to separate each section** of your record book.

Your Binder Cover

You must **label the outside of your binder** or folder with:

- **Your full name**
- **Your club name(s)**
- **The 4-H year** (e.g., 2023/2024)
- **Your age division** (Junior, Intermediate, or Senior)

You may also include pictures of you and your project and/or animals. Make it your own! It's your record book, it should be a reflection of you!

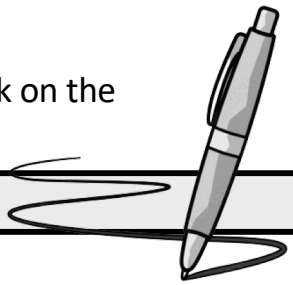


Your Record Book Cover

This is the first page of your record book. Make sure **every section** is **filled out completely**!

- **Name**: Your full name
- **Age**: Your age on Oct. 1 of the current 4-H year
- **Date of Birth**: Month, day, year you were born
- **Grade in School**: The grade you were in on Oct. 1 of the current 4-H year
- **# of Years in 4-H**: Includes the current year
- **4-H Division**: Check Junior, Intermediate, or Senior
- **Address**: Your address on Oct. 1 of the current 4-H year
- **Club**: List all of your clubs on your record book cover
- **County**: Skagit County
- **Calendar Year**: Current 4-H year (e.g., 2023/2024)

You will **find additional information** about completing your record book on the **inside of the front cover**.



Decide Before You Begin

This record book must be **your own, personal work**. All handwriting and/or typing should be your own. Plan how you'll fill out your book – **pencil**, **pen** (what color), or **typing**. Your writing will look neater if you only use one color, but you will not lose points if you use a combination.

Your 4-H Calendar

Planning is Important

Your 4-H calendar is where you will **keep track** of all the **4-H activities and events** you *could* be involved in for your project(s) and club, not just the ones you attend. You will also add anything else you do that helps you grow in your project. It helps you **keep track of important dates** and **document everything you participate in**. Use **only one 4-H calendar** in your record book, even if you're in multiple clubs and/or projects. Your **leader will help you** with your calendar by **giving you a list of dates** to add to your calendar for every month.

Insert a tabbed divider and label it:

Calendar

As soon as your leader gives you calendar dates, **write them down** in your 4-H calendar! **It's easy to get behind** and have a lot of work to do to catch up.

What to Include

You must include all the 4-H events, meetings, and activities that pertain to your club and project, even if you don't go:

- All **club meetings and events**
- All **county and state events** that pertain to your project
- **Required county events**
  - Skagit County Achievement Night
  - Public Presentations
  - Spring Fair and/or Super Saturday
  - Skagit County Fair

You should also include **other events outside of 4-H** you attend that pertain to your project such as trainings, community events, and open shows.

Filling Out Your Calendar

Your 4-H calendar **starts on Oct. 1**, the first day of the 4-H year, and **goes through Sept. 30**.

- Write the **date**, **time**, **event**, and **location**.
  e.g. Oct: *10 Club Meeting 6:00pm Mt. Vernon*
- **Mark all the events you attended** (X or ✓) and any cancelled events (C).
- Dates **don't have to be in chronological order**.
- **Don't leave any month blank**, instead write "Not a member" or "Inactive".
- You may **create a key** to use for meeting **times** and/or **locations**. Include your key at the bottom of the page.
- If you run out of room, you may **add more pages**.

MY 4-H PLANNING CALENDAR

Type an "X" in column to right after each event you attend. ↓

October	2 Record Books Due 4:00pm Burlington	X
	3 Club Meeting 6:00pm Bow	X
	10 Club Meeting 6:00pm Bow	X
	17 Club Meeting 6:00pm Bow	X
	18 County Achievement Night Practice 5:00pm Burlington	X
	24 Project Meeting 6:00pm Bow	X
November	7 Club Meeting 6:00pm Bow	X
	8 County Achievement Night Practice 5:00pm Burlington	X
	11 County Achievement Night 6:00pm Mt. Vernon	X
	14 Project Meeting 6:45pm Bow	X
	21 Project Meeting 6:45pm Bow	X
	21 Rally Practice 7:00pm Mt. Vernon	
	28 Club Meeting – Club Awards Night 6:00pm Bow	X
	30 Community Service Donation Delivery 4:30pm Sedro Woolley	X
December	3 Mt. Vernon Christmas Parade 4:30pm Mt. Vernon	X
	5 Club Meeting 6:30pm Bow	X
	9 Youth Leadership Conference 9:00am Everett	
	12 Project Meeting 7:15pm Bow	X
	19 Club Meeting – Christmas Party 6:30pm Bow	X

Your Project Record

What All Goes in Your Project Record?

This is one of the **largest and most detailed sections in your record book**. It is where you will record things like your goals for the year, all the time and money you invest in your project, all the contests you enter, and what you learn. **Your leader will be your best resource** for this section because **each project has its own, specific requirements**. The **Project Goals**, **Project Photos**, and **Project Highlights** must be completed for every project. Requirements for the **Project Journal** and **Project Financial Summary** will vary by project.

Insert a tabbed divider and label it:

Project Record

(Or Your Project's Name)

Are You Enrolled in Multiple Projects?

If you are enrolled in more than one project, you will **need a separate divider for each project record**. Label each divider with the **project's name** (e.g. *Cat Project*). Make sure you have **all required pages** for **each of your projects**, as well as any required **add sheets**.

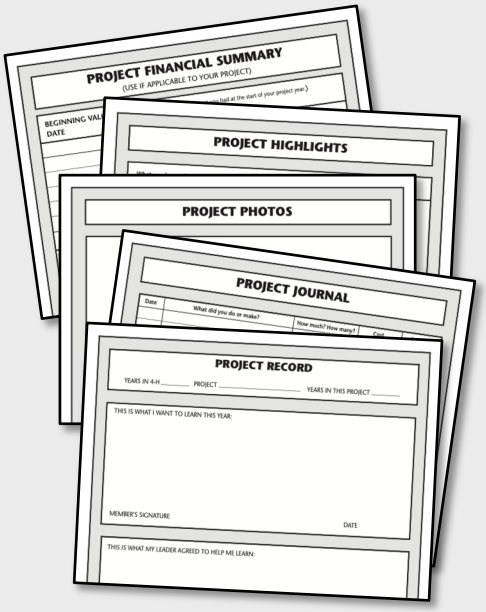
Even if you are in multiple projects, you will still have **only one record book**.

Assembling Your Project Record

Every Project Record must include these pages in this order:

- **Project Record** (goal page)
- **Project Journal**
- **Project Photos**
- **Project Highlights**
- **Project Financial Summary**

Depending on your project, you might also have **required add sheets**. Add sheets are **placed at the end** of your project record after these main pages.



Have a **place where all the receipts for your project expenses are kept** so you can **find them easily** when you're working on your project record!

Try breaking your record book down into **small, easy to handle steps spread throughout each month**. For example, update your time invested and your expenses at the end of every month.

more about

Your Project Record

Project Record – Writing Your Goals

- Fill out the top section: **Years in 4-H**; **Project**; **Years in this Project**
  Your number of years includes the current year.
- Your goals must be **completed** and **signed** at the **beginning of the 4-H year**, ideally before your project is started.
- Your goals should be **specific**, **measurable**, **appropriate**, and **consistent with your age**, **experience**, and **ability level**.
  Juniors: 1-2 goals
  Intermediates: 2-3 goals
  Seniors: minimum of 3 goals

Ask your leader for help! They can **give you examples** of good goals for your project, as well as **help you with the leader and parent/guardian** sections.

Project Journal

This is where you will keep track of everything you do with your project this year.

- **Requirements for the project journal depend on your project**, so make sure you check with your leader. **Most projects use** "**add sheets**" in place of the project journal.
- If your project **DOES** use the project journal pages:
  Fill out your project journal **according to the headings**. There are **additional instructions** on the **inside of the front cover**. And when in doubt, **ask your leader**! They're the experts on your project.
- If your project **DOES NOT** use the project journal pages:
  You **must still include these pages** in your record book. Write "**See Add Sheets**" or "**See Animal Management Record and Animal Time Invested Record**" once across the pages.

Project Photos

This is your "**me**" **page** where you get to show all your **favorite memories** of **you with your project** and your **important accomplishments** of the year!

- Your project photos are limited to **one side of one page**
- You must include **at least 2 photos** of you working with your project
- Every photo **must have a caption** that includes the **date** and **who is doing what**
- **Photos may be overlapped** if it's done neatly and the captions are easy to understand
- **Photos only** on this page! No ribbons, scoresheets, recipe cards, etc.

Make sure you **take photos throughout the year** of you at meetings, shows, and events working on/with your project! It also helps to **create an album** on your phone or device **of your favorite pictures** to make them easier to find.

more about

Your Project Record continued

Project Highlights

Completed at the end of the 4-H year, your project highlights section is where you'll **talk about all of your experiences with your project** and **reflect on your goals**. You must **complete each section** and **don't repeat yourself**! Use different examples and talk about how you worked on your goals. Make sure you **refer to each of the goals you set** at the beginning of the year.

1. **What you learned**: Look back at your project record. Did you learn what you wanted to? If so, **share how you learned it** and **give examples**. Include any other skills and/or knowledge you gained that was not in your plan.
2. **Problems**: Write about **any problems you had** while learning the skills or knowledge you described in your project record. Were you **able to solve any problems** you had? Are you **still working on any problems**?
3. **Successes**: Write about the **successes you experienced** this year in your project. **What went well** and **why**? What is **something you were able to overcome** and **how**?
4. **To do differently next time**: What would you **do differently next time**, if you had the knowledge and experience you have now? What would you **change if you could**? What will you **try to do** to meet your goals in the future?

Financial Summary

This is where you will keep track of all the **money** and **time you invest** in your project.

- **Requirements for the financial summary depend on your project**, so make sure you check with your leader. **Most projects use** "**add sheets**" in place of the financial summary.
- If your project **DOES** use the financial summary page:
  Fill out each section **according to the headings**. There are **additional instructions** on the **inside of the front cover**. And when in doubt, **ask your leader**! They're the experts on your project.
- If your project **DOES NOT** use the financial summary page:
  You **must still include this page** in your record book. Write "**See Add Sheets**" or "**See Animal Management Record and Animal Time Invested Record**" once across the page.
- Always remember to **check your math**! Accuracy is important.

Add Sheets

Add sheets created for Skagit County 4-H members are **used by almost all projects**. Make sure you **check with your leader**! They will help you know which add sheets you need to complete for your project(s), if any. Add sheets are available for download from the Skagit County 4-H Website.

Insert your **add sheets after all the other pages** of your project record.

Your Permanent Record

Everything in One Place

Your Permanent 4-H Record is your **record of all the work** you do in **all your projects** for **every year** you are in 4-H. You will use the **same permanent record year after year**, transferring it to your new record book each year.

Filling Out Your Permanent Record

Start by entering the **dual year** (e.g. 23/24), then add the required details for that section. **Every section** of your permanent record **must have an entry** for **every year**. If you have nothing to enter for a given section, you will write the **dual year** and "**None**".

The information you include in your permanent record **needs to match everything that's in your project record** – your 4-H contests, events attended, and non-4-H contests. It is important you **do not repeat information in your permanent record**. For example, public presentations and judging have their own pages, so they are only listed on their respective pages, not under 4-H contests. Some entries could fit in multiple sections depending on the circumstances. For example, 4-H in Action could be listed as a public presentation or 4-H promotion, so you will have to choose where you think it best fits.

Insert a tabbed divider and label it:

Permanent Record

Give Yourself Credit!

Remember, **each page must have an entry**, even if it's just the **dual year** and "**None**". However, if you think about everything you do during the year, there's a good chance you'll remember at least one thing you can write down. And you can always ask your leader for advice! **Most kids** will be able to have **at least one entry** on **most pages**.

Make sure you give yourself credit for all your hard work!

You must be **active in 10 or more categories** to receive full points.

Your record book should be **filled out all throughout the year**. It helps both you and the judges **see your growth**.

Room to Grow

As sections in your Permanent 4-H Record fill up, **add additional pages as needed**. If several sections in your book are getting full, you may even want to **start a second (or third, etc.) book**. Label the front cover of your books "**Book 1**", "**Book 2**", etc. Put the most recent Permanent 4-H Record in first, followed by the older one(s).

Your 4-H Story

What do you want to remember?

What **special things happened** this year? Is there anything in your **supplemental info.** you should include? Pretend you are **talking to the reader** and write all about **yourself**, **your project(s)**, and **your experiences** during the year. This is also your place to share your **creativity** and **voice**! The **detail** and **depth** of your story will depend on **your age** and **years in 4-H**.

Getting it Done

- Write your 4-H story toward the **end of the year** (usually after the fair)
- Your story is **limited to 2 sides of one page**
- **Keep it neat**! You might decide to type your story, even if you filled out the rest of your book by hand.
- Parents can **help young 4-Hers** by letting them **dictate their 4-H Story**. Members can then **copy their story into their record book**.

Insert a tabbed divider and label it:

4-H Story

Four Main Sections

There are many different ways you may choose to go about writing your 4-H story, but you **must include these four main sections**:

1. **Introduce yourself** – You **must include** your **name**, **age**, **4-H club**, and your **years in 4-H**. You can add details about your family, what kinds of animals you have, where you live, your grade, and what school you attend. You might also write about some things you like to do, your hobbies, or anything else you want to share about yourself.
2. **Write about your project(s)** – **Be specific** and **give details**, but **DO NOT repeat** what you've already written about in **your project highlights**! What happened? What did you learn? What challenges did you face? Did you resolve any problems or are you still working on a solution?
3. **Club, community, and school experiences** – Share about your **4-H club** and **events**. How were you **involved in your community and school**? Write about your favorite activities, offices held, events, parties, community service projects, etc. Share how you were involved in any school, church, sports, community, or family events.
4. **Explain how you have changed** as a result of your 4-H experience. How has 4-H made you a better person? Has it given you any important life skills?

Keep it Original

Remember, **DO NOT repeat** anything you already wrote about in **your project highlights** or reuse parts from one of your previous 4-H stories.

Try keeping a **blank sheet of notebook paper** in your record book. That way you can **write down major accomplishments** you want to remember!

Supplemental Info.

What is Supplemental Information?

This section **supports your 4-H story**, not your project. It is your "**we**" **page**. What did you do with your **club**? In your **community**? At **School**? All the items you include should **relate to your club** and **county 4-H events**, as well as your other **school** and **community activities**.

Insert a tabbed divider and label it:

Supplemental Info

What Should it Look Like?

- Supplemental info. is limited to **two sides of one page**
- Every photo and item **must have a caption** that includes the **date** and **who is doing what**
- For newspaper articles, caption with the **date**, **name of the newspaper** and **highlight your name** in the article
- **Photos** and **items may be overlapped** if it's done neatly and the captions are easy to understand

What Do I Include?

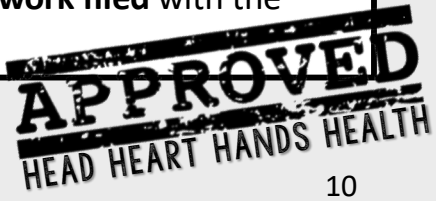
- You must include **at least 2 photos** or **items** related to events and activities with your **club**, **county** and **state** 4-H program, **school**, **community**, **sports**, **church**, **camps**, **workshops**, etc.
- **DO include**: photos, newspaper clippings, letters or correspondence
- **DO NOT include**: ribbons, scoresheets, or pictures of just you and your project

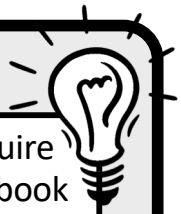
You are encouraged to **include photos** from **outside of 4-H**, but remember to **talk about those activities** in your **4-H story**!

The Back Cover

Signed, Sealed, Delivered

The **back cover** of your record book needs to be **signed** and **dated** by **you**, your **parent/guardian**, and your **leader** if you are a junior, intermediate, or senior **completing an adapted record book**. A leader's signature verifies that the 4-H member has the **necessary paperwork filed** with the extension office.





Some projects might also require the back cover of your record book to be **signed** and **dated** by **you**, your **parent/guardian**, and your **leader**. When you sign the back of your record book, you are saying that **you did all the work to fill out and put your record book together** and that **it is complete**. Your leader will tell you if this is something you need to do for your project(s).

Finishing Touches

Details Matter

You've worked incredibly hard all year long on your project(s) and your record keeping! There are several things you can do to **finish strong** and **present your best work**.

- **Keep your record book neat and clean** – You can turn in books that look used, but they should not be overly soiled. You are allowed to use sheet protectors.
- **Extra photos are encouraged** on your cover and divider pages, even though they don't count for points. Judges love seeing your personality shine through!
- **Completeness** – Make sure you fill out every section. Don't leave anything blank!
- **Check and recheck your work** – It's a good idea to have someone else read through your record book to double check that everything makes sense.
- **Check your math** – Use a calculator when totaling the time and money sections. The judges will check, so you should, too!
- **Neatness, correct grammar, and spelling** all count – These all help make your record book easier to read and understand.

Well Done!

What's Your Target?

Familiarize yourself with the scoresheet! It helps to know how the judges will evaluate your record book.

Record Book Evaluation Judges Scoresheet

Putting it All Together

Everyone who completes a record book may **turn it in for county judging at the end of the 4-H year**. Cloverbud books are not judged, but can be turned in for recognition at County Achievement Night. Juniors, intermediates, and seniors who turn in books will receive a ribbon or medal based on their score. **Some end of year awards require the submission of a completed record book**.

You may also choose to **turn in your record book to the Skagit County Fair** for premiums and to receive feedback. If you choose to turn it in at fair time, your record book should be **completed up to the date that it is turned in** (end of July). Wait to complete your 4-H Story and Supplemental Information sections until after the fair.

Make sure you **take all extra papers and things out of your binder** before you turn it in for fair and/or county judging! **The only thing that should be in your binder is your record book.**

4-H GROWS HERE

This document is the result of work completed by the 2024 Record Book Committee of Skagit County and is intended for use by Skagit County 4-H members, parents, and leaders. It aligns with the Level 2 4-H Record Book, but is also appropriate for use with the Level 1 Adapted Record Book. Questions about 4-H Record Books or the contents of this document should be directed to the Skagit County Extension Agent or your local 4-H club leader.

Record Book forms and add sheets are available for free download on the Skagit County 4-H Website.

Cloverbud:

- Skagit County Adapted Record Book, Level 1
- Permanent 4-H Record, Level 1

Junior, Intermediate, and Senior:

- 4-H Record Book, Level 2
- Permanent 4-H Record, Level 2
- Required Add Sheets

Skagit County
Washington State University Extension

Adopted June 2024