

Record Books

Tackling the Beast Level 2 Book



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Supplies

- Level 2 Record Book
- Project Packets
- Permanent Record
- 3 Ring Binder, 1-1.5” thick
- Divider Tabs



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Organizing Your Book

Cover

- Instructions

Planning Calendar TAB

- Planning Calendar

Project TAB #1

- Ex. Market Rabbit

Project TAB #2

- Ex. Breeding Beef

Project TAB #3

- Hosemanship

Project TAB #4

- Ex. Photography

Permanent Record TAB

- Permanent Record

4-H Story TAB

- 4-H Story
- Supplemental Pages

Final Page

- Club Agreements Page

4-H Record Book

Level 2

Fill Out Your Cover

Put this inside the front of your binder OR in the outside on the front cover.



NAME:		AGE:
DATE OF BIRTH:	GRADE IN SCHOOL:	#YEARS IN 4-H:
4-H DIVISION: <input type="checkbox"/> Junior <input type="checkbox"/> Intermediate <input type="checkbox"/> Senior		
ADDRESS:		
CLUB:		
COUNTY:		
CALENDAR YEAR:		



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My 4-H Planning Calendar

- Write using a consistent order i.e. date, time, then event name.
- We understand that not all your events will be in chronological order.
- Put down Project, Club, County, State 4-H events.
- *Hint* Check the Clover Report & Club Minutes!
- Your calendar could have lines or be open boxes.

MY 4-H PLANNING CALENDAR	
Place a check after each event you attend.	
OCTOBER	
NOVEMBER	
DECEMBER	



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Project Tabs

Every Project Should Have a Tab.

Especially if you are entering for an award in that area.

The only thing limiting you is your time!



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Sample Market Animal Project Tab



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Market Project Commitment Page (Goals)

- Try to avoid goals that are financially motivated (make \$2,000 at the market) or competition goals (win Grand Champion).
- Wanting to raise the best is great, but we encourage specific goals like *“I want to buy an animal with good shoulders because last year my animal was faulted for a flat shoulder.”*
- At the end of the year take some time to reflect!
- More than one goal is recommended.
- Write in complete sentences.



Name: _____
 Project: _____ Years in this project: _____

PROJECT COMMITMENT	
This is what I hope to do and learn this year:	
Important things that I learned this year: <small>(At the end of the project year, summarize what you did or learned.)</small>	
Ways that I shared what I learned this year: <small>(How you taught others or shared what you learned.)</small>	

Read and Reviewed _____
 Leader: _____
 Parent: _____



Project Photos

All the photos!

- Your Animal
- Animal's housing.
- You & Your animal at shows.
- Learning about your project.
- Etc.
- One page only.

PROJECT PHOTOS



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Add a copy of your Market Quality Assurance Form here.



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Equipment Inventory

Track your MAJOR Equipment.

Remember to value the grazed pasture and hay even if it belongs to your family, that is an expense that goes into raising your project animal.

You only need one of these pages per project.

EQUIPMENT INVENTORY

This is to track your MAJOR equipment. Fill in Column A at the start of the project year. If you make any major purchase during this year that will have an ending value, add it to Column B. Do not add it to your monthly expense list. Fill in Column C at the close of year.

Describe item (Fitting Stalls, Clippers, Feeders, Waterers, Troughs, Blowers, Etc)	Column A: Value at Start of Project Year	Column B: Major Purchases Made During Project Year	Column C: Value at Close of Project Year
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL VALUES:	\$	\$	\$
(Total Column A + Total Column B) – (Total Column C)=			\$
TOTAL INVENTORY EXPENSE:			\$

PROJECT SUMMARY

Animal 1:	
TOTAL POUNDS OF HAY FED:	
TOTAL POUNDS OF GRAIN FED:	

Animal 2:	
TOTAL POUNDS OF HAY FED:	
TOTAL POUNDS OF GRAIN FED:	

TOTAL TIME SPENT ON PROJECTS:	
TOTAL POUNDS OF HAY FED TO PROJECTS:	
TOTAL POUNDS OF GRAIN FED TO PROJECTS:	
TOTAL INCOME: (totald from monthly pages)	\$
TOTAL INVENTORY EXPENSE: (see column "C" above)	\$
TOTAL MONTHLY EXPENSES: (totald from monthly pages)	\$
COST OF ANIMAL 1:	\$
COST OF ANIMAL 2:	\$
NET PROFIT OR LOSS:	\$



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Project Essay

Write full complete sentences. Grammar and spelling count!
These should reflect on the goals you set at the beginning of the year.

ESSAY QUESTIONS

JUNIOR LEVEL QUESTIONS (to be completed by ALL 4-Hers)

How did you select your project animal (what were you looking for)?

What breed is your animal? What are the major characteristics of that breed?

Describe how you housed your project animal.

How did you decide what and how much to feed your project animal?

What were the biggest challenges with your project? How did you overcome them?

INTERMEDIATE LEVEL QUESTIONS (to be completed by all Intermediates and Seniors)

How did you know your animal was going to make weight and/or be finished?

Why are record books, educational posters/presentations, herdsmanship, etc. important for your project?

SENIOR LEVEL QUESTIONS (to be completed by all Seniors)

What would you change about your project?

What might you look for in a good show animal that would be different than a good commercial animal?

What are the biggest challenges you see facing your project's industry?



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Animal Project Tab

For all non-market animals used for Breeding, Show, or Pet



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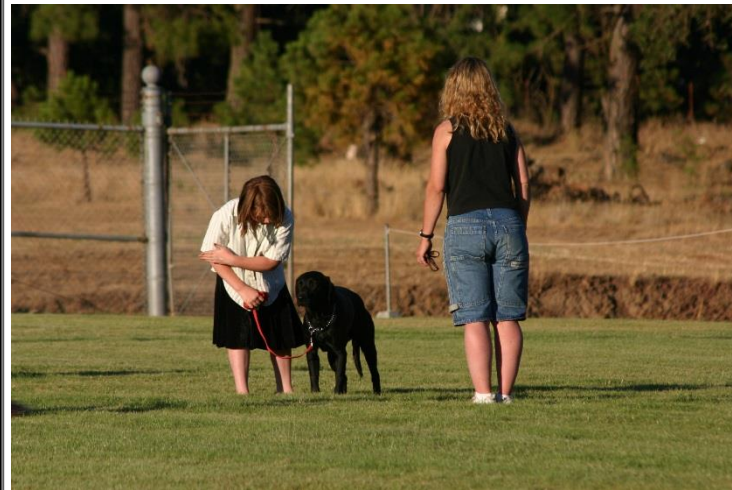
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Project Photos

All the photos!

- Your Animal
- Animal's housing.
- You & Your animal at shows.
- Learning about your project.
- Etc.
- One Page only
- Date and explain the photo

PROJECT PHOTOS



This is me practicing “heel” with my dog.
4.30.20__



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Project Inventory

Animals & Equipment are recorded separately.

Give yourself additional pages if need be.

Your Animals included could be *All* in that species you possess, not just the few you are taking to Fair.

Equipment might include grooming supplies, trailers, feed buckets, etc.

ANIMAL PROJECT INVENTORY

Project: _____

DESCRIBE EQUIPMENT NEEDED FOR PROJECT:

DESCRIBE ANIMAL(S) NEEDED FOR PROJECT:



Project Essay

Write full complete sentences. Grammar and spelling count!

ESSAY QUESTIONS

JUNIOR LEVEL QUESTIONS (To be completed by ALL 4-Hers)

1. How did you select your project animal (What were you looking for)?

2. Describe how you housed your project animal?

3. How did you decide what and how much to feed your project animal?

4. What were the biggest challenges with your project and how did you overcome them?

INTERMEDIATE LEVEL QUESTIONS (to be completed by all Intermediates and Seniors in addition to Junior Questions)

5. How did you keep your animal healthy and happy?

6. Why are record books, educational posters/presentations, herdsmanship, etc. important for your project?

SENIOR LEVEL QUESTIONS (To be completed by all Seniors in addition to Junior and Intermediate questions)

1. What would you change about your project?

2. What might you look for in a good show animal that would be different than a good commercial animal?

3. What are the biggest challenges you see facing your project's industry?



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Project Highlights

Fill out neatly.
Answer each section honestly.
You aren't judged for failures!

"FAILURE
is not the
opposite of
success –
it's *part of*
SUCCESS."
Arianna Huffington
From, Failure & Letting Go in ATYPICAL Families by Lisa Chitterson-Patterson.



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PROJECT HIGHLIGHTS



C0840

What I learned:

Problems/challenges:

Successes:

What I would do differently next time:

Ways that I shared what I learned this year:

(How you taught others or shared what you learned)

Project Highlights

Fill out neatly.
Answer each section honestly.
You aren't judged for failures!

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PROJECT HIGHLIGHTS



C0840

What I learned:

Problems/challenges:

Successes:

What I would do differently next time:

Ways that I shared what I learned this year:

(How you taught others or shared what you learned)

Sample Horse Project Tab

For Horsemanship, Horseless Horsemanship, and Mini's



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Year in Project: _____

Project Commitment (Goals)

- Write what you want to learn this year.
- Make sure it is a clear obtainable goal.
- A good goal is SMART:
Specific
Measurable
Achievable
Relevant
Time Limited
- Get your Leader's Signature!
This means your leader is aware of your goal will try to help you accomplish that.

PROJECT COMMITMENT
This is what I hope to do and learn this year:

Important things that I learned this year: (At the end of the project year, summarize what you did or learned)

Ways that I shared what I learned this year: (How you taught others or shared what you learned)



Horse Certificates

Your horse certificates will go here.

You should have original certificates with new signatures from 4-H Staff each year.

Put one certificate for each horse that you are working with as a signed certificate is required to exhibit that horse in 4-H.



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Project Photos

All the photos!

- Your Animal
- Animal's housing.
- You & Your animal at shows.
- Learning about your project.
- Etc.
- One Page only
- Date and explain the photo

PROJECT PHOTOS



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Project Inventory

Animals & Equipment are recorded separately.

Give yourself additional pages if need be.

Your Animals included could be *All* in that species you possess, not just the few you are taking to Fair.

Equipment might include grooming supplies, trailers, feed buckets, etc.

ANIMAL PROJECT INVENTORY

Project: _____

DESCRIBE EQUIPMENT NEEDED FOR PROJECT:

DESCRIBE ANIMAL(S) NEEDED FOR PROJECT:



Project Essay

Write full complete sentences. Grammar and spelling count!

ESSAY QUESTIONS

JUNIOR LEVEL QUESTIONS (To be completed by ALL 4-Hers)

1. How did you select your project animal (What were you looking for)?

2. Describe how you housed your project animal?

3. How did you decide what and how much to feed your project animal?

4. What were the biggest challenges with your project and how did you overcome them?

INTERMEDIATE LEVEL QUESTIONS (to be completed by all Intermediates and Seniors in addition to Junior Questions)

5. How did you keep your animal healthy and happy?

6. Why are record books, educational posters/presentations, herdsmanship, etc. important for your project?

SENIOR LEVEL QUESTIONS (To be completed by all Seniors in addition to Junior and Intermediate questions)

1. What would you change about your project?

2. What might you look for in a good show animal that would be different than a good commercial animal?

3. What are the biggest challenges you see facing your project's industry?

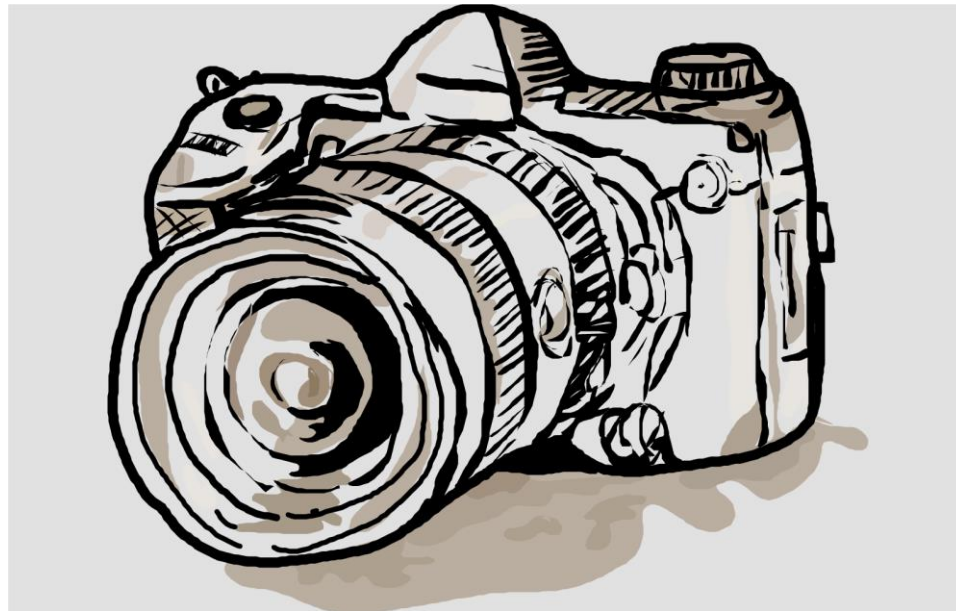


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Photography Project Journal (Non-Animal Projects)



Your Non-Animal Project Book might have more project specific prompts, but the general outline will be the same.



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Project Photos

Photos from your field trips,
club meetings etc.

Your best photos!

Your failed photos!

- One Page only
- Date and explain the photo

PROJECT PHOTOS



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Photography Equipment Inventory

Track what you start & end the year with.

Items you include might be:

- Camera
- Lenses
- Photography Bag
- Mounting Supplies
- Photos you have to sell \$.

				PHOTOGRAPHY RECORD
--	---	--	---	-----------------------

Add this sheet to your regular 4-H Record Book. Keep all your records in one book.

 C0840

Project Enrollment Number _____

PHOTOGRAPHY EQUIPMENT INVENTORY

Beginning

Date Purchased	Item	Current Value
Total Value		

Closing

Date	Item	Current Value
Total Value		



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Photography Expenses

- Add your expenses together.
Example Printing Photos for Fair
- Add your income.
Example Senior Photo Shoot for a Friend
- Financial Summary is where you add it all together including your inventory value.
- You will know how much your hobby is costing and maybe get ideas for goals for the next 4-H Year!

PHOTOGRAPHY EXPENSES

Date	Item	Cost
Total		

PHOTOGRAPHY INCOME

Date	Item (Premiums, Sale of Pictures, Etc.)	Amount
Total		

FINANCIAL SUMMARY

Expenses	Income
1. Opening Inventory _____	1. Closing Inventory _____
2. Expenses _____	2. Net Income _____
Total _____	Total _____



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Project Highlights

- Fill out neatly.
- Answer each section honestly.
- You aren't judged for failures!

"**FAILURE**
is not the
opposite of
success –
it's *part of*
SUCCESS."
Arianna Huffington
Fear, Failure & Letting Go on *ATYPICAL Families* by Lisa Quinones-Pontaner



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PROJECT HIGHLIGHTS



C0840

What I learned:

Problems/challenges:

Successes:

What I would do differently next time:

Ways that I shared what I learned this year:

(How you taught others or shared what you learned)

Special Project Add Sheets Explained

Some projects have unique add sheets so we've included instructions for those here.



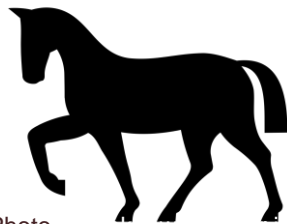
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Horse Project- Activity & Training Journal

- Include information on activities and lessons with your horse.
- You can choose to include information on the riding conditions or weather on this page.



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Foods and Nutrition Record – Value of Home Cooking

- This page is an exercise in recording your costs of a meal. Juniors are required to fill this out for one meal they help prepare during the entire year.
- Intermediates should fill out at least 2 time and Seniors 3 times.



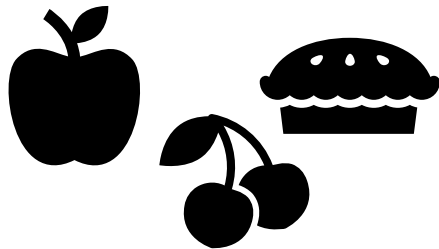
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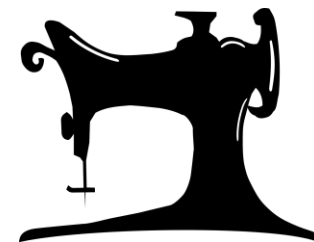
Foods and Nutrition Record – Food Preservation Record

- Youth may only fill this out if they are enrolled in Food Preservation and are working with a Certified Project Leader.
- Write NA if you are not in Food Preservation but are still doing a Food & Nutrition Project.



Sewing – Inventory of Tools, Equipment and Materials

- You can carryover your inventory from previous years.



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Permanent Record

Forever and Ever and Ever



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Tips to Start

- Number each page if not automatically numbered.
- **Year:** The 4- H year consists of three months of one calendar year and nine months of another. Therefore, whenever you write the year, indicate it as such: 2005-2006 or 05-06.
- **Blank Sections:** If there are sections in which you have no entries for a year, write it down. For Example: "NONE" or "03-04-no offices held". This way anyone looking at your book will know that the blank is not just an oversight. You still earn points for sections where you have "NONE" written.
- If you don't think you have anything for a section, check again! Ask your leader for ideas.
- **Filled sections:** When you fill a section in a Permanent Record, obtain a new Permanent Record. Do not split the current 4-H year between two Permanent Records. When you begin a new Permanent Record, label the front of your old one with the years it contains. On the front of the new Permanent Record fill in the date started and put it in front of the previous Permanent Record. You can also title each Permanent Record in the upper right corner "Book 1", "Book 2". Etc.



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Permanent Record

Offices and Committee Assignments

- Club Treasurer
- Special Events Chair
- County Awards Committee Teen Representative
- Snack/Refreshment Chairmen
- Telephone or Communications Committee
- Decorating Committee
- Herdsmanship Committee

Project and Exhibit Summary

Year	Project Title	Size	Exhibits	Where	Award
16-17	Cavies	3	Type	State Fair	Blue, Red, Blue
16-17	Gardening	1	Squash	County Fair	Blue, Gr. Champion, Judge's Choice

When each project is broken out like this it is easier to judge your book.



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Permanent Record

Judging

- Where did you practice your judging skills?

Examples:

- Buying a new Sire for my Project
- Judging Practice Night at Club
- County Judging Clinic
- County Fair Rabbit Judging Contest
- County Fair Photography Judging Contest

Public Presentations

- Where and on what?
- Speaking to your Club, to the Public, or at the County or State Fair.
- 4-H Fashion Review
- Speaking on Radio or to Newspaper about your 4-H Activities



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Permanent Record

4-H Contests Entered

Year	Contest Entered	Project	Where	Award
16-17	Showmanship	Rabbit	Klickitat County Fair	Blue, Call Back
16-17	Herdsmanship	Goat	Klickitat County Fair	Best Barn, Thursday & Sunday

Events Attended

- 4-H Non-competition Events
- Club, County, Regional, State, or National Level Events
- Achievement Night
- Clinics
- State Events like Teen Rally



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Permanent Record

Community Service

- 4-H Club Gathered Bottles for Recycling
- Packaged Food at a Food Pantry
- Served Food at Soup Kitchen
- Collected Food, Hygiene, and Clothing for homeless
- Set out flags for Memorial Day

4-H Promotion

- Wore my 4-H T-Shirt
- Put up club event flyers at the grocery store
- Attended KYG and spoke with the commissioners about the experience.
- A picture of our club doing something was in the paper.
- I invited a friend to come to my Club Meeting with me.



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Permanent Record

Leadership

- Club Officer
- County Role (Teen Superintendent)
- State Ambassador
- Committee Chair
- Helped Another Member learn how to _____

School & Community Responsibilities

- School President
- AWANA Group Leader
- Track Contestant
- Rainbow Girls Member
- Math Club
- School Play - Ensemble
- Line Leader
- Sports Team
- ASB Club
- Teacher Helper
- Band



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Permanent Record

Contests Other Than 4-H Entered (relevant to your projects)

- ARBA (rabbit) Show
- Spring Fairs
- Photography Contests
- We want to know how involved you are and what your other talents related to your project are.
- Rodeo Event

4-H Meeting Attendance

4-H Meeting Attendance: Type the total number of meetings your club held and the number you attended.						
Year	16-17					
Number of meetings held	12					
Number attended	10					



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Permanent Record

Most Important Recognition (To You)

- Choose what accomplishment or award you are most proud of.
- This should be something that made you feel successful.
- You can update last year's entry if it changed after you submitted your record book.



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4-H Story Tab

Time to WRITE!



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MY 4-H STORY

This story will have a large impact on awards and scholarships.

Make sure what you write here reflects th involvement in the 4-H Program you shared elsewhere in your book.

Talk about what IMPACT things had on you.

PRO TIP: Be honest. If it was a challenging year and you felt burnt out talk about it! If this was your best year ever talk about why!



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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 each of your projects. Do not repeat the project highlights. Expand on what you've already said in your Project Tab.

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

Place for FUN!

Limited to 2 pages.

Does not have to include only 4-H events. Can include things from other organizations, school, sports, family, hobbies etc.

Show that you are a well rounded 4-H Member.

Sharing what you are proud of during the past 4-H Year.

Include:

- Newspaper Clippings
- Photos
- Letters

Caption everything. “This is a photo of me and my basketball team. We won 3rd at Districts on 5/1/19”. Include the date!



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SUPPLEMENTAL INFORMATION



This is me showing my skirt
in the Fashion Review
Contest on August 14th

Back Page

- Optional agreement for EACH club.
- If your club does not have one ask your club leader to help you write one to present to your club.
- Included this form as an END to your record book.

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 outside club activity such as county 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.)



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What the Judges Are Looking For



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It isn't hard to get 100%!

I. GENERAL ORGANIZATION AND APPEARANCE 10 POINTS (Shows member did their own work)

Overall neatness – in a binder	4 pts
Spelling and grammar	2 pt
Correct order and use of tabs	2 pt
Cover completely filled out	2 pt

II. PLANNING CALENDAR 10 POINTS

4-H club and project meetings and activities listed	10 pts
---	--------

III. PERMANENT RECORD 60 POINTS

Club involvement (meetings attended, offices held, committee assignments)	6 pts
Events attended (tours, workshops, clinics)	8 pts
Community Service (show involvement in and concern for the community)	10 pts
4-H promotion (news articles written, recruitment, radio appearances)	10 pts
Leadership (related to age of the member)	10 pts
School and community responsibilities (shows involvement outside of 4-H)	10 pts
Other contests entered (herdsmanship, record book contest, fashion revue)	6 pts

IV. 4-H STORY AND SUPPLEMENTAL INFORMATION 20 POINTS

Introduction (age, interests, family, where you live, years in 4-H)	4 pts
Projects – mention each project, do not repeat project highlights (why chosen, successes and failures)	4 pts
4-H club experiences (offices held, committee assignments, club activities)	4 pts
Influence 4-H has had on your life (how 4-H influenced some of the decisions you have made)	4 pts
Supplemental information (newspaper clippings, correspondence, photos, etc.)	4 pts



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Questions?

GIDDY UP



Abby Brandt

4-H Program Manager

Klickitat County WSU Extension

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Fax: 773-5707

Email: abbyb@klickitatcounty.org

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