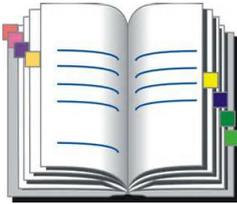


# Chelan-Douglas 4-H Record Book

## Completion Guidelines

**Purpose:** Completing a Record Book for each year you participate in 4-H is important – *but WHY?* In the 4-H program, Record Books are utilized as a key learning process. Keeping a 4-H record book will help you...



- Practice Organization
- Set SMART goals for yourself
- Record your progress and achievements throughout the year
- Track of costs and income for your project
- Gather information needed to apply for awards, scholarships, college applications, and employment resumes
- Meet requirements to participate in some county, state, or national 4-H events.

The Chelan-Douglas 4-H Record Book can be found here: <https://extension.wsu.edu/chelan-douglas/youth/youthdevelopment/4hforms/>

**Ages:** The book is intended for Juniors, Intermediates, and Seniors. While Cloverbuds are not eligible to compete for County Record Book Awards, members ages 5-7 are welcome to work on a regular Record Book for practice or request a modified Record Book.

**Timeline:** 4-H members must complete a club level Record Book for their 4-H year to be considered complete and earn a year pin.

- **September:** Members submit Record Books to club leader for scoring.
- **October:** Members earning 80 points or more from club leader scoring may choose to submit their book for county awards.

**Scoring:** Record Books are scored on the following elements:

• General Appearance*	5 points
• 4-H Calendar Completion	5 points
• Project Record Commitment	10 points
• Project Journal	20 points
• Financial Summary	5 points
• Project Highlights	15 points
• Project Photos	5 points
• 4-H Story	10 points
• Supplemental Information	5 points
• <u>Permanent Record</u>	<u>20 points</u>

**Total Points Possible                      100 points**



*County Record Book  
Scoresheets can be  
found on the  
4-H Forms page.  
(Full link above.)*

**\*General Appearance Expectations (5 points):** **Record Books should be the member's own work.** The book should be clean and without decoration. The book may be handwritten, typed, or a combination of both. Handwritten books may be done in ink or pencil. Books need to be legible, show evidence of being used throughout the year, and have correct spelling and grammar.

### Record Book Sections

The Record Book should be organized into the following 5 sections using divider pages or tabs:

- |                          |                             |
|--------------------------|-----------------------------|
| 1. 4-H Planning Calendar | 4. Supplemental Information |
| 2. Project Record(s)     | 5. Permanent Record         |
| 3. 4-H Story             |                             |

**SECTION 1: 4-H CALENDAR** (5 points)

The 4-H Calendar should show a list of all activities related to your 4-H projects in which you may be involved (4-H meetings, fairs, clinics, camps, fund raisers, service projects). Your calendar should start with October (beginning of 4-H year) and end with September. Include the date of the event in the first column, the activity in the center, and a check mark on the far-right side if attended. If no events were attended on any given month, do not leave it blank; write “not a member”, “inactive”, or “no events” as applicable.

March	5	Rabbit Project Meeting, Leader’s House, 7 p.m.	X
	19	Super Saturday, NCW Fairgrounds	X
	21	Litter Cleanup	

**SECTION 2: PROJECT RECORD**

This section includes the project commitment, project journal, project financial summary, highlights and photos. Members are encouraged to complete a separate Project Record section for each 4-H project (i.e., Swine, Foods, Creative Arts, Photography, etc.). However, only 1 Project Record is required for the Record Book to be considered complete. Additional copies of the Project Record are available online or at the Extension Office.

**Project Commitment Page (10 points)** The commitment should be completed by the member early in the year and helps to set the intention for the member’s project for the year.

**Part 1 –What I want to learn this year:** Goals may be determined as a club or on an individual basis. Goals need to be SMART (specific, measurable, attainable, realistic and timely). Juniors should list 1 or 2 goals; intermediates should list 2 or more, and seniors need at least 3 goals. List format may be used. Complete sentences are not necessary but may be used. Write your goals using the SMART technique:

**S**pecific - What do I want to accomplish or learn? Why is this goal important? Who is involved? Where will it happen? Which resources will I need?

**M**easurable - How much? How many? How will I know when it is accomplished?

**A**ttainable - How can I accomplish this goal? How realistic is the goal, (consider constraints such as money and time?)

**R**ealistic - Is this goal worthwhile? Is this the right time? Do I have the correct resources?

**T**imely - When? Goals need a target date, so you know what to work toward and where to focus your efforts.



PROJECT RECORD	
<b>Project:</b> Rabbit	<b>Years in this Project:</b> 2
This is what I want to learn/do/make this year:	
I want to learn 3 tips to properly care for my rabbit during the cold, before mid-November.	
I want to learn how to clip my rabbit’s toenails by myself by March.	
<ul style="list-style-type: none"> <li>To learn about rabbit diseases/conditions such as sore hocks for my Demonstration in June.</li> </ul>	

**Part 2-What my leader agrees to help me learn:** The member and leader should discuss and record what support is needed from the leader. This does not have to correspond with Part 1. A list form is acceptable. Complete sentences are not necessary. Youth writes this, leader signs and dates.

**Part 3- How my parent/guardian agrees to help me learn:** In this section you discuss how your parents or guardian will help (my parents agree to pay for my project, take me to meetings, help me with my project by encouragement, etc.). Youth writes this, parent signs and dates.

## Project Journal (20 points):

The journal is a diary of activities which pertain to the project, plus a record of expenses. This is where you track what you do in your project, how much it cost, the value, the time spent, and what you learned. It is very important that you describe what you did or learned with some amount of detail. An award-winning record book shows a lot of detail in the journal and regular dates showing you worked on your project. The journal should show what you are doing to support what you stated in your commitment. Project journals that show routine jobs (like feeding, grooming, etc.) may be entered/totaled on a monthly basis.

PROJECT JOURNAL						
Date	What did you do or make?	How much/many?	Cost	Income	Time (hours)	Comments or what you learned
Jan. 1-31	Feed and water rabbits daily.	4 rabbits			8	I need to check the water often to keep it from freezing. I spent approximately 15 minutes a day feeding and watering.
Jan. 10	Purchased rabbit pellets.	50 pounds	\$10		0.5	4 rabbits eat a lot of pellets.
Jan. 20	Clipped rabbits' toenails	4 rabbits			1	My mini-rex does not like to be handled especially when I touch her toes.

The project journal includes:

- **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? How many did you make? If this column does not apply to what you did, leave it blank.
- **Cost:** What was the cost of the items you purchased? If you used feed or materials given to you by others, estimate the cost. For some things you do, there will be no cost.
- **Income/Value:** This is the amount you received for items sold or the estimated value of items you made or raised that were used at home. (If you sew a dress you can estimate the retail value as income, if you take pictures you can estimate the retail value of art for your room).
- **Time:** Estimate the time you spent on actions related to your project. For some activities you may want to summarize weekly or monthly hours spent. Hours should be listed as whole numbers or decimals. Fifteen minutes is a quarter of an hour (0.25), thirty minutes is half an hour (0.5) and forty-five minutes is three quarters of an hour (0.75). Fifteen-minute increments are the smallest amount to be recorded.
- **Comments or what you learned:** Briefly tell what problems you had, things you learned and how you feel about what you made or did.

**Financial Summary (5 points):** 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 project supplies (animals, feed pans, brushes, etc.) when you begin the 4-H year. The beginning values are to be completed at the beginning of the 4-H year (October 1st). Finish with the supplies, animals, etc. left at the end of the year. Ending value is what you own at the end of the 4-H year (September 30<sup>th</sup>). Include all the income and expenses for your project using the project journal for reference. *Double-check your math!*



PROJECT FINANCIAL SUMMARY		
BEGINNING VALUE SPREADSHEET		
Materials, supplies, animals, equipment you had at the start of your project year.		
Item	Amount	Value
Rabbits	4	\$100.00
Cages	2 doubles	\$200.00
Water bottles, feeders, grooming equipment, etc.	for 4 rabbits	\$65.00
Rabbit Pellets	25 pounds	\$5.00
<b>BEGINNING VALUE OF MATERIALS AT PROJECT START =</b>		<b>\$370.00</b>

ENDING VALUE SPREADSHEET		
Materials, supplies, animals, equipment you had at the end of your project year.		
Item	Amount	Value
Rabbits	2	\$50.00
Cages	2 doubles	\$200.00
Water bottles, feeders, grooming equipment, etc.	for 4 rabbits	\$65.00
Rabbit Pellets	50 pounds	\$10.00
ENDING VALUE OF MATERIALS AT PROJECT CONCLUSION =		\$325.00

<b>Total Income/Value from Project:</b>		<b>Total Investment in Project:</b>	
Income generated during project <small>(total income from project journal)</small>	\$50.00	Beginning Value of Materials <small>(from above)</small>	\$370.00
Ending Value of Materials <small>(from above)</small>	+	Costs incurred during Project <small>(total cost from project journal)</small>	+
	\$325.00		\$85.00
<b>Total Income/Value</b>	<b>\$375.00</b>	<b>Total Investment</b>	<b>\$455.00</b>

"Total Income/Value" minus "Total Investment" equals your "Total Profit or Loss".  
A positive number shows a profit; a negative number means there was a loss.  
What was the profit or loss on your project?

$$\begin{array}{r}
 \underline{\$375.00} \\
 \text{Total Income/Value}
 \end{array}
 -
 \begin{array}{r}
 \underline{\$455.00} \\
 \text{Total Investment}
 \end{array}
 =
 \begin{array}{r}
 \underline{-\$80.00} \\
 \text{Total Profit or Loss}
 \end{array}$$

**Additional Project Records (no points):** Some projects require additional or more information for complete records, such as Leadership record-CO898, Market Animal Health Records (Quality Assurance Forms) and Horse Certificates. Optional records include garden plans, milk records, breeding records, livestock records, and additional health records. It is acceptable to include 4-H add sheets in your project record book after the financial summary page.

**Project Highlights (15 points):** Refer back to your commitment and summarize what was done, any problems, your successes and accomplishments. Also include anything you would change for next time. Did you do what you set 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, explain why. Complete sentences or an outline are acceptable. This section is to be completed at the end of the year.

Example: PROJECT HIGHLIGHTS
<p><b>What you learned.</b></p> <ul style="list-style-type: none"> <li>I learned that I need a heated water bottle, a protected area from the wind and a sturdy, warm hutch to keep my rabbit comfortable in the winter months.</li> <li>I learned that toenail clipping is very important and should be done about once a month.</li> <li>I learned that after working once a week for several months with my mini rex, he started to let me do things like clip his toenails.</li> <li>I learned how to treat sore hocks by putting a board in the cage and using bag balm or Vaseline on the rabbit's hocks.</li> </ul>
<p><b>Problems.</b></p> <p>I let my rabbit's toenails get too long and he pulled it out in the carpet. If it doesn't grow back, he will be disqualified from</p>
<p><b>Successes.</b></p> <p>My mini rex is much easier to handle now that I have been working with him.</p>
<p><b>To do differently next time.</b></p> <p>I will make and follow a schedule to remember to clip toenails.</p>



**Project Photos (5 points):** In this section include photographs of you working with your project. Each photo should be captioned and dated. These photos should only deal with this project, be of the current year and be limited to one page.

### **SECTION 3: 4-H STORY (10 points)**

4-H STORY

This should be written in narrative form and tell the story of your current 4-H year. 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? Your story is a supplement to your project summaries. Do not simply repeat your project summaries. Additional pages may be added.

- **Introduction-** Introduce yourself. Include your age, your interests, your family, where you live, where you go to school, how long in 4-H, why you joined 4-H, etc.
- **Project Experience –** Write about each of the major projects/programs in which you are submitting a record. Do not focus on highlights already noted in the Project Record; instead explain what you have learned in the past year, why you chose these projects, interesting experiences, how your projects have grown in size and scope, things you tried and found successful or unsuccessful, your financial profits/losses and savings, interesting people you met, etc. Did you have any funny experiences or gain new insights?
- **Club, community and school experiences-** Share your 4-H club experience: tell about club activities, community service projects, camp or conference experiences, etc. Also, include how you were involved in your community, school, family, etc.
- **What has 4-H done for you? -** Tell how you have changed because of your 4-H experience. Have you learned a new skill or become more self-confident? Has 4-H taught you leadership, citizenship, responsibility, sportsmanship, friendship, etc.? Ask your leader or parent how you have changed.

### **SECTION 4: SUPPLEMENTAL INFORMATION (5 points)**

SUPPLEMENTAL INFO

This section illustrates your 4-H club, community, school, civic and other outside activities. It is limited to two pages and may include newspaper clippings. These should not be just more project photos but could include photos of club, community, school, civic and personal activities such as community service, achievement ceremony, picnics, camps, sports, music, church, etc. Each picture needs to be dated and captioned.



Do not put materials such as ribbons, merit certificates, or party favors in the Record Book. *But we encourage you to keep these items in a separate 4-H scrapbook!*

**SECTION 5: PERMANENT RECORD (20 points)-** The Permanent 4-H Record is a continuous diary of your 4-H activities throughout the years. This section is carried over, year to year, book to book. Begin your permanent record as soon as you join 4-H. You may add pages as needed in the different sections.

PERMANENT RECORD

- **Most Important Accomplishment:** List the most important recognition you received in 4-H during the year, such as honors, awards, trips, etc. Blanks and not applicable responses are not acceptable in this section. Please reflect and find something to include.
- **4-H Meeting Attendance:** Any time your 4-H group gets together to do 4-H business, it is a club meeting. Record the number of club meetings you attended for each enrollment year. If you belong to more than one club or group, total the meetings of both clubs for the year.
- **Offices/Committee Assignments:** List all offices, committees held whether club, county or state 4-H related. List your responsibility. Committees could be barn decorations, club games, fund raising, etc.
- **4-H Project and Exhibit Summary:** Place anything here that you show in a 4-H class with your project; non-4-H shows and contests will be listed elsewhere. List your projects by enrollment name. Show size by giving the number of garments made, animals raised or cared for, things canned, photos taken, etc. List what you exhibit (halter class, market class, breed class, conformation), where you exhibited and the award you received. It is recommended you summarize by project and show location.

Year	Project	Size	Exhibits	Where	Award
2022-23	Rabbit	1 rabbit	Breed class	Club	None
2023-24	Rabbit	4 rabbits	Breed class	Chelan County Fair	3 blue, 1 red, 1 Best of Class

- **Judging:** List all judging done, where you did it and award received. Do not forget the judging you do in your local club. (Dog Judging, horse judging, livestock judging, clothing judging, etc.)
- **Public Presentation:** List all demonstrations, illustrated talks and public speaking by title. Show which project the presentation involved. Put each separate demonstration on separate lines. All formal or informal 4-H presentations given in the club, county contest or to a small group should be listed. Everyone must do a club demonstration to complete the 4-H year.

Year	Presentation Title	Project	Where	Award
2023-24	A Doe, A Rabbit, A Female Rabbit	Rabbit	Chelan County Demo Night	Blue

- **4-H Contests:** List areas in which the 4-H member's skills are being shown, not the quality of the animal or garment. Examples: fitting and showing, fashion show, herdsmanship, record book, knowledge bowl, educational posters, equitation, etc.

Year	Contest	Project	Where	Award
2023-24	Fitting and Showing	Rabbit	NCW Fair	Blue, Reserve Champion
2023-24	Educational Poster	Rabbit	NCW Fair	Blue
2023-24	Herdsmanship –Club	Rabbit	NCW Fair	2 <sup>nd</sup> Place

- **4-H Events:** List all the non-competitive 4-H events you attended. Example: Club clinics, award programs, clothing workshops, achievement night, Super Saturday, 4-H camps, etc. Do not include club or project meetings. An event can be project-related or general 4-H.
- **Community Service:** List 4-H related community service projects. Example: Collected food for Food Bank, collected toys for TOTS, planted shrubs, picked up garbage, etc.
- **4-H Promotion:** Includes all the things in which you participated to promote 4-H. Example: news story written, community parade, introducing a new member to 4-H, wearing club shirt, etc.
- **Leadership:** Record things you did to help others or teach others about 4-H projects. You do not have to be enrolled in Leadership to help someone. Example: Helped new member with record books, helped junior member saddle horse, etc.
- **School and Community:** These are activities other than 4-H that you do. List your school activities, school awards, church activities, community activities that are not 4-H related.
- **Other Contests:** List non-4-H contests that are related to your 4-H projects. Example: Open goat show, Wool Contest, ARBA rabbit show, etc.



## WSU Extension Chelan & Douglas Counties

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