

UNIVERSAL GENERAL RECORD BOOKS



CANADA
4-H Saskatchewan

4-H Saskatchewan developed new universal record books which can be used with all 4-H projects in Saskatchewan. The new Universal record books were introduced in the 2019-2020 Registrations season and have now replaced all project specific 4-H Record Books. The books are available in three skill levels: Level 1, 2, and 3. The General Record Book is to record information about your club, members, meetings and goals.

Each member will need only ONE General Skill Level Record Book.

In addition to the General Skill Level Record Book, each member will need to complete a Project Skill Level Record Book. This is to record activities and meetings for the project.

A Project Skill Level Record Book will need to be completed for each project the member is enrolled in.

Skill Levels are based on the ability and comprehension level of the member. Currently, we recommend the skill levels are based on the following ages: **Skill Level 1—ages 6-10; Skill Level 2—ages 11-15; Skill Level 3—ages 16 and up.** Please work with your member to decide which Skill Level the appropriate Record Book to use. If you have any questions, please contact your 4-H Regional Specialist.

UNIVERSAL PROJECT RECORD BOOKS

The project material Order Form is divided into 3 sections: Creative (Make it), Active (Do it), Animal and Market Animal projects.

Market Animal - members in this project are raising animals that will go to market for sale. Examples are Market Steer, Market Hog, Market Lamb.

Animal Project—these are non market animals that include: horse, canine, small pets, heifer, cow/calf, etc. Additional insert pages may be need for specific Animal Projects to complete your record book. These can be printed from the 4-H Website at <https://www.4-h.sk.ca/record-books.html>

-If your animal is a breeding animal (e.g. cow-calf), you must include an Animal Offspring record.

- If your animal is a production animal (e.g. dairy, poultry), you can include the Production Record.

Active Project (Do it!) -Are you learning how to do something or spending time practicing activities? Active Project Records Books have additional pages to track your equipment, time spent practicing, and things that you've learned or researched. Examples of projects include: Archery, Photography, Outdoor Living.

Creative Project (Create it!)—At the end of your project will you have created something. Creative Project Records Books track each item that you have created, the time spent creating them, things that you've learned or researched, and the equipment that you've used. Example of Creative Projects are: Welding, Cooking and Sewing.

NOTE: If you are in multiple projects (e.g.. Market steer and heifer and photography), you must complete a project record book for each. You can put them all in one binder, but each project should be separated into different sections in your record book binder.

EXAMPLE FOR ORDER UNIVERSAL RECORD BOOKS

Harold the Hare 4-H Club has 4 Members:

A Cloverbud —is taking the Baking (Create), Heifer(Animal), and Sewing (Create) projects .

A Junior—taking a Market Steer (Market Animal), Heifer (Animal Project) and Archery (Active) projects .

An Intermediate—taking a Market Steer (Market Animal), Heifer (Animal Project), Cow/Calf (Animal Project) and Baking (Create)

A Senior—taking a Market Steer (Market Steer) and Archery (Active)

	Skill Level 1	Skill Level 2	Skill Level 3
General RB	1	2	1
Creative Record Book	2	1	
Active Record Book		1	1
Market Animal Record Book		2	1
Animal Record Book	1	3	

Please note that the Intermediate taking the Cow/Calf project will also need to include an Animal Offspring Record Sheet which can be found on the website:

[Www.4-h.skca/record-books.html](http://www.4-h.skca/record-books.html)

*Skill Level is based on Recommendation of 4-H Saskatchewan

PROJECT MATERIAL ORDER FORM

4-H Saskatchewan | 3830 Thatcher Avenue, Saskatoon, SK. S7R 1A5 | Ph: 306-933-7727 | www.4-h.sk.ca



Club Name: _____

General Leader: _____ Phone Number: _____

Mailing Address: _____

Universal General Record Books—order one per member

Skill Level 1	Skill Level 2	Skill Level 3

Club Resources

#	<u>General Club Resources</u>	<u>Description</u>
	Secretary Book	A place for the secretary to keep notes during General Meetings.
	Treasurer Book	
	Speak Pack (Communication Skills)	A guide to help members learn more about public speaking.
	Meeting Pack (Running General Meetings)	A guide designed to help your club run meetings.
	Fun Pack (Activities & Games)	A guide filled with games and activities to use at club functions.
	Let's Judge—1 per club	Learn to judge everything from beef and Lighthorse to rabbits .
	4-H Life Skills Judging Guide—1 per club	A guide to help you judge everything that is not livestock.
	Managing Multiple Money Matters (budgeting)	A handout on how to help your multiple club manage funds.
	Laminated Meeting Agenda	
	From Paper to Podium (DVD)	An interactive DVD on how to write and deliver great speeches!
	Great Meetings, Great Clubs (DVD)	An interactive DVD on running meetings and parliamentary procedure.
	The Real Dirt on Farming	A handout that has the answers to hard questions about agriculture in Canada
	<u>Livestock Resources</u>	<u>Description</u>
	Beef/Dairy Projects	
	Light Horse Projects	
	Equine Anatomy(DVD)	Examines the anatomy of a horse from the outside in! Learn about skeletal muscular, circulatory system and more!

Section 1— Creative Projects

PROJECT NAME	#	MEMBER MANUAL	#	LEADER GUIDE
4U Self Determined		Reference & Activity Guide		
Best of Bakery		Reference & Activity Guide		
Cake Decorating		Unit 1 Reference & Activity Guide		
		Unit 3 Reference & Activity Guide		
		Unit 2 Reference & Activity Guide		
Collection Connection		Reference & Activity Guide		
Crafts			<input type="checkbox"/>	Leader Guide
Crafting with Photos		Reference & Activity Guide		
Digital Photo Editing		Reference & Activity Guide		
Digital Video		Reference & Activity Guide		
Digital Photography		Reference & Activity Guide		
Exploring 4-H		Reference Guide	<input type="checkbox"/>	Activity Guide
Event Planning		Reference & Activity Guide		
Exploring International Cuisine		Reference Guide	<input type="checkbox"/>	Activity Guide
Fashion & Style		Reference Guide	<input type="checkbox"/>	Activity Guide
Foods		Member Manual	<input type="checkbox"/>	Leader Guide
Food Science		Reference Guide	<input type="checkbox"/>	Activity Guide
Interior Design		Reference & Activity Guide		
Jewelry Making		Reference & Activity Guide		
Photography		Unit 1 Reference & Activity Guide	<input type="checkbox"/>	Leader Guide for all Units
		Unit 2 Reference & Activity Guide		
		Unit 3 Reference & Activity Guide		
Quilting		Reference Guide	<input type="checkbox"/>	Activity Guide
Scrapbooking		Reference & Activity Guide		
Sewing		Reference Guide	<input type="checkbox"/>	Activity Guide
Trash to Treasure		Reference Guide & Activity Guide		
Welding		Reference Guide	<input type="checkbox"/>	Activity Guide
Woodworking		Reference Guide	<input type="checkbox"/>	Activity Guide

	Skill Level 1	Skill Level 2	Skill Level 3
Creative Record Book			

Section 2—Active Projects

PROJECT NAME	#	MEMBER MANUAL	#	LEADER GUIDE
Animal Tracking		Reference Guide		Activity Guide
Animal Trapping		Reference & Activity Guide		
Archery		Reference & Activity Guide		Leader Guide
Astronomy		Reference Guide		Activity Guide
Babysitting Course		Member Manual		Leader Manual
Bicycling		Reference Guide		Activity Guide
Bird Watching		Reference Guide		Activity Guide
Car Care		Unit 1 Manual		Leader Guide
		Unit 2 Manual		
Cloverbud Manual				Year 1 Leader Guide
				Year 2 Leader Guide
				Year 3 Leader Guide
Drama		Member Manual		Leader Guide
Entomology		Reference Guide		Activity Guide
Event Planning		Reference & Activity Guide		
Exploring 4-H		Member Manual		
Field Crops		Unit 1 Manual		Leader Guide
		Unit 2 Manual		
		Unit 3 Manual		
Gardening		Reference Manual		Activity Guide
Geocaching		Reference Guide		Activity Guide
Healthy Living		Reference Guide		Activity Guide
Junior Leader		Member Manual		
Life Skills		Reference Manual		
Outdoor Living		Member Manual		Activity Guide
Performing Arts		Reference & Activity Guide		
Range Management		Reference Guide		Leader Guide
		Activity Guide		
Rodeo		Reference & Activity Guide		Leader Guide
Small Engines				
Sustainable Living		Reference Guide		Activity Guide
Veterinary		Member Manual		
Youth Leadership		Reference Guide		Activity Guide

	Skill Level 1	Skill Level 2	Skill Level 3
Active Record Book			

Section 3—Animal Projects and Market Animal Projects

PROJECT	#	MEMBER MANUAL	#	LEADER GUIDE
Beef		Cloverbud Manual		Leader Guide for all Units
		Unit 1		
		Unit 2		
		Unit 3		
Canine		Reference & Activity Guides		Leader Guide
Dairy		Reference Guide		Activity Guide
Goat		Member Guide		Leader Guide
Light Horse		Cloverbud Manual		Leader Guide for All Units
		Unit 1		
		Unit 2		
		Unit 3		
		Unit 4		
No Animal, No Problem		Reference & Activity Guide		
Poultry		Member Manual		Leader Guide
Rabbit		Member Manual		Leader Guide
Sheep		Member Manual		Leader Guide
Small Pets		Member Manual		Leader Guide
Swine		Member Manual		Leader Guide
Young Horse		Member Manual		

- If your animal is a breeding animal (e.g. Cow/calf), you must complete an Animal Offspring record sheet.
- If your animal is a production animal (e.g. dairy, poultry) you will need to include the production Record Sheet.

Additional sheets can be found on the 4-H website @ <https://www.4-h.sk.ca/record-books.html>

	Skill Level 1	Skill Level 2	Skill Level 3
Animal Project Record Book			
Market Animal Record Book			

4-H Learns—Have you Signed Up? Looking for new Project Ideas? Check out 4-H Learns at <https://www.4-h-learns.org/>

4-H Learns is available to 4-H Leaders across the globe. You can find projects and resources from across Canada and the World!

If you have any questions on how to order the Universal Record Books, please contact the

Saskatchewan 4-H Office at 306-933-7727