

General

4-H RECORD BOOK



CANADA
4-H Saskatchewan

2

4-H Motto

'Learn To Do By Doing'

4-H Pledge

I pledge

My **Head** to clearer thinking,

My **Heart** to greater loyalty,

My **Hands** to larger service,

My **Health** to better living,

For my club, my community,

my country and my world

4-H Grace

(Tune of Auld Lang Syne)

We thank thee, Lord, for blessings great

On this, our own fair land.

Teach us to serve thee joyfully,

With head, heart, health and hands



CANADA

4-H Saskatchewan

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Welcome to your 4-H Record Book

4-H Saskatchewan record books are completed by all 4-H members in the province. There are three skill levels—Level 1, Level 2 and Level 3.

All 4-H members complete the same General Record Book section for each club that they are enrolled in. In this section of your 4-H record book, you will need to fill out the following pages:

- About Record Books and Record Keeping
- A list of the members and leaders in your Club
- Information about you
- Record of General Club Meetings and business conducted
- Record of Special 4-H Club Activities that you or your club participated in (events, fundraisers)
- Pictures & Clippings related to your club or special 4-H club activities.
- 4-H Club Year Evaluation

For each project you are enrolled in, you must complete a Project Record Book. The basic Project Record Book is the same for all 4-H members. It includes:

- A list of members in your project group
- 4-H Project Goals for the year
- Record of Project Meetings record and your responsibilities.
- Record of Special Project Activities that you or your project group participated in (clinics, lessons)
- Additional Resources Used during the project year
- Pictures & Clippings related to your project
- 4-H Project Evaluation

Depending on what Project(s) you are taking, you will include additional pages. 4-H Projects can be categorized in to:

- **Animal Project**—all animal projects complete animal identification pages, health records, equipment inventory, and feed records. All animal projects can choose to include other records like practice logs, event logs, and project article records.
 - 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.
- **Market Animal Project**—in addition to the Animal Project pages, members in a market animal project (raising their project animal for sale) complete special feed and weight records, and a feed evaluation.
- **Active Project**—(e.g. archery, photography, outdoor living) Are you learning how to do something or spending time practicing activities? You will include additional pages to track your equipment, time spent practicing, and things that you've learned or researched.
- **Creative Project**—(e.g. woodworking, cooking, welding) At the end of your project will you have created or made something? You will include additional pages to 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.

Several of the pages are flexible and can be used for any project. For example, you can log shows/competitions you've entered with the Event Log, time you've spent practicing with the Time Log, or articles you've created with the project article record.

NOTE: If you are in multiple projects, you must complete a project record book for each. You can put them all in one binder, but each project should be separated in to different section in your record book binder.



Project Pages

These are the pages required depending on the type of project.

Key:

M = Mandatory

O = Optional

- likely to include more than one copy

Non-Market Animal Horse Canine Heifer Cow Ewe	Market Animal Steer Swine Lamb	Active Projects Photography Archery Outdoor Adventure	Creative It Projects Woodworking Cooking Welding
Animal Projects			

Please mark notes in this column (eg. What level you are completing, if a page is not required).

Generic Project Pages

Project Members	M	M	M	M	
4-H Project Goals	M	M	M	M	
Record of Project Meetings	M	M	M	M	
Record of Special Project Activities	M	M	M	M	
Additional Resources Used	M	M	M	M	
4-H Project Evaluation	M	M	M	M	

Animal Pages

Project Animal Information	M	M			
Health Record	M Lvl 2 & 3	M Lvl 2 & 3			
Feed Record - Non-Market	M #				

Market Animal Feed and Weight Pages

Market Animal Monthly Feed Record		M #			
Market Animal Weight Sheet		M			
Market Animal Feed Evaluation		M			

Flexible Pages

Inventory Sheet	M	M	M	M	
Project Article Sheet	O	O	O	M #	
Practice Time Log	O	O	M #	O	
Research/Learning Log	O Lvl 2 & 3				
Event/Competition Log	O	O	O	O	

Financial Pages

Financial Summary - Non-Animal			M Lvl 2 & 3	M Lvl 2 & 3	
Financial Summary - Animal	M Lvl 2 & 3				
Financial Summary - Market Animal		M Lvl 2 & 3			

Speciality Pages

Animal Offspring / Breeding Record	Mandatory for animal projects with offspring (Cow/Calf or Breeding Ewe)				
Production or By-product Record	Optional for projects that can produce products—eg. milk, wool, honey or eggs for animal projects or vegetables/crops from gardening projects.				

The Project Leader should sign this page to indicate what is required for a completed record book:

Comments:

Project Leader Signature: _____ Date: _____

ABOUT RECORD BOOKS

Your Record Book is a personal record of you and your activities in 4-H this year. The purpose of the record book is to provide you with a detailed account of your years' work.

Practice good record keeping habits during the year as you carry out your project. It's much easier to remember what you did yesterday than it is to remember what you did three months ago. Information in your Record Book should be complete and accurate. Your entries should be neat and readable as others may want to look through your records and everyone finds it difficult to read a smudged scribble. Add extra pages as necessary, remove or mark those you were not required to do and organize everything with a 'table of contents' as it is of value to you, the judge and others.

Above all, remember that a Record Book is for your personal use. A complete book will be a useful reference in years to come and will also show your accomplishments for the year. Be sure to include the information you will want to remember or look up years from now!

Why are Record Books Important?

- To teach and develop recordkeeping skill that are an important part of everyday life.
- To provide a record of the information that you learned from that project
- To keep track of activities that you were involved in which can be useful for applying for scholarships, travel awards or jobs
- To keep a permanent record of your achievements and to have it to show others and keep for years to come.
- You must finish one in order to complete your 4-H year

Record Book Helpful Hints:

- Use a binder for your Record Book. It is easy to add and remove information, easy to re-organize and durable. Use dividers to separate your sections. Plastic page holders can also be useful for including handouts and magazines.
- When you are finished adding all the information for the year you should add a table of contents.
- Only members should complete record books, NOT parents or leaders or other members.
- Work on your book all year, NOT just the night before they are due for judging/Achievement Day.
- Always use the same colour pen or pencil throughout your record book. Cloverbud and junior members may use pencil, but older members are encouraged to use pen. Use white-out to correct mistakes, or neatly cross out errors. You can also type your record book.
- Pictures and news clippings should be well mounted or secured, use glue sticks/roller glue because tape yellows and dries out over time. Make sure to clearly label your pictures and samples.
- Include information on everything that you did in THAT 4-H year – meetings, events, fundraisers, handouts etc.
- Include the sections of the record book that you were given or were required to work on, mark pages that weren't assigned as N/A (not applicable) or stroke them out.
- Ask your project leader if you can use the last 15 minutes of every project meeting to update work and work on your books. Enter the date and information from that meeting right away.
- Regional 4-H Specialists can give Record Book Workshops for 4-H Clubs—your general leader can invite them to come to a club meeting. Older 4-H members and your club leaders can give useful advice on filling out a record book.
- Don't be afraid to be colorful and use clippings or draw pictures. But remember, the completeness and accuracy of the information is most important. Creative additions are a fun extra that personalize your record book, but are not a replacement for the content.
- Remember to check spelling and calculations!!!

RECORD BOOK SECTIONS:

Your Record Book should be well-organized with dividers in between sections.

Front Cover:

- Durable, practical and neat
- Colorful, creative and attractive
- Must include member's name, club, project, age category, and a Canadian (national, provincial or club) 4-H logo and year

General Record Book (Club) Section

- Fill in the appropriate areas of the book with the current information of you and your club
- Fill in the appropriate areas with the information from your general meetings and club special activities, include the date and information gained and your responsibilities that pertain to general club only
- If you were not assigned a page, neatly stroke out the page or write n/a on it
- Add any extra pages that are related to your general meetings or special 4-H activities, such as meeting agendas, minutes, club handouts, photos of events, a copy of your speech, and any certificates or ribbons you received
- Info from 4-H Saskatchewan and/or 4-H Canada

Project Record Book Section:

If you are in multiple projects, each project should have its own section.

- Fill in the appropriate areas of the project book with the current information of your project.
- Add any extra pages that are project specific. See the chart in your record book.
- Always include all the information that is asked on the project sheets, i.e. Dates, weights, costs, resources, etc.
- Fill in the appropriate areas with the information of your project meetings and what you learned.
- Include list and information from **special project activities** that you participated in with/related to your project—for example, clinics, workshops, tours, field trips, guest speakers, shows, competitions.
- If you were not assigned a page, neatly stroke out the page or write n/a on it
- You can choose to include your **member project manual** in this section or in a section of its own. Include handouts from project leaders, written project activities or assignments, information related to your project. You can remove the sections that were not assigned this year.

Optional Sections

Members can choose to add additional sections that they want to include. Ensure it is relevant to 4-H or your project.

- **4-H Activities**—if you have many special club and 4-H activities (club events, provincial events, community service activities) you can choose to create a section just for their information, photos or memorabilia. For district, regional, or provincial 4-H events that you attended include hand-outs, photos, or other information.
- **4-H News** related to you or your club. Include articles from newspapers, magazines, or online sources if you have not already included these in your general record book section.
- **General 4-H information** that you have collected throughout the year from 4-H Saskatchewan or 4-H Canada such as letters, magazines, handouts, or pamphlets from your 4-H specialist or from the Provincial Office. You can also include *The Bits & Pieces* magazine in a plastic page holder.
- **Other Photos, Clippings and Extra**—if you have many photos or clippings, you could make them their own section.

About Me

Name: _____

Town: _____

Club Year: _____

Age Category: Cloverbud Junior Intermediate Senior

Age: _____ This is my _____ year in 4-H!



Place a photo of yourself in this frame.

My 4-H Club

Club Name: _____

General Leader's Name: _____

Assistant General Leader's Name: _____

4-H Club Executive:

Other Positions:

President: _____

Reporter: _____

Vice President: _____

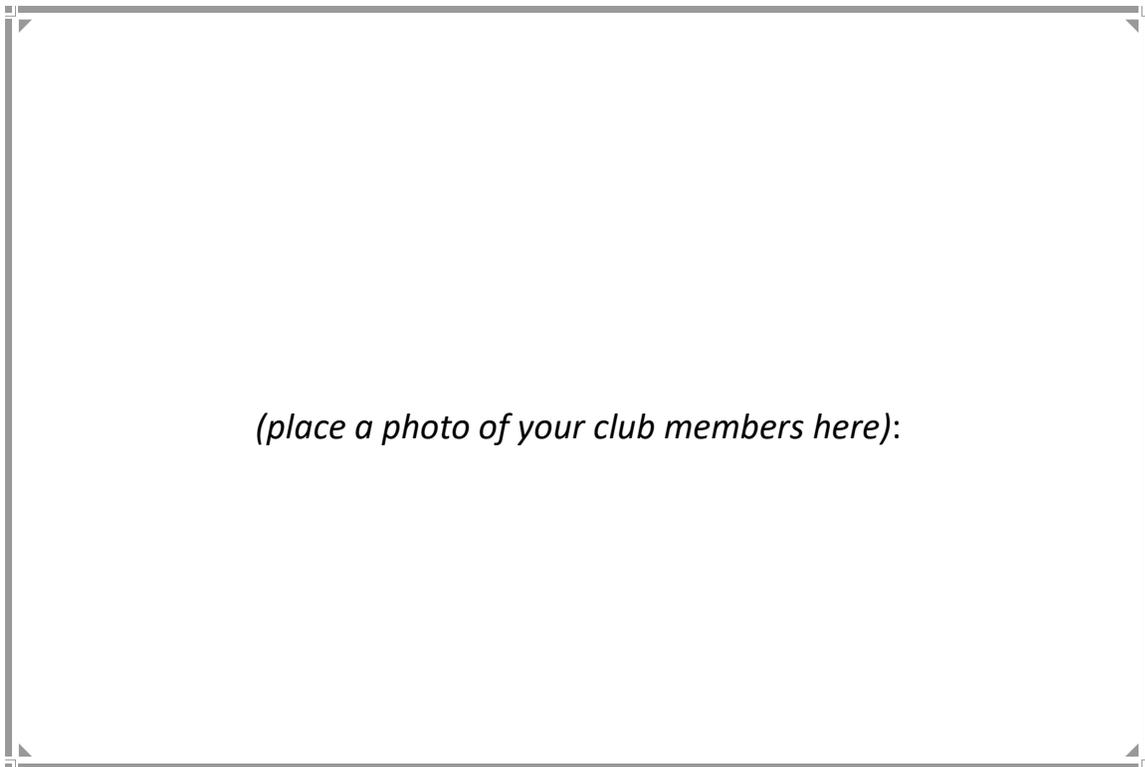
_____ :

Secretary: _____

_____ :

Treasurer: _____

What are your goals with your 4-H Club this year?



General 4-H Meetings

This area of your Record Book is to keep track of the General Meetings that happen during the year. Fill out the 4-H Club Meetings chart like in the example below. Record what was discussed and what, if any, responsibilities you have taken on. At the end of the section, fill out how many General Meetings there were and how many General Meetings you attended.

EXAMPLE

Date	Business Discussed	My Responsibilities
October 15	<p><i>This was our first meeting. We held our elections. I was elected club secretary!</i></p> <p><i>We planned a Halloween party for the club.</i></p>	<p><i>Learn about being the club secretary.</i></p> <p><i>Find a costume for the Halloween Party.</i></p>

General 4-H Meetings

Date	Business Discussed	My Responsibilities

General 4-H Meetings

Date	Business Discussed	My Responsibilities

General 4-H Meetings

Date	Business Discussed	My Responsibilities

Total Number of General Meetings Held

Total Number of General Meetings I Attended

Special 4-H Activities

Each 4-H club will have a certain amount of special activities that they do. These can include public speaking of fundraisers. You can also include district events like district meetings or curling, and regional and provincial events like 4-H camp if **you or your club** took part in them. Use the example chart below to fill out the Special 4-H Activities that attended.

EXAMPLE

Date	Activity	My Role
January 12	I went to District Curling with our 4-H curling team.	I am the second on our Curling Team.

Special 4-H Activities

Date	Activity	My Role

Special 4-H Activities

Date	Activity	My Role

Special 4-H Activities

Date	Activity	My Role

Total Number of Special Club Activities Held

Total Number of Special Club Activities I Attended

4-H Pictures and Clippings

Did news of your club make it into the local paper? Don't forget those special club activities, tours, camping trips and just having fun with your 4-H friends! Add extra pages if you need them.

My Favourite 4-H Memory

My favourite 4-H Activity this year was:



Paste a picture of your favourite 4-H memory in this frame

Why was this your favourite activity?

Knowledge and Skills Checklist

Throughout the 4-H year, we learned many things. Reflect back on all the 4-H events, activities, meetings and sessions you have participated in and check each statement that you feel you have accomplished.

<input type="checkbox"/>	I learned to set goals for myself
<input type="checkbox"/>	I became better organized
<input type="checkbox"/>	I improved knowledge in my project area
<input type="checkbox"/>	I tried new things
<input type="checkbox"/>	I learned to accept change
<input type="checkbox"/>	I learned how to keep better records for my project
<input type="checkbox"/>	I completed talks I was assigned
<input type="checkbox"/>	I took responsibility for my words and actions
<input type="checkbox"/>	I learned where to search for information for my project
<input type="checkbox"/>	I can gracefully deal with competitive situations
<input type="checkbox"/>	I made informed choices and decisions
<input type="checkbox"/>	I respectfully listened to others
<input type="checkbox"/>	I learned how to participate in or run a business meeting
<input type="checkbox"/>	I worked cooperatively with others
<input type="checkbox"/>	I improved my public speaking skills
<input type="checkbox"/>	I made new friends
<input type="checkbox"/>	I became an effective committee member
<input type="checkbox"/>	I helped others succeed
<input type="checkbox"/>	I was an active and engaged 4-H member



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4-H Saskatchewan

4-H Record Book Scoresheet

Member's Name: _____

Club: _____ Age Category: Cloverbud Junior Intermediate Senior

<p>COVER</p> <ul style="list-style-type: none"> Durable and neat (a 3-ring binder is suggested but not required) Colorful, creative and attractive Includes member's name, club, project, age category and a 4-H logo (Canada, Saskatchewan, or club) 	<p>_____/05</p>
<p>COMPLETENESS</p> <ul style="list-style-type: none"> All pages in the record and project book completed. Those pages not required by project leader should be removed or neatly stroked out and marked N/A. PLEASE NOTE: Project manuals are not used by all clubs; Not all Cloverbuds use livestock feed charts Includes dates and location of all club and project meetings, field trips, club activities and District, Regional and Provincial activities Indicates the role and responsibility member accepted to make meetings and activities successful Outlines project goals that clearly identify what the member wanted to learn and evaluates whether they believe those goals have been met and how Up-to-date cost and project related records Samples, drawings and photos labeled Use of project related information, photos and souvenirs to make the book interesting Includes newspaper articles about the club, project and/or 4-H 	<p>_____/40</p>
<p>NEATNESS</p> <ul style="list-style-type: none"> Legible writing or printing (member may use computer or typewriter to complete record book) but should use the same method consistently throughout the book Same color pen or pencil used throughout (junior members may use pencils, older members are encouraged to use pen) Mistakes are corrected neatly using "white-out" or neatly stroking the word or figure out and writing the correct one All pages are neatly secured in the book Photos, news articles and other clippings are mounted neatly and securely (use of scotch tape is not encouraged because it will brown and curl) 	<p>_____/15</p>
<p>ACCURACY</p> <ul style="list-style-type: none"> Spelling and math are correct Dates are consistent with other member's record books In the case of animal projects, judge's may wish to ensure feed and weight charts are realistic Work completed by member 	<p>_____/30</p>
<p>ORGANIZATION</p> <ul style="list-style-type: none"> Book has at least four logical sections (i.e. Record Book, Project Information, 4-H Activities and General 4-H Info) Use of labeled dividers between sections Table of contents 	<p>_____/05</p>
<p>EXTRAS</p> <ul style="list-style-type: none"> Photos, illustrations, brochures, souvenirs related to project and/or activities 4-H news and information Innovative ideas that the member may have used to make the record book more attractive and interesting (i.e. color, creativity, humour) 	<p>_____/05</p>
<p>TOTAL SCORE</p>	<p>_____/100</p>
<p>JUDGE'S COMMENTS See Reverse <u>or</u> sticky notes throughout record book.</p>	



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FOR RECORD BOOK JUDGE ONLY

Judge's Comments

Member's Name:

Club Name:

COVER

COMPLETENESS

NEATNESS

ACCURACY

ORGANIZATION

EXTRAS

Additional Comments:



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