

# UNIVERSAL GENERAL RECORD BOOKS



**CANADA**  
4-H Saskatchewan

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 4-H 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 4-H Project Skill 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.

## 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
<b>General RB</b>	1	2	1
<b>Creative Record Book</b>	2	1	
<b>Active Record Book</b>		1	1
<b>Market Animal Record Book</b>		2	1
<b>Animal Record Book</b>	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

Email Order form to: [frontdesk@4-h.sk.ca](mailto:frontdesk@4-h.sk.ca) or fax 306-933-7727



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>
	<b>Secretary Book—1 per club</b>	A place for the secretary to keep notes during General Meetings.
	<b>Treasurer Book—1 per club</b>	
	<b>Speak Pack—1 per club</b>	A guide to help members learn more about public speaking.
	<b>Meeting Pack - 1 per club</b>	A guide designed to help your club run meetings.
	<b>Fun Pack— 1 per club</b>	A guide filled with games and activities to use at club functions.
	<b>Let's Judge - 1 per club</b>	Learn to judge everything from beef and Lighthorse to rabbits .
	<b>4-H Life Skills Judging Guide—1 per club</b>	A guide to help you judge everything that is not livestock.
	<b>Managing Multiple Money Matters</b>	A handout on how to help your multiple club manage funds.
	<b>Laminated Meeting Agenda</b>	
	<b>From Paper to Podium (DVD)</b>	An interactive DVD on how to write and deliver great speeches!
	<b>Great Meetings, Great Clubs (DVD)</b>	An interactive DVD on running meetings and parliamentary procedure.
	<b>The Real Dirt on Farming</b>	A handout that has the answers to hard questions about agriculture in Canada
	<u><b>Livestock Resources</b></u>	<u><b>Description</b></u>
	<b>Beef/Dairy Projects</b>	A collection of crafts and woodworking projects for beef projects to complete over the winter months (e.g. stall signs, grooming box)
	<b>Light Horse Projects</b>	A collection of crafts and woodworking projects for equine project members to complete over the winter months (e.g. saddle rack, rope halter)
	<b>Learning about Animal Welfare</b>	
	<b>Equine Anatomy( DVD)</b>	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 or ACTIVITY GUIDE
4U Self Determined		Reference & Activity Guide		
Best of Bakery		Reference & Activity Guide		*use Reference & Activity Guide
Cake Decorating		Unit 1 Reference & Activity Guide		**use Reference & Activity Guide for Leader guide)
		Unit 3 Reference & Activity Guide		
		Unit 2 Reference & Activity Guide		
Collection Connection		Reference & Activity Guide		
Crafts		**no member manual		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		Activity Guide
Event Planning		Reference & Activity Guide		
Exploring International Cuisine		Reference Guide		Activity Guide
Fashion & Style		Reference Guide		Activity Guide
Foods		Member Manual		Leader Guide
Food Science		Reference Guide		Activity Guide
Interior Design		Reference & Activity Guide		
Jewelry Making		Reference & Activity Guide		
Photography		Unit 1 Reference & Activity Guide		Leader Guide
		Unit 2 Reference & Activity Guide		
		Unit 3 Reference & Activity Guide		
Quilting		Reference Guide		Activity Guide
Scrapbooking		Reference Guide		Activity Guide
Sewing		Reference Guide		Activity Guide
Trash to Treasure		Reference Guide & Activity Guide		
Welding		Reference Guide		Activity Guide
Woodworking		Reference Guide		Activity Guide

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

## Section 2—Active Projects

PROJECT NAME	#	MEMBER MANUAL	#	LEADER or ACTIVITY GUIDE
Animal Tracking		Reference Guide		Activity Guide
Animal Trapping		Reference 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				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 **one leader guide for all 3 units
		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		Reference Guide		
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 or ACTIVITY GUIDE
<b>Beef</b>		Cloverbud Manual		Leader Guide
		Unit 1		**one leader guide for all Beef Units
		Unit 2		
		Unit 3		
<b>Canine</b>		Reference & Activity Guides		Leader Guide
<b>Dairy</b>		Reference Guide		Activity Guide
<b>Goat</b>		Member Guide		Leader Guide
<b>Light Horse</b>		Cloverbud Manual		Leader Guide
		Unit 1		**one leader guide for all Light Horse Units
		Unit 2		
		Unit 3		
		Unit 4		
<b>No Animal, No Problem</b>		Reference & Activity Guide		
<b>Poultry</b>		Member Manual		Leader Guide
<b>Rabbit</b>		Member Manual		Leader Guide
<b>Sheep</b>		Member Manual		Leader Guide
<b>Small Pets</b>		Member Manual		Leader Guide
<b>Swine</b>		Member Manual		Leader Guide
<b>Young Horse</b>		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
<b>Animal Project Record Book</b>			
<b>Market Animal Record Book</b>			

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