

# RECORD BOOK GUIDE

Record book size: 3-ring view binder, thickness of ½ inch to 2 inches max.

**RECORD BOOK COVER** – include the following information on the cover of the record book.

Current Year (4-H year spans 2 years)	Member's Name
Age Division (Jr., Int. or Sr.)	Clubs enrolled in
I have been in 4-H for ____ years (including this year).	

Use a view binder (clear plastic sheet on cover you can slip a paper under). You may print the form and fill in the blanks or make a custom cover. Be careful to include all the necessary information.

### EXAMPLE RECORD BOOK COVER



**2013-2014**

**Julia Smith, Junior**

**I have been in 4-H for 4 years (including this year).**

**ADORABLE CATS 4-H CLUB**

If you wish to use the 4-H Emblem, a clover with four leaves and an “H” on each leaf, be sure the clover’s stem points to the right as you look at the image. You need to include **18 USC 707** in the lower right corner. The “18 USC 707” is the statement in the United States Code that outlines the protection of the 4-H Name & Emblem. **If use the 4-H logo and alter it in any way, your record book will be disqualified from the judging contest.**

Optional items for record book exterior:

- (1) Photo showing child and project(s) or drawings of project(s) or a combination
- (2) Label on spine

**RECORD BOOK TABS.** Insert dividers with labeled tabs. Do not use numbered tabs. Below are the tab labels you will need. You may type or write the information.

- Agreements
- Calendar
- Project

If you are in multiple projects, label a tab for each. **Example:** one tab labeled **CAT** and one labeled **PHOTOGRAPHY**. See below for more information about labeling the project tab.

- 4-H Story
- Permanent Record

If you use plastic slip sheets, you need to extend the divider tabs so you can find them. Record books that do not have the extended tabs will not be considered for the best record book contest. It needs to be easy for judges to find the pages in each record book.

**AGREEMENT TAB.** Include the following items behind this tab. (Obtain signatures for all agreements!)

- Code of Conduct
- Club Agreement. Include a club agreement for each club you are enrolled in. If your club does not have an agreement, include a note saying your club does not have a club agreement.

**CALENDAR TAB.** Begin your calendar in October and end it in September.

**(The 4-H year is Oct. 1 to Sept. 30.)**

You have several options for your calendar. You may:

- Use one of the versions of the calendar available on the Kitsap County record book website.
- Use the calendar that comes with the record book.
- Design your own calendar for your Record Book.

Make sure that whichever choice you make, your calendar is the **same size** as the other pages in your book and includes **date, time, event and is checked if you attended** the event. It is optional to include the location of the event.

This is the old calendar version. Many people prefer it. You may use it.

<b>October</b>	Oct. 1 at 1:30 pm. Welcome to 4-H	<b>X</b>
	7:00 pm on 10/12 -- 4-H Photography Meeting.	0
	10/25. 4-H Photography Meeting at 7:00 pm	<b>X</b>

This version is easier for judges when reviewing books. It's optional to include the location of an event.

<b>October</b>	<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>CHECK IF ATTENDED</b>
	10/01/11	1:30 pm	Welcome to 4-H at Silverdale Community Center	√
	10/01/11	2:00 pm	Jenny's birthday party at the Bremerton ice arena.	
	10/12/11	7:00 pm	4-H Photography Club Meeting	√

<b>November</b>	<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>CHECK IF ATTENDED</b>
			<b>CLUB MEETING CANCELED</b>	

The calendar is a planning calendar. The calendar shows events you need to attend like club meetings, club parties, club photography photo shoots, etc. Write the date, time and name of the event. After you attend an event, write a checkmark or an “X” to indicate that you attended.

If you check on your calendar that you attended the October 11 photography meeting, you go to the activity log in the photography tab and write **October 11, Photography Meeting** and then write about what you did at that meeting.

### **Planning and balancing all your activities is a life skill.**

You may, but do not have to, include ALL your activities: sport events, dance classes, birthday parties, etc. This calendar is to help you keep track of your activities – not just 4-H. If you find you have too many events on one day, you may have to cut back on the number of activities you are involved with.

Please make an entry for each month. If you did not join 4-H until January you would write on the calendar pages for Oct., Nov., and December, “Did not join 4-H yet.” If your club does not have a meeting or event during a month, please type or write a note to explain. It can be as simple as “**No club activity this month.**” or “**No Club Meeting.**” You may write or type a brief explanation like “**Meeting canceled because of power outage.**”

### **PROJECT TAB**

This tab is not labeled “PROJECT.” You write or type the name of the project for the label.

Print the project pages for each project you are enrolled in. **Check with your club leader for “Add Sheets.”**

Add sheets are pages that apply only to a specific project. Example: rabbit breeding page for the rabbit project.

If you are in multiple projects, make a tab for each one. Example: **DOG**. Another tab might be **ARCHERY**.

Do not make tabs for goal, activity log, expense sheet, photos, etc. This clutters the record book.

### **Each project tab needs the following pages:**

- Project cover sheet. This is **different from the record book cover page**. You sign the project cover sheet in summer.
- Goal page
- Routine Animal Care (not for still life record books)
- Activity log – Member’s Activities
- Animal Health Record (not for still life record books). You do not need to include this if your project has **add sheets** that document animal health. Example: The horse project has its own health care page as part of the add sheets.
- (ADD SHEETS) Specific Sheets for your project. Check with your club leader.
- Expense sheet – you do not need to include this if the add sheet has expense pages.
- Photo pages (only if you wish to include photos and earn bonus points).

## INSTRUCTIONS FOR GOAL PAGE

The goals that you set at the beginning of the 4-H year are an important way to track where you want to go with your learning. Set goals that are interesting to you. Set goals that you can achieve. Don't set a goal of building a rocket that launches into outer space, but do set a goal of building a rocket that launches above the tree line. Talk with your leader and parents about appropriate goals for you because you may need their help to meet these goals. Involve them in creating your goals.

Make sure that the goal is "measureable." This means that you describe how you will know if you reach the goal and when. An example of a measureable goal is "**I want to learn to identify 15 different breeds of chickens and what their disqualifications are before the spring poultry show.**"

An easy way to make sure your goal is measureable is to ask yourself, how will I prove it to someone? If your goal is going to require an opinion like "**I want to get better at handling my goat during fit and show**" you can easily change it to make it measureable by explaining how you will know when you "get better." A measureable goal for this one would be "**I want to be able to walk my goat into the ring without a lead rope and have her follow me the whole time.**"

All members are required to set one goal. Intermediate members are encouraged to set two goals. Senior members are encouraged to set three goals.

Avoid listing multiple goals that are not really goals. It is not helpful to you to list goals that are skills and/or knowledge you already mastered.

## INSTRUCTIONS FOR ROUTINE ANIMAL CARE

**FEEDING ROUTINE.** Tell how often and what time of day you normally feed your animals, what type(s) of feed you use, and what quantity of feed you give to each project animal. If you have multiple animals receiving the same exact routine, you may group them together in this log. If you board your horse at a facility, ask for the information about when and what your horse is fed and write that down.

**FEEDING ROUTINE EXCEPTIONS.** Make a note if you board your animal or hire someone to take care of your animals while you are away on vacation.

**CLEANING AND SANITATION ROUTINE.** Tell how often and exactly what you do.

**OTHER FREQUENCY OR WORK DONE ONLY AS NEEDED.** Explain exactly what you do. Twice yearly I take my cages outside and use a pressure washer and stiff brush to clean them. When my rabbit feed-cups look soiled, I wash them with bleach water.

**ROUTINE CARE.** Tell about the routine things you do like grooming, toenail or hoof trimming, hair or fur trimming or shearing, etc. (*Medical care such as administering medications, deworming, etc. should go on the **Animal Health Record** page or add sheets for your project.*)

**OTHER FREQUENCY OR THINGS DONE ONLY AS NEEDED.** Explain what you do. When I notice a rabbit is molting I brush it to make sure it doesn't eat the fur or mess up its cage with loose fur. A couple days before a show, I check the undersides of my white rabbits to see if they need any cleaning.

## Instructions for ACTIVITY LOG – MEMBER ACTIVITY

This section is where you write about what you learn, do in club meetings, do at home in your project, extra activities you do with your animal or still life exhibit. Fill in all sections.

Date	Meeting, Activity, Field Trip, etc.	What did you do or learn?
Oct. 5	Cat Project Meeting	Learned how to clip toenails.
Oct. 7	Went to library.	I checked out four books about cats to work on my goal.

## INSTRUCTIONS FOR PROJECT PHOTO PAGES

You can earn bonus points for adding photos to your record book. Please provide captions that explain things like who, what, why, when, and where.

This is the fun section with very few rules! You may wish to include photos showing activity in your project, your animal or still life equipment, any shows you participated in, drawings, letters, newspaper clippings, stickers and other decorations that have to do with your 4-H project. PLEASE do NOT include ribbons, certificates, or items that cannot be replaced.

**RULE 1.** Items must be from current year. **No photos from prior years!**

**RULE 2.** You may include **two** pages, back to back, or four single-sided pages.

**RULE 3.** Please be sure all items are secure on the page and/or in a plastic slip cover.

**RULE 4.** AFTER the county and state fairs, you can earn more bonus points if you add additional photos about the fair(s) you participated in. You may add **one** page with photos on the front and back or two single-sided pages.

### LEADERSHIP TAB

If you serve as a teen barn superintendent, a club officer, a committee chairperson, a 4-H teen camp counselor, a 4-H camp counselor in training, or serve as a teen member of the Kitsap County 4-H Council, be sure to make a tab titled "LEADERSHIP" and put the leadership add sheet in this section.

The add sheet is available at <http://ext100.wsu.edu/kitsap/resources/record-book-forms/>

The exception for this tab is you only include the leadership add sheet and photos. You are encouraged to include photos showing you doing things in your leadership role. Be sure to include captions that explain who, what, where, when and why. You **do not** have a separate club agreement and do not include the pages you normally need for a project tab (project cover page, goal page, activity log, and expense pages).

### 4-H STORY TAB

The 4-H story page has specific instructions. Refer to the instructions for each age group and sample 4-H stories. Check each age group below for the criteria.

***FAIR EXPERINECE:** For year-end awards: In September finish the story by writing about your participation in the county and state fairs.*

**EXAMPLES FOR A JUNIOR:**

- 1) Introduce yourself and your family.  
My name is Kate Kitten. I live with my mom and dad. I do not have a brother or sister.
- 2) Tell why you joined 4-H and/or chose the project(s) you did.  
I joined 4-H so I could learn more about cats.
- 3) Tell about the things you enjoyed learning or doing in your project(s) this 4-H year.  
I liked learning about all the breeds of cats and playing cat Bingo!
- 4) Tell about your favorite parts of 4-H this year.  
My favorite lesson was when we learned how to decorate a cat cage for fair. We had two boxes with decorations and two teams. We had to decorate a cage with items that are safe for cats. My team won! We had Kit Kat bars for a treat.
- 5) Tell about things you would like to improve upon or do more of next year.  
I would work on my record book every month so I do not get behind.

**FAIR EXPERIENCE.** I loved going to the county and state fairs. I won many ribbons.

***OR a junior could write an essay that addresses each of the five topics.***

My name is Heidi Schultz. I have twin sisters who are in high school and a really nice mom and dad. We live in Port Orchard, Washington. I love animals and art projects. I play piano and tennis. I am homeschooled.

I am a member of the Kitsap 4-H Awesome Cats club. This is my fourth year in 4-H. I joined 4-H and chose the club I am in because I love cats and want to learn more about them.

I love learning how to show my cat and getting ready for cat shows. I really enjoy making cage decorations. I also like making new friends at club meetings and seeing their cats. It is extra fun when we have dessert and play games like cat Bingo!

My favorite part of the year was going to cat shows. I really like decorating my cat cage. I drew all the designs for the inside of my cage and cut out all the flowers for the top of my cage from construction paper. I won a grand champion ribbon for my cage decorations at my first cat show in April, at the Kitsap County Fair. I also had fun with the costume and hobby contests. I like art, and I get to do a lot of art for my cat project for these contests.

One problem I had this year was I made the rug for my cat cage too small. I had to use a few pieces of cardboard to cover all the wire. I made the top cover just right. I measured the material and used my sister Jessica's sewing machine to sew it. I can improve how I do in my project by having correct measurements for my cat cage. I will measure material carefully next year.

I had a lot of fun at both the county and state fairs. I came home with a box of ribbons and two trophies. I have a friend who plans to join our club next year. She saw my cat at the county fair

and the pretty cage decorations and rosette ribbons. She wants to join our club because she thinks it looks fun to decorate a cat cage, win ribbons and spend a week at the county fair.

**INTERMEDIATES:** Write your story for the year in narrative form on a separate page and cover the topics below.

- 1) Introduce yourself and your family.
- 2) Tell why you joined 4-H and/or chose the project(s) you did.
- 3) Tell about the things you enjoyed learning or doing in your project(s) this 4-H year.
- 4) Tell about a **significant accomplishment** you have made this year in your 4-H project(s). This might include something that was not part of your goal.
- 5) Tell about your 4-H club experiences and community service you were involved with.

*FAIR EXPERINECE: For year-end awards: In September finish the story by writing about your participation in the county and state fairs.*

**SENIORS:** Write your story for the year in narrative form on a separate page and cover the topics below.

- 1) Introduce yourself, your family, your other activities and interests.
- 2) Tell why you joined 4-H and/or chose the project(s) you did.
- 3) Tell what you learned from results, difficulties, and/or challenges you had in your project(s) this 4-H year. Discuss anything you wish you had done differently.
- 4) Tell how you have changed or grown as a person as a result of your involvement in your project(s) and 4-H this year. Be specific about those changes (your character, skills, leadership, etc.).
- 5) Explain how you could use the life and/or project skills you learned from being in 4-H in other areas of your life.

*FAIR EXPERINECE: For year-end awards: In September finish the story by writing about your participation in the county and state fairs.*

### **INSTRUCTIONS FOR PERSONAL PAGES**

These pages go behind your 4-H Story in the 4-H Story tab.

This is the fun section with very rules. You may wish to include photos, drawings, letters, newspaper clippings, stickers and other decorations that have to do with your interests (church, other clubs, school, music lessons, sports, trips, family events, summer camp, rides at the fair to name a few.)

If you wish to be considered for top awards, and you include items here, please provide captions that explain things like who, what, why, when, and where and follow the rules below.

**RULE 1.** Items must be from current year. **No photos from prior years!**

**RULE 2.** You may include two pages, back to back, or four single-sided pages.

**RULE 3.** Please be sure all items are secure on the page and/or in a plastic slip cover.

**PLEASE do NOT** include ribbons, certificates, or items that cannot be replaced.

## PERMANENT RECORD TAB

Kitsap County only uses the Level 2 Permanent Record. Juniors use this version. Here are samples from various members' books over the years. They are designed to give you a peek at entries you might have. Be sure to fill out each section of the table.

**Offices and Committee Assignments:** List your offices in 4-H, e.g., President, Vice President, etc. and list all the committees you work on each year. Show if it is for your club or county, and what you did.

Year	Office/Committee	What Group	Duties Performed
2006-2007	None (primary member)	Curious Cats	None
2007-2008	None (primary member)	Curious Cats	None
2008-2009	Christmas Party Committee	Curious Cats	Helped plan club party.
2009-2010	Christmas Party Committee	Curious Cats	Helped plan club party.

**Project and Exhibit Summary:** 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, where you exhibited, and the award you received.

Year	Project Title	Size	Exhibits	Where	Award
2011-12	Rabbits	1	Black Himalayan Sr. Doe (A618)	Kitsap County Spring Fling	Blue, BOB, RIS
2011-12	Photography	1	"Passion for Pink"	Kitsap Co. Fair	Blue

**Judging:** List the type of judging you did. Show where you did it and the award received.

Year	Kind of Judging	Where	Award
2011-12	Rabbit	Kitsap County Fair	Blue, Reserve Champ
2011-12	Rabbit	Puyallup – State Fair	Red
2012-13	Rabbit	Club Meeting	Not Judged
2012-13	Rabbit	Kitsap County Fair	Blue, Grand
2012-13	Rabbit	Puyallup – State Fair	Blue

**4-H Contests Entered:** List all the 4-H contests you entered such as fitting and showing, kitchen activities, equitation classes, fashion revue, herdsmanship, educational displays at fairs, record book contest, talent show, etc.

Year	Contest Entered	Project	Where	Award
2008-2009	Fitting and Showing	Rabbit	Washington State 4-H Fair	Blue
2008-2009	Herdsmanship	Rabbit	Kitsap County Fair	Purple
2008-2009	Record Book	Rabbit	Kitsap County	Blue
2008-2009	Educational Display – Poster	Rabbit	Kitsap County Fair	Blue

**Public Presentations:** List all the demonstrations, illustrated talks, and public presentations you gave. List the related project, where given, and the award received.

Year	Presentation Title	Project	Where	Award
2011-12	“HELP” Your Rabbit	Rabbit	Kitsap County Contest	Blue
2011-12	“HELP” Your Rabbit	Rabbit	State Fair	Blue
2012-2013	Taking Award-Winning Photos	Photography	Club Meeting	Not Judged

**Events Attended:** List all the 4-H noncompetitive events you attended such as achievement programs, workshops, talent show, camp, teen events, etc. An event has a definite time and place and can be project-related or general 4-H.

Year	Event	Where
2011-2012	None	None
2012-13	Twin Lakes 4-H Camp	Twin Lakes
2012-13	Winter Rabbit and Cavy Clinic	Kitsap County Fairgrounds
2013-2014	Recognition Night	Keyport Bible Church

**Leadership:** Record the things you did to help others or teach others about your 4-H projects. Be sure to include the things you did for the leadership project(s). workshops you taught, etc.

Year	What You Did	Where
2010-11	None	None
2011-12	Presented rabbit breed profiles for two breeds to teach other members about them.	Woodsy Wabbits club meeting
2012-13	4-H in Action	State and County Fair

**Community Service:** List all the 4-H community services in which you participated. Be specific, such as, attended rabies clinic, volunteered at nursing home, cleaned county park, etc.

Year	Community Service	Responsibility
2010-11	Christmas Caroling with 4-H club	Sing in local nursing homes.
2010-11	Collected food for food bank as 4-H club community service project.	Take donations to the food bank.
2011-12	Worked at Petting Farm at Kitsap County Fair	Help children with the animals

**4-H Promotion:** Include all the things in which you participated to promote 4-H, such as posters made, 4-H displays created, news stories written, etc. Tell where you did them and the duties you performed or the recognition received.

Year	What You Did	Where	Responsibility
2011-12	Made a table display board about 4-H	Kitsap County Fair	Make a nice display

**School and Community Responsibilities:** List the activities you did at school, church, in sports or community events other than 4-H.

Year	Activity	Where	Duties Performed
2003-04	AWANA member	Bible Church	Bible memory/handbook activities
2003-04	Junior Strings Orchestra	Crystal Grange in Brownsville	Played Violin
2004-05	Soccer team	Tracyton Soccer	Played on team

**Contests other than 4-H Entered:** List non-4-H contests entered that relate to your 4-H work such as wool contest, open dog or horse shows, etc. List where you entered and award received.

Year	Contest Entered	Project	Where	Award
2012-13	None	None	None	None

**Most Important Recognition:** List the most important recognition you received in 4-H during the year, such as honors, awards, trips, etc. List what is important to you and the project it is related to.,

Year	Most Important Recognition	Project
2011-2012	Honorable Mention at final table at State Fair in Fitting and Showing	Cavy
2012-2013	Cavy Achievement Award	Cavy
2013-2014	Boy Teen of the Year	Archery

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