

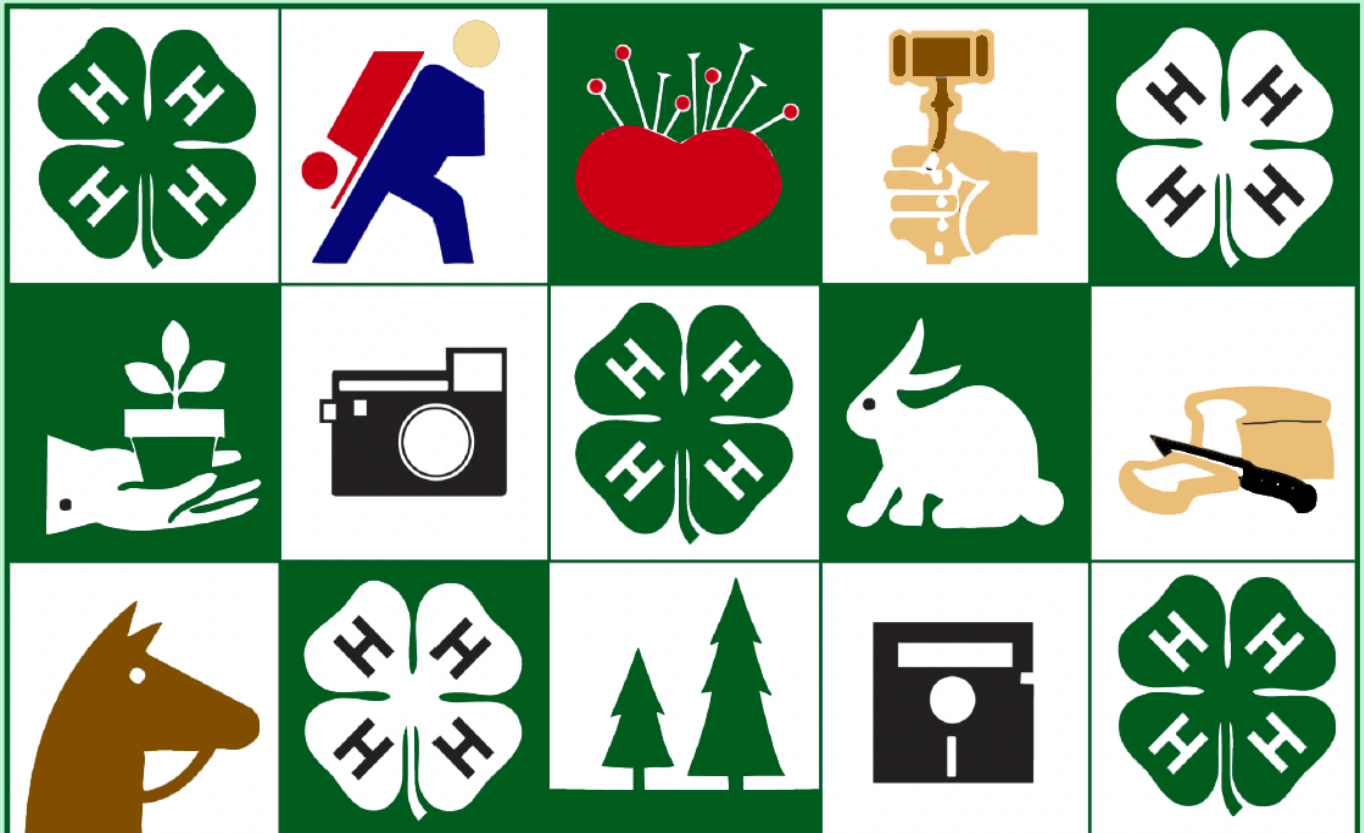
C0934



# 4-H RECORD BOOK

## LEVEL 2

WASHINGTON STATE UNIVERSITY EXTENSION



NAME: \_\_\_\_\_ #YEARS IN 4-H: \_\_\_\_\_ AGE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ GRADE IN SCHOOL: \_\_\_\_\_ 4-H DIVISION:  JR  INT  SR

ADDRESS: \_\_\_\_\_

CLUB: \_\_\_\_\_

COUNTY: \_\_\_\_\_

CALENDAR YEAR: \_\_\_\_\_

## INSTRUCTIONS

- Use this record book for all the things you do in 4-H this year. Put it in a notebook with your other records. Separate each section with a tab. Each project should also have a tab. Keep the project commitment, project journal, project highlights, and financial summary for each project together.
- You may also want a scrapbook in which to keep ribbons, certificates, and programs.
- Use your records to look back at your progress during the year. This will be helpful when you make plans for next year.
- When you complete your 4-H program for this year, write your 4-H story.
- The record book is your personal work. Keep it current as the year progresses. Do your own handwriting or typing.

**My 4-H Planning Calendar.** Write down the events and activities you will be involved in. Keep track of important events such as 4-H meetings, county fair, camp, and project-related activities.

**My 4-H Projects.** Use a separate project commitment, project journal, project highlights, and financial summary for each of your projects.

**Project Commitment.** This is an agreement between you, your project leader, and your parents about what you want to learn and how they will help you. Obtain the required signatures.

**Project Journal.** Complete one of these forms for each project in which you enroll.

If you need more space for the project journal, add more pages. For some projects you may wish to use the journal as a weekly summary of what is recorded in your add sheets or on work sheets you have created.

Headings for the project journal:

- **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? If this column doesn't apply to what you did, leave it blank.
- **Cost.** What was the total cost of the items you purchased? If you used feed or other materials given to you by others, estimate the cost. For many other things you do, such as teaching your dog to heel, there will be no cost or income.

- **Income/Value.** What was the amount you received for items sold, or the estimated value of items you made or raised that were used at home?
- **Time.** Estimate the time you spent on this action related to your project. For some activities you may want to summarize weekly or monthly hours spent.
- **Comments and what you learned.** Briefly tell what problems you had, things you learned, and how you feel about what you did or made.

**Project Highlights.** Look back at your project commitment. Did you learn what you planned to learn? What problems did you have to solve? What were your main successes? What would you do differently if you did it again, knowing what you know now?

**Financial Summary.** This is a summary of your project's financial value, what you spent, and what you earned during the year. It summarizes your project journal. Do an inventory when you start your records each year and when you close your records. The difference between what you own from the start to the close of the project is part of your profit or loss for the year.

**Project Add Sheets.** There may be add sheets for projects with special planning or recording needs (breeding records, milk records, garden plan). Use the add sheets for your project as well as the project journal.

**Permanent 4-H Record.** Use this to record your participation in leadership, public presentations, demonstrations, judging, and other activities and contests during the years you are in 4-H.

### My 4-H Story

**Narrative.** Write your story for the year in narrative form. Write as though you are actually talking to the reader. Your story should have four parts and be no longer than two sides of one page.

Introduce yourself.

Write about your projects. Do not repeat the project highlights.

Share your 4-H club experiences and how you were involved in your community and school.

Write about how you have changed as a result of your 4-H experience.

**Supplemental Information.** This section is limited to two sides of one page. It should be related to your club, community, or school. It may contain pictures, news clippings, or letters. All items should be captioned.

# MY 4-H PLANNING CALENDAR

Place a check after each event you attend.

## October

Date      Event      Place & Time      ✓

Date	Event	Place & Time	✓

## November

Date      Event      Place & Time      ✓

Date	Event	Place & Time	✓

## December

Date      Event      Place & Time      ✓

Date	Event	Place & Time	✓

# MY 4-H PLANNING CALENDAR

Place a check after each event you attend.

## January

Date	Event	Place & Time	✓

## February

Date	Event	Place & Time	✓

## March

Date	Event	Place & Time	✓



# MY 4-H PLANNING CALENDAR

Place a check after each event you attend.

<b>April</b>			
Date	Event	Place & Time	v

<b>May</b>			
Date	Event	Place & Time	v

<b>June</b>			
Date	Event	Place & Time	v

# MY 4-H PLANNING CALENDAR

Place a check after each event you attend.

## July

Date	Event	Place & Time	✓

## August

Date	Event	Place & Time	✓

## September

Date	Event	Place & Time	✓

# PROJECT RECORD

YEARS IN 4-H \_\_\_\_\_ PROJECT \_\_\_\_\_ YEARS IN THIS PROJECT \_\_\_\_\_

THIS IS WHAT I WANT TO LEARN THIS YEAR:

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MEMBER'S SIGNATURE

DATE

THIS IS WHAT MY LEADER AGREED TO HELP ME LEARN:

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LEADER'S SIGNATURE

DATE

THIS IS HOW MY PARENT(S)/GUARDIAN AGREED TO HELP ME LEARN:

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PARENT(S)/GUARDIAN SIGNATURE

DATE







# PROJECT PHOTOS

# PROJECT HIGHLIGHTS

What you learned:

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Problems:

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Successes:

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To do differently next time:

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# PROJECT FINANCIAL SUMMERY

(USE IF APPLICABLE TO YOUR PROJECT)

**BEGINNING VALUE** (materials, supplies, animals, equipment you had at the start of your project year.)

DATE \_\_\_\_\_

Item	Amount	Value
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\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**See add sheets for this section**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**ENDING VALUE** (materials, supplies, animals, equipment you had at the end of your project year.)

DATE \_\_\_\_\_

Item	Amount	Value
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\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**See add sheets for this section**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

1. Cost (Expense Record) \_\_\_\_\_ \$ \_\_\_\_\_

2. Beginning Value Total (project inventory add sheet) \_\_\_\_\_ \$ \_\_\_\_\_

3. Total Cost – add lines 1 and 2 \_\_\_\_\_ \$ \_\_\_\_\_

4. Income Value (project journal) \_\_\_\_\_ \$ \_\_\_\_\_ NA \_\_\_\_\_

5. Ending Value Total (project inventory add sheet) \_\_\_\_\_ \$ \_\_\_\_\_

6. Total Income Value – add lines 4 and 5 \_\_\_\_\_ \$ \_\_\_\_\_

7. Profit (or loss) – subtract line 3 from 6, or 6 from 3 \_\_\_\_\_ \$ \_\_\_\_\_

8. Total time spent on project (time invested record add sheet) \_\_\_\_\_ \$ \_\_\_\_\_



				<b>INDIVIDUAL HORSE RECORD</b>
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Add this sheet to your regular 4-H Record Book. Keep all your records in one book.

 C0856

Complete one record for each project animal per year.

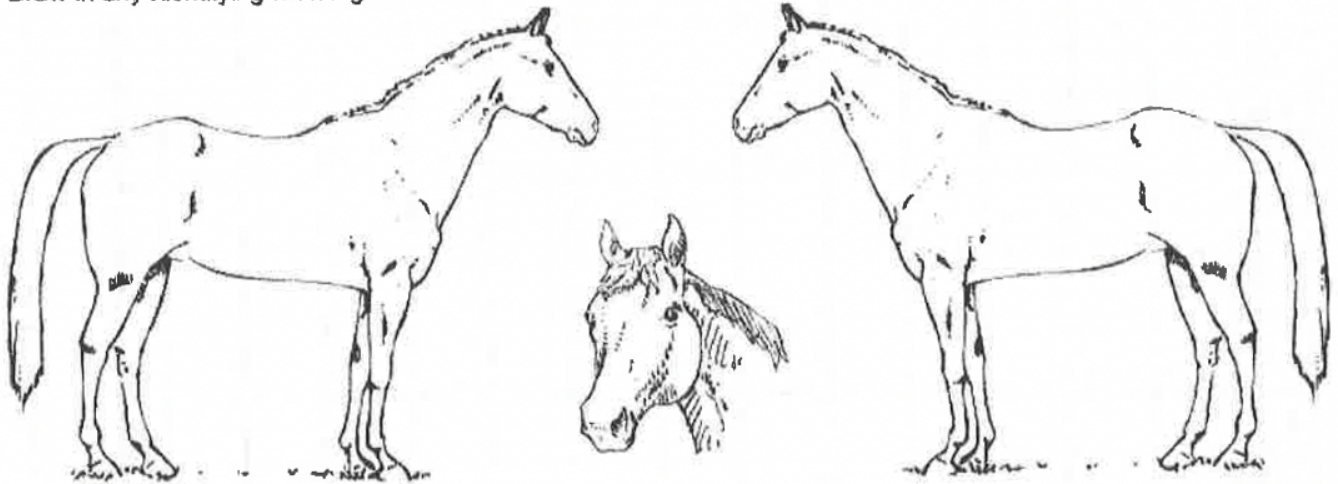
Name of Horse \_\_\_\_\_ Date Born \_\_\_\_\_ Age \_\_\_\_\_

Breed \_\_\_\_\_ Reg. No. (if any) \_\_\_\_\_

Identification: Height \_\_\_\_\_ Weight \_\_\_\_\_ Sex \_\_\_\_\_

Color \_\_\_\_\_ Markings \_\_\_\_\_

Draw in any identifying markings.



Date Obtained \_\_\_\_\_ From \_\_\_\_\_

Disposal Date \_\_\_\_\_ Reason or Sold to \_\_\_\_\_

**HEALTH RECORD:** Record all medicinal care administered by you or your veterinarian (immunizations, dewormings, drugs, surgery, breeding record, etc.). Record expenses in C0857, *Horse Management Record*.

Date	Type / Explanation	Date	Type / Explanation

**TIME INVESTED RECORD:** Record total time spent, for each month

Horses Name: \_\_\_\_\_

**C0856—ADDSHEET**

MONTH	FEEDING	GROOMING	CLEANING STALL/PASTURE	TRAINING/ RIDING HRS	COMMENTS EXPLAIN RIDING/TRAINING HRS	SHOW/ EVENT HRS	MEDICAL/ HEALTH CARE	OTHER STUDY	TOTAL TIME
October									
November									
December									
January									
February									
March									
April									
May									
June									
July									
August									
September									
<b>TOTAL HRS</b>									

**ANNUAL TOTAL TIME INVESTED** \_\_\_\_\_ *Post total time to Financial Summary, line 8.*

Comments / Explanations:

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# Horse Management Record Book



Year in 4-H Horse Project: \_\_\_\_\_

**PROJECT INVENTORY:** Include all major items and animals related to your project. Similar items, Such as grooming tools, may be grouped on one line. Record the status. (new, used, broken, lost, stolen, etc.), and the value of each item. Record income from sales of inventory at end of year.

Beginning Inventory Date \_\_\_\_\_ (To be filled out at the beginning of the 4-H year)

Items	*Status	Value

Items	*Status	Value

*Post beginning inventory to financial summary line 2*

**Beginning Inventory Total:** \_\_\_\_\_

Ending Inventory Date \_\_\_\_\_ (To be filled out at the end of the 4-H year)

Items	*Status	Value

Items	*Status	Value

*Post ending inventory to financial summary line 5*

**Ending Inventory Total:** \_\_\_\_\_

**HOOF CARE RECORD:** Record shoeings, trimmings, and any additional hoof care received. *Record any related cost in your Expense Record.*

Date	Explanation	Date	Explanation

**EXPENSE RECORD:** Record all expenses relating to your Horse Project (hay, grain, salt, vitamins, bedding, barn and pasture maintenance, entry fees, equipment, etc.). Include amounts. (1 ton alfalfa hay, 3 80# bags rolled oats, etc.). You may record either the amount it costs you to feed your horse per month OR the amount purchased per month. If you board your horse, enter monthly bill. If you receive something in exchange for your work or as a gift, put "0" in Cost Column and write a short explanation.

October	Cost
<b>Total Monthly Cost</b>	

November	Cost
<b>Total Monthly Cost</b>	

December	Cost
<b>Total Monthly Cost</b>	

January	Cost
<b>Total Monthly Cost</b>	

February	Cost
<b>Total Monthly Cost</b>	

March	Cost
<b>Total Monthly Cost</b>	



April	Cost
<b>Total Monthly</b>	

May	Cost
<b>Total Monthly Cost</b>	

June	Cost
<b>Total Monthly Cost</b>	

July	Cost
<b>Total Monthly Cost</b>	

August	Cost
<b>Total Monthly Cost</b>	

September	Cost
<b>Total Monthly Cost</b>	

**TOTAL ANNUAL EXPENSES \$** \_\_\_\_\_  
*(Post total annual expenses to financial summary #3)*

**CLINIC RECORD:** Include Clinics, Seminars, and Workshops with or without your project animal. Record costs in Expense Record.

Date	Event	Comments

**SHOW AND EXPENSE RECORD:** Include shows where you participate with your horse. *Record any related cost in your expense record.*

Date	Show	Class	Placing

**CONTEST RECORD:** Include Judging, Bowl, Herdsmanship, Groom Squad, etc. (where you participate without your horse). *Record any related cost in your Expense Record.*

Date	Contest	Placing	Comments







## **SUPPLEMENTAL INFORMATION**

## **SUPPLEMENTAL INFORMATION**

## **YOUR 4-H YEAR AGREEMENT**


At the beginning of each year, leaders, members, and parents should agree on expectations for member participation in the club.

We suggest the following:

- Attend a certain number of club meetings.
- Attend a certain number of project meetings.
- Serve as a committee member or officer.
- Do a public presentation.
- Keep a record book.
- Learn some new skills and knowledge.
- Have an exhibit. Work on a community service project.
- Do leadership activities.
- Participate in an out-of-club activity such as camp or conference.
- Be creative. (This is the leader's and member's opportunity to think of other things that could contribute to the 4-H experience.)

WASHINGTON STATE UNIVERSITY



*4-H Youth Development Program* 

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C0934