



## TIPS FOR COMPLETING A CECIL COUNTY 4-H RECORD BOOK



**4-H** records are a written description of your achievements in the 4-H and community. They document the knowledge and skills that have been learned; they also record your experiences in leadership, citizenship and community service. Even though they may seem like a waste of time now, record keeping will become important when you become an adult as records are essential for any adult to be successful. Also, as you become older it is nice to look at what you have accomplished and how you grew to be a proficient citizen.

There are several requirements for completing a Cecil County 4-H Record Book that include the following components:

- Sturdy Cover
- Cecil County 4-H Record Book Cover Page (Form)
- Table of Contents (4-H Member Develops)
- Cecil County 4-H Summary Record (Form)
- 4-H Story (4-H Member Develops)
- Cecil County 4-H Project Record(s) (Form)
- 4-H Photographs-Optional (4-H Member Develops)



Senior 4-H members (ages 14-18) are eligible to complete a 4-H portfolio instead of a Record Book. Please refer to the "Tips for Completing a Portfolio" on how to complete it.

Record Book forms are available in paper form from the Maryland Cooperative Extension, Cecil County Office or a club leader. Forms are also available online at: <http://www.agnr.umd.edu/Cecil>. Click on the "4-H Youth Development" link; once on the 4-H Youth Development page, click on the "Record Keeping and Forms" link. You can open up the forms in Microsoft Word and type in the forms and save them onto your computer. Remember to save the forms by different names (i.e. 2006 Cover Page, Swine Project Record). If you need to add a new row, simply put the cursor just beyond the outside end of the last row and hit enter.

If you have any questions contact the Maryland Cooperative Extension, Cecil County at 410-996-5280, 410-658-4041 ext. 5280 or E-mail April Hall at [adhall@umd.edu](mailto:adhall@umd.edu).

Below are some helpful hints and tips for completing the various components of your 4-H Record Book.

### ***Sturdy Cover (You can use the same cover year after year)***

The standard 4-H cover is recommended, but not required. It is 8 ½" x 11" and is available from the 4-H Office for \$2.00 each. If you do not purchase the 4-H cover you can use a sturdy report cover or folder with tabs. Three-ring binders are not encouraged because they are too bulky. All information should be securely fastened in the cover.

### ***Cecil County 4-H Record Book Cover Page (Replaced Annually)***

The 4-H Record Book Cover Page is to be completed by all 4-H members. This form is to be replaced each year the 4-H Record Book is completed. The cover page contains personal information, club membership information, 4-H goals, business meeting participation, club member and leader's signatures, and leader comments. After you finish your Record Book it must be reviewed by your club leader for accuracy and completeness. The leader is also asked to fill in comments before it is turned into the Extension Office. It is a good rule to give your Record Book to your club leader at least one week prior to the due date. Remember if you wait until the last minute you might not be able to locate your club leader for a signature. Also, remember to be courteous to your leader because it is not fair to them if you wait until last minute to get in touch with them.

## ***Table of Contents (4-H Member Makes Their Own)***

The table of contents lists all forms/categories included in the Record Book. Make sure the table of contents lists each project record form that is included. (i.e. Market Swine Project Record, Gardening Project Record, etc.) Marked section/tab dividers make it easier to maneuver through the Record Book.

## ***Cecil County 4-H Summary Record (Continually added to each year)***

The 4-H Summary Record form is to be completed by all 4-H members. This form is continuous for each year. What you do is add new information annually to the previous years form. That way you can look back at your accomplishments of all your 4-H years. It includes 4-H Projects Carried, 4-H Elected Leadership (offices), 4-H Committees/Volunteer/Promotional Leadership Activities, 4-H Community Service/Service Learning Activities, 4-H Communications, 4-H All Other Activities/Events Attended, Community/Religious/School and Other Non 4-H Activities, Life Skills and Knowledge Acquired Through 4-H, and Highlights of 4-H Year.

4-H Projects Carried - Fill in the year, name of the project (what projects you are registered for) and if the project was completed. (To complete a project that 4-H member must exhibit a project, do a project communication and complete the record for each project area.)

4-H Elected Leadership (offices) - Fill in the year, office and duty (i.e. if you were the secretary you took club notes, read club minutes and correspond with members and the leader). If you are not involved in this area, please note, "*none at this time.*"

4-H Committee/Volunteer/Promotional Leadership Activities – Fill in the date, role and duty (i.e. float committee -design and make the club float for the county fair). Promotional activity can include any articles you wrote and submitted to the newspaper, new members recruited to 4-H, etc. If you are not involved in this area please note, "*none at this time.*"

4-H Community Service/Service Learning Activities - Fill in the date, type of activity, location and hours involved. Community Service and Service Learning Activities include gathering donations for a cause, making items for a group in need or volunteer time as a 4-H member. If you are not involved in this area please note, "*none at this time.*"

4-H Communication Activities - Fill in the date, type of communication, title and location. Communications include demonstrations, visual presentations, talks, oral reasons in judging, and herdsman at county fair (if you talk with the general public about your project).

4-H All Other Activities/Events Attended - Fill in the date, name of activity/event and location. All other activities/events attended include items that are not listed on the summary form in another category. Items include workshops, classes, meetings, quiz bowl, judging, skills events, etc.

Community/Religious/School and Other Non 4-H Activities - Fill in the date, name of activity/event and location. These are non-4-H activity involvements that include, and are not limited to, sports, church, youth groups, animal associations, scouts, etc.

Life Skills and Knowledge Acquired through 4-H - Fill in the year, things learned and skills developed. Knowledge Acquired through 4-H includes learning to feed or show an animal, making a project, exhibiting a project, learning a new skill, etc. Some 4-H Life skills include:

- Managing - keeping records, wise use of resources, planning/organizing
- Thinking - problem-solving, critical thinking, decision making, learning to learn
- Living - disease prevention, personal safety
- Being - self responsibility, self discipline, character
- Working - teamwork, self motivation, contribution to group effort
- Giving - community service, leadership
- Caring - sharing, empathy, concern for others
- Relating - communication, cooperation, social skills, accepting differences.

(Targeting Life Skills Model, Hendricks, 1996)

Think...surely, you must have learned at least one new thing in 4-H.

Highlights of 4-H Year: List the best part of 4-H for the year. This could include winning an award, attending camp or the fair, enjoying an event, etc. (i.e. won grand champion in swine fitting & showing at the Cecil County Fair, having fun at Cecil County 4-H Camp, or Horse Hoopla, showing at the Maryland State Fair, etc.)

## ***4-H Story (4-H Member Makes Their Own)***

Your 4-H Story is a narrative of your experiences in 4-H for the current year. You should begin with information about yourself – your age, interests, parents, brothers and sisters, where you live, where you go to school, and when and why you joined 4-H. Tell about your 4-H projects, why you

selected them, what you learned, things you've tried and found both successful and not so successful. Share a special experience; tell about your leadership experiences such as offices held, committee membership and some of what you've learned. You may want to share your goals and how 4-H has influenced what you would like to do in the future. Include only one 4-H story in your Record Book that tells about all of your experiences. You can be as creative as you like when you write your story.

Your story may be hand written or typed. If you choose to use the computer, font size should be 12 point with margins of 1 inch. Stories may be up to a maximum of six pages in length; 1-2 pages is sufficient for juniors, 2-3 pages is sufficient for intermediates and 3-4 pages is sufficient for seniors. Please take time to review your story to insure use of complete sentences, grammar and correct spelling. If you are using a computer, take time to use spell check but also look it over because spell check is not foolproof.

### ***Cecil County 4-H Project Record(s)***

4-H Projects are designed so you, as 4-H members, can progress at your own pace through various learning experiences. Project records help you list everything you have done in your 4-H project during the current 4-H year. To complete a project one should do a communication activity, an exhibit, and complete the project record. These tips will help you complete the 4-H Project Record. Remember to complete one for each project area that you carry.

There are three different project records:

- Non-Animal Record
- Animal Project Record for Breeding and Companion Animals
- Non-Market Animal Record

The **Non-Animal Record** should to be used for non-animal projects such as public speaking, gardening, crafts, sewing, small engines, bicycle, shooting sports, veterinary science, etc. It should not be used for any animal project record.

The **Market Animal Record** should be used for market 4-H projects including meat goats, market dairy steers, market beef, market lambs, market broilers, market swine and market rabbit projects. (If you own both market and breeding animals in the same project area. (i.e. sheep: own market lambs and breeding sheep - you need to fill out the animal information section of the 4-H Market Project Record and all other information is to be put on the 4-H Animal project record). Make sure that you include your project exhibits and finances for both breeding and market projects in the Animal Project Record.

The **Animal Project Record** should be used for Breeding and Companion Animal projects including cats, dogs, horses, poultry, rabbits, small pets, breeding beef, dairy cattle, dairy goats, breeding meat goats, breeding sheep, and breeding swine projects. (If you own both market and breeding animals in the same project area (i.e. sheep: own market lambs and breeding sheep - you need to fill out the entire 4-H Animal Project Record). Make sure that you include your project exhibits and finances for both breeding and market projects in the Animal Project Record.

### **Cecil County 4-H Project Record (Non-Animal)**

Fill out the project area, when you started the project and when you ended the project. Fill out the project resources and manuals that helped you learn more about your project throughout the year. These resources can be books, manuals, websites, and even people like your mom, dad, sibling, or club leader.

Project Exhibits: Exhibits include all fairs and shows your project has been entered in that directly relate to the project record that you are completing. Fill in the date, exhibit (a description of the exhibit), location (where the event was held) and placing.

Project Activities: Activities include participating in judging, quiz bowl, skills events, workshops, and class participation that directly relate to the project record that you are completing. Fill in the date, name of the activity/event, and location.

Project Communications: Communications include demonstrations, visual presentations, talks, oral reasons in judging, and if you talk with the general public about your project at the fair. The communications should directly relate to the project record that you are completing.

Project Finances Income: Fill in the date, description of the income and the dollar amount of income. Total up all the income and record the amount.

Project Finances Expenses: Fill in the date, description of the expense and the dollar amount of the expense. Total up all the expenses and record the amount. Finally, review your income and expenses to figure out if you had a profit or loss in the project, and record the amount.

### **Cecil County 4-H Animal Project Record (For Breeding and Companion Animals)**

Fill out the project area, when you started the project and when you ended the project. Fill out the project resources and manuals that helped you learn more about your project throughout the year. These resources can be books, manuals, websites, and even people like your mom, dad, sibling, or club leader.

Project Animal Information: Fill out the animal name, animal ID (tattoo, registration number or tag number) if applicable, birth date of the animal, sex of the animal, breed of the animal, if it was bred by you? (Yes or No); color and marking of the animal; estimated height and/or weight; and starting and ending date of the animal. (If you are continuing with the project, note "continuing," instead of recording an ending date.) You can use two lines to record the information for each animal.

Project Exhibits: Exhibits include all fairs and shows your project has been entered at that directly relate to the project record that you are completing. Fill in the date, exhibit (a description of the exhibit), location (where event was held) and the placing.

Project Activities: Activities include participating in judging, quiz bowl, skills events, workshops and class participation that directly relates to the project record that you are completing. Fill in the date, name of the activity/event and location.

Project Communications: Communications include demonstrations, visual presentations, talks, oral reasons in judging and herdsman (if you talk with the general public about your project). The communications should directly relate to the project record that you are completing.

Management Records: Select one animal to be descriptive about and list its name.

Housing: Fill out the date, age of the selected animal, type of housing, length of time in the housing, bedding used, and estimated cost per day.

Feeding: Fill out the date, age of the selected animal, type of feed/quantity fed/day, length of time fed in days and estimated cost per day.

Health and Veterinary: Fill out the date, vaccination/illness or problem, treatment, time period for treatment/problem and estimated cost.

Equipment, Supplies and Other: Fill out the date, explain the item, and estimate the cost.

Project Finances Income: Fill in the date, description of the income and the dollar amount of income. Total up all the income and record the amount.

Project Finances Expenses: Fill in the date, description of the expense and the dollar amount of expense. Total up all the expenses and record the amount. Finally review your income and expenses to figure out if you had a profit or loss in the project and record the amount.

## **Cecil County 4-H Market Animal Project Record**

Fill out the project area, when you started the project and when you ended the project. Fill out the project resources and manuals that helped you learn more about your project throughout the year. These resources can be books, manuals, websites, and even people like your mom, dad, sibling, or club leader.

Animal Information: Fill out the name of the animal, 4-H identification tag number, breed of the animal, sex of the animal, start date and weight of the animal, finish date and weight of the animal, starting cost, selling price and rate of gain of the animal. Rate of gain is calculated by taking the pounds gained and dividing it by the number of days from beginning to end. You can use two lines to record the information for each animal.

Project Exhibits: Exhibits include all fairs and shows your project has been entered that directly relate to the project record that you are completing. Fill in the date, exhibit (a description of the exhibit), location (where event held) and placing.

Project Activities: Activities include participating in judging, quiz bowl, skills events, workshops and class participation that directly relate to the project record that you are completing. Fill in the date, name of the activity/event and location.

Project Communications: Communications include demonstrations, visual presentations, talks, oral reasons in judging and herdsman-if you talk with the general public about your project. The communications should directly relate to the project record that you are completing.

Management Records: Select one animal to be descriptive about and list their name.

Housing: Fill out the date, age of the selected animal, type of housing, length of time in the housing, bedding used and estimated cost per day.

Feeding: Fill out the date, age of the selected animal, type of feed/quantity fed/day, Length of Time fed in days and estimated cost per day.

Health and Veterinary: Fill out the date, vaccination/illness or problem, treatment, time period for treatment/problem and estimated cost.

Equipment, Supplies and Other: Fill out the date, explain the item and estimate the cost.

Project Finances Income: Fill in the date, description of the income and the dollar amount of income. Total up all the income and record the amount.

Project Finances Expenses: Fill in the date, description of the expense and the dollar amount of expense. Total up all the expenses and record the amount. Finally, review your income and expenses to figure out if you had a profit or loss in the project and record the amount.

### **4-H Photographs** (*4-H Member Makes Their Own*)

The 4-H Photographs section is optional. Pictures should be used to illustrate highlights of your projects or activities. Please label each picture with a caption explaining what you are doing in the picture. You should not include photos of you at school, church, on a family vacation, etc. You are limited to a maximum of six pages (3-4 is good) on 8 ½"x11" pages on one side only - not shingled. Secure pictures with rubber cement, not art corners or glue.

### **A Few Final Reminders**

As 4-H members, it is important that the work reported is all yours!

Sectioned tab dividers give a neater appearance to your completed book and make it easier for the reviewer to examine.

Keep notes and records all year long – it's a much easier process that way!

### **In your Record Book Do NOT Include:**

4-H Project Manuals

4-H Ribbons

4-H Certificates

4-H Event Program

4-H Premium Receipts

Loose Items