

# For the Record



## The Arizona 4-H Member's Guide for Completing 4-H Records



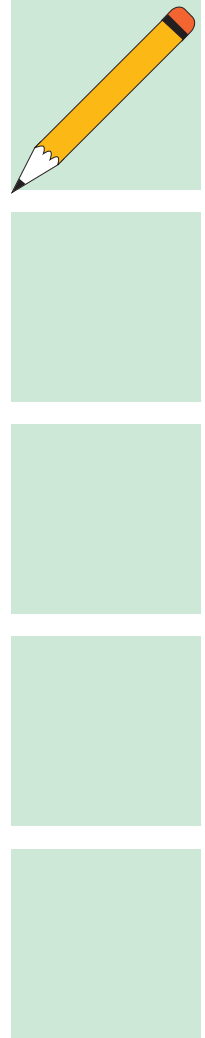
## Acknowledgements

**A**s in any project of this magnitude, many people helped provide input and creative suggestions along the way. Foremost, we must thank the Arizona 4-H youth who provided ideas and suggestions through focus groups, interviews and personal contacts. Their recommendations provided the basis for the current record keeping system.

In July 2009, a committee of 4-H Agents and the Assistant Director of Extension 4-H gathered in Phoenix for two days of intensive meetings to design record books that are to be used in every county in Arizona. The instructions contained in “For the Record” were adapted from a 1997 Montana State University 4-H document of the same name.

Grateful acknowledgement goes to the following people who labored through the summer heat to create the new Arizona 4-H record keeping system: Mike Hauser, Apache County 4-H Agent; Stephanie Shank, Yavapai County 4-H Agent; Brent Strickland, LaPaz County 4-H Agent; Darcy Tessman, Cochise County 4-H Agent; Kirk Astroth, Arizona 4-H Director.

## Have you ever thought that you could achieve a record in 4-H?



### No, not that kind of record!

This kind of record is the one which records your 4-H accomplishments and triumphs during the year. 4-H Records are cool! And fun! It's like writing your own personal history. Because records help you keep track of what you do. And they help you review what you've learned in your projects! Records are your way of saying:



4-H wouldn't be the same without records. They're an important part of completing each project. They help you set some goals, keep track of your attendance at meetings, record your demonstrations and talks and a whole lot more.

This booklet will help you learn how to keep better records, and complete your book each year – for fabulous prizes and recognition! Like what, you ask? Well, for instance, completing your record book can give you a sense of personal accomplishment. Records can:

- ★ Help you earn credit for completing the 4-H year –
- ★ Make you eligible to participate in other activities and win scholarships-
- ★ Give you the ability to earn fair awards –
- ★ Set your own record by setting challenging goals – and more!

Keeping records is a great way to develop your skills in communicating; organizing your time, documenting events and actions, evaluating your own efforts, setting goals, solving problems, keeping track of money.



Records are like journals – they’re a way to keep track of what you do and when you do it. Think of your records like an entry book, kept regularly. Even daily, if you want to keep track each day. The important point is:

**When something important happens, write it down.**

Your 4-H Records may be hand written in pen or pencil, type written or computer generated.

You’re doing this for yourself. What do you want to remember about your year in 4-H? It will be your record of progress. Remember – these are your records. Make them fun. Make them yours. Make them memorable. Add photographs.

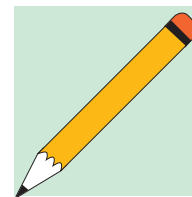
What’s the best way to assemble your records? There are two major record forms. Get copies of the Arizona 4-H record forms:

***Arizona 4-H Member’s Record*** (a cumulative record that is added to each year)

***Arizona 4-H Project Record*** (one each year, for each project you carry)

The rest of this booklet will guide you through the steps of filling out your record forms.

# How to complete your records



## Arizona 4-H Member's Record

Start with the "Arizona 4-H Member's Record" in the front. This record introduces the great, wonderful YOU! Who are you? What projects did you enroll in? What committees did you work on? What talks or demonstrations did you give? Participate in any judging activities, 4-H Community Service or other activities? What awards or recognition did you get? Add extra pages as you need them.

### Summary of 4-H Projects

List projects you have taken and put a check mark in the column for each year that you took that project.

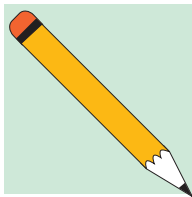
Project	Year 2009- 2010	Year 2010- 2011	Year 2011- 2012	Year 2012- 2013	Year 2013- 2014	Year	Year	Year
Rabbits	✓	✓	✓	✓				
Horse	✓	✓						
Foods & Nutrition		✓	✓	✓	✓			
Entomology		✓	✓	✓	✓			
Shooting Sports			✓	✓				
Vet. Science			✓	✓	✓			

### 4-H Leadership

List any 4-H leadership experience(s) that you have had. *Examples:* Elected or appointed office held, committee chaired or served on, junior or teen leader, helping younger members, Youth Adult Council or any role(s) that involved development of leadership skills. If you have not had any leadership experiences enter the year and then write "None" or "N/A" which means, Not Applicable.

Year	Level	Club/Project	What was your role? What did you do?
2009- 2010	L	Best Ever 4-H Club	Made poster for County Fair
2009- 2010	L	Best Ever 4-H Club	Chairman - Camp-out Food committee -help plan meals
2009- 2010	L	Fundraiser Committee	Committee Member - Sell tickets, and count money
2009- 2010	L	Secretary	Keep records of each meeting, call roll, write thank you notes.
2009- 2010	L	Jr. Leader	Helped project leader teach project lessons and take attendance at all project mtgs.

L = Local, C = County, S = State, R = Region, N = National



## 4-H Community Service

List all 4-H Community Service activities in which you participated as a group or individually. *Examples:* Sharing your time by visiting a retirement home or hospital, helping with a community event, serving others, donating time or items to individuals or groups in need, and/or beautification projects. You can use more than one line to explain your service project, if needed.

Year	Club/Group Conducting project	Service project description/ what did you do?	Hours spent
2009-2010	Best Ever 4-H Club	Took my rabbit to the nursing home to visit the elderly.	3
2010-2011	Best Ever 4-H Club	Purchased and Planted flowers in front of the public library	6
2011-2012	Best Ever 4-H Club - Vet. Science Project	Collected old blankets and towels for the animal shelter. Delivered them to the animal shelter	6

## 4-H Communication Skills

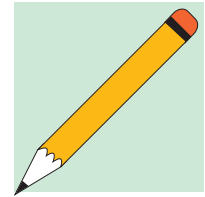
Record on this page your 4-H demonstrations, illustrated talks or prepared talks and speeches. Also record the level. A Demonstration is showing how to do something using props. An Illustrated talk is telling about something using props. Prepared talks or speeches are well-prepared presentations without props, and should be at least 2-5 minutes long. Use of notes for talks and speeches is acceptable.

Year	Title of Demonstration, Talk, Speech, Activity, Website Development, News Article written, TV or radio presentation.	Description	Number of times/ Where
2009-2010	My 4-H Projects	Gave a talk to the Lion's Club about my 4-H projects	1-C
2009-2010	The Horse Hoof	Illustrated talk about parts of the horse's hoof	2-L, 1-C
2011-2012	Raising Rabbits in Arizona	Newspaper Article	1-C
2012-2013	4-H Entomology	Gave project report to club about what we had been doing in the entomology project	1-L

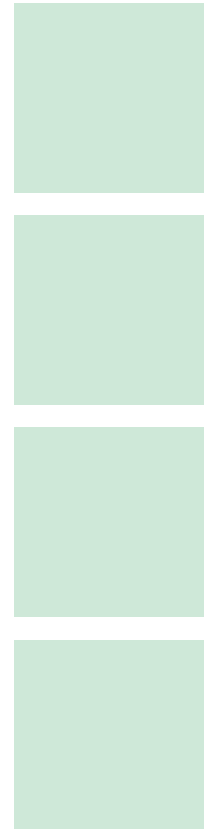
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## 4-H Contests, Activities, and Events

List any 4-H contests, activities and events you attended or participated in. *Examples:* Activities (e.g., camps, clinics, workshops, field days, exchanges, etc.) and Events (e.g. fair show, parade), or other special events such as National 4-H Congress, Citizenship Washington Focus, and JOLT. Summarize exhibits, judging contests, showmanship contests by event. If you have not participated in 4-H Contests, Activities or Events this year, enter the year and then write "None" or "N/A" which means, Not applicable.



Contest Activity or Event	Year	Year	Year	Year	Year	Year	Year	Year
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014			
Colorado River Small Stock Show (CRSSS)	✓	✓	✓	✓				
CRSSS-judging		✓	✓	✓				
CRSSS - showmanship	✓	✓	✓	✓				
County Officer Training		✓						
4-H Camp	✓	✓	✓	✓				



## ★ 4-H Recognition ★

Record significant and notable honors, awards ribbons and recognition received. One year per box. You may have lots of awards. There may not be room to list every award or recognition you receive. List most significant and most important honor first.

<b>Year</b>	<u>2009-2010</u>	Gold Seal on Record Book Colorado River Small Stock Show - Best In Show - Holland Lop
<b>Year</b>	<u>2010-2011</u>	Grand Champion Rabbit at County Fair County Demonstration Day - Blue Gold Seal on Record Book



## Participation Other than 4-H

List here any other youth development or community organizations and check the year.

Other youth development or community organizations	Year 2009-2010	Year 2010-2011	Year 2011-2012	Year 2012-2013	Year	Year	Year	Year	Year
Soccer	✓	✓	✓	✓					
School Band		✓	✓						
Library Book Club		✓	✓	✓					

## Your 4-H Story

### After your Arizona 4-H Member's Record comes your current year 4-H Story.

Your 4-H Story is a very important part of your record book. The 4-H Story is where others will learn about you, what you are like and what type of young person you are. It should reflect your personal feelings about your experiences in the 4-H program during the past year. You may be creative in the way you write about your 4-H year. Personalize your 4-H Story and make your 4-H story interesting to read.

Juniors: one page maximum.

Seniors: three page maximum.

You may be creative in writing your 4-H Story. Listed below are sample perspectives to follow in writing your 4-H Story. You may use one perspective or a combination of perspectives or choose a different perspective in writing your 4-H Story.

Samples:

**Tell about your 4-H projects.** Explain why you chose those projects; describe some of the activities you participated in and what the impact was. What challenges and successes did you encounter and how did you deal with those experiences?

**Write your 4-H Story from the point of view of your project.** Put yourself in the place of your project. Tell about your 4-H experiences from your project's perspective. What unique insights did you discover about yourself and your project(s)?

**What has your 4-H experience taught you?** How has 4-H made you a better leader? How has 4-H helped you develop financial management and business skills? How has 4-H encouraged you to make contributions to your community? What influence has 4-H had on your career and personal goals?

**Write to the four essentials elements of 4-H** – Belonging, Independence, Generosity and Mastery. Share specific insights learned in any or all of these areas. Give examples where you learned about the essential element. Describe the impact of what you learned.

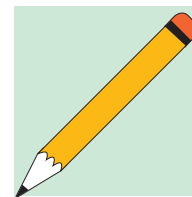
**Select one specific moment or event from the year.** Describe the scene in detail. Paint a detailed picture using words. Then describe what you learned from that experience and your feelings. Explain why you chose that specific experience.



## 4-H Photographs (optional)

### After your current year 4-H Story come your current year 4-H Phtographs.

You may include up to three pages of photographs, attached to one side of the paper, illustrating different aspects of your 4-H experiences this year. Your photographs should be action oriented and should illustrate learning by doing, contributing and leading. Include labels that tell who, what, when and where. Photographs may not overlap. Note: Photographs are limited to 3 pages. Select the photos that are most representative of your 4-H year.



## Arizona 4-H Project Record

**Next comes the Arizona 4-H Project Record.** You'll need one of these for EACH project you enroll in. This is where you keep track of important events and activities in each of your projects as you do them. This is also the place to keep track of expenses and income for your projects.

Be sure you have the front page filled out and that you, your leader and your parents sign it at the **end** of the project.

### Project Goals

At the beginning of your 4-H project, list goals—what do you want to make, learn, or do in this 4-H project?	What steps are needed to reach your goals?
1. Produce a good steer with excellent meat quality	1. Learn about frame scores and use them to select a good calf
	Learn about the proper feed for my steer and feed and water him properly every-day.
	Exercise my steer so that he develops good muscle
2. Find out about the different products that come from beef animals	2. Look up online or in a book to find out about beef by-products
	Ask my leader
	Look at the grocery store.
3. Tame my steer so that I can lead him safely in the show ring.	3. Get my steer used to me being around by always feeding and watering him twice a day
	Find his sweet spot and scratch him so that he will like to have me do that
	Get him used to having a halter on and practice leading him every day.
	Take him to a club showmanship practice



## During the year, describe project activities completed and meetings attended.

Date	Description
09/12/09	Project meeting - learned about nutrients. Water is important nutrient.
10/10/09	Project meeting. Learned about proper housing for steers. Discussed initial weigh-in.
Weigh-in	Animal weighed 850 pounds. He has to gain 200 pounds by April 22.
11/07/09	Livestock Quality Assurance. Learned how to be ethical with my steer.
11/14/09	Project meeting - Learned about withdrawal time for antibiotics
12/12/09	Learned about ultrasound. Saw an ultrasound done on a steer. Marbling looks gray. Marbling is fat in the meat. Filled out entry forms.
01/09/10	Project meeting - learned how to judge steers.
02/10/10	Project meeting. Went to club judging clinic and showmanship clinic. I practiced showing my steer.
03/18/10	County field day - participated in county livestock judging contest and showed my steer.

## Project Accomplishments

To be completed as goals are completed.

### Did you accomplish your goals? Why or why not? (include skills learned)

I am not sure if I produced a steer with good quality meat, but I learned about the proper nutrition and I fed and watered him properly twice a day, everyday. I have tamed my steer down pretty good. I have practiced with him every day. I am always the one to feed him or water him and he likes to be scratched under his chin. He follows me around and moos at me when he hears me get home after school. He can't wait for me to run out and feed him.

### Recognition received in this project

I got a blue ribbon at the county judging day and a blue ribbon on showmanship.

I don't know how I will do at the fair, but I hope pretty good.

### Will you take this project next year? yes Why?

Because I enjoyed it. I enjoyed working with my steer and being his friend.

### If you answered "Yes," What would you like to learn next year?

Next year I want to learn how to enjoy my steer without becoming too attached. Because I think I might cry when I sell him at the fair.





## Project Income and Expense Record

List animals, feed, equipment, materials, tools or supplies that you bought for your project. List any income you made if you sold project animals, items made, premium money earned in your project, etc.

Date	Item	Income	Expense
09/14/09	Steer		800.00
09/18/09	4-H beef project manual		5.00
09/14/09	2 bales of hay		40.00
	COB		35.00
10/10/09	2 bales of hay		40.00
	cob		35.00
11/14/09	2 bales of hay		40.00
	cob		35.00
12/14/09	2 bales of hay		40.00
	cob		35.00
01/08/10	2 bales of hay		40.00
	cob		35.00
01/08/10	Entry fee		10.00
02/14/10	2 bales of hay		40.00
	cob		35.00
02/14/10	Entry fees		8.00
03/20/10	shampoo		12.00
<b>Total</b>			1285.00

# Financial Summary



## Income

Closing inventory B.....(1) \$ 30.00

Income.....(2) \$ 00.00

**Total Income (add lines 1+ 2 = 3) (3) \$ 30.00**

## Expenses

Opening Inventory A .....(4) \$ 30.00

Expenses..... (5) \$1285.00

**Total Expenses (add lines 4+ 5 = 6) (6) \$ 1315.00**

**Results of my financial investment (Subtract line 3 - 6 = 7) (7) \$ -1285.00**

**How did you pay for this project?** my parents paid for it

**Now that you have completed the financial summary, what did you learn?**

It costs a lot to have a steer.

**How does this influence what you do next year?** I might take the rabbit project.

**What would you do differently?** feed my steer some cheaper feed.



## Thinking back on your year in this 4-H project...

At the end of your 4-H year, use this form to see what you might learned along the way. For example, as a result of your work in this project this year, did you learn how to use your time better? If so, you would indicate this in answer to question #3 below.

Follow the instructions below to complete this section.

Think back on your past year in this 4-H project. Below are listed some skills that you may have developed as a result of your 4-H involvement. Over in the columns to the right, rate yourself on these skills at the beginning of the 4-H year, and then now at the end of the year.	Back . . . at the beginning of the 4-H year when I first enrolled in this 4-H project				Now . . . after I have participated in this 4-H project for the year			
	CIRCLE ONE NUMBER FOR EACH STATEMENT				CIRCLE ONE NUMBER FOR EACH STATEMENT			
	No	Sometimes	Usually	Yes	No	Sometimes	Usually	Yes
1. Think about what might happen because of my choices.	1	2	3	4	1	2	3	4
2. Plan how to use my financial resources.	1	2	3	4	1	2	3	4
3. Use my time wisely.	1	2	3	4	1	2	3	4
4. Treat people who are different from me with respect.	1	2	3	4	1	2	3	4
5. Organize a group to meet its goal.	1	2	3	4	1	2	3	4
6. Contribute as a member of a team.	1	2	3	4	1	2	3	4
7. Accept responsibility for doing a job.	1	2	3	4	1	2	3	4
8. Choose activities that promote physical health.	1	2	3	4	1	2	3	4
9. Avoid risky behaviors.	1	2	3	4	1	2	3	4
10. Understand it is important to follow through on commitments I have made.	1	2	3	4	1	2	3	4

## Past Years

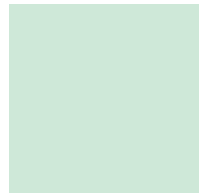
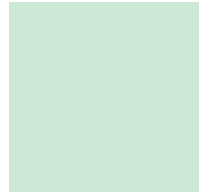
In the back of your record book, behind the current years records, story and photographs, include all of your past years 4-H records. Organize records by year, not by project.

### Tabbed dividers are recommended

Tabbed dividers are recommended to separate out the different parts of your record book.

### Turning in your records

At the end of the 4-H year, you are required to turn in these records to your 4-H club leader. All records will be checked for completeness at the county level. For completing your records, you can earn recognition. Record keeping can be fun. Strive to make your records unique and reflective of the “real” you. Over the years, your records will become a valuable journal of your accomplishments, trials and efforts through your 4-H career.





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