



King County 4-H Record Book



For all Junior, Intermediate and Senior 4-H Members

Decorate as appropriate to your project

Name: _____ Age: _____

Years in 4-H: _____ Jr__ Int__ Sr__ Grade: _____

Club Name: _____

4-H Calendar Year: Oct 1, 20__/Sept 30, 20__

Main Project: _____

Use this record book to record all that you do in 4-H this year in your **main** project (usually the project you spend the most time on). A project list can be found at <http://cru.cahe.wsu.edu/CEPublications/c1004e/c1004e.pdf>. Separate each section of the book with labeled tabbed divider pages (not decorated) and put in a 3-ring binder. It will look neatest if you use clear sheet protectors. You may type or hand-write your book. Seniors are to use pen. Indicate the year as 20__/_ to reflect the 4-H year. Do not leave blank pages. Write **NONE** if no activity.

Section 1: 4-H Calendar,

Oct - Sept

Record your clubs events and activities for the year. Include Fairs, contests, Super Saturday, county events, etc., as well as club/project activities and community service projects planned. Indicate if you attended with an X and a 0 if not attended.

Section 2: Main Project

Include in the following order:

Project Commitment Page: Your goal(s)

Signed agreement between you, your project leader, and your parent and needs to done at the beginning of the 4-H year. Goals should be specific. (Qualifying for State Fair is not a Goal. What you –plan to do to make that happen is a goal.)

Project Journal:

This is a log of all your activities relating to your project. Keep it up to date. List what you made, purchased, used, or did in your project. If you went shopping and purchased supplies, record the full price you paid, and also the time you spent shopping. Record the amount of time you spent doing any of the activities relating to your project. Page 8 and 9 are to face each other and you can use as many pages as needed. If you repeat a project activity daily, weekly or monthly, list that activity only once and indicate it as weekly etc. and the expense would be for the whole year. (fed cat daily, ½ cup dry cat food)

Project Add Pages:

Are not required.

Project and Financial Summary:

Before your book is turned in for judging, summarize your journal and record your purchases (costs), expenses, and time you spent on your project, and your items purchased.

My Project Highlights:

This page is for the end of the 4-H year. Look back at the Project commitment Page. Did you learn, experience, or try what you had planned? Write about how and why you did or did not. Also, write about your problems and solutions, your successes, and what you might do differently knowing what you now know, or plans for the future applications of your insights.

Project Photos & Highlights:

Use this one page for photos, newspaper clippings, etc., related to your project work. Use a title and dated captions and one page only please.

My Public Presentation:

Fill out all sections of this page. Use one for each different presentation if you give presentations on more than one topic per year.

Section 3: Your 4-H Story

Write about yourself and your 4-H year. Write it in the form of a letter at the end of the 4-H year.

- Tell about who you are.
- Tell about your project, why you chose it, and if you would choose this project again.
- Tell about your involvement in your 4-H club and other projects you may have done.
- Your favorite 4-H event.
- The most important thing you learned this year.
- Tell how you have grown or changed through your 4-H activities.

Supplemental Pages:

Use these pages for photos, clippings, programs, letters, etc. that relate to your club and community experiences that you talk about in your 4-H Story. Use dated captions for each. Maximum of two (2) Supplemental Pages allowed. Score sheets should not be included.

Section 4: (for all 4-H activities)

Permanent 4-H Record

Keep this record from year to year, recording your Leadership, Contests, Community Service, Fair Participation, and other activities that you were involved in that help you to learn and grow to maturity. Use as many of each page as necessary to keep track of your activities. Include all projects for the year.

4-H Planning Calendar

October	Date	Activity	Attended

November	Date	Activity	Attended

December	Date	Activity	Attended

4-H Planning Calendar

January	Date	Activity	Attended

February	Date	Activity	Attended

March	Date	Activity	Attended

4-H Planning Calendar

April	Date	Activity	Attended

May	Date	Activity	Attended

June	Date	Activity	Attended

4-H Planning Calendar

July	Date	Activity	Attended

August	Date	Activity	Attended

September	Date	Activity	Attended

Project Commitment

Project:

Years in this project:

GOAL(s): What I would like to do, try or make this year in my project	
Member Signature:	Date:

I have read the goal(s) and feel they are appropriate for this member	
Leader Signature:	Date:
Leader Comments (what they will do to help you reach your goal):	

How my parent(s) or guardian(s) agree(s) to help: (Such as providing transportation and needed supplies.)	
Parent Signature:	Date:

Project Journal

Date	What I Did or Made	How Much /Many*	Cost
Running Totals			\$

*Record the number made or accomplished, amount or supplies used, etc.



Time Spent	Income (if any)	Comments or what you learned
	\$	

Project Financial Summary

1	Total time spent on project: (from journal)	Hrs.
2	Income from Sale of Articles, if any:	+
3	Expenses (from journal)	-
4	Net Value of Project: (subtract line 3 from line 2, even if a negative value)	\$



My Project Highlights

What I Learned or Accomplished in My Project; What New Things I Tried:

Problems I Encountered, and Solutions I Tried:

(Continued on next page)

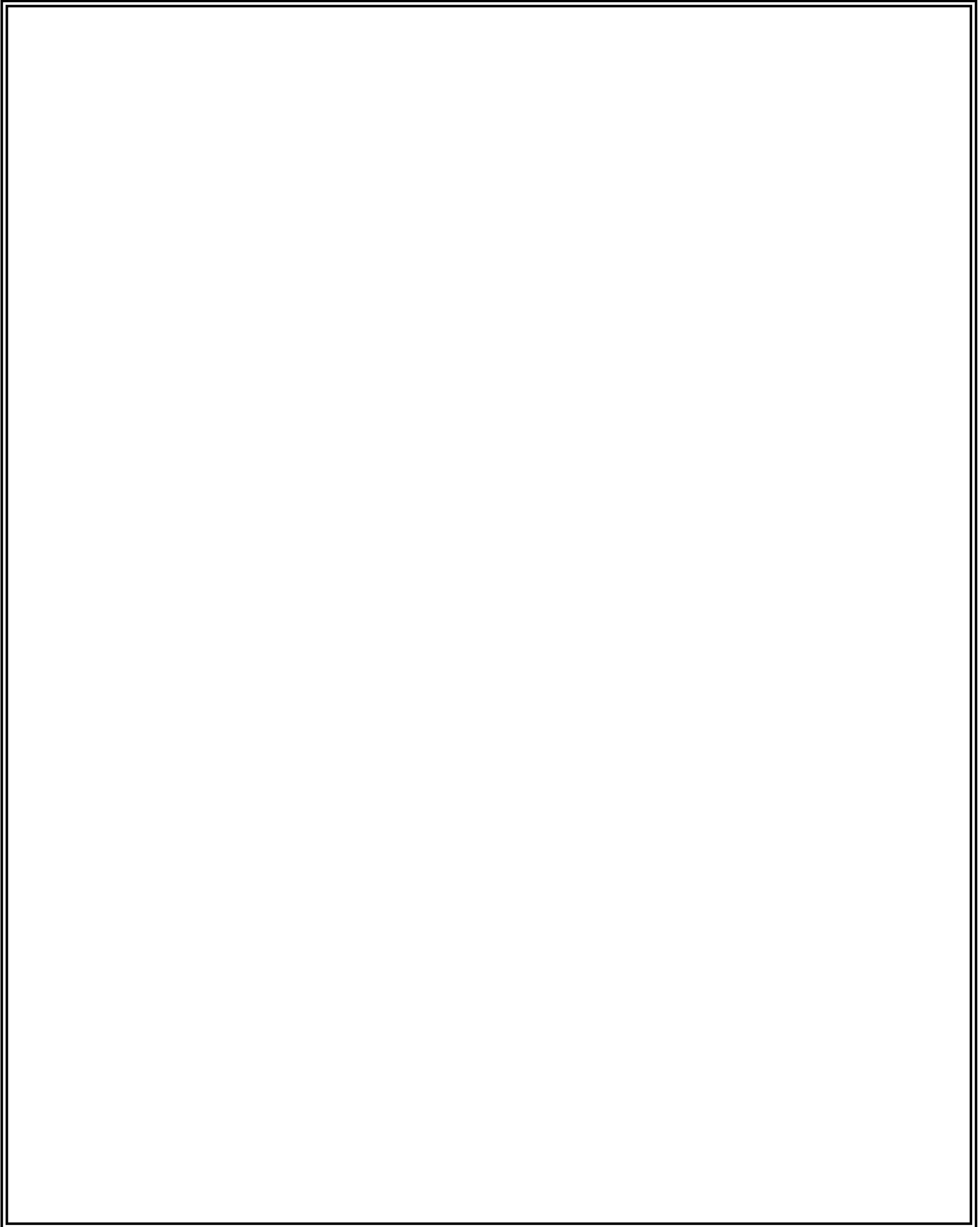
My Project Highlights

(Continued)

My Successes and Things That Went Better Than Expected:

Things I May Do Differently Next Time/Plans for Future Use of My Insights:

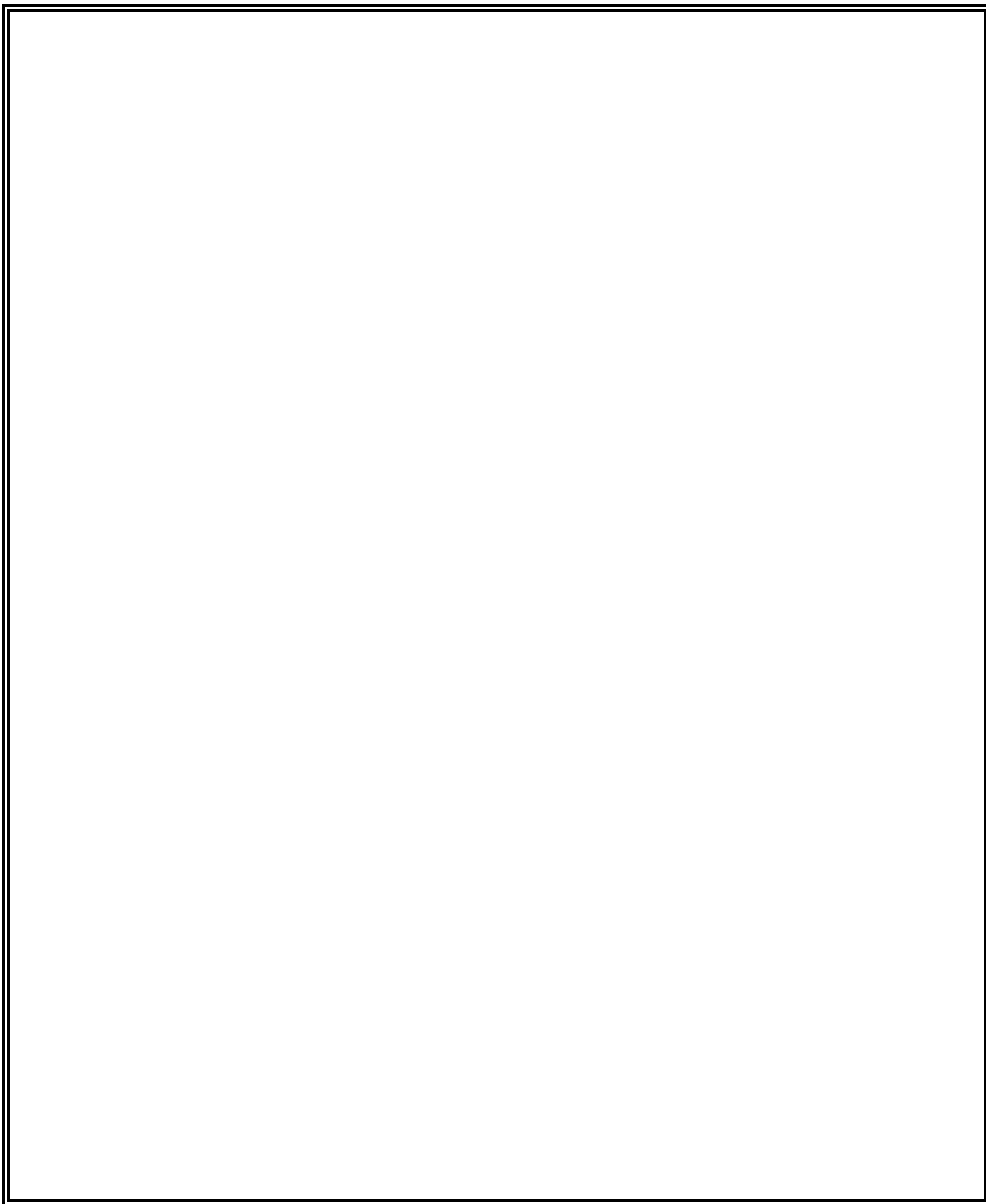
Project Photos and Highlights



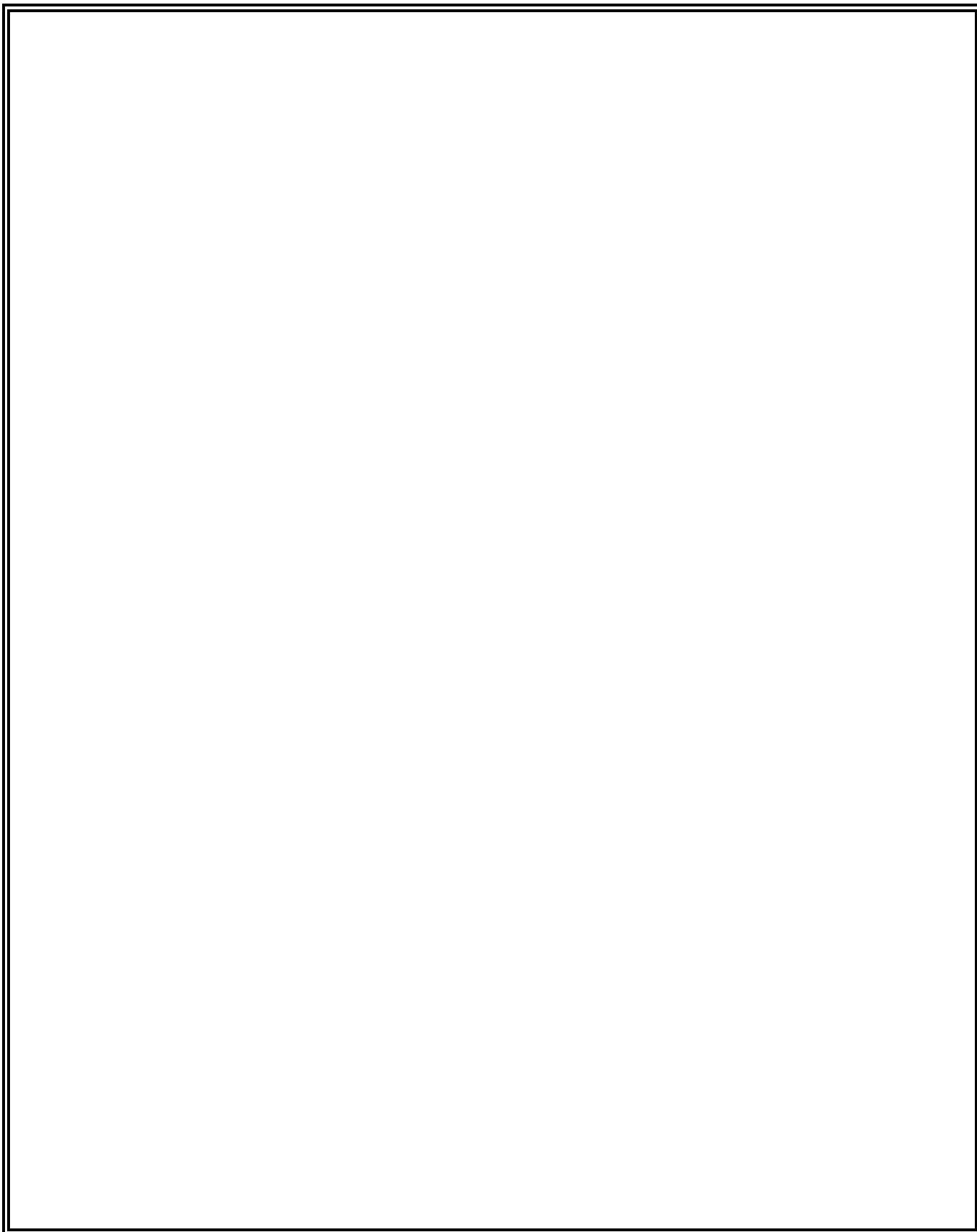
My Public Presentation

Illustrated Talk:	Demonstration:
Title:	
Catchy Introduction:	
My Topic:	
My Main Points:	
My Sources:	
I shared my presentation at:	
Award Received	Comments
Family:	
Club:	
County:	
County Fair:	
State Fair:	
Other:	
Ideas to improve my presentation or ideas for a future presentation:	
Date:	Idea(s)
Date:	Idea(s)

SUPPLEMENTAL INFORMATION



SUPPLEMENTAL INFORMATION



Permanent 4-H Record

Name: _____

Date I began this record: _____ Age I began this record: _____

LEADERSHIP

Offices, Committee Assignments, and other Leadership Activities

Include 4-H Club and County leadership positions.

YEAR	ACTIVITY	DUTIES	WHERE

FAIR(S) EXHIBIT SUMMARY

YEAR	PROJECT TITLE	EXHIBIT	WHERE	AWARD

4-H CONTESTS RECORD

List 4-H contests you entered other than at fairs:

YEAR	PROJECT	CONTEST	WHERE	AWARD

4-H JUDGING CONTESTS RECORD

YEAR	TYPE OF JUDGING	WHERE	AWARD

PUBLIC PRESENTATIONS RECORD

List all your public speaking, demonstrations, and illustrated talks

YEAR	PROJECT	TITLE	WHERE	AWARD

NON-COMPETITIVE 4-H EVENTS

Include workshops, camp, and other 4-H events.

YEAR	EVENT	WHERE

4-H PROMOTION

Include all ways you promoted or taught about 4-H to the public.

MONTH	YEAR	SERVICE LOCATION	DUTIES/HOURS

NON-COMPETITIVE 4-H EVENTS

Include workshops, camp, and other 4-H events.

YEAR	EVENT	WHERE

4-H COMMUNITY SERVICE

List all the ways you donated your time and talent for the community as a 4-H member. Be specific.

MONTH	YEAR	SERVICE LOCATION	DUTIES/HOURS

NON 4-H COMMUNITY SERVICE

List all other community service you offered as a member of your family, school, team, church, etc.

MONTH	YEAR	WHERE	WITH MY....	DUTIES/HOURS

NON 4-H CONTESTS

List any non-4-H contests that you entered which relate to your 4-H work.

YEAR	PROJECT	CONTEST	WHERE	AWARD

NON 4-H Activities

List clubs, church groups, sports teams ETC that you are a member of.

YEAR	ACTIVITY	WHERE

PARTICIPATION IN YOUR 4-H CLUB

YEAR														
Number of Club Meetings														
Meetings Attended														

MOST IMPORTANT RECOGNITION OF THE YEAR

Include the one award or honor that was most significant to you.

YEAR	PROJECT	MOST IMPORTANT RECOGNITION

RECORD BOOK JUDGING SHEET (King County)

	Complete		Incomplete	SCORE
Calendar	Every month has entries. Those activities attended are marked with an X. Activities not attended are marked with an O. County and state events are listed. (8 pts.)	Missing some entries or X / O mark (3-7 pts.)	Missing county/state events or more than a few X/O marks (0-2 pts.)	
Project Record	Commitment page is complete with specific goal(s); leader's and parents comments specific to goal with signatures; dated at start of the 4-H year. (9-12 pts.)	Goal not specific. Leader or parent statement not specific to member's goals. (487 pts.)	No goals stated or missing signatures or not dated at the start of the 4-H year. (0-3 pts.)	
	Project Journal has entries for meetings, what they did between meetings, and county and state events that are project applicable, Expenses are listed. Time spent is noted. Comments are noted (12-16 pts.)	Missing information in one or more areas. (5-11 pts.)	Very few entries and not enough comments to determine how project was progressing. Missing money spent or time spent. (0-4 pts.)	
	Financial Summary is complete and totals match with journal and project add sheet(s) (5 pts.)	Incomplete or totals do not match with journal and /or add sheets (1-4 pts.)	Summary is missing (0 pts.)	
	Project Highlights has all four parts complete and they reflect back to the goal(s) (12 pts.)	Highlights do not reflect back to goal(s) or is incomplete. (5-11 pts.)	Missing a majority of the information. (0-4 pts.)	
	Project photos page has captioned and dated photos that pertain to project and are not overlapped. (5 pts.)	Missing caption or date. Photos overlap. More than one page (1-4 pts.)	Missing page (0 pts.)	
Public Presentation	Title of presentation listed and each time and where given. All sections complete (5 pts.)	Demonstration title listed but missing information in other sections. (1-4 pts.)	No demonstration listed (0 pts.)	
4-H Story	Story is written in narrative form and addresses all six areas listed in instructions and provides the reader a picture of the member's 4-H year. (8-10 pts.)	Missing some of the areas to be covered or is not written in narrative form. (4-7 pts.)	Does not give the reader a clear picture of who the member is or how their 4-H year progressed (0-3 pts.)	
Supplement Pages	No more than two pages. Pictures are captioned and dated. (5 pts.)	Missing either captions or dates or includes info that should go in a scrapbook (3-4 pts.)	More than 2 pages .No captions or dates (0-2 pts.)	
Permanent Record Book	Year is correctly noted in each section. If no activity, NONE is entered. Community service required to be considered for member of distinction. (12-15 pts.)	Year incorrect or pages left blank (7-11 pts.)	No entries for current year or Information entered that is not part of the record book (0-6 pts.)	
Overall Appearance	Spelling and grammar correct. Neatly written or typed. All parts of record book completed. Assembled according to instructions with dividers properly labeled. (7pts)	Dividers not labeled. Spelling error. Sections out of order or incomplete. (3-6 pts)	Dividers missing. Multiple spelling errors. Multiple incomplete or missing section(s) (0-2 pts)	

Project add sheets are not required for the King county 4-H Record Book.

COMMENTS: