

## RECORD KEEPING

**QUESTION:** ..... What is a 4-H Project Report Book?

**ANSWER:** ..... A Project Report Book is a summary of all of your 4-H club work. A Project Report Book reports what, where, when, why and how many. *It is not intended as a scrapbook.*



**QUESTION:** ..... Why keep records?

**ANSWER:** ..... By keeping records you will be able to see how you have grown and what you have learned during the project year. Records measure accomplishments, allow new goals to be set based on past experience and develop a desire to improve. Records are the means for awards and recognition.

**QUESTION:** ..... Do I have to submit a Project Report Book?

**ANSWER:** ..... Yes, if you want to be eligible for awards and trips.

**QUESTION:** ..... How do I begin keeping records?

**ANSWER:** ..... Set up an organized system for writing down activities on a daily or weekly basis. There are two simple methods to follow.

**Method I** - Use the calendar or 4-H newsletter to write down what, where, when, how you participated, and how many attended/participated/were affected.

**QUESTION:** ..... At what age can I do a State Project Report?

**ANSWER:** ..... All 4-H'ers 14 and over as of January 1<sup>st</sup> submit state Project Report and Kay County Project Report Book. This first year is practice. 4-H'ers Project Report Books for 15 and over will be sent to state and must also submit a Kay County Project Report Book.

14.....		24
Share-The-Fun Contest	<b>EXAMPLE I CALENDAR</b>	County Rally
.....		Talks/Demos

**Method II** - Set up a notebook with project sections. Write down what, where, when, why, and how many for each activity or experience. Refer to your project manual for best system of recording for a specific project.

5-20-03 Purchased \_\_\_ pound (animal - Angus steer) for \$\_\_\_\_.(cost)

6-15-03 Treated \_\_\_\_\_ (animal) for \_\_\_\_\_(indicate treatment).

\_\_\_\_\_ (medication) was administered by myself/veterinarian at a cost of \$\_\_\_\_\_

9-1-03 Purchased show supplies (list items and cost) for \_\_\_\_\_ show.

9-2-03 Average daily gain for \_\_\_\_\_(animal).

10-05-03 Sold \_\_\_\_\_ (animal) for \$\_\_\_\_(price). Sale price \$ \_\_\_\_\_ minus total cost of raising animal \$\_\_\_\_\_ equals \$\_\_\_\_\_ profit/loss. (Charts may also be used - refer to a project manual for specifics.)

## EXAMPLE II - NOTEBOOK

It is important to write down the new things you learn as they happen. Be sure to include happy, sad, and funny things that occurred during the learning experience.

<b>3-4-03</b>	My first batch of biscuits were a mess. They were so heavy and hard that our dog "Barney" wouldn't eat them and "Barney" will eat anything.
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<b>6-10-03</b>	I was looking forward to my gilt farrowing her first litter of pigs. She farrowed last night and out of a litter of 6 she lost 3. They were so cute and it was sad that they didn't even get a chance to live. Dad had me dig a hole two feet deep to bury them. He didn't want coyotes digging them up.
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**Do not** keep a box of miscellaneous items such as programs, pictures and ribbons. **Ninety percent of the important facts will have been forgotten.**

**QUESTION:** Is there anything that will help a beginner get started?

**ANSWER:** Visit with your local club leader.

Attend record keeping workshops offered on the local and county levels.

Get a copy of the county medal form and record keeping forms from your local club leader or the Extension Office.

Use your member handbook and a notebook to record activities on a daily or weekly basis.

Keep each copy of your county newsletter in a notebook and highlight the activities that you participated in.

**QUESTION:** How do I develop a good project record?

**ANSWER:** When you enrolled in a project, it was because you were interested in learning about that topic. Write down what you want to learn during the next year.

These things will be your "goals." Direct your experiences toward these goals. Write down what you learn each time an activity is completed that relates to a project.

Refer to 4-H project manuals for specific program goals and project activities developed by University Specialists.

Progress at your own speed. At the end of the year, look back at your records to see how you have become more skilled and knowledgeable about a project. The records will show how you have gradually learned to accept more challenging activities.

**QUESTION:** Do I need to take pictures of my 4-H club work?

**ANSWER:** Definitely! Pictures help to tell a story and show what you have learned. The pictures should show action and growth, document the project work, and reinforce the items recorded.

**QUESTION:** Should I do things outside my main project work?

**ANSWER:** Certainly! Become involved and learn about your community, its citizens, and the community needs. Become involved in community service projects.

Guide and teach fellow 4-H members using your experiences and knowledge.

**QUESTION:** What do I do with my previous year's work?

**ANSWER:** Put current year in front of previous year with tabs to indicate year. Leave everything in book.

**QUESTION:** How do I get the most out of 4-H?

**ANSWER:** Have fun and get involved. There will be many opportunities offered throughout the year. Do not be afraid to take part or attend any activity.

**Read your newsletter each month for opportunities and updates.**

Experiment and try different projects and experiences or even create your own project. Take time and give each project a chance. Do not pass judgment after one or even two bad experiences. Do not limit yourself to the projects enrolled in at the beginning of the year. Branch out.

**HAVE FUN WHILE YOU LEARN!!**

### **SIX STEPS TO RECORD KEEPING**

- 1<sup>st</sup> Select Project**
- 2<sup>nd</sup> Read Project Manual**
- 3<sup>rd</sup> Set Personal Goals**
- 4<sup>th</sup> Plan Your Work**
- 5<sup>th</sup> Work Your Plan**
- 6<sup>th</sup> Record Your Work**

### ***WHAT IS THE DIFFERENCE BETWEEN LEADERSHIP AND CITIZENSHIP?***

**Leadership:** Is planning and organizing or leading an activity or project.  
Example: Planning- and conducting a trash pick-up day for your local club.

**Citizenship:** Is assisting with an activity or event.  
Example: Helping by mowing the community church yard.

County Project Report Books are for 4-Her's who are age 9 through 13 of the current program year.

State Recordbooks are for 4-Her's 14-years of age and older of the current program year.

The 14-year old book will not be sent on to State but will be judged at the County Level (the first year is for practice). A County Project Report Book will also need to be completed and submitted with the State Book for County medal awards.

See your leader or the Extension Office for forms and additional instructions.

Watch the newsletter for County Project Report Book due date.