Lake County 4-H Record Book Guidelines

General Information:

- ✓ Record books should be typed or neatly hand written.
- ✓ Record books should be prepared by the 4-H member with minimal assistance from the parents/guardians.
- ✓ Completing your record book should be an ongoing process. This should not be done all at one time.
- ✓ Only include the parts that apply to your 4-H year.

Record books should be arranged in the following order:

1. Lake County Project Area Pin Record

- ✓ You use the same project area pin record sheet for your entire 4-H career, however every year you will have a new pins page. This page should be turned in at the end of the 4-H year so we know which pins you are applying for.
- ✓ To earn a pin in a project area you need to: be enrolled and have entered a project in that area for three years.

2. 4-H Member's Annual Report

- ✓ A new annual report is required every year.
- ✓ Fill out as completely as possible.

3. Meetings/Activities

✓ Indicate if you attended the meeting, what your role was at the meeting (hosting, saying the pledge, etc.), and what other 4-H activities you participated in that month.

4. Accomplishments/Leadership

✓ Check off all accomplishments you have achieved this 4-H year. List details when necessary.

5. Cumulative Reports

- ✓ Only include the cumulative reports that apply to your 4-H year.
- ✓ Every project area needs a different page.
- ✓ You add to the same page every year until you run out of room.
- ✓ List all events you participated in or projects you exhibited this 4-H year.
- ✓ Be specific about ribbon placing and other awards received.

6. Livestock Exhibit Financial Record

- ✓ Calculate your profit/loss by listing all income and expenses for the year.
- ✓ Every project area needs a new financial record.
- ✓ Place the financial record behind the corresponding livestock cumulative report.
- ✓ Livestock Exhibit Financial Records are not cumulative, you need a new sheet every year and for every project area.

7. **4-H Story**

✓ Summarize your 4-H year by answering the questions provided.

8. Photographs

✓ Identify pictures with a short caption or explanation.

9. Clippings

✓ Underline or highlight your name in the clippings.



Lake County 4-H Member's Annual Report Year _____ - ___



Name:	Club:
Address:	
Date of Birth:/	Age (on Jan. 1 of current 4-H year) Years in 4-H:
Parents'/Guardians' Names:	
Club Leaders:	
Club Officers	
President:	Vice President:
Secretary:	Treasurer:
Reporter:	Other:
1	ı like to accomplish this 4-H year?)
3.	
o	
My Club Goals (As a club, who	at would you like to achieve together this 4-H year?)
/	

4-H Meetings/ActivitiesUse this page to make brief notes about responsibilities, accomplishments, and leadership roles at 4-H club meetings and other 4-H activities. (Examples: community service, 4-H week, project days, YIA events, state fair, state horse show, etc.)

Month	Attended the meeting	Club Meeting Summary (what was your role at the meeting?)	Other 4-H Activities this Month
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			
September			

4-H Accomplishments/Leadership

<u>Directions:</u> Put a check mark or X next to the tasks you accomplished this year. If done more than once, write the number of times completed.
First year members only: I learned the 4-H pledge.
I was a host or hostess for our club meeting.
I led the pledge at a meeting.
I participated in the following leadership events:
4-H Camp
Teen Leadership Camp
Performing Arts Camp
Citizen Washington Focus Trip
I earned the following special awards:
Showmanship
Round Robin
Small Animal Showmanship Showdown
Herdsmanship (earned as a club)
Other awards not listed
I was elected of our club.
I served as a junior leader (Achievement Days pet show, kid's games, premium sale BBQ).
I helped with the following community service projects (list):
I promoted 4-H in the following ways (list):
I was involved in these church, school, and community activities other than 4-H (list):

Cumulative Report 1: Youth-In-Action

Special Foods, Public Presentations, Fashion Revue, Consumer Decision Making Contest, Horticulture Skill-A-Thon, Robotics & Engineering Challenge, Rabbit Skill-A-Thon, Dairy Judging, Poultry Judging

<u>Directions:</u> List the year, youth-in-action event, description, ribbon placing, and any other awards received in that event.

Year	YIA Event	Title/Description	Ribbon P	Ribbon Placing County State	
			County	State	Awards

Project Area: _	
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Cumulative Report 2: Display Exhibits

Examples: visual arts, clothing & textiles, home environment, photography, hobbies & collections, child development, foods & nutrition - see current state fair book for full list of project areas

<u>Directions:</u> Write the applicable project area in the space provided. Then, list the year, division/description, ribbon placings, and any other awards received in that project area. Continue to add to this page every year.

Year [Division/Description	Ribbon Pl County	acing	Other Awards
		County	State	

Cumulative Report 3: Animal Exhibits

Examples: swine, sheep, horse, beef, goat, poultry, rabbit, dog, companion animal

<u>Directions:</u> Write the applicable project area in the space provided. Then, list the year, division/description, ribbon placing, and any other awards received this year in that project area.

Year	Title/Description	Ribbon Pl County	acing	Other Awards	
		County	State		

Care, Labor and Outcomes Record

Purpose of a care, labor & results record is to clearly understand demands and outcomes of your animal project during the year and showcase the time put into the project area. In outcomes, address if you complete your goals for this project.

<u>Labor</u>	<u>Hours Spent</u>	What did you do? Describe care for your animal(s)
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
September		

ncome Record		
Date	Item	Income
		(A) Total Income:
Expense Record	Hama	Cost
Date	Item	Cost

(B) Total Expense:

Profit/Loss (A - B = profit or loss):

<u>Directions:</u> Use the following chart to calculate your profit/loss. Include ALL exhibits in a project area.

Livestock Exhibit Financial Record

Project Area: ____

Cumulative Report 4: Shooting Sports

<u>Directions:</u> Complete the following information about your shooting sports experience. Every year start a new cumulative report.

Partici	pant	Goals	S
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1.		
2.		
3.		

Project Reporting

Check the areas you are participating in this year.

Archery BB Gun Air Pistol Air Rifle 22 Pistol .22 Rifle 22 3-P Shotgun

Financial Record

Muzzle loader

List all shooting sports expenses for this year. This includes all equipment purchased (Ex: guns, bow, ammunition, gear) and all fees paid (Ex: local registration, state shoot fees, national competition expenses).

Description of Items Purchased or Other Fees		Cost
T. L. L.		
Total:		

Community Service Efforts

What community service efforts related to shooting sports did you complete this year? (Ex: setting up for the pheasants forever banquet, cleaning the trap club)

Description of Community Service	Date

Learning Activities

List talks or demonstrations, posters or projects exhibited at Achievement Days related directly to shooting sports, or any state or national competitions attended.

Learning Activity	Location	Date

Awards & Recognition

Ex: ribbon placing at state shoot and any other special awards

Event	Award/Ribbon Placing	Date

Shooting Sports Story

*Complete this if shooting sports was the only project area you were involved in this year. If you were involved in other parts of 4-H, please complete your 4-H story instead.

Type or write a narrative about your 4-H shooting sports project this year in the space below. Add pages as needed. Please include the following:

- Did you accomplish the goals you set at the beginning of the year? Why or why not? Please explain.
- What did you enjoy most about shooting sports this year?
- What were your accomplishments? (Ex: Did you make it to state? Improve your scores?)
- In what ways did you share your knowledge of shooting sports with others?

4-H Story

<u>Directions:</u> Write or type a summary of your 4-H year in *complete sentences*. If you are beginner (8-10 years old) you can hand write your story. If you are a junior or senior, you must type your story and attach it.

Answer these questions as you write your story:

- What was your favorite part of 4-H this year?
- What problems or challenges did you face this year?
- What were your successes or achievements this year?
- What goals did you accomplish this year?
- What did you learn about yourself through 4-H?
- What did you learn in 4-H that relates to other parts of your life?
- What are your plans for the next 4-H year?

*If you only participated in the shooting sports project area your shooting sports story will count as your 4-H story and you do not have to complete this part.			