

Record Book Tips

Cover

This is the easiest page in the record book! Complete this page soon after you download your record book.

Double check that you downloaded the correct book for your age. The title will have one of the following age divisions on it. Your age division will be determined by your age as of December 31st.

- Junior: 8 -10 years old
- Intermediate: 11-13 years old
- Senior 14 -18 years old as

Fill in member's name, club, county, birthdate and age on the cover.

Livestock books: Mark your projects with an X in all the appropriate boxes that match your species with the project type (market, breeding, egg, etc.). Also fill out the number of years you have taken this project including the current year (first years will put 1). If you have more than one project, you will have more than one box marked. Make sure to mark all the livestock projects that you have sign up for on 4-H Online.

Sign and date the project agreement. The 4-H year starts October 1st. When sign up for 4-H, you have officially started your project.

2017-2018 Colorado 4-H Junior Livestock Record
For Use by Members 8-10 Years Old

Please check all the projects you are in this year and fill out names. Then print and sign this form at the **start** of your project.

Project Species	Market	Years in Project	Breeding*	Egg*	Years in Project
Beef					
Swine					
Poultry - Chicken					
Poultry - Turkey					
Poultry - Duck					
Poultry - Other					
Other Livestock					
Other					

Name: _____
 4-H Club: _____
 4-H County: _____
 Birth Date: _____
 Age as of December 31: _____

PROJECT AGREEMENT
 I will be responsible for feed, care, and management of my animal. I will keep good records and share my record book to complete my project. I will be responsible for management decisions concerning the health, welfare, profitability, and product quality of my project.

Member Signature: _____ Date: _____

As a parent or supervisor, I realize that animal projects require a considerable amount of expense and labor. I will support this youth in his/her efforts and allow him/her to learn as much as possible from the experience. The youth is expected to be responsible for feed, care, and management decisions affecting the project. I will help where needed by giving guidance and instruction.

Parent Signature: _____ Date: _____

4-H Project Record
 Cake Decorating - All Units
 2017-2018

Project: _____ Name: _____
 Unit Number: _____ 4-H Club: _____
 and/or Title: _____ County: _____

Year in this Project: _____
 (Indicate current year)

Age Group (check one):
 Junior (8-10)
 Intermediate (11-13)
 Senior (14-18)

Birthdate: _____
 (mm/dd/yyyy)

Age _____
 (As of December 31, 2017)

Project and exhibit guidelines for each project are listed in the State Fair Exhibit Requirements available on the web at www.colorado-4h.org

I declare that the information in this book is correct and all 4-H requirements have been completed to the best of my knowledge.

Member's Signature _____ date _____
 Leader's Signature _____ date _____
 Parent/Guardian Signature _____ date _____

Goals

Members are encouraged to develop goals that are focus on life skills and are related to their project. Examples of life skills include decision making, record keeping, working with different types of people, respecting animals and people, using a computer, completing a project successful, responsibility, and work ethic.

Juniors have a list of questions relating to their project. Answer the questions.

Intermediate and Seniors are asked to develop SMART goals and To Do's.

Tips for goal writing:

- Choose goals that fit your interest or plans that you already have for your project.
- Thoughtfully develop your action plan (To Do's) to help you meet your goal.
- Display your goals some where you will see them regularly. Reflect on your progress regularly and check to see if you are completing your To Do's.

SMART GOALS: Don't know how to write a SMART goal?

Follow the worksheet on the next page or answer the following questions for help.

- **Specific:** Is this goal detailed enough so someone who doesn't know the club would understand what the goal is about?
- **Measureable:** How will you know the club has reached this goal? Is there a clear way to measure success?
- **Attainable:** Do you have complete control over accomplishing this goal?
- **Realistic:** Does the club have the resource they need to meet this goal?
- **Timely:** When do you want to have your goal accomplished?

GOALS

Identifying goals and how you are going to reach those goals is important to help you become more skilled and knowledgeable about your project and other parts of your life. Goals may be personal or specific to your project. Ask yourself, "what do I want to accomplish this year?" Record **TWO SMART goals** that are **Specific, Measureable, Attainable, Realistic and Timely** each with two "To Do's" that will help you complete your goal. List complete sentences.

See Record Book Guide for help on writing SMART goals.

Goal A	
"To Do" Plan	1
	2
Goal B	
"To Do" Plan	1
	2

Knowing the contact for your local veterinarian is important for all animal owners in case an animal gets sick or hurt.

Name & Phone Number of Veterinarian: _____

SMART Goal Worksheet

S	What would you like to accomplish this year? <i>What is your specific goal?</i>	I want to
M	How will you know if you have reached your goal? <i>Make your goal measurable</i>	I will know I have when
A	Is this goal possible? <i>Is your goal achievable or realistic?</i>	I know I can because
R	Do you have everything you need to meet this goal? What do you need to learn? <i>What resources do you need?</i>	I will need help with
T	When will you complete your goal? <i>Make your goal timely?</i>	Date to complete:
How will you work toward your goal? Record To Do's that will help you meet your goal.		1.
		2.

Record Book Tips

4-H Involvement/Participation

The involvement and participation pages are important for learning more about your project and your community. It is part of the 4-H motto "To Make the Best Better". This page is page 14 in the 4-H Livestock Record Book and page 2 in general projects.

Community Service/Citizenship

Community Service is an important part of any 4-H project. Be sure to include all community service that you do. Community service activities must benefit people who are not related to you. If you receive any sort of compensation for this activity it becomes a job and not a service activity. Compensation includes money, services favors such as reduction in board or other fees. It is important to be very specific about activities and results. Community Service activities should show increasing complexity and growth over the years.

Citizenship is a very important part of your 4-H work. Responsible citizenship is an individual's demonstration of love and devotion in response to duties, rights and privileges as a member of a community or country. It includes loyalty to one's place of residence (city, state, county); the entitlements and privileges of citizenship, including voting, protection, participation in government; obligations of citizenship; and, appreciating and valuing diversity.

Leadership

Leadership is an important part of any 4-H project. You should grow in this area by taking on more complicated leadership roles each year. As you grow you should be taking on more responsibilities such as running your club, becoming a junior leader or taking on leadership roles at the county and state levels in 4-H. Extend your leadership skills to other organizations and groups outside of 4-H. When writing about your leadership experiences, be very specific. It is not enough to say that you are president of your 4-H club. You must say what you did as the president; for example, ran 10 club business meetings, met with leader 6 times to set up yearly program for the club, etc.

In addition, evaluate each activity carefully to determine if it belongs in the leadership section. For example, serving on a committee is not always a leadership experience. Being in a leadership role on a committee would be listed in this section. This would mean that you were in charge of organizing the committee and insuring that the committee worked to accomplish its task. You need to be specific about what you did that enabled the committee to carry out its function.

Learning/Judging

On the Project Record the member must demonstrate that he/she has taken part in learning experiences related to this project and document the skills learned. This can be done through the participation in project meetings, expos, other contests or even learning how to judge your project. A good example would be livestock judging. Another would be being asked to judge a cookie contest for your local hospital. This section also includes where did you exhibit your project.

Demonstrations/ Presentations/Speeches

All members need to complete 1 demonstration or presentation on their project. In a demonstration or presentation, you should show and tell how to do something related to a 4-H project that you are enrolled in. You may also show how to make something or how something works. A good demonstration or presentation has 3 main parts: Introduction, Body and Summary.

INVOLVEMENT RECORDS

4-H Members must complete a community service activity and a demonstration in order to complete their project. The 4-H program also provides additional opportunities for leadership, exhibition, and judging. Record your involvement in these areas which may be within or outside of 4-H. Record "none" or N/A where it applies. Add more lines as needed.

What did you do for your community? How did you practice citizenship?	Date, Hours	What did you learn?
What did you demonstrate? What speech(es) did you give?	Date	What did you learn?
How were you a leader or helpful to others? What leadership events did you attend?	Date	What did you learn?
Where did you exhibit/show? What judging activity(s) did you do?	Date	What did you learn?

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Senior Livestock 2015-16

How I Participate in 4-H!

Categories of Participation	Total this Year	Description/Project Title
4-H Projects you are taking this year		
What activities helped you learn the skills for this project? (project meetings, workshops, classes, contests, etc.)		
What Leadership Development experiences did you participate in? (Club, State, County, committee chair, L.L.C., C.L.C., YouthFest, State Conference, Jr./Teen leader, pledge leader, etc.)		

4-H	Date	Hours	Activity/Title	Location
Citizenship/Community Service				
		NA		
Demonstrations/Presentations/Speeches		NA		
		NA		

Record Book Tips

Story & Pictures

Your story and photos tell the reader more about your project. The story tells more about the 4-H experience. Each record book as a guide to help you compose your story. The story should be written on a separate piece of paper. The story should not be longer than 3 typed pages.

Parts to include in your story:

- About Me
- 4-H Project and Activities
- Leadership and Citizenship
- 4-H's Impact on you

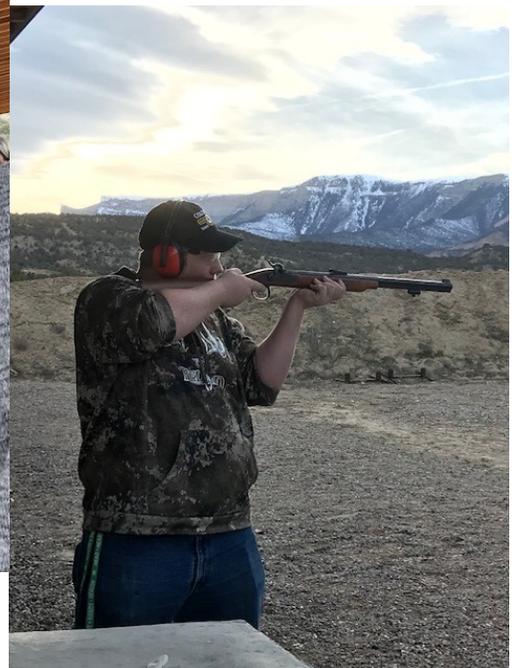
Your photo pages should have a minimum of 4 pictures. Each picture should have a caption about what is happening in the photo. The photos should tell the story from the beginning of your project until completion of fair.



Ben teaching the parts of the muzzleloader rifle as the Teen Muzzleloading



Ben teaching how to load a muzzleloader rifle as the Teen Muzzleloading



Ben demonstrating how to hold a muzzleloader rifle as the Teen Muzzleloading

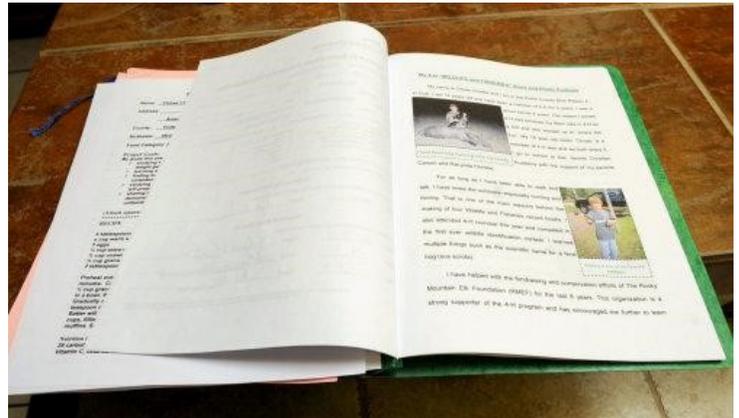
Record Book Tips

Completing your book

There are a few steps to completing your record book. Below is a list that will help you.

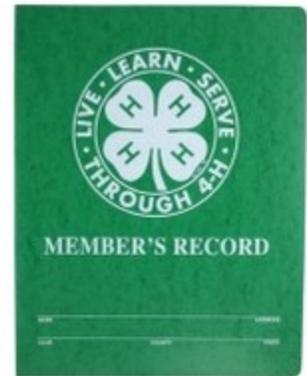
Put your pages in order in a small 3-ring binder.

- Use a small binder no larger than 1 inch for your record book
- If your project requires your manual (Vet Science, Leadership, etc.) include it in the binder as well.
- If your records are small you may pick up a 4-H Record Book Cover at the CSU Extension Office for a small fee.
- You can also purchase a small binder that has foldable prongs.



Review that you have completed all information.

- Livestock and Horse Record Books
 - Columns have project title
 - Columns total correctly
 - Rows total correctly
- General Projects
 - Include your manual if required to complete activities for your project.
 - Check your math for expenses and income



Make sure that your leader and parents have signed your record book.



Judging

All general projects will need to have the record book completed and submitted with the project to the judge for judging at the Garfield County Fair 4-H Exhibit Day Judging.

All Livestock, Horse and Dog record books are due for judging on the last Tuesday in August.

You can find guidelines for record book judging on:

- <http://co4h.colostate.edu/program-areas/state-fair-information/judging-guides/>