

## **The 4-H Motto**

*"Learn to Do by Doing"*

## **The 4-H Pledge**

I pledge

My **Head** to clearer thinking,

My **Heart** to greater loyalty,

My **Hands** to larger service,

My **Health** to better living,

For my club, my community, and my country.



## **The 4-H Grace**

(Tune of Auld Lang Syne)

We thank thee, Lord, for blessings great  
on this, our own fair land.

Teach us to serve thee joyfully,  
with head, heart, health and hand.

## **Published by**

Canadian 4-H Council Resource Network, Ottawa ON

4-H Branch

Alberta Agriculture and Rural Development

7000 113 ST RM 200 NW

EDMONTON AB CANADA T6H 5T6

Check out our web site at: <http://www.4h.ab.ca>

No portion of this manual may be reproduced without written permission from the 4-H Branch of Alberta Agriculture and Rural Development.

## **Compiled by**

Andrea Lewis, Manitoba

## **Graphic Design by**

Perpetual Notion, [www.perpetualnotion.ca](http://www.perpetualnotion.ca)

April 2008

# TABLE OF CONTENTS

---

Your Record Book . . . . .	1
About Me/About My Club . . . . .	2
Project Goals . . . . .	3
Record of General Club Meetings . . . . .	4
Record of Special 4-H Activities. . . . .	6
Record of 4-H Foods Project Meetings . . . . .	7
Record of Food Preparation at the Meetings. . . . .	9
Record of Activities. . . . .	11
Resources . . . . .	13
Story of My 4-H Year . . . . .	14
Photographs . . . . .	15
Project Evaluation . . . . .	16
Record Book Checklist Knowledge and Skills . . . . .	17

# 4-H Foods Project

## Your Record Book!

---

Your Record Book is a personal journal used to keep track all of the meetings, activities and fun you will have in 4-H this year. The purpose of the Record Book is to provide you with a detailed description of your year's work. A complete book will be a useful reference in years to come and will also show your accomplishments for the year on Achievement Day.

### **Your Record Book should include all or most of the following:**

- Your club name and the project you are enrolled in
- A list of members and leaders in your club and project
- A record of general meetings and business conducted
- A record of special 4-H activities you participated in
- Your goals for the year
- A record of project meetings and activities
- A record of food prepared at the meeting
- A complete account of the work done on each activity (written activities)
- A list of other resources that were used during the project year
- An evaluation of your 4-H year
- Record Book Checklist knowledge and skills

Remember to practice good record keeping habits during the year as you carry out your project. It's much easier to remember what you did yesterday than it is to remember what you did three months ago. Take the time to fill out your Record Book at the meeting or as soon as possible afterwards. Information in your Record Book should be complete and accurate. Be neat so that you can read your Record Book in the future and so that others can read it on Achievement Day. Consider organizing your material into sections with dividers. A 3-ring binder would add durability and help you keep things organized. Add extra pages as necessary, remove or mark those you are not required to do and consider a 'Table of Contents' as it is of value to you, the judge and others.

**Above all, remember that a Record Book is for your personal use. Be sure to include the information you will want to remember or look up years from now. Have fun!**



## Project Goals

---

This year I want to learn more about (my goals are)

---

---

---

---

---

Project activities to be completed (what activities will you complete this year to achieve your goals?)

---

---

---

---

---

Other Project requirements (workshops, clinics, field trips, displays, demonstrations, etc.)

---

---

---

---

---

# Record of General Club Meetings

---

Club President \_\_\_\_\_  
Vice President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_  
Other \_\_\_\_\_

DATE	BUSINESS CONDUCTED	MY RESPONSIBILITIES







Record of 4-H Foods Project Meetings (continued)

DATE	MATERIAL COVERED	MY ROLE

<b>TOTAL NUMBER OF MEETINGS HELD</b>	
<b>TOTAL NUMBER I ATTENDED</b>	



## Record of Food Preparation at the Meetings (continued)

---

DATE	NAME OF RECIPE	DESCRIPTION OF FINAL PRODUCT (what you thought)

**Other Recipes I Tried This Year:**









# Photographs

---

# Project Evaluation

---

**At the end of the year, answer the following questions...**

Did you achieve the goals you set? Why or why not?

---

---

---

---

---

Did any of your plans change as the year progressed? Why or why not?

---

---

---

---

---

How will you use what you have learned this year and how will you share it with others?

---

---

---

---

---

Will you take this project again next year? Why or why not?

---

---

---

---

---

## Record Book Checklist Knowledge and Skills

Throughout the 4-H year we learn many things. Some are very obvious and others you realize only after you have thought about them. Think back on all the 4-H events, activities, meetings and lessons you have participated in during the past 4-H year and check each area where you feel you have...

### Improved or learned

- Set goals for myself
- How to organize
- Knowledge in my project area
- Be proud of my accomplishments
- Try new things
- Accept change
- How to keep records for my project
- Finish things I have started
- Take responsibility for my words and actions
- Where to search for information for my project
- Deal with winning and losing gracefully
- How to make informed choices and decisions
- Listen to others
- How to participate in or run a business meeting
- Work with others
- Public speaking skills
- Make new friends
- Be an effective committee worker
- Help others succeed
- Understand my strengths and limitations
- Respect the feelings of others
- Take responsibility for my club's well-being by helping where I can
- Work with my club to complete a community service project

### Feel free to add any other areas where you feel you have made progress this year

<input type="checkbox"/>	_____

