



# GENERIC

## Record Book

**4-H**  
Alberta

[www.4h.ab.ca](http://www.4h.ab.ca)

Alberta  
Government



## 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.

## Developed by

4-H Branch, Alberta Agriculture and Rural Development.

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### 4-H Branch

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Check out our web site at: <http://www.4h.ab.ca>. All of the forms mentioned in this record book can be downloaded from our web site.

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# About Record Keeping

All 4-H members must complete a record book for their 4-H project every year. The type of records you keep will depend on the kind of 4-H project you have. This record book is a guideline for you. Adapt the information provided to make it suitable for your 4-H project.

## Why do you keep records in 4-H?

- to record information about your project so you can look it up later and recall it
- so you can see the actual costs involved in completing your project
- to keep track of the work you have done
- to learn how to keep accurate records
- to remember your club activities
- to credit and honour your achievements and progress
- keeping records is a good business procedure.

## What is involved in a good record book?

**Completeness** - A good record book has all the required information. Dates, amounts, places, prices and names are all important details to include. A complete record book includes:

- information about yourself and your project goals for the year
- club program plan
- any articles, photographs, and so on about the project
- record of project activities
- record of club activities

**Accuracy** - Your information and costs should be accurate and up-to-date.

**Neatness** - Always do your best to keep your book neat and readable. If you cannot read your records you will be unable to use them in the future.

**Personality** - This is your record book. Be original and personal in the information you keep in your book. Add photographs, newspaper and magazine articles on you, your club, your project area and 4-H in general. Pictures and illustrations help the reader understand your project and appreciate the work you have done.

## Tips for Good Record Keeping

- Use a three ring binder or folder. A binder allows you to easily add pages and keeps your pages secure.
- Start your record keeping as soon as you have chosen your project. End your record keeping for the project year at Achievement Day.
- Carefully read the instructions for each project and each section of the record book. Know in advance which records you must keep for that project.
- Keep your records up-to-date. It is easy to forget details. Complete records will help you make better decisions.
- Every project has costs associated with it. Include all costs, no matter how small. This will give you a true picture of your actual costs. If you don't know exact prices, there may be people you can ask or your club may decide to set a value for certain items. Keep receipts.
- Be consistent in measurements. Use the same units and round numbers to the same decimal point. Do calculations elsewhere before recording in your record book.

## Achievement Day Requirements

Each project has separate requirements for Achievement Day. If you have a project manual, it may list them.

1. A completed record book.
2. A project display.
3. Completed project activities and items as identified for your specific 4-H project.



# About My Club

Club name \_\_\_\_\_

Number of members \_\_\_\_\_ My club has been operating for \_\_\_\_\_ years.

4-H district \_\_\_\_\_ 4-H region \_\_\_\_\_

## Club Leader(s)

First name

Last name

Phone number

First name	Last name	Phone number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Club Executive

President \_\_\_\_\_ Phone number \_\_\_\_\_

Vice President \_\_\_\_\_ Phone number \_\_\_\_\_

Secretary \_\_\_\_\_ Phone number \_\_\_\_\_

Treasurer \_\_\_\_\_ Phone number \_\_\_\_\_

Club Reporter \_\_\_\_\_ Phone number \_\_\_\_\_

Historian \_\_\_\_\_ Phone number \_\_\_\_\_

## Others

\_\_\_\_\_ Phone number \_\_\_\_\_

\_\_\_\_\_ Phone number \_\_\_\_\_

\_\_\_\_\_ Phone number \_\_\_\_\_



# Record of Club Activities

In this section, keep a record of all the meetings and activities your club has this year. If you have any special responsibilities be sure to record them here.

Date	Items discussed, special speakers, activities, responsibilities, location, and so on.

# Record of Club Activities (continued)

Date	Items discussed, special speakers, activities, responsibilities, location, and so on.

## Pictures and Clippings

Paste your pictures and clippings here. Include information on special club activities and Achievement Day. Other examples: tours, workshops, camping trips, communication activities, and district, regional and provincial events. Add extra pages if necessary.

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# About My 4-H Project

Describe your project.

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What are you hoping to learn from taking this 4-H project?

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## Requirements for Achievement Day

Date of Achievement Day \_\_\_\_\_

What do you need to have completed for Achievement Day?

1. A completed record book.
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

# Record of Project Activities

Keep a log of the project activities you do during the year. List the activity and identify any progress you make, the events you attend, and so on. If you do several activities in one month for your project, you may want to record them month by month (Sample I). Otherwise, keep a continuous dated log (Sample II).

**Sample I** - Make a chart for each month you have project activities.

Month of	
Project Meeting Date	Project Material Covered/Work Done
Comments from 4-H Project Leader	

**Sample II** - List all project activities for the year in one chart with space for both member and leader comments.

Date	Project Material Covered/Work Done/Comments
	Leader comments
	Leader comments
	Leader comments

## Record of Project Costs

Keep a record of the cost of supplies for your project. You may want to list all the expenses on one page (Sample I). If you are making different items, you may want to record the individual item costs (Sample II). If you sell anything, add an income column.

### Sample I - Financial Summary for Year

Date	Supplies and Services Purchased	Cost
		\$
	<b>Total cost of 4-H project at year end</b>	\$

### Sample II - Expense Summary for a Project Item or Activity

Project Item or Activity \_\_\_\_\_

Supplies and Services Purchased	Cost
	\$
<b>Total cost to make an item or complete an activity</b>	\$





# My 4-H Project Evaluation

If you complete more than one project item you may photocopy this page.  
Attach a photograph of your completed project.

What techniques and skills did you learn and use for this project?

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What did you like best about completing this project?

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Are you pleased with your project? Is there anything you would change if you were to do the project again?

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What are you going to do with your project?

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How long did it take you to finish your project?

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