

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

Elizabeth Webster, M.Ag.

Published by

4-H Branch

Alberta Agriculture and Rural Development
7000 113 ST NW RM 200
EDMONTON Alberta, Canada T6H 5T6

Check out our web site at: <http://www.4h.ab.ca> Email info@4h.ab.ca
Phone 310-0000 (Toll Free RITE) then **780-422-4H4H (4444)**

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



Table of Contents

| | |
|--|----|
| About Record Keeping | 1 |
| Tips for Good Record Keeping | 2 |
| 4-H Gardening Project Objectives | 2 |
| About Me | 3 |
| About My Club | 4 |
| Record of Club Activities | 5 |
| About My 4-H Project | 6 |
| Achievement Day Requirements for the Gardening Project | 7 |
| Pictures and Clippings | 8 |
| Record of Project Activities | 9 |
| Record of Project Costs | 10 |
| Inventory | 11 |
| Resources | 12 |
| My 4-H Project Evaluation | 13 |
| Gardening Project Evaluation | 15 |

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.



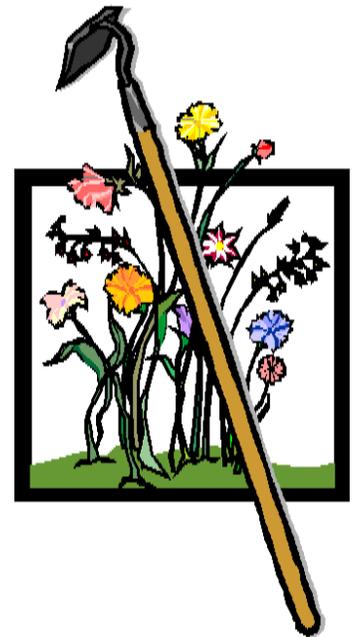
Tips for Good Record Keeping

- ☼ 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.

4-H Gardening Project Objectives

Members will be able to:

1. Identify and provide for conditions for growth for a variety of plants.
2. Grow a variety of plants.
3. Use tools appropriately and safely.
4. Construct crafts related to gardening and plant propagation.
5. Develop skill in decision making, leadership, problem-solving, finances and communication.



About Me

Member's name _____

Mailing address _____

Town or city _____ Postal code _____

Phone number (_____) _____ Fax number (_____) _____

E-mail _____

Birthday _____ (mm/dd/yyyy)

Parents or guardians names _____

This is my _____ year in 4-H.

This record book is for the 4-H club year _____

My 4-H project this year is Project _____

Level _____

I joined 4-H this year because _____

My Goals:

I hope to achieve the following through 4-H activities this year _____

I am going to do the following for my club this year _____

My yearly 4-H diary from last year is filled out. Date _____



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. Add extra pages if necessary.

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



About My 4-H Project

Describe your project.

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

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. _____



Achievement Day Requirements for the Gardening Project

Level One

1. Completed record book.
2. A craft project - "*Gift from the garden*" – could be a potted plant, plants started from seed or cuttings, a decorated plant pot, row labels for the garden, a simple garden decoration, a collection of seeds harvested from the member's garden.
3. Something the member has grown – could be in a fresh or processed state. For example: dried flowers, pressed or natural; vegetables from storage or cooked in a food or preserved in a jar; a plant grown from a bulb.

Level Two

1. Completed record book.
2. A craft project which relates to gardening. For example: a tool caddy for gardening tools; scarecrow; a "*Welcome to the Garden*" sign; a pin which relates to gardening.
3. Participation in a local community project which uses gardening knowledge. For example: gift of potted Christmas cactuses to local library or senior residence; clean-up or maintenance of war memorial or cemetery; planting of a tree in the local community

Level Three

1. Completed record book.
2. A craft project which relates to gardening. For example: a tool caddy for gardening tools; dried and pressed and mounted flowers (as a greeting card; or between two layers of tissue, to be used as gift wrap for a special gift; or framed, to be hung on the wall); a market garden sign to advertise the sale of garden produce; photography collection with a gardening theme.
3. Participation in a local community project which uses gardening knowledge. For example: Sell garden produce or flowers with proceeds to a local charity; clean-up or maintain a war memorial or cemetery; plant a tree in the local community; contribute potted plants or cut flowers to a local charity fund-raiser; sell Christmas trees; plant a shelterbelt; contribute garden produce to local Food Bank (grow a row for the Food Bank).
4. Something the member has grown. For example: cactus from seed; cactus from cuttings; tree or bush fruit, fresh, frozen, dried, preserved or prepared in a food; a window sill herb collection; mushrooms, fresh or dried; Christmas trees, nursery trees, or shelterbelt (viewed on tour or through photographs); dried flower arrangement using flowers grown, dried and arranged by the member; an example of grafting example cactus; trees (photograph or tour only); a collection of a variety of seeds, labelled.



Pictures and Clippings

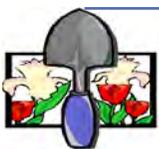
Paste your pictures and clippings here. Include information on special club activities and Achievement Day. Other examples: tours, workshops, camping trips, communication activities, and district, regional and provincial events. Add extra pages if necessary.



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.

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



Resources

Seeds

- ☼ Personal harvest.
- ☼ Seed swapping - Large seed swaps are often hosted by horticultural clubs. A great source of “*heritage*” seeds. Check the web sites of the various horticultural clubs for dates and locations. Or, ask your friendly organic nursery. Maybe your club can organize a seed swap for the community someday.
- ☼ Seed catalogues - The best list of Canadian seed houses is in the Harrowsmith Country Life magazine, usually printed in the February edition. The 2001 edition had 70 entries.

Gardening Related Projects

- ☼ Harrowsmith Country Life Example: February 2001 includes plans for a seed stand (for growing seedlings under lights)
- ☼ Country Woman magazine
- ☼ Crafts’ Things
- ☼ Craft Ideas - www.craftideas.com
- ☼ Gardening Craft Articles www.findarticles.com/PI/index.jhtml - search for gardening crafts
- ☼ Crafts for Kids - <http://craftsforkids.about.com/>
- ☼ Gardening in Containers. Ken Burke (ed.). San Francisco, California: Chevron Chemical Company, 1984.

Books, Pamphlets, Magazines, Booklets

- ☼ The Prairie Gardener. H. F. Harp. Edmonton, Alberta: Hurtig, 1970.
- ☼ The Harrowsmith Illustrated Book of Herbs. P. Lima. Owen Sound, Ontario: Camden House, 1986.
- ☼ Greenhouse Gardener. A. Toogood. New York, New York: Arco, 1985.

- ☼ Anything by Lois Hole, check out Hole’s Media www.enjoygardening.com/main.htm
- ☼ The Prairie Gardener by H. F. Harp
- ☼ Native Trees of Canada by R. C. Hosie
- ☼ Gardening Life - Canada’s Magazine for the Gardener
- ☼ Birds and Blooms magazine

Web Sites

- ☼ Canadian Living - www.canadianliving.com
- ☼ Seeds of Diversity - www.seeds.ca/
- ☼ Garden Launch Pad - www.gardeninglaunchpad.com/canada.html
- ☼ Canadian Gardening - www.canadiangardening.com
- ☼ Garden Web - www.gardenweb.com
- ☼ Holes Greenhouses - www.holesonline.com/
- ☼ Family Gardening - www.familygardening.com
- ☼ U of A Gardening - www.gardening.ualberta.ca
- ☼ I Can Garden - www.icangarden.com
- ☼ Companion Planting - www.ghorganics.com/page2.html
- ☼ Gardening Center - www.suite101.com/gardencenter/
- ☼ Get Set To Garden - www.gardeningbc.com
- ☼ Canadian Botanical Conservation Network for Kids - www.rbg.ca/cbcn/en/kids/kidsindex.htm
- ☼ HGTV online - www.hgtv.com/
- ☼ The Garden Gate - <http://garden-gate.prairienet.org/>
- ☼ Gardeners Web - <http://gardenersweb.com/IndexSetup.lasso>
- ☼ Alberta Shelterbelt Program - www.marketland.net



My 4-H Project Evaluation

Attach a photograph of your completed project.

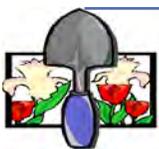
What techniques and skills did you learn and use for this project?

What did you like best about completing this project?

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

What are you going to do with your project?

How long did it take you to finish your project?



Gardening Project Evaluation

Your input is a valuable asset to the 4-H program?

As you go through the project year, write your comments and suggestions about the project on this form. When you complete your project, mail this form to us. We want to hear from you!

Gardening Project Evaluation
4-H Branch
Alberta Agriculture and Rural Development
7000 113 ST NW RM 200
EDMONTON AB T6H 5T6

Evaluation Date _____

Please tell us

Which techniques and skills did you learn and use for this project? _____

What did you like best about completing this project? _____

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

What are you going to do with your project? _____

How long did it take you to finish your project? _____

Additional comments

