

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.*

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Check out our web site at: <http://www.4h.ab.ca> for an on-line version of this record book.

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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

- Attend a minimum of three judging workshops
- Juniors - participate in a minimum of one judging competition
- Intermediates - participate in a minimum of two judging competitions
- Seniors - participate in a minimum of three judging competitions
- Read the judging manuals
- Successfully complete judging quizzes
- Complete a record book
- Organize a judging competition (senior members only)

Club Information

Club name: _____

Club leaders: _____

Club executive

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Phone Person: _____

Club Members: _____

Club Meetings

Meeting date: _____

Location: _____

Topics discussed: _____

Meeting date: _____

Location: _____

Topics discussed: _____

Meeting date: _____

Location: _____

Topics discussed: _____

Club Meetings

Meeting date: _____

Location: _____

Topics discussed: _____

Meeting date: _____

Location: _____

Topics discussed: _____

Meeting date: _____

Location: _____

Topics discussed: _____

Club Meetings

Meeting date: _____

Location: _____

Topics discussed: _____

Meeting date: _____

Location: _____

Topics discussed: _____

Meeting date: _____

Location: _____

Topics discussed: _____

Workshop Record

Workshop topic: _____

Location: _____

Date: _____

Guest Speaker: _____

What did I learn at this workshop? _____

How will I apply this to my judging? _____

Workshop Record

Workshop topic: _____

Location: _____

Date: _____

Guest Speaker: _____

What did I learn at this workshop? _____

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Workshop Record

Workshop topic: _____

Location: _____

Date: _____

Guest Speaker: _____

What did I learn at this workshop? _____

How will I apply this to my judging? _____

Competition Record

Competition name: _____

Location: _____

Date: _____

Members on my team: _____

Classes Judged: _____

Personal goal for this competition: _____

Did I reach my personal goal? _____

Comments about this competition: _____

Competition Record

Competition name: _____

Location: _____

Date: _____

Members on my team: _____

Classes Judged: _____

Personal goal for this competition: _____

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Location: _____

Date: _____

Members on my team: _____

Classes Judged: _____

Personal goal for this competition: _____

Did I reach my personal goal? _____

Comments about this competition: _____

Record of Fundraising

Fundraising activity: _____

Hours of work involved: _____

Income: _____

Cost: _____

Profit: _____

Evaluation of fundraiser: _____

Fundraising activity: _____

Hours of work involved: _____

Income: _____

Cost: _____

Profit: _____

Evaluation of fundraiser: _____

Record of Fundraising

Fundraising activity: _____

Hours of work involved: _____

Income: _____

Cost: _____

Profit: _____

Evaluation of fundraiser: _____

Fundraising activity: _____

Hours of work involved: _____

Income: _____

Cost: _____

Profit: _____

Evaluation of fundraiser: _____

Record of Fundraising

Fundraising activity: _____

Hours of work involved: _____

Income: _____

Cost: _____

Profit: _____

Evaluation of fundraiser: _____

Fundraising activity: _____

Hours of work involved: _____

Income: _____

Cost: _____

Profit: _____

Evaluation of fundraiser: _____

Record of Competition Hosted by Club

Location of Competition: _____

Date: _____

Number of participants: _____

Classes Judged	Official Judge	Livestock Supplier

Evaluation of competition: _____

Suggestions for improving competition: _____

Quizzes

Attach completed quizzes

Clippings and Photos

Attach news clippings and photos of 4-H events

Diary

Attach photocopy of your completed diary (keep original in a safe place).

