

## Lake County 4-H Record Book Guidelines

### **General Information:**

- Record book should be typed or neatly hand wrote.
- Record books should be prepared by 4-H member with minimal help from parents/guardians.
- Record books should also be started before summer months. Take a couple hours and think what do I want to accomplish by next October and how can I achieve that.
- All goals should be in S.M.A.R.T. goal format.

### **Record books should be arranged in the following order:**

1. Application for Moody County Awards
2. 4-H Member's Annual Report
3. Meetings/Activities
4. Accomplishments
5. Static Project Report
6. Livestock & Small Animal Form
7. 4-H Story
8. Photos and clippings

### **Application for Moody County Awards**

- **Do not include in binding of folder, just tuck in the front cover.**
- Members may only apply for awards if they complete the record book.
- This must be filled out and turned in with the record book. If it is turned in late, you will not receive the award until the next year.

### **4-H Members Annual Report**

- A new Annual Report is required each year.
- Fill out as completely as possible.
- Be sure to list all of the project areas you are going to have projects in.

### **Meetings/Activities**

- Document what you did each month in 4-H.
- Use this area to make brief notes about responsibilities, accomplishments and leadership roles at 4-H club meetings, project meeting and other 4-H activities (i.e. community service).

### **Accomplishments**

- This is where you will document your individual growth in public presentations, youth-in-action events, judging, leadership, community service projects and other 4-H experiences. Remember to indicate on what level you did the event at: my Club (L), County (C), or State (S) this year. You can even use short cuts for Purple, Blue, Red and White as P, B, R and W to save space.

### **Static Project Report**

- Use this chance to reflect and pick your top 3 static projects that you worked on this year. What projects are you most excited for? What projects did you learn the most about?
- Share your S.M.A.R.T. goal(s) for the project, what happened (what did you do?) and what life skills did you learn. See the table on the next page for skills ideas.

## Livestock & Small Animal Form

- Please use a new form for each species.
- Share basic information about your animal and your goals at the beginning of the year and what life skills did you learn. See table on the next page for ideas of skills.
- Financial records: Required for Juniors and Seniors
- Itemized Incomes and Expense records: Required for Seniors
- Care, Labor and Outcomes Record: Share what you did throughout the year with your animal(s), track how much time you spent on this project and explain the outcomes. Did you meet your goal? Was it unsuccessful and why? How could you improve for next year if it was unsuccessful?
- Next Year's Goals: Should be in S.M.A.R.T. goals form. Where do you want to take this project next year? What else do you want to learn from this project?

## 4-H Story

Your 4-H story should be written in complete sentences. Your target is to write at least three to four sentences on each question. Take your time to write your story. This is the best part to read when you look back at your records. (Use extra pages if needed.)

Answer some of these questions:

- What did you do this year in 4-H?
- What did you learn this year from 4-H?
- What was your favorite part of 4-H this year?
- What things would you like to do better, improve upon or do more next year?
- Did you complete all of your S.M.A.R.T. goals on the first page? Why or why not?
- What are your plans for next year?

Beginners: Your target is to write two sentences about each question. Goals should be in S.M.A.R.T. goal form.

## Pictures and Clippings

- Pictures and clippings should only be 4-H projects and activities.
- Identify pictures with a short caption or explanation.
- You may put your club meeting minutes in this area.
- Be creative and express yourself in this section.

## Life Skills Diagram:



## **Tips on How to Write S.M.A.R.T. Goals:**

Setting goals for 4-H projects is simply deciding what you want to learn and do. It is like a road map - helping you plan how to get where you want to go. Keep track of your goals and what you do and learn for three projects in your 4-H record book.

Goals should have three parts - the action (how you are going to do it), the result (what you are going to do), and timetable (when you plan to have it done.)

You should have control over your goals. That is why the goal of "get a purple ribbon on my exhibit" is not a good goal (the judge has this control, not the exhibitor.) Below are examples of possible project goals. Set new, more challenging goals each year in a project. 4-H project guides are an excellent source for goal and exhibit ideas.

### **What is S.M.A.R.T. goal?**

#### **S-Specific**

- Well defined
- Clear to anyone if they read your goal

#### **M-Measurable**

- Know when it has been achieved

#### **A-Achievable**

- When you identify goals that are most important to you, you begin to figure out ways you can make them come true

#### **R-Realistic**

- Within the available resources, knowledge and time

#### **T-Timely**

- Enough time to achieve the goal

### **Bad Examples of S.M.A.R.T. Goals:**

- I want to get a purple in foods and nutrition.
- I want to give a talk.
- I want to complete a record book.
- I want to go state fair.

### **Good Examples of S.M.A.R.T. Goals:**

- Practice making my favorite cookie recipe three times before fair and then take as an exhibit.
- Learn to sew on a button and teach my club at the October meeting
- Fulfill my responsibilities as a club officer, be on time, and attend all club meetings this year.
- Write an article about our 4-H club community service project for the local newspaper in May.



# Lake County 4-H

## 4-H Member's Annual Report

Year: 2017 to 2018



**Name:** Sampson Hartelt **Club:** Waggins Tails 4-H Club

**Date of Birth:** 4/2/2007 **Age (on Jan. 1 of current 4-H year):** 10 **Years in 4-H:** 2

**Club Leaders:** Mr. and Mrs. John Deer

**Club Officers:**

President: <u>Bear</u>	Vice President: <u>Max</u>
Secretary: <u>Buddy</u>	Treasurer: <u>Bella</u>
Reporter: <u>Sadie</u>	Other: _____

**Projects Enrolled:** Dog, Food and Nutrition

<b>My 4-H Goals</b>	<i>Use S.M.A.R.T goal form. I would like to do the following in 4-H this year:</i>
<ol style="list-style-type: none"> <li>1. Practice making my favorite cookie recipe three times before I host the 4-H meeting</li> <li>2. Attend and be on time for 6 club meetings during the year</li> <li>3. Volunteer as chair of the Dog Park Committee and fulfill my leadership role by completing the service learning project</li> </ol>	

<b>My Club Goals</b>	<i>Use S.M.A.R.T goal form. As a club, what would you like to achieve together:</i>
<ol style="list-style-type: none"> <li>1. 75% of members attend 6 club meetings during the year</li> <li>2. Build a dog park in Flandreau by June 2018</li> <li>3. Make ornaments and decorate a christmas tree at the Museum by November 25<sup>th</sup>, 2017</li> </ol>	

## 4-H Meetings/Activities

*Use this area to make brief notes about responsibilities, accomplishments and leadership roles at 4-H club meetings, project meeting and other 4-H activities (i.e. community service)*

Month	Date	Club Meeting	Date	Other Activities this Month
October	10/31	Made ornaments for christmas tree		
November			11/25	Decorate trees at Museum
December	12/25	Moved holiday party meeting motion		
January				
February	2/14	Hosted meeting, gave talk about how to make milkbone dog treats		
March			3/19	Led planning meeting for dog park building committee
April	4/15	Attended meeting		
May			5/13	Built dog park in Flandreau
June	6/23	Led 4-H Pledge	6/15	Pirate Science Dog Park
July			7/25-7/30	County Fair
August				
September				

<h2 style="margin: 0;">4-H Accomplishments</h2>	<p><i>Read and complete the following statements: I did the following in my Club (L), County (C), or State (S) this year. (Insert more cells to expand table in Word.)</i></p>
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<b>Public Presentations</b>	<i>Demonstrations, Illustrated Talks, Public Speaking, &amp; Project Why.</i>
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Placings	Title of Demonstration	Placings	Title of Demonstration
(L)	How to make milk bone treats		

<b>Youth-in-Action</b>	<i>Showmanship, Fashion Revue, Special Foods, or Performing Arts. Indicate your participation as an individual or team member relating to the project area.</i>
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Placings	Event	Placings	Event
P (C)	Dog Showmanship		
B (S)	Dog Showmanship		

<b>Judging</b>	<i>Indicate your participation as an individual or team member relating to the project area.</i>
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Score	Event	Score	Event
95 (S)	Dog Skill-A-thon		

<b>Other 4-H Experiences</b>	<i>Horse Show, Rodeo, Shooting Sports, Camp, Conferences and any other 4-H event. Indicate your participation as an individual or team member relating to the project area. (Use this space if you need extra space from another area)</i>
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Date	Event	Date	Event
6/15	Pirate Science Day Camp		

<b>Leadership Experiences</b>	<i>Indicate your participation in leadership development.</i>
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Date	Event/Role	Date	Event/Role
3/19	Led planning meeting for dog park		

<b>Community Service Projects</b>	<i>Indicate your participation in community service project.</i>
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Date	Event	Date	Event
5/13	Built dog park in Flandreau		

## 4-H Static Project Report

*Fill the boxes below on projects you completed this year. Share your S.M.A.R.T. goals for the project and why you choose this project and what happened for that project. Pick your top 3 projects.*

<b>Static Projects</b>	<i>Use S.M.A.R.T. goal form for goals. Describe the Life Skills you used and what you learned in relation to your project. Use the Targeting Life Skills Wheel on the information/tip sheet.</i>
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<b>Project Area:</b>		<b>Years in Area:</b>		<b>Placing(s):</b>	
<b>My goals for this project:</b> To bake a dozen Chocolate chip cookies that are perfect.	<b>What happened:</b> I researched 6 Chocolate chip recipes. I baked them each and taste tested them with my family. I choose the Great Chocolate chip recipe because it was most tastest.	<b>Life Skills</b>	<b>What I learned as a result of using this skill.</b>		
		Head: Planning	I learned about planning because I choose 6 recipes and had to make 10 stops to the store because I forgot to add ingredients to the shopping list.		
		Heart: Concerns for others	I learned that some people can't eat peanuts because they are allergic and could kill them.		
		Hand: Self-Motivation	I learned about self-motivation and how hard it can be to stay motivated when recipes don't turn out like they should. I felt bad because two of the recipes didn't work but I tried the third and it was the best!		
		Health: Healthy Life Choices	I learned about substitutions for butter and oil. I used avocado and applesauce to make my cookies healthier.		

<b>Project Area:</b>		<b>Years in Area:</b>		<b>Placing(s):</b>	
<b>My goals for this project:</b>	<b>What happened:</b>	<b>Life Skills</b>	<b>What I learned as a result of using this skill.</b>		
		Head:			
		Heart:			
		Hand:			
		Health:			

<b>Project Area:</b>		<b>Years in Area:</b>		<b>Placing(s):</b>	
<b>My goals for this project:</b>	<b>What happened:</b>	<b>Life Skills</b>	<b>What I learned as a result of using this skill.</b>		
		Head:			
		Heart:			
		Hand:			
		Health:			

## Livestock & Small Animal Form

Project:  Dog  Years in Project:  2

List animals used as part of your 4-H project.

Animal's Name	Sex	Age	Breed	Weight <i>(Market Only)</i>	
				Beginning	Ending
Romeo	Male	2	Shih Tzu		

<b>Goals</b>	<i>Create a S.M.A.R.T. goals for your project. Describe the Life Skills you used and what you learned in relation to your project. Use the Targeting Life Skills Wheel on the information/tip sheet.</i>
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<b>My goals for this project:</b> To practice obedience and showmanship three times a week all year long.	<b>Life Skills</b>	<b>What I learned as a result of using this skill.</b>
	Head: Goal Setting	I wanted to go to State Dog Show and compete in obedience and showmanship so I made a goal to practice 3 times a week with Romeo.
	Heart: Accepting Differences	I really enjoy obedience but Romeo does not like obedience. I accepted that I couldn't show in obedience at State but we did show in showmanship.
	Hand: Marketable Skills	I learned and practice with Romeo on how to make him "gait" well in showmanship so the judge would notice us.
	Health: Managing Feelings	I learned that Romeo does not like obedience so I had to figure out how to learn more about obedience. I helped a younger 4-H member with their dog.

<b>Financial Records</b>	<i>Juniors and Seniors: Income may include sale of animal, checking pastures, milk production, wool sale and premiums. Costs may include purchasing the animals, estimated feed, veterinary care and other supplies. Optional for Beginners.</i>
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<b>Total Income</b>	
<b>Total Expense Costs</b>	
<b>Total</b>	
<b>Profit/Loss</b>	<i>Income – Total Costs = Profit or Loss</i>

<b>Income Records</b>	<i>Seniors: Income may include sale of animal, checking pastures, milk production, wool sale and premiums. (Itemized Incomes is optional for Juniors and Beginners)</i>
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Date	Item	Income
<b>Total Income:</b>		

<b>Expense Record</b>	<i>Seniors: Record the date of immunizations and treatments given, and list other expenses. (Itemized Expenses is optional for Juniors and Beginners)</i>
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Date	Animal's Name	Itemized Expense	Cost
<b>Total Expenses:</b>			



<b>Care, Labor and Outcomes Record</b>	<i>Purpose of a care, labor &amp; results record is to clearly understand demands and outcomes of your animal project during the year and showcase the time put into the project area. In outcomes, address if you complete your goals for this project.</i>			
Describe Care for Your Animal(s):	<b>Labor</b>	<b>Hours Spent</b>	<b>What did you do?</b>	<b>Your Outcomes:</b>
I gave Romeo a bath once a week every week and brushed his coat out so it would stay nice for the show. I also fed and watered him twice a day. I also practiced 1-3 times a week with him.	October	2	Baths, practiced obedience	I learned that my dog doesn't like obedience. He was really unmotivated and crabby when I practiced with him. When we just practiced showmanship, he was a different dog. He was so happy! I placed at county fair with a purple and grand champion in showmanship. I placed at State fair in showmanship with a blue.
	November	3	Baths, practiced obedience	
	December	5	Baths, practiced showmanship	
	January	2	Baths, practiced showmanship	
	February	4	Baths, practiced showmanship	
	March	3	Baths, practiced showmanship	
	April	6	Baths, practiced showmanship	
	May	13	Baths, practiced showmanship	
	June	15	Baths, practiced showmanship	
	July	15	Baths, practiced showmanship	
	August	14	Baths, practiced showmanship	
	September	13	Baths, practiced showmanship	
<b>Next Year's Goals</b>	<i>Create a S.M.A.R.T. goals for your project for next year. Describe the Life Skills you want to use and what you want to learn in relation to your project. Use the Targeting Life Skills Wheel on the information/tip sheet.</i>			
<b>My goals for this project for next year: To learn the parts of a dog and 4 different dog diseases before county fair.</b>	<b>Life Skills</b>	<b>What I hope to learn as a result of using this skill.</b>		
	Head: Service Learning	I would like to visit Bethel nursing home with Romeo and share how great of a pet he is.		
	Heart: Sharing	I want to do a club talk on how great showmanship is!		
	Hand: Teamwork	I want to learn how to work better and as a team with Romeo.		
	Health: Stress Management	I was very worried about county and state fair. I would like to be more prepared for these shows by packing supplies for the show a week ahead next year.		

# My 4-H Story

Juniors and Seniors: Your 4-H story should be written in complete sentences. (Use extra pages if needed.) Answer some of these questions: What did you do this year in 4-H? What did you learn this year from 4-H? What was your favorite part of 4-H this year? What things would you like to do better, improve upon or do more next year? Did you complete all of your S.M.A.R.T. goals on the first page? Why or why not? What are your plans for next year?

*Your 4-H record book is an organized presentation of what you have learned and accomplished in 4-H. It is a useful tool for determining your own progress and personal growth.*

**Statement by 4-H Member**

I have personally prepared this report and believe it to be correct.

**Date:** \_\_\_\_\_

**Member Signature:** \_\_\_\_\_

**Approval of Report**

I have reviewed this report and believe it to be correct.

**Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

# My 4-H Story

Beginners: Your 4-H story should be written in complete sentences. (Use extra pages if needed.)

What did you do this year in 4-H?

I showed my dog in Showmanship. I baked chocolate chip cookies for foods and nutrition and hosted a club meeting in February where I shared my milkbone recipe. I also chaired a committee that built a dog park in Flandreau.

What did you learn this year from 4-H?

I learned how to chair a committee. I also learned about that Romeo doesn't like obedience and decided we would focus on showmanship.

What was your favorite part of 4-H this year?

My favorite memory was at the County fair where I got my first Grand Champion ribbon in Showmanship with romeo!! We worked really hard throughout the whole year to achieve that placing!

Did you complete all of your S.M.A.R.T. goals on the first page? Why or why not?

1. Practice making my favorite milkbone dog treat recipe three times before I host the 4-H meeting  
No, I practiced it twice because it turned out great both times.
2. Attend and be on time for 6 club meetings during the year  
No, I attended 5 club meetings during the year but I was on time for the ones I did go to!
3. Volunteer as chair of the Dog Park Committee and fulfill my leadership role by completing the service learning project  
Yes! I was very nervous for the meeting but I led the meeting and we completed the dog park a month before the deadline.

What are your plans for the next 4-H year?

I would like to try 2 more project areas. I also want to go to more day camps and more judging.

*Your 4-H record book is an organized presentation of what you have learned and accomplished in 4-H. It is a useful tool for determining your own progress and personal growth.*

## Statement by 4-H Member

I have personally prepared this report and believe it to be correct.

Date: \_\_\_\_\_

Member Signature: \_\_\_\_\_

## Approval of Report

I have reviewed this report and believe it to be correct.

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_