The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the page, framing the central white area where the text is placed.

Brookings County Record Book

August 2024

Purpose of the Record Book

- ▶ Keep track of 4-H Member activities done throughout their 4-H career
- ▶ Provide the opportunity to earn County level awards, premium money, and count as a completed membership year (record book is required for these)
- ▶ Learn record keeping skills
- ▶ Provide a place for senior 4-Hers to record all things involved that can be used when filling out scholarship applications

CONTENT SUMMARY

This page explains what each section of the record book is for and if it is cumulative or needs to be re-done every year.

There are also general instructions on how to fill out each tab of the workbook.

This is for guidance only and does not need to be included in your record book.

COVER PAGE

New every year

This page is the very first page of your year in 4-H!

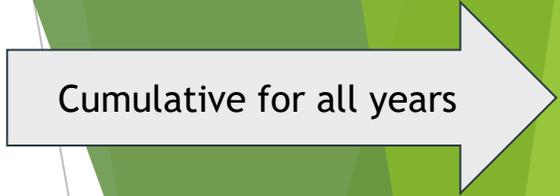
Note that the age is as of January 1st of that 4-H year, not the following January 1st or what age you are as of the day you fill it out.

Goals should be SMART

Specific, Measurable, Attainable, Relevant, Timebound

SIGNATURE PAGE

Fill this page out the very first year you are in 4-H and print. You will NOT need to re-print this one again as this will carry forward year after year as you complete your book.



Cumulative for all years

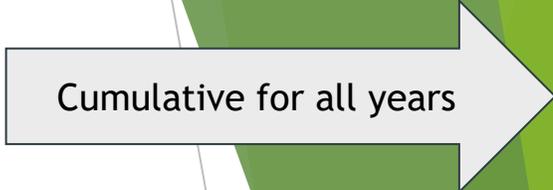
SECTION 2 -- MEETINGS

New every year

For each month, record the following types of information:

- ▶ Minor notes about each club meeting or project meeting
- ▶ Things you did at the meeting....led a pledge, roll call topic, officer type duties, etc
- ▶ Special Interest Club happenings
 - ▶ Shootings Sports
 - ▶ Horse
 - ▶ Dog
 - ▶ Ambassador Teams
 - ▶ Performing Arts

SECTION 3 - PROJECT AREA SUMMARY



Cumulative for all years

This is a quick summary of all the years you are in each project area

At a glance, you are able to reference this information

Select the years you are in 4-H starting with the first one and populate all of them to start with

Select the 'X' in the cell under the year for each year you are in the project area

SECTION 4 - PROJECT AREA REPORT



One of these tabs is required for each project area

Right click on the tab and click on Duplicate

Rename the tab to the Project Area name

Record any presentations given on topics for this project area

Indicate the year you received your project pin

Select the year of the exhibit or youth in action event

List the particular exhibit/youth in action, then the event (State Fair, Achievement Days, Summer Spotlight, ABGA show, etc)

Indicate the ribbon or placing then if it is a Youth in Action (YIA) don't forget to choose the 'X'

PAGE DIVIDERS



**New & Continued
Project Areas
From the Current 4-H Year**



**Prior Project Areas
From Previous 4-H Years**

SECTION 4.1 - ANIMAL PROJECT FINANCIAL RECORD

One of these per species is required each year

More details on later slides for this portion of the record book

New every year

SECTION 5 - INDIVIDUAL PARTICIPATION SUMMARY

Cumulative for all years

This page is for all activities, leadership roles, promotion, and community service

Both in and out of 4-H if you wish....all 4-H at a minimum

You will indicate the level of the involvement for each one

Other things to include might be

- ▶ talks before groups
- ▶ parade participation
- ▶ radio or tv appearances
- ▶ news stories written

SECTION 6 - AWARDS

Cumulative for all years

List any special awards (beyond ribbons) you have received in and out of 4-H

Some examples are (but not limited to):

- ▶ years of completion pin
- ▶ Good Neighbor award
- ▶ Top Model award
- ▶ Small Animal Round Robin
- ▶ Large Animal Round Robin
- ▶ County level awards from Recognition Night
- ▶ FFA awards
- ▶ Music contest awards
- ▶

SECTION 7 - MY 4-H STORY

New every year

This is a brief narrative of your 4-H experience from the whole year.

- ▶ Did you meet your goals? If so, how? If not, what changed?
- ▶ Favorite Memories
- ▶ Exciting Opportunities
- ▶ Valuable/Learning Experiences
- ▶ Most Memorable moments

Include a current photo of yourself (many use a wallet of their school photo from the school year when the 4-H year started)

SECTION 8 - 4-H YEAR IN REVIEW

New every year

Newspaper clippings or photos of club activities/event participation are included in this section.

Several formats to choose from or get creative!

NOTE: Make sure to caption photos and highlight name in news articles

BEST PRACTICES

- ▶ Ask questions if you don't know what to do!
- ▶ Work on this a little at a time....don't wait until the last week to try and complete the book
- ▶ Work on it together with a parent
- ▶ Learn from last year(s) and improve your record keeping skills
- ▶ Have fun reflecting on your 4-H year as well as other accomplishments from the year!!

FAQ

- ▶ How do I add another row?
 - ▶ *Google docs*: Right click on the row number just below where you want to insert. and select “Insert 1 row above”, Highlight the whole row by left clicking on the row number, right click and copy, right click on the row you just inserted and Paste
 - ▶ *Excel*: Highlight the whole row by left clicking on the row number, right click and copy, right click on the row below where you want to insert and click on “Insert copied cells”
- ▶ Do I need to re-print all of my pages every year?
 - ▶ No, just print the ones that are not cumulative and are new each year as well as any pages that changed for the cumulative sections
- ▶ How do I organize my record book?
 - ▶ Current year should always be on the top
 - ▶ Sections should be in the order of the content summary
 - ▶ For the Project Area Reports, they should have the page dividers
 - ▶ “New & Continued Project Areas”
 - ▶ These should be all of the project areas that you participated in this year
 - ▶ “Prior Project Areas”
 - ▶ Put ones that you have participated in before, but didn’t do anything this year
 - ▶ Project Area Reports should be in alphabetical order under each page divider
- ▶ What pages stay in last year’s section?
 - ▶ All except the cumulative ones

New every year

Animal Project Financial Record

August 2024

SECTIONS

Required tabs:

- ▶ Inventory Record
- ▶ Other Income Record
- ▶ Expense Record
- ▶ Project Summary

Optional tabs to help you keep track throughout the year (these can be included or excluded from your book)

- ▶ Breeding & Production Record
- ▶ Labor Record
- ▶ Commodity Record

Inventory Record

*Required page

- ▶ Select the correct year and species as this carries through to the rest of your tabs
- ▶ On hand as of is the new 4-H year (October 1st)
- ▶ Beginning inventory are the animals you have as of October 1st of that 4-H year
- ▶ Livestock purchased or acquired
 - ▶ Record each animal you purchased, leased or were born on your farm
 - ▶ The Value of the animal should be what you paid for the animal to buy or lease....if born on your farm, put the market value
- ▶ Record the amount you sold the animal for in the livestock sold in the year section
- ▶ If you lose any animals, record in the loss/death area
- ▶ On hand are the animals you have as of the end of the 4-H year (September 30th)
- ▶ Inventory check should be zero

Other Income Record

*Required page

- ▶ Record any income you received
 - ▶ Livestock shows/contests
 - ▶ Awards
 - ▶ Commodity

Expense Record

*Required page

- ▶ Record purchases for your animal project area. Including, but not limited do the following:
 - ▶ feed
 - ▶ show supplies
 - ▶ fees for shows
 - ▶ taxes
 - ▶ interest
 - ▶ marketing
 - ▶ transportation
 - ▶ insurance
 - ▶ health care
 - ▶ health papers for shows
 - ▶ ...

Project Summary

*Required page

- ▶ The financials will auto-populate on this page from the 3 previous pages. Double-check the numbers make sense
- ▶ In the summary box, explain things like the labor you put into your animal project, any commodities produced, breeding/production information or other aspects of the project area that you learned this year

Breeding & Production Record

*Optional page (not required)

- ▶ Record the breeding and production information for your animal project area here

Labor Record

*Optional page (not required)

- ▶ Record the effort put into your animal project area
 - ▶ mixing feed
 - ▶ bedding
 - ▶ cleaning
 - ▶ show prep
 - ▶ training animals
 - ▶

Commodity Record

*Optional page (not required)

- ▶ If this is applicable to your animal project area, you can use this page to record the commodities produced by your animals
- ▶ Examples are wool, milk and eggs

Questions?