

Top 10 Record Book Mistakes

1. Cover Page. Project Agreement Date is the BEGINNING date of your project. Not the date that you completed your record book.
2. Signatures and Dates - Cover Page and Project Completion Page. Make sure you get all of the signatures needed.
3. Beginning and Ending Dates (Inventory, Equipment and Supplies, etc.)
4. Fill out ALL of the columns. i.e., Animal Inventory Page. Fill out Project, Animal ID, Value, Total Value, Did the Animal Die, Total Start Values, Total End Value.
5. Even if the animal was given/donated to you, please give it a value. All animals have a value. This will help you determine how much you made/lost in the end.
6. Pasture is not free. Pasture has a value. Even if your parent, grandparent, etc. lets your animal graze on it, it still has a value and costs something. This will help you determine how much you made/lost in the end.
7. Other Expenses Page. Please list items such as, Enrollment Fees, Clothing you had to purchase for 4-H, gas/lodging expenses, buyer gifts, picture frames for buyer pictures.
8. Involvement Page. Please list club activities, weigh in, expo, country fair, community service, etc.
9. Pictures and captions. Show progress (not just country fair pictures). Please put captions on them.
10. Record books should look like a book that you have used all year. It's okay if part of it is handwritten, typed, etc. Dirty pages are okay too if you had it in your barn. Many times it is quite obvious that the book was done at the last minute (before it was due). Please remember, it is a "record book". You are keeping records as you go.