

# Record Book Workshop



ROUTT COUNTY  
COLORADO STATE UNIVERSITY  
EXTENSION

Tips and Tricks

[Find Record Books Here!](#)



# Before We Begin

- **Keep columns consistent**
- **Add more pages as needed**
- **All dates should be in chronological order**
- **Read directions completely and carefully**
- **Never leave a page blank**
  - **write something explaining why you have nothing to record**

4-H Leader	Phone:
Veterinarian	Phone:
Trainer (Adult Assisting the Member)	Phone:
Local Extension Office	Phone:
Other	Phone:
Other	Phone:

### Dog Inspection Record

At the beginning of your 4-H project year, ask your 4-H leader/trainer to help you inspect and evaluate your dog in the areas listed below. Comments made should include what improvements need to happen, if any. Do a second evaluation prior to your county fair and make comments on what improvements have been made in each area.

Points Checked	First Inspection Comments (Improvements needed)	Second Inspection Comments (Improvements needed)
	Date:	Date:
Condition of coat—clean, matted, brittle		
Condition of skin—healthy, dry, irritated		
Condition of eyes—clear, runny, matter		
Condition of ears—clean, dirty, infected		
Body weight—ideal, fat, thin		
Conditions of gums—pale, inflamed, healthy		
Condition of teeth ---clean, tartar, stained		
Condition of nails—short, long		
Temperament—friendly, shy, aggressive		

- Inspect your dog at the beginning of your project (first dog practice) in the first column.
  - Ask your leader to help you inspect your animal.
  - Are there improvements that need made? Make comments as to what improvements are needed.
- Inspect your dog right before the Routt County Fair in the second column.
  - Did the condition of your animal improve? Make comments as to what you made.

## DO YOU HAVE MULTIPLE DOGS?

You must include one inspection record per dog!

# Dog Inspection

**Activity Log/Learning Experiences**

Categories of Participation	Total This Year	Description/Project Title
What 4-H Projects are you taking this year?		
What activities helped you learn the skills for this project? (project meetings, workshops, classes, contests, etc.)		
What Leadership Development experiences did you participate in? (club/district/state/officer, committee chair, LDC, CLC, YouthFest, State Conference, Jr./Teen leader, pledge leader, etc.)		

- In order to complete your project, all members must complete Community Service and a demonstration
- Record all involvement from the 4-H Year (can be from outside 4-H)
  - leadership events, shows/exhibitions, judging, Fair,

4-H	Date	Hours	Activity	Location
Citizenship/Community Service				
Demonstrations/Presentations/		N/A		
		N/A		

# Involvement Records

## Answer All Questions

Try to complete at least 1 activity per category



## Goal Evaluation

Goals help you to achieve more when you review them each year. At the End of the year, answer the following questions.

### Project Goal # 1

Did you accomplish this goal?

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.

If you did accomplish your goal, how will it help you in the future?

If you did not, what can you do differently to accomplish this?

### Project Goal #2

Did you accomplish this goal?

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.

If you did accomplish your goal, how will it help you in the future?

If you did not, what can you do differently to accomplish this?

### Personal and/or Service Goal #1

Did you accomplish this goal?

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.

If you did accomplish your goal, how will it help you in the future?

If you did not, what can you do differently to accomplish this?

### Personal and/or Service Goal #2

Did you accomplish this goal?

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.

If you did accomplish your goal, how will it help you in the future?

If you did not, what can you do differently to accomplish this?

- At the end of your project, review the goals you set at the beginning. You are able to achieve more when you review your goals each year!
- Use complete sentences when answering the goal reflection questions

# Goal Evaluation

## Did you achieve your goals this year?

How can you revise your strategy to achieve the goal in the next year?

## Photographs from your 4-H Project

A minimum of four pictures with a descriptive caption for each are expected. A maximum of two separate sheets of paper. **LIMIT PHOTOS TO THE DOG PROJECT OR ACTIVITIES ONLY.**

- Include at least four (4) pictures that show project progress
  - More photos may be added as necessary
- All photos must have a descriptive caption
- Pictures should be added BEFORE Story
  - Photos should NOT be placed in pockets or attached to the binder, they need to be in the actual record book!

# Project Pictures

## Take Progress Photos of Your Projects

By taking pictures you can see how your animals change and grow over time!

# 4-H Story

## Length and Format Guidelines

You can type or hand-write your story. If you hand-write the story, use pencil or ink on lined white notebook paper. The majority of your story must be about your dog project.

**Length of Story: minimum of 1 page.**

If a computer is used to write the story, use plain white paper with 12-point font.

Leave at least 1-inch margins, so the story can be read if inserted into a report cover.

Story can be single or double-spaced as long as it does not exceed two pages.

Younger members may want to double-space their story, so you can see what you are writing.

Be sure to use proper grammar and sentence structure.

Edit your story when finished. You can use spell check.

Have someone else read your story.

Please answer the following questions to help write your story:

Why did you choose this project?

Did you learn what you had hoped to learn?

Did anyone help you and how did they help you?

What did you like the best about your project?

What would you do differently if you were to do it again?

What is your favorite thing about being a 4-H member?

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- Use 12 point font or larger and 1" wide margins when completing your story
- If hand written, write neatly to complete your story
- 4-H Story should be constructed using proper grammar
- Demonstrate project understanding, growth, goal reflections, etc. when completing your story
- Limit your story to 3 pages
- The 4-H Story should be added AFTER Pictures
  - 4-H Stories should NOT be placed in pockets or attached to the binder, they need to be in the actual record book!

## Read through the story guide

Can you answer all the questions provided when completing your story?

# 4-H Story



End Date: \_\_\_\_\_  Leader or Agent Initials

<b>Project:</b>			
<b>Name:</b>			
<b>Animal Name(s):</b>			
<b>Years in this Project:</b> (include current year)		<b>Club:</b>	
<b>Birthdate:</b>		<b>County:</b>	
<b>Age as of Dec 31 of current year</b>			

### PROJECT AGREEMENT

***(This should be signed at the beginning of the project.)***

I \_\_\_\_\_ (the 4-H member) will be responsible for the primary care of my animal project. I will keep accurate records throughout the project year and agree to finish this record as part of completing my 4-H small animal project.

Signed \_\_\_\_\_ (Member) Date \_\_\_\_\_

I (4-H parent) will be responsible for helping my child in the care of their project. I agree to make this an educational experience and do all I can to teach my child ethical principles of care, treatment, training, and record keeping related to this project.

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

*I declare that the information in this book is correct, and all 4-H requirements have been completed, to the best of my knowledge. ***(This should be signed at the end of the project.)****

Member's Signature \_\_\_\_\_ date \_\_\_\_\_

Leader's Signature \_\_\_\_\_ date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ date \_\_\_\_\_

Records may be completed on the computer or neatly hand-written.

- Located at the **BOTTOM** of the first page
- All signatures are required
- Project completion should be dated on the day you finish your project/record book

# Project Completion

**ALL SIGNATURES ARE REQUIRED TO  
COMPLETE THIS RECORD BOOK!**



# Closing Thoughts

- Don't wait for the last minute to complete your record book
- Set-Up a time with your 4-H Leaders in ADVANCE to get their signatures when needed
- Keep track of all your expenses throughout the 4-H Year
- If you need help with your record book, reach out for some help!
  - Older members, club leaders, Extension Office

Need some help with Record Books?

## ■ Record Keeping Tips!

- Calendar to enter all 4-H Records
- Old Check Book to enter all 4-H Expenses
- Notebook dog's kennel
- Pocket to keep all receipts in
- Enter in all records as they come up
- Set aside 2 hours/week to work on your record book

## ■ Important Notes!

- Record books must be completed in order to participate in the project the following year
  - in order to complete the project, you must have a score of 70% or higher
- All pages must be securely attached to the binder to avoid missing pages



# Contact Us



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<http://routt.extension.colostate.edu/4-h/>



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