



ROUTT COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

Record Book Workshop

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**

INCOME RECORD

Record all income you earned this 4-H year. Income may be from selling animals, equipment or tack, and from show winnings, etc. **If an animal is owned at the end of the 4-H year, the animal should be listed in END Animal Inventory (pg. 4).**

Record "no income" below if you did not receive any money this 4-H year.

Date	Item/Animal ID (tag/sex/name)	Income From	Project:	Project:	Project:	Project:
			\$	\$	\$	\$
Ex: 8/15	Fair Premiums	County Fair	(Mkt Beef) \$20.00	(Brd Beef) \$20.00	(Dairy Goat) \$5.00	
8/15	Steer #245	County Fair Jr Mkt Sale	\$2,000.00	\$0.00	\$0.00	
TOTAL INCOME:						

COMPARISON OF MARKET VS. FAIR SALE PRICES

Record market projects ONLY to evaluate your project(s) based upon actual market animal prices. **Do not list**

Record N/A if it is a market project but you did not sell a market animal in that project at county fair.

	Project:	Project:	Project:	Pr
A. How much did you sell your animal for at county fair?				
B. What is the floor-price/market-price per lb. for your project species?				
C. How much does your animal weigh?				
D. What is the market value of your project? (B x C)				
E. What is the difference between the market value of your project and the price received at county fair? (A - D)				

- Record all income received during the 4-H Year
 - animal sales, equipment/tack sales, show premiums, barn work, etc.

Intermediates & Seniors

- Comparison of Market VS. Fair Sale Price
 - Market price is posted at fair and can be found on Extension Website
 - Record Market Projects ONLY, do NOT complete for breeding projects
 - If you had a market project that did not get sold at fair, report "N/A"

This page should NEVER be left blank

Fill out all information correctly and completely

Income Record

FINANCIAL SUMMARY

Record your total income and expense for each project and the total for all projects to see if you made or lost money on your project at county fair. **Question R should be completed ONLY on Market Projects where an animal was sold at county fair. This part shows how much you would have made/loss in the open market. Record N/A on Question R for projects not sold at county fair.**

	Project:	Project:	Project:	Project:	Total All Projects	Directions
Income						
What is the value of the equipment you still own at the end of the year?						Total End Value (pg. 3)
What is the value of animals you still own at the end of the year?						Total End Value
How much money did you earn?						
What is your total income?						
Expenses						
What was the value of the equipment you owned at the start of the year?						
What was the value of the animals you owned at the start of the year?						
How much did you spend on animals?						
How much did you spend on health expenses?						
How much did you spend for feed?						
How much did you spend on other expenses?						Total Other Expense (pg. 3)
What are your total expenses?						J+K+L+M+N
Profit/Loss						
What is your overall balance?						I - P
What would your profit/loss be without the county fair price?						Q - E (E from pg. 3)

- Compare your expenses to your income at the end of your project
- Read the directions carefully to make sure that you are completing the record as needed!
- If you do not have market animals that sold at the fair, record N/A on R (Int/Sr ONLY)

Financial Summary

Double Check ALL Calculations

If one calculation is wrong, it can mess up your entire report

INVOLVEMENT RECORDS

4-H Members must complete a community service activity and a demonstration in order to complete their project. The 4-H program provides additional opportunities for leadership, exhibition, and judging. **Record your involvement in these areas which may or outside of 4-H.** Record "none" or N/A where it applies. Add more lines as needed.

What did you do for your community? How did you practice citizenship?	Date, Hours	What did you learn?

What did you demonstrate? What speech(s) did you give?	Date	What did you learn?

How were you a leader or helpful to others? What leadership events did you attend?	Date	What did you learn?

Where did you exhibit/show? What judging activity(s) did you do?	Date	What did you learn?

- 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,

Involvement Records

Answer All Questions

Try to complete at least 1 activity per category

STORY AND PICTURES

It is suggested that you complete the following other requirements in a separate document such as in Microsoft Word and attach pictures on another page. Insert story and pictures before Project Completion (pg. 16).

Project Pictures

Include a minimum of four pictures with a descriptive caption for each are expected. **Include pictures that demonstrate the progress of your project.** Additional photos may be added.

4-H Story

Tell us about your 4-H experience in a story. The following may be used as a guide to help you in compose a story of your project(s).

About Me

- * Tell how old you are and when you joined 4-H
- * Tell why you joined 4-H
- * Share about your interests or hobbies
- * Tell about future and career plans

4-H Project and Activities

- * Describe your projects. Tell how they were successful or challenging
- * Explain your goals and which ones you reached
- * Share what you would do differently if you were to try it again
- * Describe what skills have you learned this year
- * Tell how your projects have grown in size and scope?
- * Explain how you have arranged for financing (if needed)
- * Tell about any adults or other 4-H members that were especially helpful to you. Share how they were helpful.

Leadership and Citizenship

- * Share what leadership and citizenship mean to you
- * Tell how 4-H has helped you become a better leader
- * Describe what types of citizenship or leadership you have been involved in
- * Tell how you have contributed to 4-H, your community, or the world
- * Describe the most important offices you have held or committee assignments you have accepted.
- * Share what you have learned from working with a junior or teen leader

4-H's Impact on You

- * Tell how your 4-H participation changed how you feel about yourself
- * Tell how your participation influenced your school and career
- * Describe what being a 4-H member means to you

Story may be typed or hand-written with 1 inch margins. Handwritten stories should be written on lined, white notebook paper and legible. Typed stories should be on plain, white paper and no smaller than 12-point font. **Limit your story to a maximum of three pages. Remember that good grammar, correct spelling, and complete sentences are important.**

- 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 and Project Completion Page.
 - 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!

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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 and **BEFORE** the Project Completion Page.
 - 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

GOAL REFLECTION

Goals help you achieve more when you review them each year. At the END of the year, answer the following questions in complete sentences.

Did you meet your goal this year (pg. 2)? Why or why not?	
Which 'To Do's did you complete?	
What helped you complete your goal? What challenges kept you from reaching your goals?	

PROJECT COMPLETION

I declare that the information in this book is correct and all 4-H requirements, including Meat Quality Assurance training, have been completed to the best of my knowledge.

Last Meat Quality Assurance training attended:

Date _____ Location _____

Member Signature _____ Date _____

Leader Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

NOTE: Include this as the last page of your Record Book, after your story and pictures.

- 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 Reflection

Did you achieve your goals this year?

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

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Member Signature

Date

Leader Signature

Date

Parent/Guardian Signature

Date

NOTE: Include this as the last page of your Record Book, after your story and pictures.

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- When did you last attend a Meat Quality Assurance Training?
- All signatures are required
- Project completion should be dated on the day you finish your project/record book
- This is the LAST page of your record book. AFTER pictures and stories

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
- Record books can contain multiple livestock species

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 by animal's pen
- 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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