

# Record Book Workshop

Tips and Tricks



ROUTT COUNTY  
COLORADO STATE UNIVERSITY  
EXTENSION

[Find Record Books Here!](#)



# Before We Begin

- **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**

# Equipment/Supplies Inventory

At the start of the project year, list all the equipment you own under Item. At the end of your project year, add any new items you own to the Item list. If an item is given to you at no cost (i.e. donation, gift), still include a value amount in your inventory as that item still has monetary value for your project.

\*\*Items sold should also be reported on your Income Record.

Item	Quantity	Value	Sold Value (If Applicable)**

- List all equipment that you have at the start of your project
  - What is the value of that item?
- List all equipment you have at the end of your project
  - What is the value of that item?
  - Do you still have the item? Did you sell it?
- What is the total value of your equipment at the end of the year?

# Equipment & Supplies

Record all Inventory and Supplies at the Beginning and check them at the End of your Project

Did you add any equipment throughout the year?

## Story & Pictures

It is highly 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.

### Project Pictures

Include a minimum of four pictures with a descriptive caption in complete sentences for each are expected. Include pictures that demonstrate the progress of your project throughout the year or a variety of things you did with your 4-H horse project. Additional photos may be added (maximum of eight photos).

### 4-H Story

Please answer the following questions in complete sentences. The expectation is at least 3-5 complete sentences per question.

1. What was the most valuable thing you learned with your project this year?
2. What was the most challenging part of your project this year?
3. Did you meet or exceed your goals? Explain.
4. What was your biggest accomplishment?
5. Select one of the following skills you learned in 4-H this year, and explain how you improved in that skill because of your involvement with 4-H. You are encouraged to pick a different skill each year to write about.
  - Communication
  - Leadership
  - Problem solving
  - Work ethic
  - Time management
  - Teamwork
  - Critical thinking
  - Decision making
  - Resourcefulness
  - Adaptability

- **Include at least four (4) pictures that show project progress**
  - **More photos may be added as necessary (max of 8)**
- **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!

## Story & Pictures

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  - Communication
  - Leadership
  - Problem solving
  - Work ethic
  - Time management
  - Teamwork
  - Critical thinking
  - Decision making
  - Resourcefulness
  - Adaptability

- 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
- Each question should be answered in 3-5 sentences.
- 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

This page is to be answered at the **END** of the 4-H year.

Goals help you achieve more when you review them each year. Answer the following questions to the best of your ability in complete sentences.

Did you meet your goals this year? Why or why not? (Page 2)

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Which "To Do's" did you complete?

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What or who helped you complete your goal? What challenges kept you from reaching your goals?

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- 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?

## Project Completion

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Leader Signature

\_\_\_\_\_  
Date

- 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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