

## **MEMBER'S 4-H RECORD GUIDELINES**

Helping youth develop life skills is part of the goal of 4-H. The following are guidelines are for providing learning experiences in record keeping.

1. Learn the importance of keeping records - the value they will be when applying for awards and/or scholarships and when preparing job resumes and applications; as well as a good business practice for later years.
2. Encourage members to record 4-H activities they participate in, including community service and learning experiences; as well as leadership experiences and awards or recognition they receive. Personal 4-H Record Books are available from the Extension office, or clubs/members may devise their own forms.
3. Encourage members to keep a record of each project and its' related experiences, as well as the size and scope of the project, and how it increases over the years. Costs, values, income and expenses should be included. There are several forms which can be used - ranging from the project summary form (which also includes information referred to in number two above and is used for the county award application) to record forms for all types of animals, to the teen leader report form.
4. Some clubs set aside a specific meeting each year for members to update and work on their records. Other clubs may choose to update records at and work on their records. Other clubs may choose to update records at each meeting. You may want to divide your club into smaller groups and challenge each group to have the most complete records. Some club leaders and/or project leaders collect the record books or forms to look them over and give comments. Some also use the completion of forms as a criteria.

### **4-H FAIR CLASSES FOR RECORD KEEPING**

To help recognize members who keep records, there are several fair classes members may exhibit records in. Records are judged on neatness, completeness, and accuracy, appropriate for the member's age and experience.

### **MEMBER RECORDS**

\* Member's Personal 4-H Record

This class is designed for general 4-H records kept by a member. The record book "Member's Personal 4-H Record" could be exhibited, or the "Project Summary Form" could be exhibited, or a combination of these or any other forms or notebook kept by the member. If members have additional record keeping materials and/or photos they may be included with the other forms. Animal record forms and teen leader reports should be entered in their appropriate class. The time span covered may be the current year, or since the member joined 4-H.

## TEEN LEADER REPORTS

1. A teen leader is defined as being any teen, 13 or over anytime during the calendar year, who is actively participating in 4-H leadership activities. These activities include the area of club leadership and responsibilities including full or partial leadership or specific projects and responsibilities at other 4-H activities and events. The teen leadership project involves many different aspects, from leading a club to helping an adult leader with some specific task.
2. The minimum project requirement for a teen leader is one or more leadership responsibilities within his/her own club, other than being an officer. Responsibilities should increase with additional years as a teen leader. Expansion can include community and county activities. Report forms are available at the Extension office.
3. Signed, neat reports to be turned in by June 20 at the Extension office. You must also sign up for interviews which will be held on the first Saturday of fair in the Exhibit Building.
4. Completion of the form is not required to be a teen leader.
5. Forms must be neat - typing is best or use "black ink". Be sure to include photos, with captions, to explain them.
  - \*1st and 2nd year teen leadership project report and interview
  - \*3rd year and over teen leadership project report and interview (report 60%, interview 40% - must complete both)
6. In order to be nominated for an "Outstanding Teen Leader" award presented by 4-H Council, teens must participate in the Teen Leader class at the fair (this includes both the teen leader report and the interview).

## LIVESTOCK RECORDS

1. All records are to be turned in at the Back 4-H Office between Sunday and 9 a.m. Tuesday of fair week.
2. Records will be judged and exhibited in the commercial building until release time. Members are responsible for picking up records.
3. The records will be judged for neatness, completeness, and accuracy, appropriate to the member's age and experience.
4. All beef, sheep and swine market records should be completed, using current market price for the sale value.
5. Interest costs for any animal or its feed should be included in expenses.
6. Records may be kept on any number of market animals and breeding animals. If records of both market and breeding animals of one specie are kept, only one record set may be submitted per class.
7. Limited to one entry per class.
8. All sets of records should have an entry tag attached to them, please include club name on tag. For classes requiring several individual forms, it would be best to have them in a folder or small notebook.
9. Dates for records to start . . .
  - a. Dairy, goats, all breeding animals, and horses: January 1 of present year  
or when purchased or born.
  - b. Market animals: when purchased, when started on feed, or when born.

10. First through third year members in any project area may choose to complete the 4-H Animal Project Record #1457 for beginning members.

**Class**

- \* Beef Records
  - . a. Market steer records to consist of 4-H Market Livestock Record Book #1177 or #1457.
  - . b. Breeding cattle records to consist of Beef Production Records, completing what applies to the animal(s), or #1457.
- \* Dairy Cattle Records

Records to consist of Eaton County 4-H Dairy Record Form or the 4-H Dairy Project Workbook, or #1457.
- \* Dairy Beef Feeder or Veal Project Records

Records to consist of the Dairy Beef Feeder Project Book, or the Dairy Veal Project Book, or #1457.
- \* Goat Records

Records to consist of the records in the 4-H Goat Manual Record Book or #1457.
- \* Horse Records

Records to consist of Horse and Pony Project Record #1072 and Stable Record #1073, or the Eaton County Horse & Pony Record Form or #1457.
- \* Poultry Records

Records to consist of Poultry Record Form or #1457. Members to complete what applies to their type of poultry project(s).
- \* Rabbit Records

Records to consist of Rabbit Record Form or #1457. Members to complete what applies to their type of rabbit project(s).
- \* Sheep Records
  - a. Market lamb records to consist of 4-H Market Livestock Record Book #1177 or 1457.
  - b. Breeding sheep records to consist of Sheep Production Records, completing what applies to the animal(s), or #1457
- \* Swine Records
  - . a. Market hog records to consist of 4-H Market Livestock Record Book #1177 or #1457.
  - . b. Breeding hog records to consist of Swine Production Records, completing what applies to the animal(s), or #1457.
- \* Llama Records

Records to consist of Eaton County 4-H Llama Record Form.
- \* Dog Records

Records to consist of 4-H Dog Project Record #1213 or #1457.
- \* Cat Record

Records to consist of Eaton County 4-H Cat Record Form or #1457.