

# 2023 Washington County Record Book Workshop

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MARYLAND  
EXTENSION



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**mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**  
(833) 256-1665 or (202) 690-7442; or

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**correo postal:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; o'

**fax:**  
(833) 256-1665 o' (202) 690-7442; o'

**correo electrónico:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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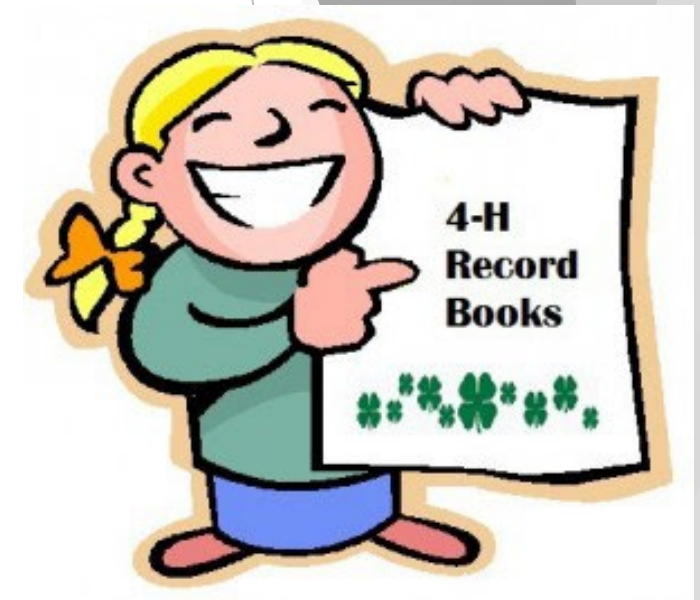
1. Introduce yourself to your group and share what club(s) you are a member of.
2. What are some of the advantages to completing a record book?
3. What are some of the challenges that you face when completing your record book?





# Why Complete A Record Book?

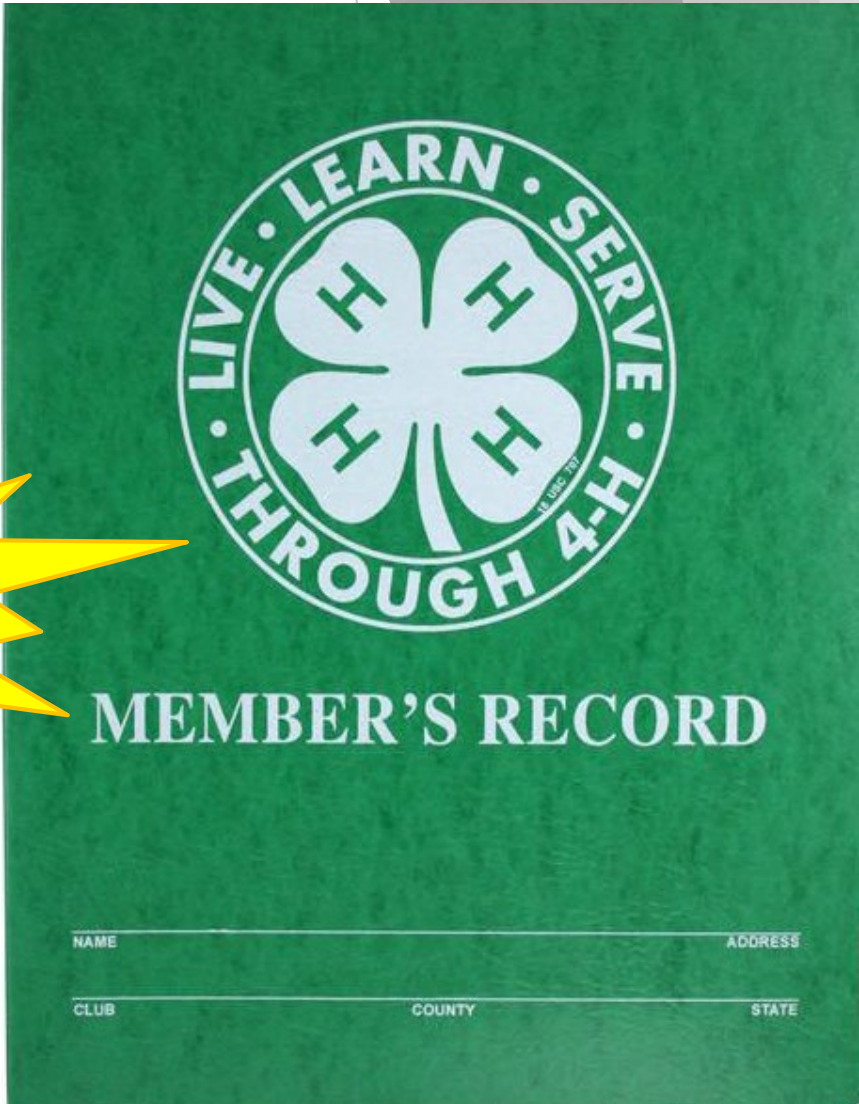
- ▶ All member enrolled in 2023 MUST complete a record book
  - ▶ Record book covers January 1, 2023 - December 31, 2023
- ▶ Demonstrates skills and knowledge you have gained and assists with record keeping
- ▶ Qualification to show at the 2024 Ag Expo and Fair
- ▶ Needs to be reviewed and signed by your club leader
- ▶ **Use only** the templates and forms that are provided!
  - ▶ All templates and forms are online at
  - ▶ May be handwritten or typed
  - ▶ Handwritten: use blue or black ink and print legibly
- ▶ All books are judged and awards are given out at Achievement Night
  - ▶ Used to determine awards for the 2024 Achievement Night



# Required Items


- ▶ Standard green 4-H record book cover (can purchase at the office for \$3.00)
- ▶ Dividers, labeled for each section
  - ▶ Summary Record
  - ▶ Story (juniors and intermediates)/Essay (seniors)
  - ▶ Project Records (divider labeled for each project)
- ▶ Title page with picture
- ▶ Summary Record
- ▶ Story/Essay
- ▶ Project Records
  - ▶ If you exhibit a project at an exhibition/show in 2019 you need to have a project record completed in your record book. If you did not exhibit a project you do not need to complete the project record for that specific project.
- ▶ Supplemental: project photos, news clippings, letters, etc.

**ONLY USE THE FORMS  
ON THE WASHINGTON  
COUNTY 4-H WEB PAGE**




# Record Book Sections - Title Page

- ▶ First sheet in your record book
- ▶ Does not need a labeled divider
- ▶ Include a photo (school pictures work best)
- ▶ Fill Out:
  - ▶ Name
  - ▶ Check whether you are a Junior, Intermediate, or Senior
  - ▶ 4-H Year: 2023
  - ▶ Years in 4-H: What year of 4-H you are in (1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year, etc.)

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**Title Page**



Name: Connor Clover

4-H Age (Please Check):  Junior (8-10)  Intermediate (11-13)  Senior (14-18)

4-H Year: 2019      Years in 4-H: 3

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# 4-H Projects!


Aerospace  
Agriculture Education  
Agronomy  
Alpacas and Llamas  
Aquaculture  
ATV Safety  
Automotive  
Babysitting  
Beef - Breeding  
Beef - Market  
Beekeeping  
Bicycle  
Cats  
Cavies & Guinea Pigs  
Child Development  
Citizenship & Service  
Clothing & Textiles  
Communications  
Computers  
Consumer Education  
Crafts  
Dairy Cattle - Breeding  
Dairy Cattle - Steer

Dogs  
Ecology  
Electricity  
Embryology  
Entomology  
Entrepreneurship  
Environmental Science  
Exploring 4-H  
Expressive Arts  
Family Life  
Fashion  
Finance  
Fishing  
Food and Nutrition  
Forestry  
Gardening  
Geospatial - GPS/GIS  
Goat - Dairy  
Goat - Fiber  
Goat, Meat - Breeding  
Goat, Meat - Market  
Goat - Pet

Health  
Healthy Lifestyles  
Hobbies  
Home Environment  
Horses and Ponies  
Horticulture  
Landscaping  
Leadership  
Natural Resources & Conservation  
Outdoor Education  
Pets  
Photography  
Plant Science  
Poultry - Breeding  
Poultry - Market  
Public Speaking  
Rabbits  
Rabbits - Market  
Reading  
Recreation  
Robotics

Safety  
Self-Determined  
Sewing  
Sheep - Breeding  
Sheep - Market  
Shooting Sports  
Small Engine  
STEM (Science, Technology, Engineering, Math)  
Swine - Breeding  
Swine - Market  
Theatre Arts  
Tractors  
Veterinary Science  
Visual Arts  
Water Quality  
Welding  
Wildlife Management  
Woodworking  
Workforce Readiness

# Record Book Sections - Summary Record, Page 1

4-H SUMMARY RECORD 

**MARYLAND 4-H SUMMARY RECORD**

This record belongs to: Connor Cover 2019  
Name Year

Mailing Address: 7303 Sharpsburg Pike  
(Street): (Apt. #):

Boonsboro MD 21713  
(City/Town): (State): (Zip):

Please indicate age as of January 1<sup>st</sup> 12

4-H Age for year completing: Please check:  
 Junior (8-10)  Intermediate (11-13)  Senior (14-18)

Years in 4-H: 3

County/City: Washington

4-H Club(s): Chewsville Lamb

My 4-H projects this year; number of years in project:

Name of Project	# of Years	Name of Project	# of Years
Sheep – Breeding	3		
Sheep - Market	3		
Photography	2		
Food and Nutrition	1		

I have reviewed this record book:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Volunteer Date

Comments:

- ▶ Fill-out personal information
  - ▶ Make sure all this information matches the information on your title page
  
- ▶ Fill-out project carried for 2023
  - ▶ If you write a project in this table there needs to be a project record completed in your book
  
- ▶ Primary club leaders signature is required at the bottom of the first page

# Record Book Sections - Summary Record, Page 2



## ➤ Club Participation

- Select your club from the drop down list
- Select from the drop down list whether you attended the meeting that month(Y), were absent (N), or if there was no meeting (NM)

## ▶ Committees & Offices

- ▶ This includes committees and offices both within 4-H, and outside of 4-H (school, church, other organizations, etc.)

## ▶ 4-H Promotion Activities

- ▶ Include date, the activity, and the results (had 1 new member join our club, promoted 4-H to the community, etc.)

MARYLAND 4-H SUMMARY RECORD												
Club Participation												
Number of Meetings I Attended (Check or make notes)												
Club Name	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Chewsville	Y	N	Y	Y	N	Y	NM	Y	Y	Y	N	Y
Lamb	Y	Y	Y	Y	Y	N	NM	NM	Y	N	Y	Y
Y- Attended Meeting    N- Absent    NM - No Meeting												
Committees & Offices (4-H, school etc.)												
Name of Committee/Office/Role							Description/What I Did					
Lamb Club Treasurer							Kept track of the club finances and gave the treasurer's report at each club meeting.					
Church Junior Youth Group Leader							Assisted with planning activities each Sunday for the youth group and occasionally assisted with teaching the elementary school group.					
Boonsboro Middle School Newspaper Committee							Helped to identify interesting news stories that were included in the school newspaper each week.					
4-H Promotion Activities												
I promoted or publicized 4-H in these ways during the year (news articles, TV, radio, 4-H Ambassador Responsibilities, displays, fair booths, flyers, new member recruitment, and expansion efforts):												
Date	Activity Be Specific - Explain Activity & Location						Results					
03/31/19	Tractor Supply Paper Clover Sales						Helped promote 4-H to people who came to the store by handing out flyers.					
04/06/19	Rural Heritage Museum Open House						Promoted 4-H to kids who participated in the craft activities.					
06/11/19	Chick-fil-A Fundraiser						Promoted 4-H to people eating and helped raise \$245 for the Lamb Club					
07/16/19	Staffed the STEM Table at the Fair						Promoted 4-H to the people who stopped and made bee bombs.					



# Record Book Sections - Summary Record, Page 3

## ► Communication Activities

- Include only your 4-H communication activities!
- Include all communication even if it was a report at your club meeting or giving a small demonstration at the fair to the public
- Indicate the date of the communication
- Either select the type of communication from the drop down box, or type in your own
  - Drop down options include: demonstration, fair conference judging, report at club meeting, speech, or visual presentation
- Enter the title of your communication piece
- Indicate the event or location where you gave the communication

## MARYLAND 4-H SUMMARY RECORD

### Communication Activities

I took part in the following communication activities (judging, demonstrations, illustrated talks, public speaking, conference judging, reports at club meetings, community groups):

Date	Type of Communication	Title	Event or Location
03/18/19	Visual Presentation	Selecting a Market Lamb	Lamb Club Meeting
05/14/19	Demonstration	Photography Composition	Chewsville Club Mtg.
07/12/19	Fair Conference Judging	Cookies	Ag Expo and Fair
07/12/19	Fair Conference Judging	Photography Exhibits	Ag Expo and Fair
07/12/19	Fair Conference Judging	Apple Pie Exhibit	Ag Expo and Fair
07/18/19	Speech	Scrape in Sheep	4-H Presents at Fair
11/15/19	Demonstration	The Perfect Pie Crust	Chewsville Club Mtg.

# Record Book Sections - Summary Record, Page 3

## ▶ Awards and Honors

- ▶ Include awards and honors within 4-H and also outside of 4-H
  - ▶ Outside 4-H activities may include: girl/boy scouts, FFA, school organizations, etc.
- ▶ Indicate the date
- ▶ Either select the type of activity/event from the drop down box, or type in your own
  - ▶ Drop down options include: Ag Expo and Fair, Achievement Night, Maryland State Fair, WaCoHu Grange, Wills Fair
- ▶ Enter your award
- ▶ Indicate the location or type your own
  - ▶ Drop down options include: club, county, state, regional, national

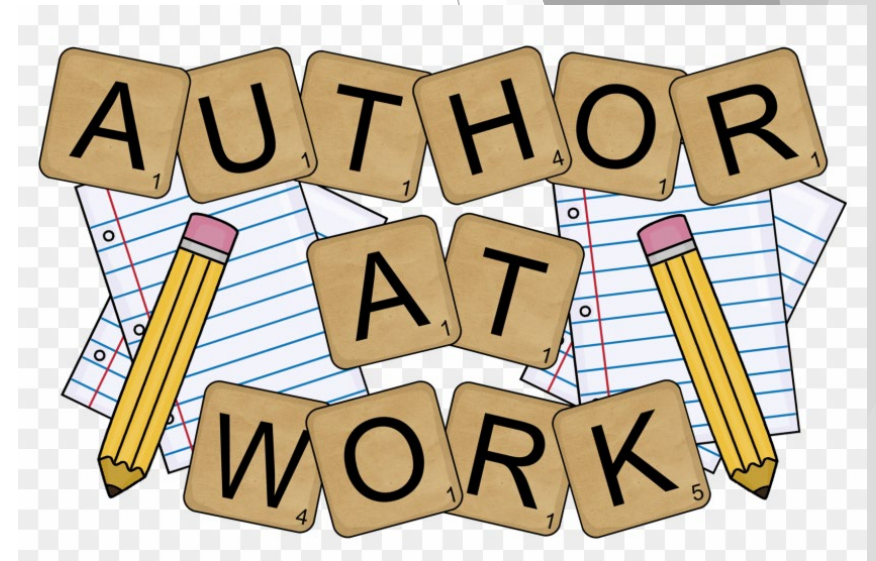
Awards and Honors			
Include 4-H awards and honors such as fair and county recognition (you may add additional pages)			
Date	Activity/Event	Award	Location
03/02/19	MD State Livestock Skillathon Contest	2nd High Individual	State
04/13/19	Washington County Achievement Nigh	Sheep Record Book Award	County
05/18/19	Wills Fair	Market Lambs-2nd, 4th,6th	Regional
06/12/19	Boonsboro Middle Awards Ceremony	Perfect Attendance	School
07/12/19	Washington County Ag Expo and Fair	Home Arts; 5-1st, 1-2nd	County
07/15/19	Washington County Ag Expo and Fair	Champion Sheep Showman	County
07/15/19	Washington County Ag Expo and Fair	Market Lambs-1st, 2nd, 3rd	County
07/15/19	Washington County Ag Expo and Fair	Breeding Sheep - Supreme Ewe	County
07/18/19	Washington County Ag Expo and Fair	4-H Presents - 1st	County
08/31/19	Maryland State Fair	Champion Sheep Showman	State
09/01/19	Maryland State Fair	Market Lambs-1st, 2nd	State
09/07/19	Maryland State Livestock Judging	High Intermediate Individual	State





# Record Book Sections - Story

- ▶ Juniors/Intermediates ONLY
- ▶ Narrative of your experiences in 4-H this year, you can be as creative as you like
- ▶ Can be handwritten or typed
  - ▶ If typed:
    - ▶ 1-2 pages
    - ▶ Double-spaced
    - ▶ 12 point, Times New Roman font
    - ▶ 1" margins
- ▶ Proof read for grammar, spelling, and complete sentences



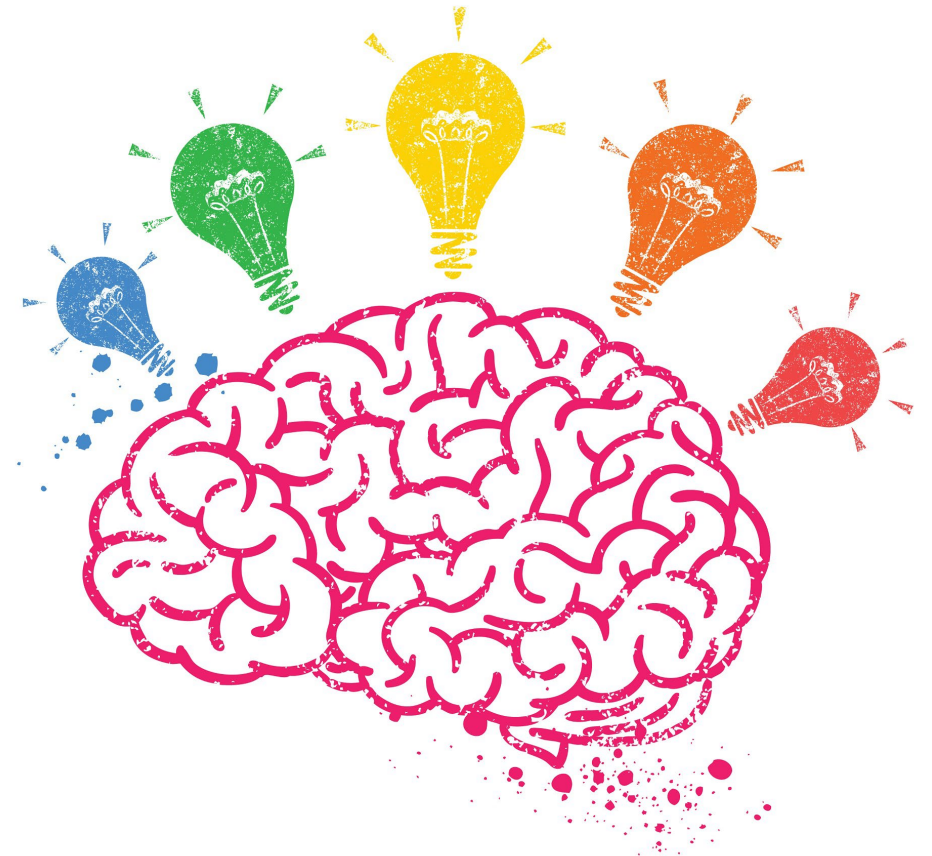
# Record Book Sections - Story

- ▶ Should be structured with an introduction, body, and conclusion
  - ▶ **Introduction:** Information about yourself
    - ▶ Examples: age, interest, parents, siblings, where you live, where you go to school, when and why you joined 4-H
  - ▶ **Body:**
    - ▶ Examples: 4-H projects you carried this year, why you selected your projects, what goals did you have for those projects, what you learned, things you tried and found both successful and not successful
    - ▶ Example: share a special experience
    - ▶ Example: share your leadership experiences such as offices held, committee memberships
  - ▶ **Conclusion:**
    - ▶ Example: share your project goals for next year
    - ▶ Example: share how 4-H has influenced what you plan to do in the future



# Record Book Section - Senior Essay

- ▶ Seniors ONLY
- ▶ Must write on the essay topic - topics are posted by October
- ▶ Structure the essay with an introduction, body, and conclusion
- ▶ Can be handwritten or typed
  - ▶ If typed:
    - ▶ 1-2 pages (no more than two)
    - ▶ Double-spaced
    - ▶ 12 point, Times New Roman font
    - ▶ 1" margins
- ▶ Proof read for grammar, spelling, and complete sentences





# Record Book Sections - Project Records

- ▶ Completed project -
  1. Carried the project for the current year in 4-HOnline
  2. Exhibited/showed the project
  3. Completed a form of communication about the project
  4. Completed Project Record form
- ▶ Each project should have a separate project record form
- ▶ Include a labeled tab or divider for each project record form
- ▶ All information included in these forms should be specific to the individual project
- ▶ Be sure to fill out all sections of the project forms!

# Record Book Sections - Project Record Forms

- ▶ Fill out the correct form for your project
- ▶ Refer to the help document: “4-H Projects and Their Corresponding Record Book Forms”
- ▶ All project forms are listed online:  
<http://extension.umd.edu/Washington-county>




## 4-H Projects and Their Corresponding Record Book Forms

### Maryland 4-H General Project Record Form (Your Project in 4-H Online)

Aerospace	Ecology	Gardening	Safety
Agriculture Education	Electricity	Geospatial	Self-Determined
Agromony	Entomology	Home Environment	Sewing
Aquaculture	Entrepreneurship	Horticulture	Shooting Sports
ATV Safety	Health/Healthy Lifestyles	Landscape	Small Engines
Automotive	Hobbies	Leadership	STEM
Babysitting	Environmental Science	Natural Resources and Conservation	Theatre Arts
Beekeeping	Exploring 4-H	Outdoor Education	Tractors
Bicycle	Expressive Arts	Photography	Veterinary Science
Child Development	Family Life	Plant Science	Visual Arts
Citizenship and Service	Fashion	Public Speaking	Water Quality
Clothing and Textiles	Finance	Reading	Welding
Communications	Fishing	Recreation	Wildlife Management
Computers	Food and Nutrition	Robotics	Woodworking
Consumer Education	Forestry		Workforce Readiness
Crafts			

List the  
Project NOT  
the Class at

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**4-H  
PROJECT  
RECORD**

**MARYLAND 4-H GENERAL PROJECT RECORD**

Name	4-H Age
Primary Club Name	
Years in 4-H	Years in this Project
I have completed this record and believe all information to be complete and accurate.	
Member's Signature	Parent's Signature
Date	Date



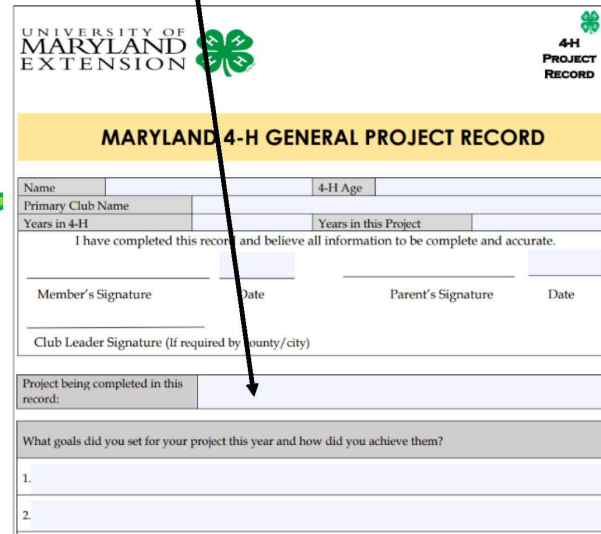
# Project Record Forms - General Project Record


## 4-H Projects and Their Corresponding Record Book Forms

### Maryland 4-H General Project Record Form (Your Project in 4-H Online)

Aerospace	Ecology	Gardening	Safety
Agriculture Education	Electricity	Geospatial	Self-Determined
Agronomy	Entomology	Home Environment	Sewing
Aquaculture	Entrepreneurship	Horticulture	Shooting Sports
ATV Safety	Health/Healthy Lifestyles	Landscape	Small Engines
Automotive	Hobbies	Leadership	STEM
Babysitting	Environmental Science	Natural Resources and Conservation	Theatre Arts
Beekeeping	Exploring 4-H	Outdoor Education	Tractors
Bicycle	Expressive Arts	Photography	Veterinary Science
Child Development	Family Life	Plant Science	Visual Arts
Citizenship and Service	Fashion	Public Speaking	Water Quality
Clothing and Textiles	Finance	Reading	Welding
Communications	Fishing	Recreation	Wildlife Management
Computers	Food and Nutrition	Robotics	Woodworking
Consumer Education	Forestry		Workforce Readiness
Crafts			

**List the  
Project NOT  
the Class at  
the Fair!!!!**



UNIVERSITY OF MARYLAND EXTENSION  **4-H PROJECT RECORD**

**MARYLAND 4-H GENERAL PROJECT RECORD**

Name \_\_\_\_\_ 4-H Age \_\_\_\_\_

Primary Club Name \_\_\_\_\_

Years in 4-H \_\_\_\_\_ Years in this Project \_\_\_\_\_

I have completed this record and believe all information to be complete and accurate.

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Club Leader Signature (if required by county/city) \_\_\_\_\_

Project being completed in this record: \_\_\_\_\_

What goals did you set for your project this year and how did you achieve them?

1. \_\_\_\_\_

2. \_\_\_\_\_

**What Project Does My Fair Entry Go Under??**



<b>4-H Project</b>	<b>Department/Class at Ag Expo</b>
Agronomy	Field Exhibits Department (Agriculture Related Projects) *The exhibition of eggs should go under the poultry project
Clothing and Textiles	Craft made with Fabric (In the Clothing Department)
Communications/Public Speaking	4-H Presents
Crafts	Craft Kits Paper Crafts Decoupage (may also go under visual arts) Wall Hanging (may also go under visual arts) Metal Craft Recyclable Craft Candle Making Tie Dye Article Holiday Crafts Item Made with 100% Duct Tape Nature Craft Fabric Painting Jewelry Making Handmade Flower Arrangement
Fashion	Fashion Revue
Food and Nutrition	Food Preservation Department (All Canned Goods) Food Preparation Department (All Baked Goods)
Gardening/Horticulture	Garden Department (Fresh Vegetables and Herbs) Indoor Gardening, Flowers, and Plants Department
Health/Healthy Lifestyles AND/OR Safety	Health and Safety Department
Hobbies	Collections Hobby Scrapbook/Memory Book
Photography	All Photography
Sewing	All Classes in the Clothing Department except Craft Made with Fabric
STEM	Science, Engineering, Technology Department
Visual Arts	Paintings Drawings Ceramics Decoupage (may also go under crafts) Wall Hanging (may also go under crafts) Stenciling Stamp Art
Woodworking	Woodworking



# Project Record Forms - Animal Science



## Maryland 4-H Animal Science – Livestock Breeding Project Record

Beef, Breeding  
Dairy Cattle, Breeding  
Goat, Meat Breeding  
Goat, Dairy Breeding  
Goat, Fiber  
Horse, Breeding  
Sheep, Breeding  
Swine, Breeding

UNIVERSITY OF MARYLAND EXTENSION <i>Solutions in your community</i>				
<b>Maryland 4-H Animal Science – Large Animal Breeding Project Record</b>				
Name				4-H Age
Primary Club Name				
Years in 4-H				Years in this Project
I have completed this record and believe all information to be complete and accurate.				
Member's Signature	Date	Parent's Signature	Date	
Please indicate your Animal Science Project Area				
<input type="checkbox"/> Beef (Breeding)	<input type="checkbox"/> Goat (Meat Breeding)	<input type="checkbox"/> Goat (Dairy Breeding)	<input type="checkbox"/> Horse (Breeding)	
<input type="checkbox"/> Sheep (Breeding)	<input type="checkbox"/> Swine (Breeding)			
<b>What goals did you set for your project this year and did you achieve them?</b>				
1.				
2.				
3.				

## Maryland 4-H Animal Science – Livestock Market Project Record



Beef, Market  
Dairy Cattle, Steer  
Goat, Market  
Sheep, Market  
Swine, Market

UNIVERSITY OF MARYLAND EXTENSION <i>Solutions in your community</i>				
<b>Maryland 4-H Animal Science – Livestock Market Project Record</b>				
Name				4-H Age
Primary Club Name				
Years in 4-H				Years in this Project
I have completed this record and believe all information to be complete and accurate.				
Member's Signature	Date	Parent's Signature	Date	
Please indicate your Animal Science Project Area				
<input type="checkbox"/> Beef/Dairy Steer	<input type="checkbox"/> Market Goat	<input type="checkbox"/> Market Sheep	<input type="checkbox"/> Market Swine	
<b>What goals did you set for your project this year and did you achieve them?</b>				
1.				
2.				
3.				

# Project Record Forms - Animal Science



## Maryland 4-H Animal Science – Rabbit and Cavy Project Record

Rabbits  
Rabbit, Market  
Cavies and Guinea Pigs

UNIVERSITY OF MARYLAND EXTENSION <i>Solutions in your community</i>					
<b>Maryland 4-H Animal Science – Rabbit and Cavy Project Record</b>					
Name		4-H Age			
Primary Club Name					
Years in 4-H		Years in this Project			
I have completed this record and believe all information to be complete and accurate.					
Member's Signature		Date	Parent's Signature		Date
Please indicate your Animal Science Project Area					
<input type="checkbox"/> Rabbit (Breeding)		<input type="checkbox"/> Rabbit (Market)		<input type="checkbox"/> Cavy	
<b>What goals did you set for your project this year and did you achieve them?</b>					
1.					
2.					
3.					

## Maryland 4-H Animal Science – Horse Project Record



Horse and Pony

UNIVERSITY OF MARYLAND EXTENSION <i>Solutions in your community</i>					
<b>Maryland 4-H Animal Science – Horse Project Record</b>					
Name		4-H Age			
Primary Club Name					
Years in 4-H		Years in this Project			
I have completed this record and believe all information to be complete and accurate.					
Member's Signature		Date	Parent's Signature		Date
<b>What goals did you set for your project this year and did you achieve them?</b>					
1.					
2.					
3.					
<b>What were two things you learned from completing this project this year?</b>					
1.					

# Project Record Forms - Animal Science



## Maryland 4-H Animal Science – Poultry Project Record

Poultry, Breeding  
Poultry, Market (Turkey)

UNIVERSITY OF MARYLAND EXTENSION 			
<b>Maryland 4-H Animal Science – Poultry Project Record</b>			
Name	4-H Age		
Primary Club Name			
Years in 4-H	Years in this Project		
I have completed this record and believe all information to be complete and accurate.			
Member's Signature	Date	Parent's Signature	Date
<b>What goals did you set for your project this year and did you achieve them?</b>			
<small>Please select your 4-H Project below. (check all that apply)</small>			
<input type="checkbox"/> Chickens	<input type="checkbox"/> Gamebirds (quail, pigeons, guinea fowl, partridges & pheasants)		
<input type="checkbox"/> Broiler/Roaster (Meat Production/Market)	<input type="checkbox"/> Turkeys		
<input type="checkbox"/> Egg Production	<input type="checkbox"/> Waterfowl (ducks & geese)		
<input type="checkbox"/> Fancy Birds			
1.			
2.			
3.			

## Maryland 4-H Animal Science – Dog Project Record


Dog

UNIVERSITY OF MARYLAND EXTENSION 			
<b>Maryland 4-H Animal Science – Dog Project Record</b>			
Name	4-H Age		
Primary Club Name			
Years in 4-H	Years in this Project		
I have completed this record and believe all information to be complete and accurate.			
Member's Signature	Date	Parent's Signature	Date
<b>What goals did you set for your project this year and did you achieve them?</b>			
1.			
2.			
3.			
<b>What were two things you learned from completing this project this year?</b>			
1.			

# Project Record Forms - Animal Science


## Maryland 4-H Animal Science – Small Pet Project Record

Cats  
Pets

UNIVERSITY OF MARYLAND EXTENSION <i>Solutions in your community</i>				
<b>Maryland 4-H Animal Science – Small Pet Project Record</b>				
Name			4-H Age	
Primary Club Name				
Years in 4-H			Years in this Project	
I have completed this record and believe all information to be complete and accurate.				
Member's Signature	Date	Parent's Signature	Date	
Please indicate your Small Pet Project(s):				
<input type="checkbox"/> Cat	<input type="checkbox"/> Gerbil	<input type="checkbox"/> Hamster	<input type="checkbox"/> Snake	<input type="checkbox"/> Other _____
<b>What goals did you set for your project this year and did you achieve them?</b>				
1. _____				
2. _____				
3. _____				

## Maryland 4-H Animal Science – Camelid Project Record

Alpacas  
Llamas

UNIVERSITY OF MARYLAND EXTENSION <i>Solutions in your community</i>				
<b>Maryland 4-H Animal Science – Camelids Project Record</b>				
Name			4-H Age	
Primary Club Name				
Years in 4-H			Years in this Project	
I have completed this record and believe all information to be complete and accurate.				
Member's Signature	Date	Parent's Signature	Date	
Please indicate your Animal Science Project Area				
<input type="checkbox"/> Lama	<input type="checkbox"/> Alpaca			
Are your project animal(s) <input type="checkbox"/> Owned <input type="checkbox"/> Leased				
<b>What goals did you set for your project this year and did you achieve them?</b>				
1. _____				
2. _____				
3. _____				

# Record Book Sections - Project Record Forms

## ▶ Goals:

- ▶ List the goals that you have for your project for this year
- ▶ At the end of the year indicate if you achieved them
  - ▶ It is perfectly fine if you did not meet your goals

## ▶ Two things you learned:

- ▶ Write two things that you learned from completing your project this year

- ▶ Indicate one thing that you would like to improve or do differently with your project for the next year

What goals did you set for your project this year and how did you achieve them?	
1.	
2.	
3.	
What were two things you learned from completing this project this year?	
1.	
2.	
What is one thing you would like to improve or do differently with your project next year?	

# Goal Setting

- ▶ s” What Makes a Good Goal?
  - ▶ Goals should have three parts:
    - ▶ The Action (how you are going to do it)
    - ▶ The Result (what you are going to do)
    - ▶ Timetable (when you plan to have it done)
  - ▶ You should have control over your goal
- ▶ Reference:
  - ▶ “Examples of 4-H Project Goal





# Good Goal OR Poor Goal???

- ▶ Read about the different breeds of beef before buying my market animals in December.

Good Goal!

- ▶ Learn to sew on a button and teach my club at the October meeting. Do a clothing inventory before school shopping.

Good Goal!

- ▶ Get a purple ribbon on my photography exhibit at the Ag Expo and Fair.

Poor Goal! - You have no control over how a judge places you.

- ▶ Draw a plan for my vegetable garden in March. Start seeds for cabbage plants by April 1.

Good Goal!

- ▶ Learn about the care, feed, diseases of a doe and babies by June for a production pen.

Good Goal!

- ▶ I want to do better in dairy showmanship this year at the fair.

Poor Goal! - Doesn't address how or when.



# Project Record Forms - Life Skills

- ▶ Select a Life Skill from the Head, Heart, Hands, and Health Life Skill Wheel
  - ▶ Reference: “Life Skill Wheel Help Sheet”
- ▶ Write what you have learned as a result of using that skill.
  - ▶ Example:
    - ▶ Hands
    - ▶ Self-Discipline
    - ▶ I learned that I had to dedicate time directly after school to feeding and working with my dairy heifer before I could go and do other activities with my friends.

Describe the Life Skills you used and what you learned in relation to your project.  
Example Table

I used one or more of these Life Skills from the Targeting Life Skills Wheel	What I learned as a result of using this skill.
<b>HEAD</b> Example: Decision Making	I learned that I needed to be sure to budget my money when purchasing my rabbit projects so I would have enough to cover all of my expenses.
<b>HEART</b> Example: Sharing	I learned how to give younger 4-H members pointers on how to fit and show their animals properly.
<b>HAND</b> Example: Healthy Life Choices	I learned that animals don't grow well unless they receive the proper food.
<b>HEALTH</b> Example: Managing Feelings	I learned to control my feelings when I became frustrated that my pig would not cooperate to get loaded on the trailer.
I used one or more of these Life Skills from the Targeting Life Skills Wheel	What I learned as a result of using this skill.
<b>HEAD</b>	
<b>HEART</b>	
<b>HAND</b>	
<b>HEALTH</b>	

The diagram below shows many of the Life Skills learned in 4-H:



Courtesy of Iowa State University-Used with Permission 11/2012



# Record Book Sections - Project Record Forms

## ▶ Project Activities:

- ▶ Activities listed should be for the specific project ONLY
- ▶ Examples: Animal Husbandry and Quality Assurance, Workshops, Guest Speakers at Club Meetings, Skillathon, Judging, etc.

## ▶ Project Communications:

- ▶ Communications listed should be for the specific project ONLY
- ▶ Examples: speeches, demonstrations, and illustrated talks, conference judging at Ag Expo (for home arts entries), interviews during the Fashion Revue contest, official talks about your project during the Fair Tours at Ag Expo

## ▶ Project Exhibits:

- ▶ Exhibits/Shows/Classes listed should be about the specific project only

Project Activities		
Include: Field Trips, Skillathon, Judging, Workshops, Quality Assurance, Class Participation, etc. All project activities listed should be about this project area only.		
Date	Name of Activity/Event	Location <small>(School, Club, County, Regional, State, National etc.)</small>

Project Communications			
All project communications listed should be about this project area only.			
Date	Type of Communication <small>(Speech, Demonstration, Visual Presentation, etc.)</small>	Title	Location <small>(School, Club, County, Regional, State, National etc.)</small>

Project Exhibits			
Include: Fairs, Shows, Community Events, etc. All project exhibits listed should be for projects in this area only.			
Date	Exhibit	Location/Event	Placing <small>(if applicable)</small>

# Project Record Forms - Animal Science

- ▶ Complete ALL Information in This Table

- ▶ Market Projects:

- ▶ Keep copies of weigh-in paperwork

- ▶ All Animal Projects:

- ▶ Purchase Cost/Value: write what you paid for the project animal OR if it was gifted to you, write the current market value for that animal.
  - ▶ End Value: Price sold for at Ag Expo, price sold privately, or estimated market value at time of death/loss.

**Table 1: Information on Project Animals**

Project Animal Description			Beginning of Project			End of Project				Final Production		
Breed	Sex	Identification 4-H Tag #	Weigh-in Date	Weight	Purchase Cost or Market Value	Weigh-in Date	Weight	Selling Price or Market Value	Death, Loss, or Sold Date	Days On Feed	Lbs. Gained	Lbs. Per Day
TOTALS --												

Lbs Gained Per Day  
To calculate lbs. gained take the lbs. gained and divide by the number of days on feed.

# Project Record Forms - Expenses/Income

## ▶ Expenses:

### ▶ Animal Projects:

- ▶ Keep receipts throughout the year
- ▶ If you have a large herd:
  - ▶ Calculate feed cost per animal if buying in bulk or market value of feed if produced on farm
  - ▶ Calculate the cost of a single health exam if completed as a group herd check

### ▶ Home Arts:

- ▶ Include costs of all supplies purchased for the project. If supplies were gifted, please include an estimated value of the supplies.

## ▶ Income:

### ▶ Animal Project:

- ▶ Sale of Animal, Offspring, or Products produced by animal (ie. milk, wool, eggs), Premiums

### ▶ Home Arts:

- ▶ Premiums from exhibiting/showing at Ag Expo and Fair



# Project Record Forms - Financial Summary

- ▶ Transfer and add all income tables together to get “Total Income (A)”
- ▶ Transfer and add all expense tables together to get “Total Expenses (B)”
- ▶ Take the “Total Expenses (B)” - “Total Income (A)” = Total (Profit or Loss) of your project
- ▶ Circle the word “Profit” or “Loss”
- ▶ Ensure that your calculations are correct!





# Project Record Forms - Misc. Information

- ▶ If a table does not apply to your project write “N/A”
  
- ▶ Double check that:
  - ▶ All information is filled-in and complete
  - ▶ Financial values and calculated correctly
  - ▶ Animal information/tag numbers match throughout
  
- ▶ Dairy Steers:
  - ▶ Complete the market animal record for year one and submit
  - ▶ Add year two to the year one record and submit after the conclusion of year two to show a comprehensive project
  
- ▶ Swine:
  - ▶ Spring swine show projects can be combined on one sheet with Ag Expo swine projects





# What If You Don't Exhibit A Project??

- ▶ Active 4-H members who do not complete a project will still need to complete and turn in a title page, summary record, and story/essay



# Record Book Sections - Supplemental

- ▶ Supplemental information gives a more complete picture of your 4-H years!
- ▶ Supplemental information also earns extra points during record book judging
- ▶ What to include:
  - ▶ **Project Pictures** -
    - ▶ Current pictures of you working with your project/projects throughout the year
    - ▶ **MUST** provide captions/descriptions and dates that help explain what is happening in the pictures
  - ▶ **4-H News Clippings** -
    - ▶ Should highlight your activities and achievements in 4-H throughout the current year
    - ▶ Example: Picture and/or article where your name is mentioned. Underline your name.
  - ▶ **4-H Letters** -
    - ▶ Letters written to you thanking and/or congratulating you for a job well done in 4-H
    - ▶ May include up to three letters as single entry in the supplemental section of your book.
- ▶ Do not include: Project manuals, Ribbons, Certificates, Event programs, Premium receipts



# Senior Members ONLY Information!

- ▶ Senior members may elect to do a senior portfolio instead of a record book
- ▶ Portfolios are required when applying for out of state trips
- ▶ **Portfolio Workshop - November 16, 2023**





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**mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**

(833) 256-1665 or (202) 690-7442; or

**email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov).

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**correo postal:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
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**fax:**

(833) 256-1665 o' (202) 690-7442; o'

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**QUESTIONS?**