

# 2022 Owyhee County 4-H Complete Record Book Guide

## General:

- Every section should be filled out completely. Sections that do not apply should be marked “None” or “N/A”. Dates that do not apply made be left blank. No pages should be removed from the record book.
- Printed record books:
  - Should be in a three-ring binder or a “4-H Member’s Record Book Cover”. Consider the size of the binder according to the number of records it needs to hold. All projects should be in one binder, rather than one binder per project
  - Each section should have its own tab.
  - Projects should be listed & tabbed alphabetically.
  - If you need assistance with a binder & tabs, please contact the Extension Office.
- Record books are not considered complete and ready for evaluation by a judge until signed by the member, leader, and parent/guardian. Signatures are needed on the first page of each project record book and on each project checklist. Initials are needed on each skill/requirement to be considered complete.
- Secretary & Treasurer’s Book are not to be included in a member’s record book.

## **Printed Record Books should be assembled in the following order:**

### Cover Page:

The following information must be one the front cover of your record book (or be the first page if utilizing a “4-H Member’s Record Book Cover”):

- Full Name, as entered in ZSuite & Fair Entry
- Age Division (age as of January 1<sup>st</sup>)
  - Cloverbud (5-7yrs)
  - Junior (8-10yrs)
  - Intermediate (11-13yrs)
  - Senior (14-18yrs)
- Club Name
- Project(s)

### Title Page:

The following information must be on the first page of your record book (or be the second page if utilizing a “4-H Member’s Record Book Cover”):

- Full Name, as entered in ZSuite & Fair Entry
- Age Division (age as of January 1<sup>st</sup>)
  - Cloverbud (5-7yrs)
  - Junior (8-10yrs)
  - Intermediate (11-13yrs)
  - Senior (14-18yrs)
- Club Name

### Table of Contents:

The Table of Contents should follow the following format:

- *Involvement Report*
- *My 4-H Story*
- *General photos* (optional)
- *Project Record(s)* (in alphabetical order)
  - *Record Book*
  - *Project Photos* (optional)
  - *Project Checklist*
  - *Bill of Sale* (livestock only)
- *Past Records* (only for projects that build upon a previous year)

## **Involvement Report:**

The Involvement Report is a required part of the record book that carries forward each year. Each section must be completed & included in the record book, even if information is not applicable, in which case the field should be filled with “None” or N/A”.

The Involvement Report is found on ZSuite under the “Record Books” drop-down menu under “Home”. You will add the Involvement Report by clicking the green “+ Record Book” button. For the “Project Name” field, fill in the member’s name, not their project area.

### Project Info:

- *First Year in 4-H* – enter the first year the member was enrolled in 4-H (i.e., 2016)
- *Date* – pick any date, it will only display the year in the final record book
- *4-H Club or Project Group Name* – enter the name of the club you are enrolled in
  - *You can create additional entries if you are enrolled in numerous clubs. Once you complete your entry for your primary club, you can add another by selecting the green “+ Info” box.*
- *Number of Meetings Held* – enter the total meetings your club held during this 4-H year
- *Number of Meetings Attended* – enter the number of 4-H club meetings you went to this 4-H year

### Leadership:

All members, even new members, have leadership experience. Even being a club member is holding a leadership role

- *Date* – pick any date, it will only display the year in the final record book
- *Level* – select the level you participated in from the drop-down menu. Anything you did with your club will be “Local/Club”, a general county event, such as County Oral Presentation Contest will be “County”, a Southern District 4-H event, such as District Horse Judging Contest will be “District” etc.
- *Club/Project* – enter what club or project area the entry applies to
- *What was your role? What did you do?* – Describe your leadership role & what your responsibilities were in said role (i.e., Club Member; attended meetings, participated in activities, shared my opinion & knowledge & voted on topics)

### Community Service:

All members are required to participate in one Community Service project, occurring in Owyhee County, to be eligible for Fair, therefore all members will have at least one entry in this section. Community service is unpaid and benefits others.

- *Date* – pick any date, it will only display the year in the final record book
- *Club/Group Conducting project* – Name of 4-H Club (or other group if completing the “Community Service Outside 4-H” subsection) you served with.
- *Service project description. What did you do?* – Describe the community service you participated in. What was the service project? Where did it occur? Who did it benefit? Etc.
- *Number of Hours* – How long did you participate in this service project?
- *Unit of Time* – How often did you participate in this particular service project? Once? Monthly? Weekly?

### Activities:

Contest, activities & events the member attended or participated in that are not listed in project record books. In other words, activities that are not specific to a particular project area, i.e., STAC or a record book training.

- *Date* – pick any date, it will only display the year in the final record book
- *Level* - select the level you participated in from the drop-down menu. Anything you did with your club will be “Local/Club”, a general county event, such as County Oral Presentation

Contest will be “County”, a Southern District 4-H event, such as District Horse Judging Contest will be “District” etc.

- *Name of Activity* – what was the name of the activity you participated in?
- *Tell what you did, learned and/or achieved* – Describe what you did at the activity. What did you learn? If you competed, how did you do?

#### Promotions:

Activities the member participated in that promoted the 4-H program. Promotion includes inviting interested parties to 4-H meetings, hosting a booth at a market, talking to the public during fair, etc.

- *Date* – pick any date, it will only display the year in the final record book
- *What did you do to promote your 4-H activity?* – What did you do that promoted 4-H? How did you promote 4-H during this activity?
- *Outcome or result of this activity?* – What came of your promotion?

#### **4-H Story:**

In Owyhee County, 4-H members write one story covering their entire year in 4-H. The “Story” section is located in the Project Record Book in ZSuite. Members only need to write one story for the year (Total Experience), not one for each project.

- *Type of Story* – select the “Total Experience” option
- *Writing Your Story* – The 4-H Story should tell the reader what the member did, experienced, or learned by participating in 4-H. Use the following as a guide for writing the 4-H Story.
  - Introduce yourself. Include why you joined 4-H and/or chose the project(s) that you did.
  - Tell about things you enjoyed learning or doing. (*Experience*)
  - Tell about results, difficulties, or challenges you had. (*Share*)
  - Explain how you would improve your project(s) or 4-H year. (*Process*)
  - Tell what you learned about yourself through your 4-H participation. (*Generalize*)
  - Explain how you could use the life and/or project skills you learned in other areas of your life. (*Apply*)

The length and format guidelines for the My 4-H Story is:

- *Juniors (8- to 10-year-olds)* – 1 to 4 pages
- *Intermediates (11- to 13-year-olds)* – 2 to 6 pages
- *Seniors (14 - to 18-year-olds)* – 3 to 8 pages

#### **General Photos:**

Photos are optional, but welcome! Photos will not be included in Record Book Evaluation scoring. If possible describe your photos with captions & dates. Photos in this section should be about the general 4-H experience, rather than project specific. Photos can also be added on supplemental paper, rather than uploading & printing through ZSuite.

#### **Project Record Books:**

Each individual project that a member participates in must have a Project Record Book. This includes a market project record and a separate breeding project record for members who have both projects. Each section must be completed & included in the project record book, even if there is not applicable information, in which case the field should be filled with “None” or N/A”.

The Project Record Book is found on ZSuite under the “Record Books” drop-down menu under “Home”. You will add the Project Record Book by clicking the green “+ Record Book” button. For the “Project Name” field, fill in the title of the project the record is about. Please be specific. For example, write “Market Goat Breeding” rather than “Goat” or “Fluffy”.

Complete the “Create Record Book” screen with the “Subcategory” field selected to the best description of the project area. “General/Non-Animal” should be selected for FCS/Miscellaneous projects such as Baking, Sewing, Shooting Sports, Leathercraft, etc. “Animal” should be selected for livestock, small animal & horse projects.

For animal projects, in the “Record Book Type” field, the “Breeding/Pet Record Book” should be selected for any animal project that is not a market project, including all breeding projects. The “Market Animal Record Book” option should only be selected for project that are intended to sell at the Junior Livestock Sale.

#### Project Info:

- *Project Subject* – What project will the record cover? (i.e., sewing, cooking, KYG, breeding beef, etc.)
- *Years in Project (including this year)* – How many years have you participated in this project area, if you include this year?
- *Years in 4-H Club (including this year)* – How many years have you been a member of the club you participate in this project with, if you include this year? It is okay if you have been in this club fewer years than you have been in this project area, if you have changed clubs.

#### Animal Info (Breeding Animal Projects only):

Each animal included in the project, including offspring, should be entered here.

- *Animal Name* – Enter your animal’s name. Use this name to refer to the animal for the remainder of your records.
- *Registration Number* – If your animal is registered, enter its registration number here. If it is not registered, enter “N/A”.
- *Sex* – What is your animal’s sex? Bull? Heifer? Wether? Doe? Etc.
- *Breed* – Enter the breed of your animal. If you do not know, enter “Unknown”
- *Birthdate* – Enter the date of birth for your animal. If unknown, do not select a date.
- *Tattoo RE/Tattoo LE* – If your animal has tattoos in either ear, enter the tattoo here. If you animal does not have tattoos, enter “N/A”
- *Sire/Dam* – Enter the names or identification numbers of your animal’s sire/dam. If you do not know, enter “Unknown”.
- *Describe any brands, tattoos, or markings of your animal* – Type a description of your animal including brands, tattoos, and markings and where they are located.
- *Photos* – Uploading photos of your animal is optional, but welcome!

#### Project Goals:

All members must develop goals for each of their projects. Junior members are required to complete one goal but may do more if they choose to do so. Intermediate members must complete two goals but can do three if they so choose. Seniors are required to complete three goals.

Goals should be attainable and appropriate for the member’s age and experience level in the project area. A goal should be set in order to improve or develop skills or knowledge, not to win. For example, while it is great to hope to win you “Grand Champion Market Hog”, it may not be an attainable goal. A better choice would be to “prepare my pig to show well in his market class.”

Each goal should have three “To-Do’s”. A “to-do” is essentially a step to complete to help you achieve your goals. For example, “exercise my pig everyday” or “learn how to feed my pig to grow muscle.”

### Presentation:

Every member must give a project specific presentation for each of their projects. These can be completed at County Oral Presentations, at a club meeting, etc.

- *Title* - What was the name of the presentation you gave?
- *Presentation Type* - Select the type of presentation you gave from the drop-down menu. Demonstrations teach the audience how to do something. Illustrated Talks use visual aids. Public Speeches use no visual aids, the member is speaking from memory or notecards. A Dramatic Reading includes costumes or props while reading from a work of literature. A TV Commercial is very short, scripted, and sells a product or service to an audience.
- *Where* – Where did you give your presentation? County Oral Presentations? A club meeting?
- *When* – What date did you give your presentation?
- *How many attendees?* – Approximately how many people watched you present?
- *Materials Used* – In this section, please explain what you used to give your presentation. This could be a display board, a slide presentation, note cards, pictures, costumes, materials to make something for a demonstration, etc.
- *What was the content of the presentation?* – Give a description of what topic area your presentation covered. Please give a description that is more than just a few words. Truly explain what you presented about.
- *Presentation Picture* – This is an optional photo of you giving your presentation.
- *Caption* – Describe what you are doing in the photo

### Activity Log:

Meetings and activities that are project specific & not listed elsewhere in the record book should be included in this section.

- *Date* – pick the date the activity took place; it will display the full date in the final record book for this section.
- *4-H Meeting with Your Club or 4-H Related Event* – Select the type of activity from the drop-down menu.
- *What did you learn or do?* - Give a description of what did or learned at the activity. Please give a description that is more than just a few words. Truly explain what you participated in.

### Expenses:

All expenses related to this project should be entered here. This includes tools, equipment, feed, animals, bedding, materials, ingredients, registration fees, etc.

- *Date* – pick the date the activity took place; it will display the full date in the final record book for this section.
- *Paid to* – This field should be filled with the vendor, which is where you made the purchase.
- *Description* – Describe what you purchased here
- *Amount* – How much did you spend on the purchased item?

### Income:

All income related to this project should be entered here. This includes sale equipment, animals, products, premium money, etc. If no income has been made, create an entry using “N/A” and a description explaining that no income was made.

- *Date* – pick the date the activity took place; it will display the full date in the final record book for this section.
- *Purchased by* – This field should be filled with the purchaser, who bought the item or service.
- *Description* – Describe what you sold here
- *Amount* – How much did you make on the sold item or service?

### Health (Breeding and Market Animal Projects only):

All health management practices and/or treatments given to your animals should be entered here. This includes vaccinations, treatment of diseases, deworming, etc.

- *Date* – Pick the date the activity took place; it will display the full date in the final record book for this section.
- *Animal ID* – Enter the animal's name or identifier that you have been using throughout the records.
- *Condition/Problem* – Enter the symptoms you treated, what prevention practices took place, what injury was being treated, if a regular health check was given, etc.
- *Treatment or Vaccine* – Enter what treatment or vaccine was administered.

### Breeding Record (Breeding Animal Projects only):

Information regarding the breeding of your project animal will be entered here.

- *Animal ID* – Enter the animal's name or identifier that you have been using throughout the records.
- *Bred By or To* – Enter the name or identifier of the sire that your project animal was bred by or to.
- *Date First Exposed to Sire/Date Last Exposed to Sire* – Select the dates of exposure. If unknown, do not select dates.
- *Due Date* – Select the date or estimated date your project animal is due.
- *Comments* – Explain/elaborate on the above information. If any dates were left blank, explain why here.

### Production Records (Breeding Animal Projects only):

Production of offspring and milk will be interested in this section. If your project animal did not produce offspring or milk, do not remove these sections, enter "N/A".

- *Production Record* – Records regarding the production of offspring by your project animal.
  - *Animal ID/Name*: Enter the animal's name or identifier that you have been using throughout the records.
  - *Year*: Enter the year the offspring was born
  - *Offspring ID or Name*: Enter the animal's name or identifier. Use this for the remainder of your records.
  - *Date of Birth*: Pick the date the birth took place; it will display the full date in the final record book for this section.
  - *Weaning Weight*: Enter the weight or estimated weight of the offspring at weaning. If not yet weaned, leave blank.
  - *Weaning Date*: Select the date the offspring was weaned. If not yet weaned, do not select a date.
  - *Other Information (Birthing Difficulty, etc.)*: Enter additional information regarding birth, weaning, etc. here. If any sections were left blank, explain why here.
- *Milk Production Record* – Records regarding milk produced by Dairy Cattle and Dairy Goat project animals.
  - *Animal ID/Name*: Enter the animal's name or identifier that you have been using throughout the records.
  - *Date Reported*: Select the date the applicable information was gathered; it will display the full date in the final record book for this section.
  - *Number of Days Milked*: Enter the number of days the animal was milked for the data entry.

- Total Production for Time Period Reported: Enter how much milk was produced during the number of days the animal was milked for the data entry.
- Average Milk Production Per Day: Divide the total amount of milked produced by the number of days milked to determine the average milk production per day.
- Other information: Enter additional information regarding milk production, milk quality, etc. here. If any sections were left blank, explain why here.

**Production Summary** (Market Animal Projects only):

Select either “Average Daily Gain” or “Feed Cost per Pound of Gain”. You will need to complete both sections.

- **Average Daily Gain** – To calculate Average Daily Gain use the following formula: Total Pounds Gained divided by Days on Test. Create an entry for your primary and spare market animals.
  - Animal Tag #: Enter your animal’s tag number from Initial Weigh-In.
  - Initial Weight: Enter the weight of your animal from Initial Weigh-In.
  - Final Weight: Enter the approximate weight of your animal at Final Weigh-In at Fair. Make your best estimate on your animal(s) if you do not have access to a scale.
  - Total Lbs. Gained (Final Weight – Initial Weight): Enter the weight that was gained between Initial and Final weigh-in.
  - Days on Test: Number of days on feed, between Initial and Final weigh-in
    - Beef – 151 days
    - Swine – 120 days
    - Sheep – 74 days
    - Goat – 74 days
  - Average Daily Gain (Total Lbs. Gained/Days on Test): Enter the average daily gain of your animal.
- **Feed Cost per Pound of Gain** – To calculate Feed Cost per Pound of Gain use the following formula: Feed Cost divided by Total Pounds Gained. Create an entry for your primary and spare market animals. If you fed two animals, divide your feed costs by two to determine the cost of feed per animal
  - Animal Tag #: Enter your animal’s tag number from Initial Weigh-In.
  - Feed cost (for this animal): Enter how much you spent on feed for each animal, primary & spares.
  - Cost Per Pound (Cost/Lbs. Gained): Enter the cost per pound of gain, per animal.

**How did you do?:**

For each project goal, at the end of the project the member needs to evaluate whether or not their achieved their goal.

- **Goal** – Copy & Paste your goal from the “Goals” section here.
- **Rating** – Leave a rating from 1-5 on how you think you did.
 

1 - Very Poorly	4 - Very Well
2 - Not So Well	5 - Excellent
3 – Ok	
- **Explanation** – Explain why you think you deserve the rating that you gave yourself

**Project Photos:** Photos are optional, but welcome! Photos will not be included in Record Book Evaluation scoring. If possible describe your photos with captions & dates. Photos in this section should be project specific. Photos can also be added on supplemental paper, rather than uploading & printing through ZSuite.

County Materials: This section is where the Project Checklist, Bill of Sale, and Horse ID papers are included. You can upload images or PDFs into ZSuite, or, often with less difficulty & improved readability, print the documents separately from the rest of the record book and include them in the Record Book. Every project must have its designated checklist included, completed, and signed. All market animals, including spares, must have Bills of Sale included in this section.

**Past Years/Records:**

Only include past records if your project builds upon a previous year, such as a breeding project, advanced KYG, etc. If you are unsure if you should include past records, contact the Extension Office. Past records will not be scored, but questions may be asked that pertain to the progression of the project over time.

