



Crafting Record Book

Indian River County 4-H
2023 - 2024



I am a (circle one): Junior (8 – 10) Intermediate (11 – 13) Senior (14 – 18)

Member Name: _____

Name of 4-H Club: _____

Name(s) of 4-H Leaders: _____

****Project completed and finalized at the Fair** Yes _____ No _____

If No, why: _____

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PHILOSOPHY AND GOALS OF THE INDIAN RIVER COUNTY 4-H PROGRAM

“The purpose of the program is to provide young people an opportunity to participate in a series of activities designed to improve citizenship, sportsmanship, character, competitive spirit, discipline, responsibility, and project knowledge, while creating an atmosphere of learning and awareness of life around us.”

If you take the time to study this statement, the goals and implications are life changing. We do not anticipate a child would progress at the same rate in all these objectives. However, it is expected given the proper motivation and guidance by leaders, parents and the 4-H agent, there would be improvements in all areas. Simply having a 4-H'er recognize they could improve is a significant accomplishment.

Most 4-H'ers participating in a livestock project will already have an interest in the animal. It is the 4-H club leader's responsibility to utilize this interest to accomplish these objectives. You will notice the first objective is not knowledge of the livestock animal. Though knowledge of the animal is an important part of the 4-H program, it should be understood that the animal is only a tool to be used to further the education and development of the child. There are more than 360 projects in 4-H, and all have the common goals of making better citizens of youth, increasing their knowledge in a subject area, and inspiring them to explore all areas of interest.

It also should be noted exhibiting at the County Fair is not the major objective of this program. Anyone who believes otherwise is in error, and, in doing so, sets themselves and others up for failure and disappointment. This is not to minimize the importance of Fair shows in helping us achieve our goals, but it must be understood that our first and most important objective is the education and development of the child.

REQUIREMENTS FOR 4-H'ERS to Show at the County FAIR

Club Requirements:

- Complete your 4-H Project Book
- Complete your 4-H Demonstration in your club
- Complete at least one community service project
- Attend at least two-thirds of club meetings
- Help with any fund-raising events with the Club / County Council
- Any additional requirements set forth by the club leader
(ex. Participate in County Events)

**** Please check Indian River County Youth Livestock and Horticulture Inc. <https://ircylh.com/> to keep up to date and for additional Fair Show & Auction Participation Requirements / Rules for Showing ****



Indian River County 4-H

Completing your Project Book

Objective

The purpose of the 4-H Project Book is to teach youth how to keep accurate records of their 4-H project, to keep a written record of their involvement in their 4-H club as well as how it has helped them grow as a 4-H'er.

A Completed 4-H Record Book Includes:

- ✘ Cover Page with picture
- ✘ Skills Learned checklist
- ✘ 4-H/Project Narrative
- ✘ 4-H County Report Form
- ✘ Project Pictures
- ✘ Youth Project Agreement
- ✘ Project Record Book
- ✘ Completion Certificate
- ✘ 3 Copies of Buyer Letter (*Make sure to address each letter to a different recipient, if applicable*)

Before you Begin

- ⊕ Junior Record Books may be written in either ink or pencil, but not both. Intermediate and Senior Level 4-H'ers should use either blue or black ink consistently throughout the book. **NO COMPUTER-GENERATED record books will be permitted.**
- ⊕ Record book covers are to be furnished by the 4-H'er. They may be solid or have a clear plastic cover. Use report folders with brads to keep pages intact. **DO NOT USE 3-ring binders; they take up too much room when being judged.** Other than that, you can get as fancy as you want, but please know that **you will be judged only on the content and neatness of your book.** Any extra fancy material is just for your own satisfaction.
- ⊕ Any record book(s) not up to date by the Fair will result in forfeiting the right to show and sell your project animal or horticulture project at the IRCYLH Fair Show and Auction; and any record books not in neat and orderly condition will be returned to the exhibitor and not judged. Youth who do not complete and submit a complete record book by the deadline set by the 4-H Agent will be considered Not in Good Standing.



Indian River County 4-H

Completing your Project Book

Cover Page

Please fill out all information on the provided cover page. Be sure to *affix a picture of yourself and/or project*.

Skills Learned

A checklist of the life skills you have learned by working with your project and attending club activities. This checklist will also help you prepare your 4-H Project Story and 4-H Report Form.

4-H/Project Narrative (Meld your project narrative with your 4-H narrative)

Tell your 4-H / project narrative through your own words. Your 4-H Story is your chance to tell in your own words about your involvement in your 4-H club. It should not only be an account of your club's activities, but also your specific involvement in those activities. For instance, if your club held a car wash fund-raiser, be sure to list that activity, but also the Judge will want to know if you helped buy supplies, collect money, secure the location, held signs, soaked the 4-H Leader or parents, etc. (how did you assist in helping?) If you held any club offices and describe any duties you had to fulfill for that position. If you traveled to any out-of-county events and what you did at them. If you went to any summer camps or anything fun! Talk about your demonstration, any awards won, and your end-of-the-year trip your club went on. Be sure to include what you have learned – about life, yourself and others. Meld your project story with your 4-H story. Your project story section should cover why you selected that particular animal and where you purchased your animal. You should also describe daily care, feed and exercise regimen. It should also list any problems, if any, you had with your project. For example, if there is a drop-in weight for a certain month and a list of medicine bought during that same time, you should explain why the animal was sick and what you did to get the animal well. Finally, be sure to talk about what you have learned from your project animal. Remember to keep it in a story format.

4-H County Report Form

Please complete the included 4-H Report Form. Take some time to think back over the year's 4-H activities and put some thought into your answers. Be as specific and thorough as possible. **ALL** sections must be answered in a complete sentence(s); even if the answer is no. For example: ***Were you a club officer this year? If yes, what position did you hold? Answer: No, I was not an officer for my club this year.*** Make sure to include pictures of you participating in some of your club's activities.

Project Pictures

The Project Picture section should show the growth of your project from start to finish (if possible) or show the daily, weekly, monthly, or yearly care of your animal. There should be at least 4 pictures, but no more than 8. Pictures must contain a date and a Smart caption (do not forget a picture is 1000 words, teach someone what you are doing or what they are seeing in the picture and explain its importance), and they should be in chronological order.

Project Agreement

This form is to be completed, signed and dated at the BEGINNING or START of the project by the 4-H'er, parent/guardian, and the Club Leader.

Project Record Book

This record book should not contain any physical receipts, unless otherwise specified, but recorded entries of all expenses incurred during the project (if you bought anything for your project this is where you would put it). The project book itself is self-explanatory, but please follow the instructions. If you have any questions, ask your 4-H Leader for their help.

Completion Certificate

The statements on this page should be read, signed and dated by the 4-H'er and the Club Leader. All sections, expect for the sections that relate directly to the fair.

Record Book Judging

Remember, your record book needs to meet the minimum requirements, per the rubric, and **once a record book committee designee has approved your book, you will be invited to check-in your project. Your Leaders may ask to collect record books prior to this date and will notify you by what time and date they will be collecting the updated record books for the club.**

Record books will be returned, upon completion of the Fair, for you to take home and finish accordingly. Finished record books are to be turned into the Extension Office **by Club Leaders only** no later than the designated due date by 4:30 P.M. No exceptions will be tolerated! **Again, your Leaders may ask to collect record books prior to this date and will notify you by what time and date they will be collecting the finished record books for the club.**

Remember that all judges' decisions are final; the score sheet is a guide for the judges' use.



Indian River County 4-H

HELPFUL TIPS FOR WHAT SHOULD BE COMPLETED FOR THE FAIR

These items need to be completed (**time to be determined by the record book committee**) in order to turn in the record book:

- ⊕ Cover Page with picture of yourself &/or your project
- ⊕ Skills Learned (*up to beginning of Fair*)
- ⊕ 4-H/Project Narrative (*up to beginning of Fair*)
- ⊕ 4-H County Report Form
- ⊕ Project Pictures (*minimum of 4 - may add more after Fair*)
- ⊕ Youth Project Agreement
- ⊕ Copy of Buyers Letter (*if applicable*)
- ⊕ Project Record Book
 - ⊕ Project Equipment Inventory
 - ⊕ Project Animal Expense
 - ⊕ Non-Feed Expenses
 - ⊕ Feed Expenses
 - ⊕ Other Income
 - ⊕ Add-ons
 - ⊕ Weight Records
 - ⊕ Health Record
 - ⊕ Project Summary
 - ⊕ Completion Certificate (*if applicable before the fair*)
 - ⊕ Drug Statement

Remember

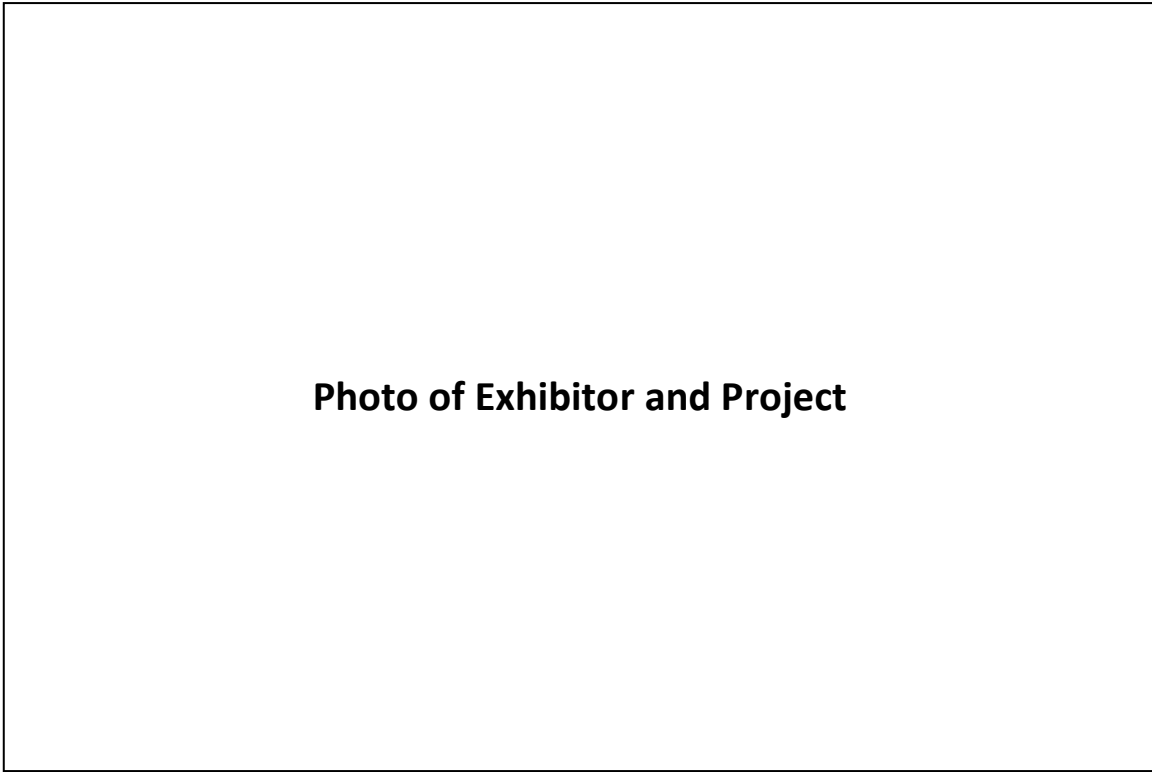
Any Junior Level Record Books may be written in either ink or pencil – not both.
Any Intermediate or Senior Level Record Books should use either blue or black ink consistently throughout the book.

No sections should be left blank, put “0, N/A or None,” if that section is not applicable.

NO COMPUTER-GENERATED RECORD BOOKS WILL BE PERMITTED!!

If you have any questions, please ask your 4-H Club Leader for answers and help!

Cover Page
2023 – 2024 4-H Project Book



Member Name _____

Street Address _____

City, State, Zip _____

Name of 4-H Club _____

Name(s) of 4-H Leaders _____

Number of years in 4-H _____

Birth Date _____ Phone _____

I am a(n): Junior (8 – 10) Intermediate (11 – 13) Senior (14 – 18)

(Circle one) as of 9/1/2023

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4-H Life Skills Checklist

Check each of the following skills that you have learned or that you have improved on during the life of the project. Don't forget to reference these skills in your narrative and/or County Report Form.

✓	HEAD	✓	HANDS
	Learning to Learn		Community Service
	Decision Making		Leadership
	Problem Solving		Responsible Citizenship
	Critical Thinking		Contributions to Group Effort
	Service Learning		Marketable Skills
	Goal Setting		Teamwork
	Planning/Organizing		Self-Motivation
	Wise Use of Resources		
	Keeping Records		
	Resiliency		
✓	HEART	✓	HEALTH
	Communication		Self-Esteem
	Cooperation		Self-Responsibility
	Social Skills		Character
	Conflict Resolution		Managing Feelings
	Accepting Differences		Self-Discipline
	Concern for Others		Healthy Lifestyle Choices
	Empathy		Stress Management
	Sharing		Disease Prevention
	Nurturing Relationships		Personal Safety



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PROJECT NARRATIVE

Your story should make a point, have interesting facts and experiences that give the judge an understanding of what you did and learned with this project. **Your project story will be developed from your Skills Learned checklist.** 4-H members should talk about club activities, their demonstration, community service project(s), etc. When writing, use examples and build strong images by using descriptive words. Be sure to use transition words to connect your ideas. (Examples: first, second, another, also, however, for instance, finally, for example, in conclusion, etc.) Grammar, spelling, and neatness will be taken into consideration by the judges.

2023 - 2024 4-H County Report Form

Name: _____

Years in 4-H: _____

Address: _____

Club Name: _____

What are your goals this year? What do you want to accomplish with your project?

Did you accomplish these goals? If so, please explain: _____

What did you learn new this year? List five (5) new things about your project you did not know before this year.

Were you a club officer this year? If yes, what position did you hold?

If you have been an officer before, list the offices you've held as well.

What 4-H activities other than club meetings have you participated in this year? (*Example: clinics, field trips, judging teams, 4-H Council, state, and regional 4-H events*)

What was the title of the demonstration you gave for your club this year?

Did you participate in County Events? If so, what category did you participate in, and what was your demonstration/speech about?

List any awards or recognition you have received in 4-H in the past year.

What have you done to help your club's 4-H Leader or other 4-H members?

Describe how you helped with your club's community service project.

What 4-H Projects have you completed before this year?

2022-2023 _____

2021-2022 _____

2020-2021 _____

2019-2020 _____

2018-2019 _____

2017-2018 _____

2016-2017 _____

2015-2016 _____

2014-2015 _____

2013-2014 _____

2012-2013 _____

2011-2012 _____

PROJECT PICTURES

Your pictures should show your project from start to finish.

You may also include pictures of 4-H club activities.

There should be at least four (4) pictures but no more than eight (8).

Each picture needs to have a date, caption, and be in chronological order.

*Photos must be referenced in your project story

PROJECT PICTURES (cont'd)

PROJECT PICTURES (cont'd)

4-H Record Book

Introduction

This Project Record Book has been created specifically for 4-H members enrolled in a Craft 4-H project. Keeping a record book is an important part of the project. It will help you set goals for the project year, record your accomplishments, and provide a place to keep important records on your Craft.

What is a 4-H project?

A project is a subject or topic that you learn about in 4-H. In this case, your project is Crafting. You learn about your project by attending club meetings and educational workshops and working with adult leaders and other 4-H members. You can also learn from field trips and by participating in shows and competitions.

Why complete a record book?

A record book is not meant to be a chore. Instead, it is a way for you to learn about your project, as well as other valuable skills such as setting goals, collecting information, evaluating information, tracking costs and expenses, organization, and others.

Completing your 4-H Craft Project Record Book.

At the beginning of the 4-H year you should select several crafts to be your 4-H project for the year. Then begin recording all the relevant information on your project in your record book monthly. It is important to keep your record book up to date, so that completing it does not become an inconvenience at the end of the year.



This is my _____ year doing a 4-H Crafting Project.

Project Goals (at start of project)

State at least three (3) goals at the beginning of your 4-H project year. Tell the things you want to learn from your 4-H Crafting Project. Please discuss these goals with your parents and your 4-H leader. (Ex. Learn how to cross stitch, etc.)

1. _____
2. _____
3. _____

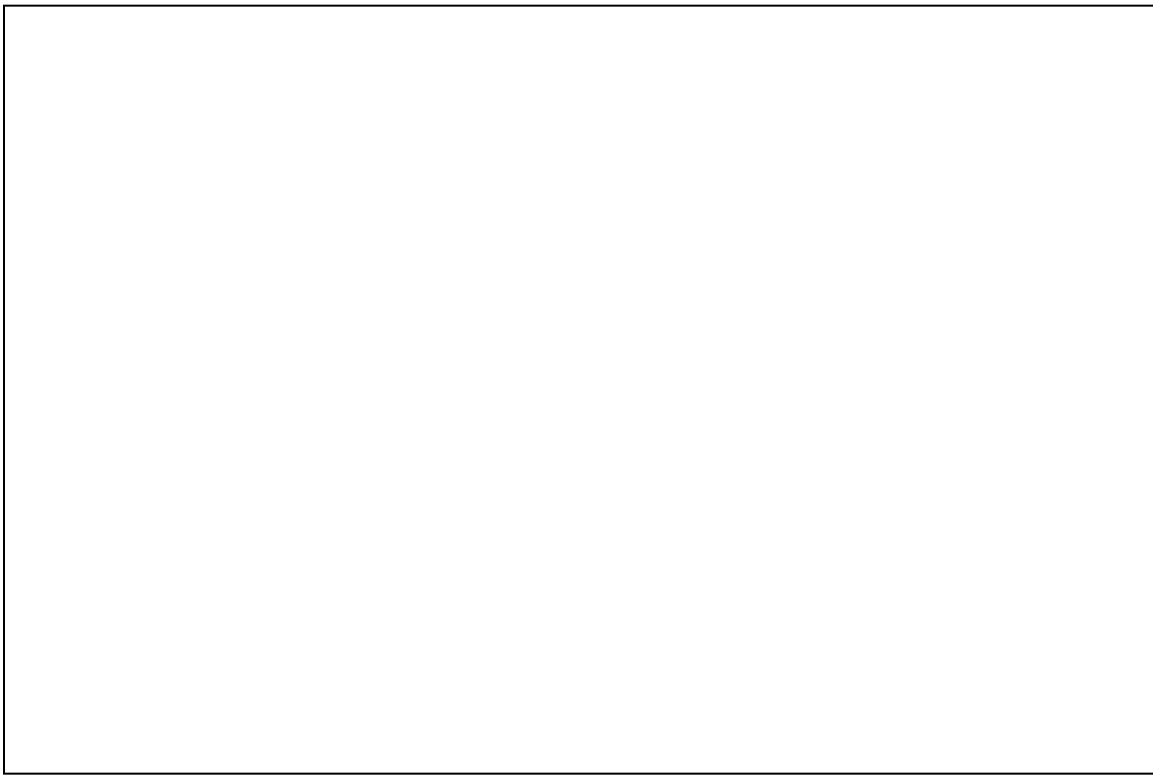
Summary of Accomplishments (when record book is due)

What goals have you accomplished? If you have not accomplished one or more of your goals, please explain. What have you learned? Describe your experiences this year. (Attach an additional page if needed.)

About My Craft Project - 1

Project Type:

Place a picture or a drawing here of your project:



Caption:

What skills did you use to create your project?

Where did you receive instruction or information for this project?

Materials Used and Cost

Material	Quantity	Cost
(1-A) TOTAL:		

Income

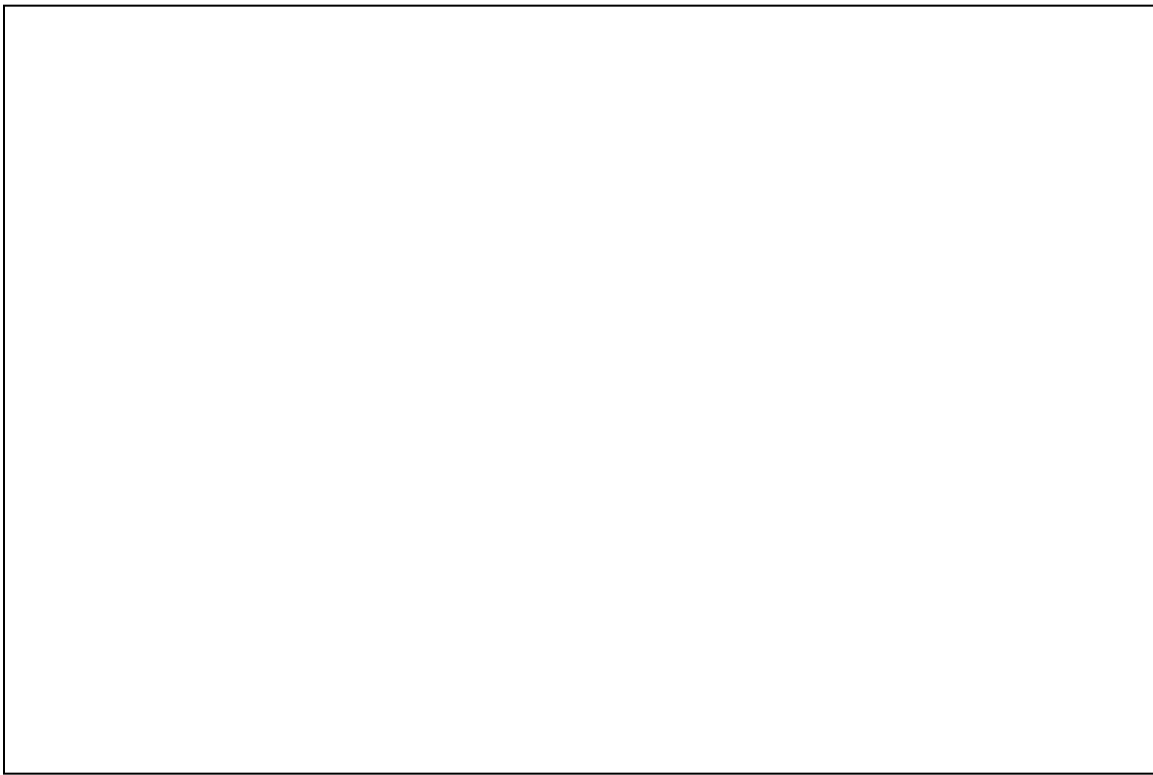
(Enter any income from sales of craft products)

Date	Product	Quantity	Value
(1-B) TOTAL:			

About My Craft Project - 2

Project Type:

Place a picture or a drawing here of your project:



Caption:

What skills did you use to create your project?

Where did you receive instruction or information for this project?

Materials Used and Cost

Material	Quantity	Cost
(2-A) TOTAL:		

Income

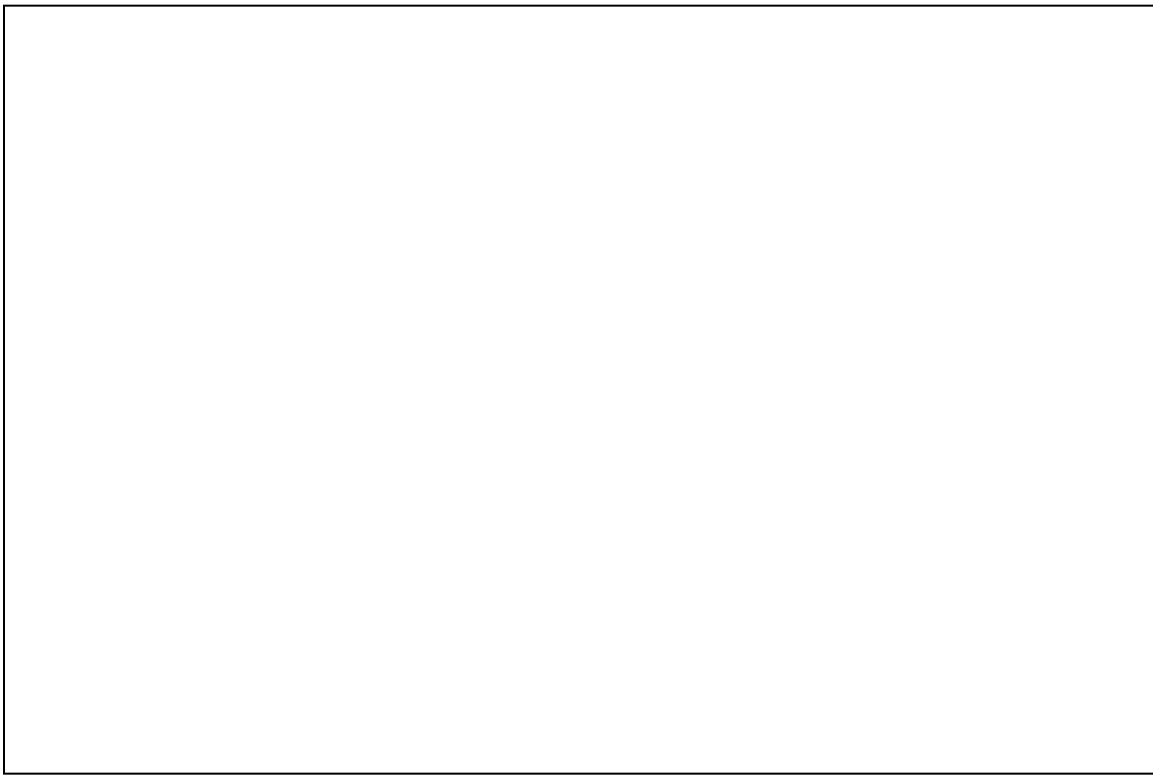
(Enter any income from sales of craft products)

Date	Product	Quantity	Value
(2-B) TOTAL:			

About My Craft Project - 3

Project Type:

Place a picture or a drawing here of your project:



Caption:

What skills did you use to create your project?

Where did you receive instruction or information for this project?

Materials Used and Cost

Material	Quantity	Cost
(2-A) TOTAL:		

Income

(Enter any income from sales of craft products)

Date	Product	Quantity	Value
(2-B) TOTAL:			

Project Summary

Which project did you enjoy working with the most and why?

Financial Summary

Expenses

Line 1. Total cost of all projects (1-A + 2-A + 3-A) _____
Line 2. Cost of club fees (if any) _____
Line 3. Cost of show entry fees (if any) _____
Line 4. **TOTAL EXPENSES** (Add lines 1 through 3) _____

Income

Line 5. Total receipts from craft projects (I-B + 2-B + 3-B) _____
Line 6. Income from show premiums (if any) _____
Line 7. **TOTAL INCOME** (Add lines 5 through 6) _____

Net Profit

Line 8. Total Income (Line 7) _____
Line 9. Total Expenses (Line 4) - _____
Line 10. **Subtract Total Expenses from Total Income** = _____

Is this a net profit or loss? (Circle one)

Profit / Loss

Completion Certificate

I hereby certify that as the Exhibitor of this project, I have personally kept records on this project and have personally completed this record book.

Exhibitor's Signature

Date

This Exhibitor is an active member of the _____ 4-H Club.

This Exhibitor is a member in good standing and has met the requirements needed for this project.

4-H Leader/Advisor Signature

Date

