

Lincoln County 4-H Record Book Guidelines

(Please place this page as the last page of your current year.)



Completing Your 4-H Record Book

It is suggested that your 4-H record book be in an expandable 4-H book cover (which can be obtained through the office or from shop4-h.org). You may also use a three-ring binder. Previous year records must remain in your book; put your new records on the top and pull forward your project/program report pages from the previous year. These previous year's records are used to help determine award eligibility.

MUST include and in this order: (check or initial each item)

1. _____ Introduction/Annual Report Page with picture of yourself
2. _____ Calendar of Meetings/Events participated in
3. _____ 4-H Accomplishments
4. _____ Project Report Sheet for each enrolled project area to show project completion
5. _____ Livestock Financial Report for enrolled project areas
6. _____ My 4-H Story
7. _____ Pictures and newspaper clippings relating only to your 4-H year
8. _____ Guidelines and Signature Page

Things to remember:

- Include a picture of yourself on the front page.
- This is a record of your 4-H year; show 4-H and project completion.
- It is NOT a scrapbook. Keep your clippings pages to 3 pages and your picture pages to 3 pages.
- Be sure that you have all necessary signatures (member and parent/guardian).
- Set goals early and complete your calendar of events as you go.
- Apply for recognition awards (see attached guidelines).

Do NOT include:

- Actual awards or projects
- Non-4-H information, pictures or awards

Your 4-H record book is an organized presentation of what you have learned and accomplished in 4-H. It is a useful tool for determining your own progress and personal growth.

Statement by 4-H member

I have personally prepared this report and believe it to be correct.

Date: _____ Member Signature: _____

I have reviewed this report and believe it to be correct.

Date: _____ Parent/Guardian Signature: _____

Instructions for Completing 4-H Project or Program Report

Goals: You need to set project or program goals you want to accomplish during the year and make a plan to reach them. A goal should be simple or easy to understand. A goal should specifically focus on one idea. A goal will provide ways for you to show accomplishment. You may have more than one goal for each year. Give year and goals for your 4-H project or program.

Major responsibilities, accomplishments and skills learned: Here is where you as a 4-H member can show leadership responsibilities, accomplishments, developed and new skills learned in projects and programs as an individual or with others. Give year, responsibilities, accomplishments and skills learned in the 4-H project or program. Consider all committee work chairpersons/member, teaching other members/leaders at meetings, workshops and promoting the project or program. Record what you accomplished and specific skills learned in the project or programs.

State how this project or program has grown: In this section, record keeping is essential to 4-H project or program evaluation. By keeping records, you can see growth, accomplishments and possible future awards potential. Record keeping will enable you to share 4-H accomplishments when looking for employment, financial management, choosing a vocation or career. Record keeping gives you a lifelong skill.

Youth-In-Action

Demonstrations and Judging: Indicate your participation as an individual or team member with appropriate letter for where: Local (L), County (C), State (S) or National (N). Number events. For example, if you have three local events and one state event, number them as L1, L2, L3 and S1 and give ribbon and/or placing.

Showmanship: In addition to animals, fashion revue, special foods, robotics and quiz bowls.

Exhibits, Awards & Non-4-H Events

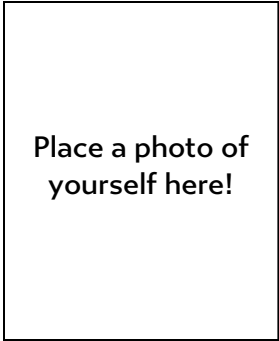
Project Exhibits: Indicate what, where exhibited, number of articles and ribbon placing (Ex.: Blouse, C2P, SIB, IR).

Other Awards, Honors, Recognition: Indicate medals, trophy, trip, scholarship, bond, etc., and why received.

Non-4-H Events: Breed Field Days, Sew Your Own, FFA, FCCLA, church, etc.



Lincoln County
4-H Member's Annual Report
4-H Year _____ - _____



Name: _____ Club: _____

Address: _____

Date of Birth: _____ Age (as of Jan. 1 of current club year): ____ Years in 4-H: _____

Parents/Guardians: _____

Club Leaders: _____

Club Officers

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Reporter: _____ Other: _____

Other Members

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Enrolled Project Areas

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

My 4-H Goals

1. _____

2. _____

4-H Meetings/Activities

Use this area to make brief notes about roles you played at 4-H club meetings (motions made by you, demo, lunch), project meetings and other 4-H activities (community service, recreation, club crafts, if you went to a special interest club meeting/activity).

Month	Attended <input type="checkbox"/>	Club Meeting	Other 4-H Activities
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			
September			

4-H Accomplishments

Read and complete the following statements: I did the following in my club (L), county (C) or state (S) this year. Indicate the ones completed by initialing.

- _____ 1. I was host or hostess for our club.
- _____ 2. I led the pledges at our meeting.
- _____ 3. I went to: A 4-H Camp in S.D. (specify) _____
- _____ 4. I was elected _____ of our club.

6. I served on the following committees:

7. 4-H Leadership: What leadership responsibilities have you had in 4-H this year? Give specific examples of what you have done as an individual or in cooperation with others in planning club programs, leading discussions, securing new members, helping younger members, assisting in National 4-H Week, 4-H promotion, camps or conferences, committees, 4-H Achievement Days and shows teaching younger 4-H'ers, etc.:

8. 4-H Accomplishments: List accomplishments, such as trips, scholarships, bonds, etc. won during this year. Include honors and awards received for demonstrations, judging and showmanship not already listed and other awards, honors and recognition NOT covered in project areas. What/Why/Where:

9. I promoted 4-H in the following ways:

10. I was involved in church, school and community activities other than 4-H. Please list:

4-H _____ Project or Program Report

In the boxes below for each year, list number of articles made, quarts canned, garments constructed, acres planted, exhibits entered, activities/events pertaining to project, etc.

Year:	Year:	Year:			
Goals:	Goals:	Goals:			
Skills Learned:	Skills Learned:	Skills Learned:			
Public Presentations	Demonstration, Illustrated Talks, Public Speaking, Project Why				
Year	Title of Demonstration	Year	Title of Demonstration		
Youth-In-Action	Showmanship, Fashion Revue, Special Foods, Performing Arts. Indicate your participation as an individual or team member relating to the project area.				
Year	What	Placings	Year	What	Placings
Judging/Skillathon	Indicate your participation as an individual or team member relating to the project area.				
Year	What/Where	Total Score	Year	What/Where	Total Score
Other Recognition	State any awards, honors received relating to this project area.				
Year	What		Year	What	
Non-4-H Events	State any non-4-H events relating to this project area.				
Year	What/Where		Year	What/Where	

4-H Livestock & Small Animal Financial Report

4-H members are required to keep this record for all 4-H livestock projects. Members are encouraged to include all animals owned in this record, not just those shown at achievement days.

Check one (Use a separate report form for each specie):

Beef Dairy Cattle Dairy Goat Meat Goat
 Poultry Rabbit Sheep Swine

Livestock on hand at beginning of 4-H year Oct. 1, 20__				Livestock on hand at end of 4-H year Sept. 20, 20__			
Description (kind, breed & sex)	On Hand Beginning of Year			Description (kind, breed & sex)	On Hand End of Year		
	No.	Weight	Value		No.	Weight	Value
Enter total value on line 6 of Financial Summary.		Total		Enter total value on line 1 of Financial Summary.		Total	

Record of Purchased Livestock

(One entry per line)

Date	Purchased From	Breed	Sex	Number	Total Weight	Price/Pound or Price/Head	Total Cost
<i>(Enter this total on line 7 of the Financial Summary.)</i>						Total	

Record of Livestock Sales

(One entry per line)

Date	Sold To	Breed	Sex	Number	Total Weight	Price/Pound or Price/Head	Total Receipts
<i>(Enter this total on line 2 of the Financial Summary.)</i>						Total	

Special problems (include diseases encountered, severe weather conditions, death loss, etc.)

Breeding Record

Name or Number of Dam	Date Bred	Sire	Date: Farrowed, Lambed, Calved	Sex	Date Weaned	Weaning Weight

Dairy Production Record (For dairy cattle & goats members only)

Date	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Pounds of Milk													
Butterfat % Test (if available)													
Pounds of Butterfat													
Price/Cwt. (if available)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Total Value of a Month's Production	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<i>(Enter total value on line 3 of Financial Summary.)</i>												Total	

Explanation: Weigh milk (morning and night) one day each month and multiply by the days in the month to get monthly production. Production testing records can be used. The total amount of milk multiplied by the butterfat test (if available) gives the amount of butterfat produced.

Poultry Production Record (For poultry members only)

Date	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Dozen Eggs													
Price/Dozen													
Total Value for Month	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<i>(Enter total value on line 3 of Financial Summary.)</i>												Total	

Other Income

Value of wool production (for sheep members only) (Enter on line 3 of Financial Summary.) \$ _____
 Value of premiums (for all animal projects) (Enter on line 4 of Financial Summary.) \$ _____

Project Expense

Total Feed Cost Summary

Enter the amount and value of the feed. If grain or hay is fed from a bin or stack, a good plan is to weigh the feed one day each month and calculate the amount fed to your animal(s). If animal is kept in a lot or herd with other animals, divide total number of animals by total amount of feed fed to get the amount fed to your animal(s).

Kind of Grain	Total Pounds for Year	Cost per Unit	Total Cost
			\$
			\$
			\$
			\$
			\$

Kind of Supplement	Total Pounds for Year	Cost Per Unit	Total Cost
			\$
			\$
			\$
			\$
			\$

Kind of Roughage	Total Lbs. or Tons for Year	Cost Per Unit	Total Cost
			\$
			\$
			\$
			\$
			\$

Pasture	Total Acres for Year	Cost Per Acre	Total Cost
			\$
			\$
			\$
			\$

Total Feed Cost	\$
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(Add totals from above records and enter total on line 15 of Financial Summary.)

Additional Expenses

Date	Item (vaccine, vet expenses, show expenses, trucking, equipment)	Amount Paid
		\$
		\$
		\$
		\$
	<i>(Enter total on line 8 of Financial Summary.)</i>	Total

Financial Summary

Income

1. Value of livestock on hand at end of project year (closing inventory – page 1) \$ _____
2. Value of livestock sold (record of sales – page 1) \$ _____
3. Value of animal projects sold (milk, eggs, wool, etc. – page 2) \$ _____
4. Value of premiums (page 2) \$ _____
5. Total income from project (add lines 1-4) \$ _____

Expenses

6. Value of livestock on hand at beginning of project (beginning inventory – page 1) \$ _____
7. Value of livestock purchased (record of purchases – page 1) \$ _____
8. Feed costs (refer to total feed cost – page 3) \$ _____
9. Additional expenses (refer to additional expenses total – page 3) \$ _____
10. Total expenses of project (add lines 6-9) \$ _____

Profit or Loss

11. Net return from project (line 5 minus line 10) \$ _____

Market Record Summary

For Market Beef, Sheep, Goat or Swine Only

12. Total gain (selling or closing inventory weight minus beginning weight) _____ lbs.
13. Total days on feed _____ days
14. Average daily gain (line 12 divided by line 13) _____ lbs.
15. Total feed cost for market animals \$ _____
16. Feed cost per 100 pounds gain (line 15 divided by line 12 x 100) \$ _____
17. Value of gain (selling weight minus beginning weight times selling price) \$ _____
18. Return per dollar feed cost (line 17 divided by line 15) \$ _____

4-H Horse Project Report

Year: _____

List horse(s) used as part of your 4-H project.

Horse's Name	Sex	Age	Breed

1. How have you increased the ability of others to appreciate and enjoy horses?

2. What did you teach your horse this year and how did you do it?

3. What clinics or special training did you attend this year? How did they help you?

4. What did you gain from the horse project this year?

5. What are (were) your goals for the horse project this year?

Equipment Inventory

This inventory should be a listing of the equipment you owned at the beginning and end of the year. Use the closing inventory to check off items at the end of the year and/or indicate added items.

Beginning Inventory	Closing Inventory

Horse Health Record

Be specific in recording your horse's health record. Record the date, the products or active ingredients used and dosages, what immunizations were given, what treatments were given and how the medications were administered.

Date	Horse's Name	Immunization	Deworming	Trimming/Shoeing	Cost

Other Records

Include such items as other veterinary fees, training fees, stallion fees, etc. Income might include checking pastures, babysitting with the help of your horse or plowing a garden with your draft horse.

Date	Item	Income	Expense

TOTAL _____

Feed Record

The purpose of the monthly feed record is to clearly demonstrate the fluctuation in prices of feedstuffs during the year and the changing requirements of the animals during the year.

Year	Grain/Commercial Feed		Hay/Pasture		Total Monthly Feed Costs
	Pounds	Cost	Pounds	Cost	
20__					
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

TOTAL FEED COST _____

1. What kind of grain was fed (oats, corn, commercial feed, etc.)?
 _____ Pounds per day: _____

2. What kind of hay did you feed?
 _____ Pounds per day: _____

3. Was your horse turned out on pasture for feed, exercise or both?
 _____ How long each day: _____

4. How much water did, or do you think, your horse drank each day? _____

5. Did you feed your horse salt? _____ Was it trace mineralized or plain? _____

6. Did you practice good stable management and safety around your horse? Explain.

Show Record

Date	Show	Class	Score	Place/Ribbon

4-H Rodeo Report

Year: _____

Number of Years in Project: _____

Your Level of Participation: _____ Junior _____ Senior

Rodeo Project Reporting:

1. What 4-H rodeos did you participate in this year?

2. Write about the ways you have shared what you learned through rodeo with others (like project talks, demonstrations, training, etc.)

3. What improvements have you made this past year in your rodeo times or scores?

4. What did you enjoy most about the rodeo project this year?

4-H Shooting Sports Report

Year: _____

Your Goals:

1. What kind of activities would you like to participate in through the shooting sports project this year?

2. What do you want to learn?

Your Project:

1. What Shooting Sports areas did you participate in this year?

_____ Archery _____ BB Gun _____ Hunting Skills/Wildlife
_____ Muzzleloader _____ Air Pistol _____ Air Rifle
_____ Shotgun _____ Western Heritage _____ Other (specify) _____

2. Number of project trainings you attended: _____

3. What ways have you shared what you learned or your knowledge of shooting sports with others (like talks, demonstrations, trainings, etc.)?

4. What improvements did you see in your range scores?

5. List the most important things you learned from this project.

6. What did you enjoy most about shooting sports this year?

7. How have you used the information and training you have learned this year? (like hunting, target shooting, shooting competition, fun activities)

8. List any exhibits you had in shooting sports or conservation at your club, county achievement days or state fair. Write about your experience in any shooting sports competition.

My 4-H Story

Your 4-H story should be written in complete sentences.

Include these questions in your story:

1. What 4-H experiences have meant to you?
2. What was your most engaging project area?
3. What project area was the most challenging?
4. What did you learn in 4-H that relates to other parts of your life?
5. What goals did you accomplish this year?
6. What are your plans for the next 4-H year?

**Remove this
page and
insert your 4-H
story.**

4-H Project Pins – Record Keeping

County pins are available to recognize 4-H members in project or activity areas who have demonstrated advanced accomplishments in a 4-H project. Use this checklist to keep track of your progress and pins earned. You may earn pins after your third year in 4-H. To earn a pin, you must:

- Be receiving or have received the Silver Achievement Award.
- Have completed three years in the project area.
- Completed the record book.
- Have given one county or two club demonstrations, talks, project whys or public speaking presentations in the project area. County demonstrations include special foods and fashion revue.
- Have exhibited at least two years at county level or have participated in hands-on activity in the project area.
- Have judged at least once at club, county or state level in the project area (if available).

Project Area	Entry/Year	Entry/Year	Demo/Date	Demo/Date	Judging	Year Pin Earned
Aerospace & Rocketry						
Automotive, Small & Tractor Engines						
Beef						
Bicycle						
Character Education						
Child Development & Family Life						
Citizenship						
Clothing & Textiles						
Communications						
Computers & Technology						

Project Area	Entry/Year	Entry/Year	Demo/Date	Demo/Date	Judging	Year Pin Earned
Conservation & Natural Resources						
Consumer Education/International Study						
Dairy Cattle						
Dogs, Dog Obedience, Dog Agility						
Drama & Theatre Arts						
Economics, Business & Marketing						
Electricity						
Embryology						
Energy for Farm, Home & Transportation						
Engineering						
Entomology & Bees						
Entrepreneurship						
First Aid						
Fitness & Sports						
Food Preservation						
Food Safety						

Project Area	Entry/Year	Entry/Year	Demo/Date	Demo/Date	Judging	Year Pin Earned
Foods & Nutrition						
Forestry						
Geology & Minerals						
Geospatial						
Goats						
Graphic Design						
Health						
Hobbies & Collections						
Home Environment						
Horse & Pony						
Horticulture, Gardening & Landscaping						
Leadership Skills Development						
Leisure Education & Recreation						
Music/Dance						
Outdoor Education/Recreation						
Photography						

Project Area	Entry/Year	Entry/Year	Demo/Date	Demo/Date	Judging	Year Pin Earned
Physics						
Plant Science, Crops & Weeds						
Poultry & Eggs						
Rabbits/Cavies						
Range Science & Pasture						
Robotics						
Rodeo						
Safety						
Service Learning						
Sheep & Wool						
Social Recreation Skills						
Shooting Sports						
Swine						
Veterinary Science						
Videography						
Visual Arts						

Lincoln County 4-H Recognition Awards

Participation at club and county levels are very important. There are participation requirements that have been set for 4-H members in order to earn completion and awards. Members must complete the appropriate award forms to receive awards. Award forms are found in the 4-H Member Recognition Guide found at lincolncountysd.org under Members.

Minimum participation requirements each year are:

- 4-H member must attend four club meetings.
- 4-H member must complete 4-H record book.
- 4-H member must give a demonstration/talk at the club, county or state level.
- 4-H member must show project achievement (through achievement days, shootings sports events, 4-H rodeos, etc.).

1st, 5th & 10th Year Pins Requirements:

- Meet the minimum participation requirements above.
- Complete one of the following (independent members must complete two):
 - Showed project accomplishment in one project area.
 - Participated in judging program at the club level or higher.
 - Participated in county event/activity.
 - Participated in junior leadership.

Project Pins Requirements:

- Meet the minimum participation requirements above.
- Be receiving or have received the Silver Achievement Award.
- Completed the record book.
- Have completed three years in the project area.
- Have given one county or two club demonstrations, talks, project whys or public speaking presentations in the project area. County demonstrations include special foods and fashion revue.
- Have exhibited at least two years at county level or have participated in hands-on activity in the project area.
- Have judged at least once at club, county or state level in the project area (if available).

Bronze Achievement Award Requirements:

- Meet the minimum participation requirements above.
- Received their first year member pin.
- Complete one of the following (independent members must complete two):
 - Participated in judging program at the club or county level.
 - Participated in two county events/activities.
 - Completed a community service project with club or as an individual.
 - Held an office in 4-H club.
 - Brought a non-4-H friend to a club meeting.
 - Participated in junior leadership.

Silver Achievement Award Requirements:

- Meet the minimum participation requirements above.
- Received the Bronze Achievement Award.
- Participated in judging program at the club or county level.
- Completed two of the following (independent members must complete three):
 - Participated in two county events/activities.
 - Helped in planning and completing a community service project with club or as individual.
 - Held an office in 4-H club.
 - Brought two non-4-H friends to a club meeting.
 - Participated in junior leadership.
 - Mentored another 4-H member or non-4-H member with a 4-H project and/or activity.

Gold Achievement Award Requirements:

- Meet the minimum participation requirements above.
- Received the Silver Achievement Award.
- Participated in judging program at the club or county level.
- Participated in junior leadership.
- Completed three of the following (independent member must complete four):
 - Participated in three county events/activities.
 - Helped in planning and completing two community service projects with club or as an individual.
 - Held an office in 4-H club.
 - Brought two non-4-H friends to a club meeting.
 - Provided leadership for a club committee.
 - Has given a speech/presentation promoting 4-H to a school group, civic group or any non-4-H group.
 - Independent member may substitute another 4-H promotion presentation for a club activity.

County 4-H Citizenship Award Requirements:

- Meet the minimum participation requirements above.
- Completed four years in the 4-H program.
- Has served as an active member of a county or community board or committee, an event committee or a task force for three to six months.
- Planned, organized and implemented a citizenship activity for multiple 4-H clubs and/or the county.
- Presented an educational public presentation on flag etiquette, U.S. constitution, a patriotic program or an American history topic for a 4-H club, wrote an editorial on the same topic for the local newspaper or presented a program to another youth group.

- Identified a charity or community need and worked with others to organize efforts to help meet the need.
- Studied current events and expressed opinions to decision-makers at the local, state or national level.

County 4-H Leadership Award Requirements:

- Meet the minimum participation requirements above.
- Completed four years in the 4-H program.
- Is an active member of the county 4-H junior leader organization.
- Has written or arranged for a newspaper/magazine feature article with a photo about 4-H at the local club, county or multi-county area and has submitted it to the local newspaper for publishing.
- Has attended and participated in a county, area or state 4-H educational event or activity and has shared the knowledge received by presenting a workshop to a 4-H club and/or county members.
- Has planned and conducted officer training for a 4-H club or the county.
- Has helped or assisted from 1-6 4-H members to plan and implement community or county 4-H promotion campaign(s).

South Dakota 4-H Key Award Requirements:

- Meet the minimum participation requirements above.
- Received the County 4-H Citizenship Award.
- Received the County 4-H Leadership Award.
- Attended and participated in three county, area or state 4-H educational events/activities and used the knowledge received to plan and conduct three different workshop presentations to 4-H club(s) and/or county members.
- Provided leadership at three county, area or state 4-H educational events/activities.
- Earned two project pins.
- Participated in two years in the county communications project (public presentations) contest.
- Held two elected club offices. If not elected, members has been a committee chair or has led a special project for the club, county or state. Independent members may complete in a non-4-H setting.
- Written a letter to the editor of the local newspaper explaining the effect the 4-H program has had on his/her life.

Outstanding Records Awards Requirements:

- Meet the minimum participation requirements above.
- Beginners must have completed at least one year of 4-H. Juniors must have completed at least three years of 4-H. Seniors must have completed at least four years of 4-H.

Public Presentations Guidelines

A presentation is a method used to communicate an idea by showing and/or telling. It can be a demonstration or a talk that uses posters and other visual aids. A 4-H presentation helps you learn to:

- Research a topic.
- Organize ideas in a logical order.
- Be a teacher and practice public speaking skills.

Types of Presentations

- Demonstrations show how to do something. As you show how, you tell what you are doing. Actual products, materials, garments, machines, plants, animals, etc. are used.
- Illustrated talks tell how by using visuals. You may use your computer-generated charts, flip charts, posters, pictures, models, cut outs, slides, etc. Visuals show what you are explaining.
- Project Why is an informative presentation that teaches about the why as well as the use of something. Project Why encourages 4-H members to find out for themselves by asking questions, seeking answers, making observations, experimenting, testing, making comparisons, collecting and identifying facts, organizing and recording knowledge, and then telling others about the facts.
- Public speaking is talking. Public speaking is telling about your experience or what you have learned. Public speaking may not use visual materials.

Planning a 4-H Presentation

1. What is the subject matter you wish to present? Select a subject you are interested in and would like to teach to other people.
2. Narrow the subject to a specific topic or process. For example, types of seams or steps for natural wood finish.
3. Who is your intended audience – adults, teens, primary members, experts or novices?
4. Research your topic. Find out the most accurate and recent information on your topic.
5. Why are you giving the presentation – to inform, teach facts, motivate to action, stimulate thought, show a process? Write out in one sentence what you would like your audience to be able to do as a result of watching your presentation.
6. Prepare your presentation and visual aids if necessary.

Suggested presentation times:

Beginners: 3-5 minutes

Juniors: 3-8 minutes

Seniors: 5-10 minutes