



# RECORD BOOK BASE



CANADA  
4-H Alberta

## **THE 4-H MOTTO**

“Learn to Do by Doing”

## **THE 4-H PLEDGE**

I pledge  
My Head to clearer thinking,  
My Heart to greater loyalty,  
My Hands to larger service,  
My Health to better living,  
For my club, my community,  
my country, and my world.

### **Developed and Published by**

Published by 4-H Alberta for the 4-H community.

For more information or to find other helpful resources, please visit the 4-H Alberta website at [www.4hab.com](http://www.4hab.com).

Revised - 2020

## TABLE OF CONTENTS

### Record keeping basics

About Record Keeping.....	4
Tips for Good Record Keeping .....	5
Code of Conduct .....	6-7

### My 4-H Year

My 4-H Year Plan .....	8
About Me .....	9
About My Club .....	10
Record of 4-H Activities - club.....	11-14
Record of 4-H Activities - district/regional/provincial.....	15-16

<b>Project insert(s)</b> .....	18-19
--------------------------------	-------

### My 4-H Year Summary

Financial Summary for the 4-H Year .....	20
Summary of my 4-H Year .....	21

## ABOUT RECORD KEEPING

All 4-H members must complete a record book for each 4-H project every year. Only one record book base needs to be completed for each club you belong to, regardless of the number of projects you carry. Each project should have its own insert pages. The type of records you keep will depend on the kind of 4-H project you have. If there isn't a specific insert for your project, adapt information provided for other project to make suitable records for your project.

### The Importance of Record Books

Project Record Books provide 4-H members with the tools to develop and track their own project(s). Members will take responsibility for their project supplies, costs, schedule, and progress. The Record Books are an opportunity to "Learn to Do by Doing". Record Books also act as a resource for reflection on the club year, where Members can look back on what they have learned and apply their knowledge to future experiences. The 4-H Project Record Books support positive youth development that builds responsible, caring, contributing leaders.



### What is involved in a good record book?

**Completeness** - A good record has all of the required dates, amounts, places, prices, and names. Be sure to complete the pages that include:

- information about you, your club, and your project
- club plans and the project and non-project activities you participate in
- financial information
- project specific records

**Accuracy** - A good record is accurate and up-to-date.

**Neatness** - Do your best to keep your book neat and readable. Records that cannot be read are unable to assist in future decision making. You can keep your book by hand, or complete it on-line and then print it.

**Personality** - This is your record book. Add photographs; articles on you, your club, your project, or 4-H in general; and any other information that you feel helps with an understanding of your project and/or the work you have done.

## **TIPS FOR GOOD RECORD KEEPING**

- Use a three ring binder or folder. Pages can be more easily added or moved, and pages are kept secure.
- Start your record keeping as soon as you've chosen your project. End your record keeping at Achievement Day, or Sept. 30 if it's a continuing project (eg. a livestock breeding female)
- Carefully read the instructions for each section of the book. Know in advance which records you must keep.
- Keep your records up-to-date. It is easy to forget details. Completing records as things occur will be easier. Complete records will help you make better decisions.
- Every project has costs associated with it. Include all costs, no matter how small. This will give you a true picture of your actual costs. If you don't know exact costs, there may be leaders, or other people, you can ask. Your club may also decide on a set value for certain items. Be sure to keep your receipts. You may wish to keep them in the same binder as the rest of your records.
- Be consistent in your measurements. Use the same units throughout the book and round numbers to two decimal points. You may wish to do rough copy calculations elsewhere before recording them in your book.
- Make sure to check making guide for extra items to add to record book (eg. Newspaper Clippings, Agendas etc.)

## Code of Conduct for 4-H in Canada

As a positive youth development organization, we are committed to providing 4-H members with meaningful experiential learning opportunities within an environment that is safe, inclusive and fun for all involved. This is the responsibility of everyone involved in any 4-H activity.

### **This Code of Conduct applies to:**

- 4-H youth members and their families
- 4-H trained leaders and screened volunteers;
- camp counselors and youth leaders;
- non-screened guests;
- 4-H staff and governing leadership;
- 4-H program partners;
- other participants or observers of 4-H events.

### **I will:**

#### **Represent 4-H and myself in a positive way**

- Use words, actions, and behaviours that are respectful, non-judgemental, and kind, towards all youth, leaders, volunteers, staff, families, and participants.
- Honour the 4-H Pledge and participate in the spirit of good sportsmanship, respecting rules and guidelines.
- Ensure all actions, including social media activity, is positive and reflects the integrity of 4-H.
- Act with honesty and integrity when dealing with property, monies, and other assets being used for 4-H purposes.
- Respect other youth, leader, volunteer and staff's, rights to privacy and the confidentiality of personal information.
- Provide appropriate animal care according to industry codes of practice (nfacc.ca).
  - Be kind to animals
  - Learn as much as possible about the best methods of feeding and caring for livestock
  - Provide animals with feed and clean water at all times
- Abide by all federal and provincial laws.

#### **Promote a safe, inclusive, and fun environment**

- Be vigilant in ensuring an environment that is safe and protects youth, leaders, volunteers and staff from emotional, physical, verbal and sexual abuse.
- Refrain from using drugs or alcohol during any 4-H youth events.
- Make all reasonable efforts to ensure equal opportunity and access to participation for all 4-H youth members and abide by the 4-H Canada's Inclusion Statement.
- Uphold the 4-H motto "Learn To Do By Doing" in an environment that is friendly and fun.

**Lead by example**

- Adhere to the policies and procedures of 4-H Canada and provincial organizations.
- Act as a positive role model.
- Work collaboratively with all, including 4-H members, families, fellow leaders and volunteers, staff, and guests.

In addition, trained leaders, screened volunteers, and staff will:

- Fulfill their responsibilities as outlined in the position description, and act within the limitations of authority for the position.
- Maintain the confidentiality of any information regarding 4-H that was obtained as part of the position.

**Acknowledgement**

Provincial councils, regions, districts, areas, associations and/or clubs may have additional guidelines or policies. It is the responsibility of each 4-H participant to familiarize themselves with the rules that pertain to their individual participation in 4-H events and activities.

**By signing this Code of Conduct, I acknowledge that I will comply with these standards and all 4-H policies applicable to my role.**

I, \_\_\_\_\_ (print name), in my role as \_\_\_\_\_ acknowledge that there are consequences to non-compliance with this Code of Conduct on the part of me or anyone accompanying me, at a 4-H activity or event. After an investigation, consequences may be applied as deemed appropriate and necessary, and may affect my ability to participate in 4-H.

I understand that if I observe behaviour that violates this Code of Conduct, I have a duty to report it to the authorities and/or 4-H where appropriate. Please reach out to your provincial 4-H organization for incident reporting forms and the filing process.

\_\_\_\_\_  
Signature of participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian if participant is under 18

\_\_\_\_\_  
Date

***This document is valid for the current 4-H year only and must be read, signed annually, and kept on file with your provincial organization.***

## MY 4-H YEAR PLAN

Use this plan to outline your 4-H year and keep track of your member requirements. Being a member and completing your 4-H year means:

1. Completing a **Project Record Book** for each of your projects
2. Participating in your Club's project **Achievement Activity**
3. Participating in a **Communications Activity**
4. Participating in the club's **Community Service Activity**
5. Attending **70% of Club Activities**

### My Projects and their Achievement Activity Date(s):

Project	Achievement Activity Date

### My planned Communications Activities and Date(s):

Activity	Date

### My Planned Community Service Activities and Date(s):

Activity	Date

How often my club plans to meet (eg. bi-monthly, monthly etc.):

My club will keep track of my attendance by:

## **ABOUT ME**

Name \_\_\_\_\_

This is my \_\_\_\_\_ year in 4-H. This record book is for the 20\_\_\_\_ /20\_\_\_\_ 4-H club year.

I am a  Junior  Intermediate  Senior

I joined 4-H this year because:

My goals for this 4-H year are:

What other 4-H activities do you want to try?

I am going to do the following for my club this year:

## **ABOUT MY CLUB** (add a page if necessary)

**Club Name** \_\_\_\_\_

Number of Juniors \_\_\_\_\_ Intermediates \_\_\_\_\_ Seniors \_\_\_\_\_ Cleaver Kids \_\_\_\_\_

My club has been operating for \_\_\_\_\_ years.

4-H District \_\_\_\_\_ 4-H Region \_\_\_\_\_

### **Club Leader(s)**

General \_\_\_\_\_ Phone Number \_\_\_\_\_

Project/Assistant(s) \_\_\_\_\_ Phone Number \_\_\_\_\_

Project \_\_\_\_\_ Phone Number \_\_\_\_\_

Project \_\_\_\_\_ Phone Number \_\_\_\_\_

Project \_\_\_\_\_ Phone Number \_\_\_\_\_

### **Club Executive**

President \_\_\_\_\_ Phone Number \_\_\_\_\_

Vice President \_\_\_\_\_ Phone Number \_\_\_\_\_

Secretary \_\_\_\_\_ Phone Number \_\_\_\_\_

Treasurer \_\_\_\_\_ Phone Number \_\_\_\_\_

Club Reporter \_\_\_\_\_ Phone Number \_\_\_\_\_

Historian \_\_\_\_\_ Phone Number \_\_\_\_\_

Parliamentarian \_\_\_\_\_ Phone Number \_\_\_\_\_

District Representative \_\_\_\_\_ Phone Number \_\_\_\_\_

District Representative \_\_\_\_\_ Phone Number \_\_\_\_\_

Other Positions and/or Committee Chairs:



**RECORD OF 4-H CLUB  
GENERAL & PROJECT ACTIVITIES** (continued)

Date	Activity

**RECORD OF 4-H CLUB  
GENERAL & PROJECT ACTIVITIES** (continued)

Date	Activity

**RECORD OF 4-H CLUB  
GENERAL & PROJECT ACTIVITIES** (continued)

Date	Activity







**Replace this  
Page with  
Project  
Record Book  
Insert(s)**



**FINANCIAL SUMMARY FOR THE 4-H YEAR** (all projects)

<b>Project</b>	<b>Total Income (Q)</b>	<b>Total Expenses (P)</b>	<b>Total Profit/Loss (U)</b>
eg. Archery	\$100.00	\$380.00	-\$280.00
Market Lamb	\$2700.00	\$3400.00	\$700.00
Total	\$2800.00	\$3780.00	\$420.00

**Total 4-H Year Profit/Loss:**

## **SUMMARY OF MY 4-H YEAR**

Summarize what you learned in 4-H this year. How well did you meet your goals? What was the hardest part? What was your greatest success? What do you plan to do next year? What will you always remember about this year? Write this as a story about your year.