

# Record Book Corner



## **Record Book Basics: The Project Report**

The great accomplishments of your 4-H year are all captured in your 4-H Record Books. Record Books seem like a really big job at the end of the year, but if you do a little each month, it won't be so bad.

Record books basically have three main sections.

1. **The Personal Development Report (We usually call it the PDR)**
2. **The Project Reports (one per project)**
3. **The 4-H Story (we just call that the 4-H Story).**

Last month we talked about the PDR. This month we will focus on the **Project Report** section of the record book.

Please remember that our Primary Members (ages 5-8) do NOT complete a record book in this fashion, but have their own forms that we will focus on in later newsletters. **The primary forms may all be found at our county website at:**

**[http://ucanr.org/sites/uccemarin/Programs/4-H\\_Program/](http://ucanr.org/sites/uccemarin/Programs/4-H_Program/)**

### **The Project Report**

The project report is a two page form where our members track the details of each project. Each project completed needs one Project Report form. So, if the youth member's projects are Arts and Crafts, Rabbits, Photography and Public Speaking, that member will need ***four*** Project Report forms in their record book.

#### **Page 1**

The first page of the Project Report is where the member lists all the learning activities for their project. These include project meetings, participation or attendance at shows, project field trips, and fair entries.

***Helpful tip: take time at the end of each project meeting to list what was done at that meeting.***

#### **Page 2**

The second page of the Project report is where the member lists:

1. Things they have created, raised or grown like plants, animals or craft items.
2. Awards they have received for these things like a 1st place lamb, a 5th place plant or a 3rd place mosaic
3. Money spent and received, for instance, \$200 on feed and vet bills and \$25 received in a premium for a fair.
4. Ideas for the project next year.

**Please see the following pages for an sample project report.**



# California 4-H Youth Development Program Annual Project Report

*Submit one form per project.*

*Members may add additional pages if needed for a maximum of four pages per project.*

<b>Name</b>	Joe 4-H	<b>Program Year</b>	2010-2011
<b>Project</b>	Gardening	<b>Years in Project</b>	2
7	<b>Number of project meetings held</b>	<b>86%</b>	<b>% Attended</b>
6	<b>Number of project meetings attended</b>		

<b>LEARNING EXPERIENCES</b>		
Date	Explain what you did, what you learned, and what life skills you gained in the project during the year. <i>Include the level of participation:            I = Individual, L = Local Club/Unit/Project, C = County/Area/District,            M = Multi-county/Section, S = State, N = National/Multi-State, G = Global</i>	Level
9/12/10	Learned about parts of a plant	L
10//15/10	Amended raised beds with fertilizer; started compost pile	L
11/12/10	Field trip to San Francisco Botanical Garden	L
12/21/10	Flower design and arrangement; made 2 arrangements for retirement homes	L
1/19/11	Look at seed catalogs to select seeds to grow for fair garden entry; fill out order forms and order seeds	L
2/21/11	Turned and prepared garden beds; set seeds to sprout in trays; learned best conditions for germination; learned parts of seed	L
2/26/11	Entered illustrated talk at County Presentation day on parts of plant	C
3/28/11	Transplanted seedlings, learned proper planting techniques	L
4/24/11	Completed entry forms for fair; learned to identify weeds; weeded raised beds	L
6/13/11	Harvested vegetables; held club 'farmer's market'	L

*Project Report Form (Continued)*

Number	List things made, raised, grown, or improved.	List honors or awards earned.
12	Marigold plants	2nd in Marin Co. Fair
6	Cucumber plants	1st in Marin Co. Fair

List citizenship activities	List leadership development activities
Brought flower arrangements to retirement homes	Helped younger kids with tool safety

Expenses and Income/Value			
<i>Summarize, totaling all expenses such as: ingredients, feed, vet supplies/visits, materials, exhibitor's fees, and all income such as: value of finished products, animals sold, exhibit premiums, etc.</i>			
Item	Number	Expense	Income or Value
Seeds	4 packets	\$16.50	\$16.50
fertilizer	3 bags	\$18.00	\$0
Fair Entry	2	\$1.50	\$0
Vegetable & Flower Sale	10	\$0	\$10.00
Fair Premiums	2	\$	\$9.00
	<b>Totals</b>	\$36.00	\$35.50
<b>Total Profit or Loss</b>		\$<.50>	

If you plan to take this project next year, what would you like to learn?
I would like to learn more about garden design and what plants go well together.

<b>I have personally prepared this report and believe it to be correct.</b>	
4-H Member's Signature:	Date:
<b>I have personally reviewed this report and believe it to be correct.</b>	
4-H Project Leader's Signature:	Date:

## S.E.T. RESOURCES FROM THE STATE OFFICE

Some fun and interesting sites for budding scientists to explore!

### Science Pirates: The Curse of Brownbeard

[www.sciencepirates.com](http://www.sciencepirates.com)

Approximately 2 hours to complete

Science Pirates: The Curse of Brownbeard is a 3D educational computer game that communicates food safety knowledge in an environment of scientific exploration. Learners will engage in testing variables, understand hypothesis formation, draw conclusions, and make recommendations for hand washing behavior.

**Engineer Your Life** is a guide to engineering careers for high school girls! Imagine what life would be like without pollution controls to preserve the environment, life-saving medical equipment, or low-cost building materials for fighting global poverty. All this takes engineering. In very real and concrete ways, women who become engineers save lives, prevent disease, reduce poverty, and protect our planet. Read more at <http://engineeryourlife.org/>

WGBH and The American Society of Civil Engineers created a new interactive scavenger hunt game to help kids explore civil engineering and topics of sustainability. See if you can find all 20 ways that civil engineers are helping to make communities more livable. Visit **ASCEville** at <http://content.asce.org/asceville/index.html>

**Why is science important?** - Visit WhyScience to find out what the big deal about science is.

Watch videos and read testimonials from scientists and lots of other folks explaining why they think science is great! You can even contribute your own views - <http://whyscience.co.uk/>

## Update Your PDR

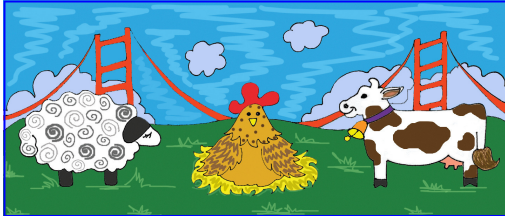
What did you do this month? Take some time to log it in your PDR!

Date	Activity	Category	Level
12/10	donated coats to One Warm Coat Drive	5	L
12/10	One Warm Coat Drive donation committee	4	L
12/10	Donated food to a food drive	5	L
1/15	Attended Sonoma/Marin ARBA Show, Santa Rosa	2	M
1/19	C.A.L. Conference County Team Meeting	4	C
1/29-30	Golden Gate Kennel Dog Club Show	2	M
1/29-30	PPBA Poultry Show, Stockton	2	M
1/28-30	C.A.L. Conference Delegate	3	M
1/28-30	Spokesperson at C.A.L. Conference	6	M
1/28-30	County Contact for C.A.L. Conference Delegation	4	M
Various	Attend Club Presentation Day Workshop	3, 6	L
Various	Attend Club Presentation Day	3	L
Various	present at Club Presentation Day	6	L

*Remember, other community service you have done outside of 4-H can be counted on your PDR. Two items outside of 4-H may be counted.*

# From the Staff

## **Time to Plan for Farm Day!**



**Marin County Fairgrounds  
Exhibit Hall  
Thursday, March 24, 2011  
9:00 a.m. to 12:00 noon  
Awards Ceremony at 11:00 a.m.**

This year's theme  
**Bridging Farms to the City**

It isn't too early to begin thinking about your club's exhibit. Volunteer opportunities are also available for teens not working with their clubs that day. If you are interested in a club exhibit or to sign up for volunteering, please contact Jane via email at: [jchin@ucdavis.edu](mailto:jchin@ucdavis.edu).

We will provide verification of your community service hours for your school.

## **PRESENTATION DAY**



Public speaking skills are ranked number one among the skill sets of professionals. Practicing public speaking helps youth increase self esteem, self-confidence and the ability to accept feedback. Because of this, public speaking and presentation opportunities are found all through the 4-H program. One of the most fun is Presentation Day! Marin County Presentation Day will take place **February 26th, 2011**. There are several different types of presentations our youth may deliver including interpretive readings, demonstrative talks, educational posters and displays, power point, cultural arts and favorite foods.

Junior and Senior participants who receive a gold award at County Presentation Day are eligible to represent their clubs at Sectional Presentation Day taking place at U.C. Davis on March 26th. Gold recipients at Sectionals are eligible to then compete at State Presentation Day which takes place at State Field Day on May 28th, also at U.D. Davis.

Consider spending some of your winter break thinking about the kind of presentation YOU can do. There are lots to choose from! For more ideas and guidelines on 4-H presentations, please visit:

<http://www.ca4h.org/Programs/Events/SFD/PD/>  
And

<http://www.ca4h.org/files/2193.pdf>

This Newsletter is Presented by :

Jane Chin Young  
4-H Advisor

Allison Keaney  
4-H Program Representative

Artlette Cohen  
4-H Secretary (temp)

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