



CREATIVE OPTIONS

Record Book

Alberta
Government



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, and my country.

The 4-H Grace

(Tune of Auld Lang Syne)

*We thank thee, Lord, for blessings great
on this, our own fair land.*

*Teach us to serve thee joyfully,
with head, heart, health and hand.*

Acknowledgements

4-H Section

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Check out our web site at: <http://www.4h.ab.ca>

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About Record Keeping

All 4-H members must complete a record book for their 4-H project every year. The type of records you keep will depend on the kind of 4-H project you have. This record book is a guideline for you. Adapt the information provided to make it suitable to your 4-H project.

Why do you keep records in 4-H?

- to record information about your project so you can look it up later and recall it
- so you can see the actual costs involved in completing your project
- to keep track of the work you have done
- to learn how to keep accurate records
- to remember your club activities
- to credit and honor your achievements and progress
- keeping records is a good business procedure.

What is involved in a good record book?

Completeness - a good record book has all the required information. Dates, amounts, places, prices and names are all important details to include. A complete record book includes:

- information about yourself and your project goals for the year
- club program plan
- any articles, photographs, etc. about the project
- record of project activities
- record of club activities

Accuracy - your information and costs should be accurate and up to date.

Neatness - always do your best to keep your book neat and legible. If you cannot read your records you will be unable to use them in the future.

Personality - this is your record book. Be original and personal in the information you keep in your book. Add photographs, newspaper and magazine articles on you, your club, your project area and 4-H in general. Pictures and illustrations help the reader understand your project and appreciate the work you have done.

Tips For Good Record Keeping

Use a three ring binder or folder. A binder allows you to easily add pages and keeps your pages secure.

Be consistent in measurements. Use the same units and round numbers to the same decimal point. Do calculations elsewhere before recording in your record book.

Keep your records up-to-date. It is easy to forget details. Good records will help you in decision-making. If information is incomplete, you may make incorrect conclusions.

Read carefully the instructions for each project and each section of the record book. Know in advance which records you must keep for that project.

Start your record keeping as soon as you have chosen your project. End your record keeping for the project year at achievement day.

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 prices, there may be people you can ask or your club may decide to set a value for certain items. Keep receipts.

Achievement Day Requirements

1. A completed record book.
2. A project display or presentation as agreed upon by you and your project leader.

APPLICATION FORM: CREATIVE OPTIONS PROJECT

Please complete the following 2 part application and submit it to your Project Leader or General Leader for discussion and approval.

Personal Information:

Name:	
Address:	
Postal Code:	
Phone Number: ()	
Club:	
Leader:	
District:	Region:

Project Information:

Age _____ Years in 4-H _____

This is my _____ year in the Creative Options Project.

Name of your Creative Options project:

Briefly describe what your project is about:

If this is a Group Creative Options Project, please record the names of the members participation in this project.

SETTING YOUR VISION AND GOALS

VISION - What do you want to do?

GOALS - What knowledge and skills do you want to gain through this project?

How will you measure the success of your Creative Options project?

Date

Member's Signature

Approval:**Project Leader Comments:**

This is your chance to offer comments and suggestions. Ensure you have talked this project over and understand what the member is trying to achieve and that you agree to work through the project with the member.

*Date**Project Leader/Advisor's Signature***General Leader/Club President Comments:**

Reflect the willingness of the club executive and membership to support and encourage this Creative Options project that this member has chosen and that you agree with their goals and objectives.

*President**General Leader**Date**Date*

ABOUT ME

Name of Member: _____ *Phone Number* _____

Address: _____

Birth Date: _____ *My age on January 1 this year:* _____

My total number of years completed as a 4-H member is _____

List the other 4-H projects your are involved in: _____

ABOUT MY CLUB

Club name _____ *Number of members* _____

4-H district _____ *4-H region* _____

Club Leaders: _____ *Phone:* _____

_____ *Phone:* _____

_____ *Phone:* _____

CLUB EXECUTIVE

President _____ *Phone:* _____

Vice President _____ *Phone:* _____

Secretary _____ *Phone:* _____

Treasurer _____ *Phone:* _____

Club Reporter _____ *Phone:* _____

Historian _____ *Phone:* _____

Others _____ *Phone:* _____

_____ *Phone:* _____

_____ *Phone:* _____

MIND MAPPING

Organize your ideas for your Creative Options Project.

Step 1:

Put the main idea in the circle.

Step 2:

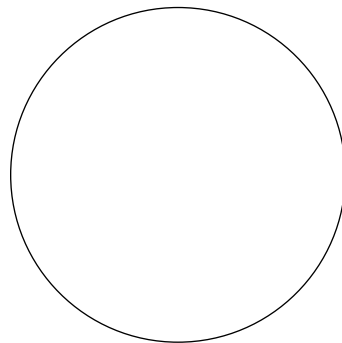
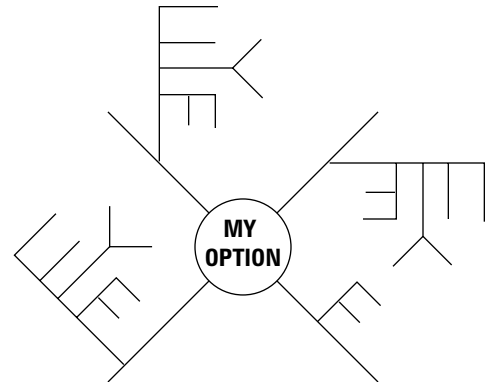
Add branches of the who, what, when, where and how for your project.

Step 3:

Add a second and third level of branches to include all of the tasks needed to complete the project.

Step 4:

Put initials of the people responsible or contacts needed and the deadlines or milestone dates. (i.e. TP-04/05)



MY 4-H PROJECT PLAN

Be very clear about what you want to accomplish. What do you want to learn, teach, or plan this year?

The goals I have set for my project and the specific activities I plan to do are:

You should have at least 4 clear and measurable goals for yourself. The goals can be seen as the steps you take in completing your project plan. The activities are what specific tasks will help you accomplish that goal.

GOAL	ACTIVITY
Goal – To learn how to use a table saw	Activity –Ask an experienced wood worker how to use a table saw safely, ask for a demonstration and ask the woodworker to assist me in cutting wood using the table saw.
Goal	Activity
Goal	Activity
Goal	Activity
Goal	Activity
Goal	Activity

Goal	Activity
Goal	Activity
Goal	Activity

I joined 4-H this year because:

I hope to achieve the following through 4-H activities this year:

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

RECORD OF PROJECT ACTIVITIES

In this section, keep a record of all the days and times you worked on your creative options projects. Total the cost for the activity and record it on the Actual Budget (page 11).

Date	Activity - What did you accomplish?	Costs	Remarks

Date	Activity - What did you accomplish?	Costs	Remarks

PHOTOS AND CLIPPINGS

Paste photos, newspaper articles and journals of your experiences and milestones during your Creative Option Project.

PHOTOS AND CLIPPINGS

PHOTOS AND CLIPPINGS

ABOUT MY 4-H PROJECT - EVALUATION

What techniques and skills did you learn and use for this project?

What did you like best about completing this project?

Are you pleased with your project? Is there anything you would change if you were to do the project again?

What are you going to do with your project?

How long did it take you to finish your project?

My plans to continue with this project.....

Comments From Project Leader

Date

Project Leader Signature

