



Saskatchewan



# Small Pet 4-H Project Record Book

[www.4-h.sk.ca](http://www.4-h.sk.ca)

## 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*

This project has been developed by the Saskatchewan 4-H Council for 4-H members and leaders. No portion of this manual may be reproduced without written permission from the Saskatchewan 4-H Council, 3830 Thatcher Avenue, Saskatoon SK S7K 2H6  
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*Revised in 2010*

# My 4-H Record Book

Your record book is a personal record of all the hard work you put into your 4-H project and also all the fun activities you participated in this year. A record book is an important part of the completion of your project, and provides you with a detailed account of your years' work. Saskatchewan 4-H views record books as important because they...

- Provide a record of information learned from your project.
- Teach and develop recordkeeping skills that are an essential part of everyday life.
- Record your club activities, which can be helpful when applying for scholarships, travel awards, or a job.
- Provide a permanent record of your achievements.

**A record book should include all or most of the following:**

- ✓ Club Name and Project you are enrolled in.
- ✓ A list of members and leaders in your club and project.
- ✓ Your goals for the year.
- ✓ A record of general 4-H meetings.
- ✓ A record of special 4-H activities you participated in.
- ✓ A record of project meetings.
- ✓ A complete account of the work done on each activity (written activities).
- ✓ A list of other resources that were used.
- ✓ Knowledge and Skills Checklist.
- ✓ An evaluation of your 4-H year.

Practice good record keeping habits during the year as you carry out your project. It's much easier to remember what you did yesterday than it is to remember what you did three months ago.



## Judging Record Books

*The following is the criteria most 4-H judges use as a guideline in evaluating record books (based on 100 points in total):*

### Cover - 5 Points

Make it **your** book by designing your own cover. It should have your **name, club name, project** and **4-H crest**. Keep in mind that binders covered with fabric and have glued on decorations, are very attractive, but not necessary, as the decorations may fall off and get lost. Stickers, fancy paper and other scrapbooking materials can produce an equally appealing binder cover.

### Completeness - 40 Points

The **information** in your Record Book should be complete. Pages not needed should be marked with **“N/A”**.

### Neatness - 15 Points

Use the same colour pen or pencil throughout – and use liquid paper for mistakes. Your entries should be neat and readable as others may want to look through your records and everyone finds it difficult to read a smudged scribble.

### Accuracy - 30 Points

Information should be accurate, i.e. spelling, information, dates, etc.

### Organization/Extras - 10 Points

It is recommended that your record book have at least **4 sections**. You can choose to have more if you want. Here is a guideline regarding what material each section might contain:

1. **Record Book:** Which is this book, it should always come first. It contains your club records for the year (i.e. general and project club meetings, record of special club activities, your goals, etc.).
2. **Project Information:** This would include any information you used in your project (i.e. resources, samples, etc.).
3. **Activities You Participated In:** This is where you record the details of the activities you participated in from club, district, regional or provincial events such as, speeches, fundraisers, clinics, workshops, etc.
4. **General 4-H Information:** This is for other general 4-H information that is not directly related to your club or project. This would be information you collected throughout the year from newspapers, Bits & Pieces Newsletter, Canadian 4-H Council, etc.

Organize your material into sections with **dividers**, and use a **3-ring binder** for durability. Add extra pages as necessary, remove or mark those you are not required to do, and consider a **‘table of contents’** as it is of value to you, the judge and others. Photo album pages can be used for pictures, news articles and other information.

## Club Record Book for the Year

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

Name \_\_\_\_\_

Age \_\_\_\_\_ Number of Years in 4-H \_\_\_\_\_

Category  CB (6-8)  JR (9-12)  INT (13-15)  SR (16-21)

Project \_\_\_\_\_

General Leader \_\_\_\_\_

Project Leader \_\_\_\_\_

Other Leaders \_\_\_\_\_

Club Executive President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Reporters \_\_\_\_\_

Other \_\_\_\_\_

**Project Members**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Club Members**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Project Goals**

I chose this project because...

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**This year I want to learn...**

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**I'd like to achieve...**

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**After this project I hope to...**

## **General 4-H Meetings**

*(Make a copy of this page for each general 4-H meeting attended.)*

**Date of Meeting** \_\_\_\_\_

**Where** \_\_\_\_\_ **What Time** \_\_\_\_\_

**Business Conducted**

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**My Responsibilities**

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**What was one important or interesting thing you learned at this meeting?**

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**Special 4-H Activities**

*Include social events, fundraisers, public speaking, curling, committee meetings, district meetings and events, regional events, annual meeting, provincial programs, travel opportunities and other 4-H activities **YOU** participated in. Make copies as needed.*

**Activity**

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**When** \_\_\_\_\_  
**Where** \_\_\_\_\_ **What Time** \_\_\_\_\_  
**Why** \_\_\_\_\_

**My Role**

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**What was one important or interesting thing you learned at this activity?**

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## **Project Meetings**

*(Make a copy of this page for each project meeting attended.)*

**Date of Meeting** \_\_\_\_\_

**Where** \_\_\_\_\_ **What Time** \_\_\_\_\_

**What material did you cover?**

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**What must you do for the next project meeting?**

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**What was one important or interesting thing you learned at this meeting?**

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## **Pet Description**

My small animal pet is a \_\_\_\_\_ Date Acquired \_\_\_\_\_

My Pet's Name is \_\_\_\_\_ and it is a  Male  Female

Tell about the photograph or describe your pet.

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Photograph or draw a picture of your pet.

Date \_\_\_\_\_





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*Draw or take a picture of your pet's home and place it here.*

## **Pet Peculiarities**

Describe you pet's behaviour, habits and characteristics (I.e. likes and dislikes, temperament, tricks performed, etc.)

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Sanitation & Grooming supplies & tools:	
Toys:	
Veterinary services:	
Information/book/magazines:	
<b>TOTAL</b>	

## Article Made

*(If you are making more than one article, make copies of this page, the "Article Cost" & "Article Evaluation" pages and complete for each article.)*

Article \_\_\_\_\_ Hours worked on article \_\_\_\_\_

Date Started \_\_\_\_\_ Date Completed \_\_\_\_\_

**Drawing or Photo of Article**











# Knowledge and Skills Checklist

*Throughout the 4-H year we learn many things. Some are very obvious and others you realize only after you have thought about them. Think back on all the 4-H events, activities, meetings and lessons you have participated in during the past 4-H year and check each area where you feel you have...*

## Improved or learned

- Set goals for myself
- How to organize
- Knowledge in my project area
- Be proud of my accomplishments
- Try new things
- Accept change
- How to keep records for my project
- Finish things I have started
- Take responsibility for my words and actions
- Where to search for information for my project
- Deal with winning and losing gracefully
- How to make informed choices and decisions
- Listen to others
- How to participate in or run a business meeting
- Work with others
- Public speaking skills
- Make new friends
- Be an effective committee worker
- Help others succeed
- Understand my strengths and limitations
- Respect the feelings of others
- Take responsibility for my club's well-being by helping where I can
- Work with my club to complete a community service project

Feel free to add any other areas where you feel you have made progress this year

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## My Project Evaluation

*Think back over the entire 4-H year and answer the following questions to the best of your knowledge. Review your answers with your project leader and have him or her make comments at the end.*

**Did you achieve all the goals you set this year? Why or Why not?**

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**Did any of your plans change as the year progressed? Why or Why not?**

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**What did you learn about your project?**

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**What did you learn about safety in your project?**

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**What did you learn about yourself?**

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**How will you use what you learned this year and how will you share it with others?**

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**What did you like best about this project?**

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**What was the most frustrating part of the project? How did you deal with that?**

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**What was the funniest thing that happened this year?**

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**What was your greatest success?**

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**What did you learn about yourself as a group member?**

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**What did you learn about working with others?**

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**Will you take this project again next year? Why or why not?**

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**What would you change if you were to do it over again?**

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**How will you use the information you learned in the future?**

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**Feedback comments from my 4-H leader**

