

CLAY COUNTY FACTSHEET

Developed by Stephanie Conner,
Clay County 4-H Agent



Project Books and Record Books – Understanding the process

Understanding the project book and record book process can be difficult, but we are going to make it easier for members, parents and volunteers.

Use of each book:

Project books contain educational activities that enhance learning about a project area and/or topic.

Many project areas have 1, 2, or 3 project book levels. Each one of those books may be 1, 2 or 3 year books.

Record books are the actual record keeping for a project area. This book is used for 1 year.

Ideally members would work in and complete a project book and then work in and complete the coinciding record book when applicable.

Project Book tips:

When you receive your project book it is important to know which level you have and how many years that particular book can last.

1. All but a few of the 4-H project areas will have a project book that goes with that project.
2. **Identifying** the project book level. To identify the level look at the front cover and you will notice a topic and 1, 2, or 3. They do not always put the number in the same place on the covers. If you cannot locate this on the front cover then your project book may be the only one in that project area. See diagram below.

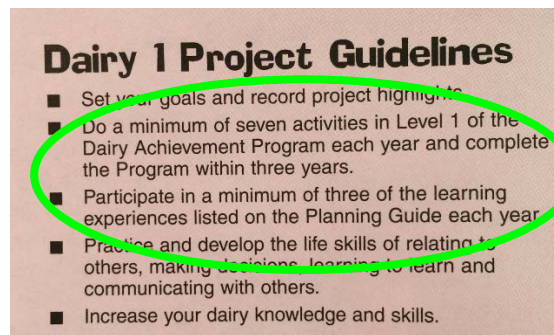


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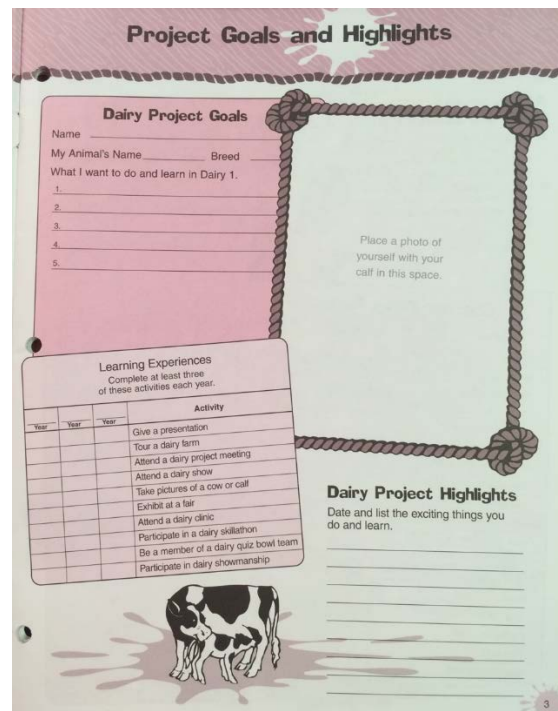
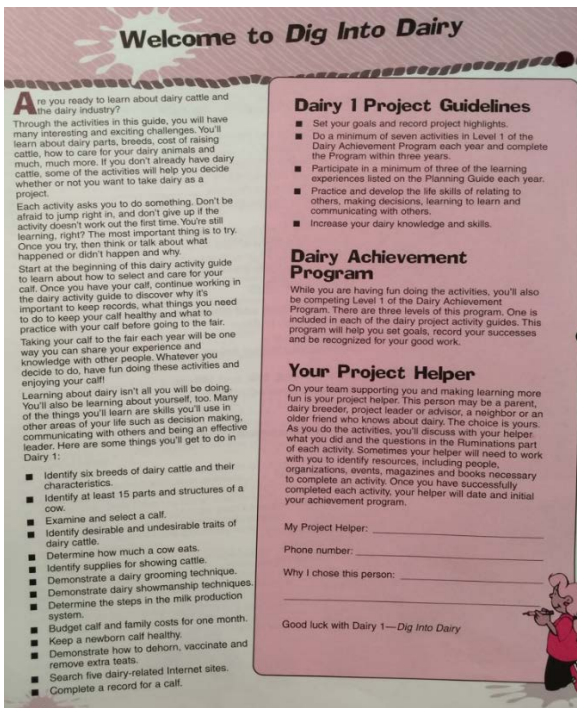


- Identifying** the number of years a book can last a member. To identify the number of years a book may be used, you must look through the first four pages of your book. As with the level, the number of years may not be listed in the same place in each book. It is up to the member if they chose to complete the book early or follow the suggested time line. See diagram below for locating the number of years a book may be used.



We recommend that you do the activities in order, but you can choose not to.

- Dates and helper or leader signature pages.** These pages are normally 1 – 5 in projects books. By completing these 3 pages the judges will have a clearer view of what the member did and which year they did it in. Judges will also have a clearer picture of the member’s goals and experience.

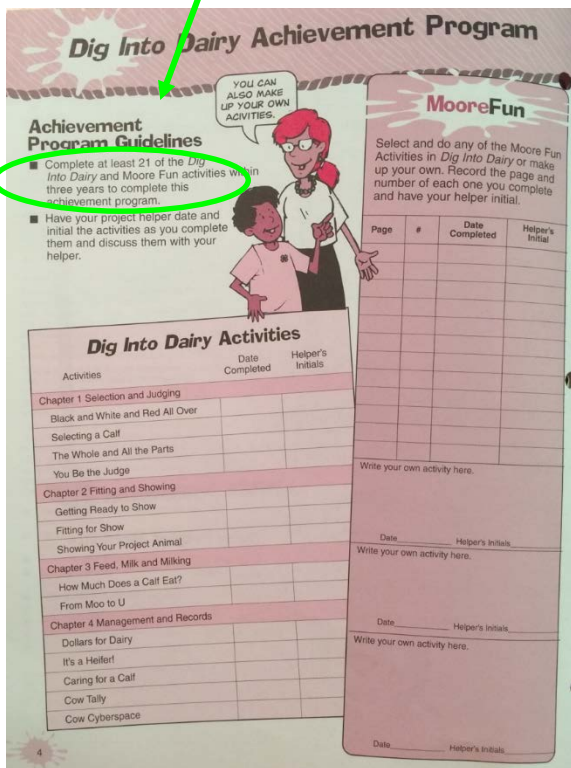


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(Remember, for this particular book 7 activities need to be completed per year, which equals 21 activities over three years.)



This certificate is to be completed once the record book is finished.

- Noteworthy** pages in the project books. As the members are working through the activities and lessons in the books they should know that at the end of the book there is a glossary of words and a resource page. The glossary will help them with words they may not know the meaning of. The resource page gives the members places to go if they want to research more on a topic.
- 4-H Year Summary Book:** This book is important for showing the other amazing things you have done in 4-H that may not be a direct part of the specific project area. For instance, what were your overall 4-H goals, what leadership roles did you take on, and what are some things you did outside of 4-H (church, FFA, hobbies, etc.).
 You only need to submit one completed 4-H summary book, even if you are turning in five project books... you still only need to submit one completed 4-H summary book. Your summary book should have pictures and a story that encompass each project area.

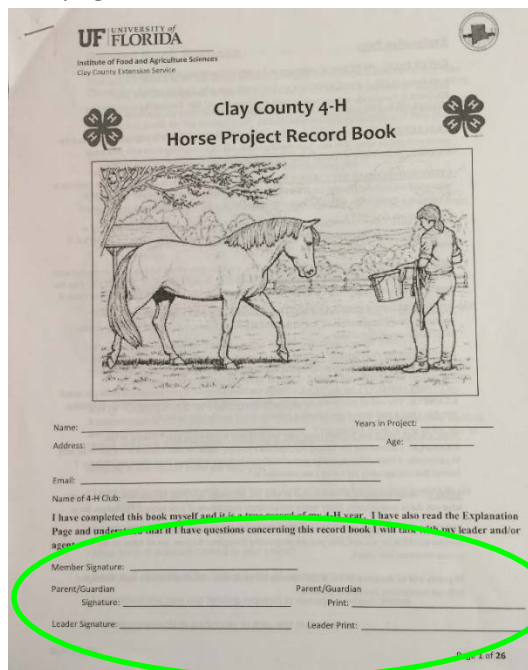
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Record Books tips:

1. Not all project areas will have record books.
2. Have a working copy of your record book close to where you feed and take care of your animal. This allows you to record information immediately instead of having to remember to do it when you get to the house.
3. **Dates and helper or leader signature pages.** For the record books this is normally located on the front cover or first page.



4. **4-H Year Summary Book:** At the end of the record book there is the 4-H Year Summary Book. This book is important for showing the other amazing things you have done in 4-H that may not be a direct part of the specific project area. For instance, what were your overall 4-H goals, what leadership roles did you take, and what are some things you did outside of 4-H (church, FFA, hobbies, sports, etc.).

******You only need to submit one completed 4-H summary book, even if you are turning in five project books... you still only need to submit one completed 4-H summary book. Your summary book should have pictures and a story that encompass each project area. ******

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4-H Youth Development

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Other helps tips:

1. **Project Story:** Project stories are the members' opportunity to tell what happened throughout the year in and with the project, such as: things learned, things they wished they learned, fun times, stressful times and so-on. Remember, the member needs to do a brief introduction of themselves and their project. See excerpt below.

Hello. My name is Stephanie Conner and I am a member of the 4-H club Crazy Clovers. I have been in 4-H for 10 years and my main project areas are leadership, horse, public speaking and market steers. (Now introduce the project focus) My horses name is Cloverbud and she is an 11 year old quarter horse who keeps me on my toes! Cloverbud and I have been a team for 5 years and our main focus is doing tricks such as bowing, fetching and sitting.

2. **Project Pictures:** Project pictures are supposed to tell the story of you and your project throughout the year. Pictures must have a caption explaining what is taking place. Don't state the obvious.

My dog and me in a boat.

NO

YES!!

Sprout and I are looking for bullfrogs so I can teach Sprout not to jump over board to catch the frog.

The judge can see you're in a boat with your dog, but they want to know why you're in the boat with your dog. Pictures should be in color (your 4-H office can help you with this if it is a concern) and should be clear, not blurry. Pictures should not be taken all in one day. Remember these pictures are used to tell a visual story of you working with your project throughout the year.

3. It is highly recommended that books be completed in pencil.
4. Multiple handwritings in a book may lead the judge to think the member did not do their own work and points may be deducted.
5. If a member has a concern that may hinder their book in anyway, please talk with your 4-H agent in advance as accommodations may be an option. For instance, if a member has dyslexia, there are options so that the member is not unknowingly penalized.
6. The 4-H office can print a copy of the record book if a member needs one and cannot print it themselves. This includes the Clay County Fair Market Swine and Market Steer record books.

If you have any further questions or comments, please contact the 4-H office and we will be happy to talk with you!

Clay County 4-H (904) 284-6355 or clay4h@ifas.ufl.edu