A Closer Look at Records

A CLOSER LOOK AT RECORDS

A Closer Look at Records is a guide to assist 4-H members in completing the *Alaska 4-H Record Book* and *Project Record.*

Record keeping is a skill necessary throughout life. Good record keeping practices can save a person time, money and even stress.

Begin with the *Project Record* at the time you begin your project work. It's important to write your goals before you begin — what you want to learn, make or do in your project. These goals will give you and your 4-H leader an idea of where to start.

The key to success in record keeping is to write down the information in the *Project Journal* as you go along. Making an entry in your journal may not seem important at the time, but later on it will help you write your 4-H story, will help you tally up how much time you spent on a project and may just help you remember a special time with your market animal, your dog or with your club. Think of your *Project Journal* as a diary. Diaries are informative and often entertaining to look back at!

Good luck with your 4-H record keeping! Remember, if you have questions you can ask for help from an experienced 4-Her, a 4-H leader or Cooperative Extension Service 4-H staff.

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ALASKA 4-H RECORD BOOK

PROJECT RECORD

Page 5 of *Alaska 4-H Record Book* — Complete this page at the beginning of the project.

Name of Project
For each project you are enrolled in, you will need a separate *Project Record* booklet. At the top of each one write which project the booklet is for. For example: if you are enrolled in the rabbit project, you would write "rabbit" in this space. If you are also enrolled in gardening, you would write "gardening" in this space on another booklet.

Years in This Project
How many years have you taken this particular project? If it is your first year, put one; second year, two; and so on.

Name of Member
Write your name.

Years in 4-H
How many years have you been enrolled in 4-H? How many years have you accumulated as a 4-H member? If you took a year or two off, that's okay. Write the number of years accumulated. Do not count years as a Cloverbud. (This number should agree with "Year in 4-H" on your 4-H Member Enrollment Form.)

PROJECT COMMITMENT
Page i of *Alaska 4-H Record Book*

This is where you express your goals for the project. What do you want to do and learn?

An example would be: "In my Foods Project I want to learn how to make yeast bread. I would also like to learn how to make a nutritious meal for my family. In this project I will prepare one meal for my family. I will also make cookies for the nursing home Bake and Take Day. I plan to do a food presentation for my 4-H club and at Public Presentation Day."

Complete this part in the beginning so you will have a direction. Sign and date it.

This Is What My Leader Agreed To Do To Help Me Learn:
For some of you, your project leader may be your parent(s)/guardian, so this section and the next may be the same. The leader needs to write what he/she is willing to help you do. For example, "I will hold project meetings to teach about rabbits — care, showing and how to market." The leader needs to sign and date it.

NAME OF PROJECT _____
NAME OF MEMBER _____
YEARS IN THIS PROJECT _____
YEARS IN 4-H _____

PROJECT COMMITMENT

This is what I want to do and learn: include description of animals you plan to have, items you hope to make, skills you want to learn, etc.

_____
_____
_____
_____
_____
_____
_____

Member's Signature   Date

This is what my leader agreed to do to help me learn:

_____
_____
_____

Leader's Signature   Date

This is what my parent(s)/guardian agreed to do to help me:

_____
_____
_____

Parent(s)/Guardian Signature   Date

This publication to be used only as a supplement to the Alaska 4-H Record Book   i

This Is What My Parent(s)/Guardian Agreed To Do To Help Me:
In this section your parent(s)/guardian will write what they will do to help you achieve your goals for the project. This could include driving you to project meetings, assisting in learning a skill or helping figure the cost of the project. They will then sign and date it.

The purpose of this page is to make you think about what you really want to accomplish in this project, how you will do it and with what kind of help. With it written down and signed, you have made a contract with yourself about what you plan to achieve in this project.

Complete the "Project Commitment" page as soon as you sign up for a project!

PROJECT JOURNAL
Pages ii–v of *Project Record (Alaska 4-H Record Book)*

The purpose of the "Project Journal" is to help you keep track of everything you do in your project. Page 5 ("Project Commitment") of this *Project Record* helps to identify what it is you want to learn and/or accomplish in the project. The section "Project Journal" takes page 5 a step further. This is where you record all project activities to see if you are on the right track for reaching your goals for the project. Also, when you complete the project, there will be a record of what you have done. **The key to success in this section is to complete it as you go along.**

Following are the columns in the "Project Journal:"

Date:
Write down the month, day and year of the activity. It is best to do this at regular intervals, such as once a week or at the end of a project meeting.

What I Did or Made
Write down what particular activity you did (e.g., "I fed my lamb," "I went to a Foods Project meeting," "Took my dog to the veterinarian.") or what you made (e.g., "I crocheted a potholder," "I built a flower box," "I made Christmas cookies.")

How Much/How Many
In this box write how much grain was fed, how much medication was given, how many cookies were made, how many rows were knitted, etc.

Cost
Write in any costs involved in the activity on this line, for example, cost of the feed, how much cookies cost to make, or the cost of the medication.

PROJECT JOURNAL

Record all project activities as you do them. Include purchasing supplies, animals or feed; giving medication, training, grooming and exercising of animals; project meetings attended, fair entries, contests; all work on project, etc.

Date	What I did or made	How much/ How many	Cost	Value/ Income
		TOTALS	$	$

PROJECT JOURNAL

Record the time you spent and make an explanation or comment for each entry so you can look back at the progress you have made during the year.

Time Spent	Explanation/Comments/What you learned

bring in. Let's say you sold your pot-holder for $2.00. You would write $2.00 in this box.

Time Spent

In this box, you write the amount of time you spent on the activity. For example, it took you 15 minutes to feed and water your lamb; the project meeting lasted one hour; or you worked on your flower box for 30 minutes.

Explanation/Comments/What You Learned

This box gives you the opportunity to write notes that will help you remember the activity. You may want to explain why you sold an item or how you did something. You could also write comments about something cute or unique that you observed about your animal. Or lastly, write about what you learned (e.g., "Making Christmas cookies is fun," "I like to be with my dog when he goes to the veterinarian so he isn't so afraid," or "I learned to use an electric screwdriver to put screws in wood on my flower box.")

Value/Income

This box can be a matter of personal opinion of what something is worth, its value. For example, let's say that you crocheted a potholder. At the very minimum its value is equal to the cost of materials. If you were going to sell it, another consideration would be your time and the quality of craftsmanship. Is it your very first potholder or your 20th one? Hopefully your craftsmanship improves with experience. Because the value of the potholder is very much a matter of your opinion, you could decide the value of the potholder to be anywhere from $0.50 to $5.00.

Income is also included in this box. Income means that if you sold something related to your project, how much money did that item

Totals

Add up the amounts in the following columns and write the totals at the bottom of the page: **How Much/How Many**, **Cost**, **Value/Income**, and **Time Spent**. Totals of the **How Much/How Many** column may end up looking like this: For a Foods Project, "5 dozen cookies, 3 loaves of yeast bread, 2 loaves of quick bread and 2 meals for my family." Cost will be in dollars and cents and **Time Spent** will be totaled in hours and minutes. You might want to split the **Value/Income** categories so you know what your actual income is from the project, if there is any. From the example above: If you crocheted 20 potholders and gave them away as gifts the **value** may be $40. If you sold the potholders, the **income** might be $40. Perhaps you gave ten pot hold-

ers as gifts and ten were sold; record it as value $20/income $20.

The "Project Journal" continues on pages 8 and 9. More pages may be added if necessary.

PROJECT HIGHLIGHTS
Page vi of the *Project Record (Alaska 4-H Record Book)*

The "Project Highlights "are to be written when your project is completed. The purpose of the "Project Highlights" is to help you evaluate your growth in the project.

What Was Learned
The first section tells you to write about what was learned. The instructions direct you to include "at least SIX NEW things learned this year" in your project. What was learned could be **knowledge** ("I learned how to figure feed rations," "I learned how to double a recipe"). What was learned could also be a **skill** ("I learned how to milk a goat," "I learned how to develop black and white photographs"). You could also include something you discovered about yourself ("I learned I really like sharing what I know with young children," "I learned that with practice I am becoming more comfortable talking in front of my 4-H Club"). You may describe feelings, emotions, values.

Unusual Events, Successes or Problems Solved
The second section asks you to write about unusual events, successes or problems solved. This is where you would highlight something about your project. An unusual event could be that you went to Japan on the LABO exchange and learned about Japanese art. In the event your 4-H animal or pet dies during the course of the year, you might want to mention it in this section. A success could be you were awarded

your first blue ribbon at the fair or you presented your first demonstration at Public Presentation Day. If you had any problems with your project, you would want to mention them in this section.

To Do Differently Next Time
The final section under "Project Highlights" offers you the opportunity to tell about what you will do differently next time. If you had a problem with your project, what will you do to solve it next year if you take the project again? If you had great success with your project, what will you do to challenge yourself next time? The purpose of this section is to help you evaluate what you've done and what you could do to either change or improve in your project work.

PROJECT JOURNAL

Record all project activities as you do them. Include purchasing supplies, animals or feed; giving medication, training, grooming and exercising of animals; project meetings attended, fair entries, contests; all work on project, etc.

DATE	WHAT I DID OR MADE	HOW MUCH/ HOW MANY	COST	VALUE/ INCOME
		TOTALS	$	$

PROJECT FINANCIAL SUMMARY
Page vii of the *Project Record (Alaska 4-H Record Book)*

The "Project Financial Summary" fits most projects. There will be some projects in which you enroll that may not involve materials, expenses or income. If you believe this to be the case, write at the top of the page, "Does not apply to this project."

Beginning Value
The lines at the top of the page are provided for you to list any supplies, animals and equipment that you had at the beginning of the project. To complete this section write the *date* you are making the entries. Then list the item under Item. Indicate with a number *how much/how many*. Some examples of this are: Rabbit project—rabbit pens, 3; Photography project—camera, 1; lenses, 2, flash, 1; photo albums, 2; Sewing/Clothing project—sewing machine, 1; sewing box, 1; straight pins, 1 box; Gardening project—hoe, 1; rake, 1; greenhouse, 1. List things you already have that you use for the project. Next list the *monetary value* of the item(s) in dollars and/or cents.

How well you complete the **Income/Value** and **Costs** sections that follow the "Project Journal" will help you complete the rest of the "Financial Summary."

Income/Value (from "Project Journal")
Sale of equipment: If you sell any equipment during the course of the time you are involved in the project, you need to record it on this line.

Sale of animal or project: The sale of your animal may occur at the fair. You would write the amount it sold for on this line. There is a chance you might sell your nonanimal project before or after the fair. Let's say that you are enrolled in the Crafts Project and made a craft item and sold it in November at a craft sale. You would note this in your "Project Journal." At the end of the 4-H year, you tally up all items you had made and sold and enter the amount on this line.

Value of products used at home:
Example 1: You are enrolled in the Poultry Project and your hens are laying eggs. Figure up the market value, keep track of it in your "Project Journal" and at the end of the 4-H year, add up the amount and enter it on this line. Example 2: You are enrolled in the Gardening Project and your family is eating the produce. Again, keep track of it in your journal and enter the total amount on this line at the end of the 4-H year.

PROJECT FINANCIAL SUMMARY *(use if applicable to your project)*

BEGINNING VALUE:
Materials, supplies, animals and equipment you had on hand at the start of your project year or carried over from previous years.

Date	Item	How much/How many	Value
	TOTALS		

Income/Value (project journal)
Sale of equipment	$_____
Sale of animal or project	_____
Value of products used at home	_____
Fair and show premiums	_____
Other	_____
Total income from project	$_____

Costs (project journal)
Cost of supplies	$_____
Cost of feed	_____
Cost of new equipment	_____
Veterinary care, medication	_____
Other	_____
Total cost of project	$_____

Profit (subtract costs from income; use a calculator) $_____

Cost of project (if costs are greater subtract income from costs; use a calculator) $_____

Total time spent on project (project journal) _____

Fair and show premiums:
Add up the amount of money you received from the fair and any shows you attended during the project year (e.g., horse shows).

Other:
Did anyone give you money? Perhaps a service organization donated money for your project. Enter that amount here. For example: The Lions Club has been known to donate money toward care and feeding of guide dog puppies. That would count as income.

Total income from project:
Add up all the above lines to give the total income.

Costs (from "Project Journal")
Cost of supplies:
In your "Project Journal" you should keep track of supplies you purchase over the course of the project year. Example: In the Sewing (Clothing) Project you will need to keep a record of fabric, thread, patterns, etc. you purchase. In the Foods Project you would mention the cost of food items purchased for a bake sale, preparing a meal for the family or just practicing. Again, this is the total for the year not just a one time entry.

Cost of feed:
From your "Project Journal" (or your Feed and Care Record form) total the amount for the year.

Cost of new equipment:
What new equipment did you purchase to complete your project this year?

Veterinary care, medication:
This obviously applies to animal projects. Write the total amount for the year.

Other:
These costs might include communication such as telephone, mail or FAX charges. There may be a charge to have an animal bred.

Total cost of project:
Add up all the lines in the cost section and write the amount on the line.

Profit (Subtract costs from income)
The next step is to subtract the costs from the income, that is if income is greater than the costs. In this case you will show a profit. Write this amount on the profit line.

Cost of project (if costs are greater subtract income from costs)
If costs are greater than the income, subtract income from costs and write the amount on the line provided.

The last piece of information requested on the "Project Financial Summary" is **Total time spent on project** (from "Project Journal"). This information will need to be summarized from the "Project Journal."

The "Project Financial Summary" is dependent on what is recorded in the "Project Journal," making both of these important parts of the *4-H Project Record*.

"Why is this financial summary important?" 4-Hers usually ask. There are many reasons. We are all consumers. Sometimes people prefer to make, raise or grow things themselves. Keeping track of how much things cost to make, raise or grow ourselves lets us know if it is cheaper to do it ourselves or if it would be cheaper to buy. Cost is not the only thing to consider, though. Maybe something did cost more to do yourself, but what about the enjoyment, quality, love and learning that went into the making, raising, or growing? What is that worth? That is a question each individual has to answer for herself or himself.

4-H PICTURES
Page viii of *Project Record (Alaska 4-H Record Book)*

All the previous sections in the *Project Record* have involved written documentation of many things, including what you've done, learned, spent and earned. The picture section offers you the opportunity to present photographic documentation of your project work. Whether you are building, growing, raising, making, doing or learning something, photographs will show growth, change or improvement in the project.

The instructions on this page offer several suggestions for picture ideas. Don't forget to write a caption and include a date for each photograph. Take lots of pictures during the project year. You will be very glad that you did!

ALASKA 4-H RECORD BOOK
The *Alaska 4-H Record Book* will help you keep track of what you do throughout the year. As with the *Project Record* it is important to make entries as things happen so you will stay up-to-date.

The *Record Book* is used for all projects. This is different from the *Project Record*, where you use one for each project. The *Record Book* is a summary of all projects. There are sections to record information about your 4-H leadership, public presentations, community service, events attended, 4-H story and clippings and correspondence. There is also a page provided for leaders to share comments.

ALASKA 4-H RECORD BOOK

Page 1

Let's look at page 1.

Club year
At the top of this page there is a space to fill in the **Club year**. The 4-H club year begins in October and ends in September of the following year. Write the year it is on January 1. Example: You began your project November 2010. On January 1 it will be 2011. The club year is 2011.

Name, Phone, Date of Birth, Mailing Address
The next section requires some fairly straight forward information: your name, telephone number, date of birth and mailing address (include city and zip code).

There are also some parts of this section that confuse people and call for explanation.

Age:
This is your age as of January 1 of the 4-H/club year.

Grade In School:
Write the grade you're in during the 4-H/club year you wrote at the top of the page.

Club Name:
If you are an independent member, write "independent." If you belong to a club, write the club name in the blank. Junior Market Livestock (JML) is a program. So if you are involved with JML and not a club, you are an independent member. However, if you are in a club and involved in JML, write the club name.

ALASKA 4-H RECORD BOOK

Club Year_____

AKH-00010

NAME _____ PHONE_____

DATE OF BIRTH _____ AGE _____ GRADE IN SCHOOL_____

MAILING ADDRESS _____ CITY _____ ZIP_____

E-MAIL ADDRESSS _____

CLUB NAME _____ 4-H LEADER_____

DISTRICT _____

SUMMARY OF PROJECTS COMPLETED

Name of Project	Year in Project	Date Started	Date Completed	Where Exhibited

4-H Leader:
If you are an independent member and didn't attend project meetings, a parent or adult guardian is your project leader. The person whose name is written in this space is the person responsible for completing page 15 of the *Project Record*.

District:
Enter your district here.

Summary Of Projects Completed
Name of Project:
List each project you enrolled in.

Year in Project:
Is this your first, second, third, etc. year in the project? Write 1, 2, 3, etc.

Date Started:
Write the date when you participated in your first project meeting or began working on the project. This could include such things as background reading or a field trip. It doesn't have to be when you physically began working on the project.

Date Completed:
This is the date you last did anything with your project. This could be an exhibit, a presentation or completing your *Project Record* on it.

Where Exhibited:
You may have several entries here if you have displayed your project work many times throughout the 4-H/club year (e.g., display contest, school art show, science fair, KPSF).

GENERAL ACTIVITIES
Page 3—For All Projects

A well-rounded 4-H experience includes developing leadership, giving public presentations, participating in community service activities and attending general 4-H events. Because these are important, page 3 and 4 of the *Alaska 4-H Record Book* are provided for you to list your experiences in these areas. There is only room in these small boxes to list the information. You can go into more detail in the "Project Journal" section of the *Project Record* in your "4-H Story". The pages in the *Alaska 4-H Record Book* are for all projects.

There are two main sections on page 3: **4-H Leadership** and **Public Presentations**.

4-H Leadership:
In this section list any leadership activities where you helped or taught someone else (it all counts whether it is working with someone one-on-one or presiding over a club meeting).

GENERAL ACTIVITIES

Your 4-H experience should include opportunities for developing leadership, giving public presentations and participating in citizenship and community service activities.

4-H LEADERSHIP:
List 4-H offices held, (such as club president, secretary, etc.) committees served on and other leadership activities where you helped or taught someone else. Include all club, community, district and state 4-H leadership activities.

Date	Event/Office/ Committee	What I Did	Who Benefited (Include number)

PUBLIC PRESENTATIONS:
Include all demonstrations, illustrated talks, speeches and talent presentations given to your club, or in your community, that relate to any 4-H project or activity. Include all informal presentations as well as planned presentations given at fairs, contests, radio or TV talks or interviews.

Date	Title of talk	Project/ Subject	Where Given	Number in Audience

3

Date:
When you did the activity.

Event:
This could be many things, including club or project meeting, horse camp, the fair, club tour or just showing a younger member how to do something. If you are an officer, write the **office** in this box. Also, if you are on a committee, be sure to write which **committee** it is.

What I Did:
This is the place to tell specifically what you did. Some examples are: "Presided over the club meeting," "Prepared and presented the treasurer's report," Chaired the Adopt-a-Highway committee," "Teen Focus Planning Team," "Taught Susie Smith how to show a rabbit."

Who benefited:
Tell who and how many people you helped or taught. For example, "Susie Smith (1)," "Country Clovers 4-H Club (15)," "Teen Focus participants (62)."

Public Presentations:
This section tends to be less confusing to 4-H members than the other parts. This is where you list any presentations you gave and include the *date, title, subject* or *project, where it was given* and the number of people who observed the presentation (*number in audience*).

If you give the same presentation several different times, it is important to list the dates and locations separately. For example, you might give a presentation titled, "Native Alaskan Drums," to your project club, then to your community club, then at Public Presentation Day, then to your class at school, at the Kenai Peninsula State Fair, and lastly at Alaska State Fair in Palmer. You would list each one of these presentations separately with a different date and location.

The instructions mention "informal presentations." An example of an informal presentation could be an occasion when the leader asks you to demonstrate how to do something for the other members. This counts as a presentation; provide all the requested information — date, title, etc.

COMPLETE THIS INFORMATION
AS YOU GO ALONG
THROUGHOUT YOUR 4-H YEAR!!!

GENERAL ACTIVITIES
Page 4—For All Projects

There are two main sections on page four: "Citizenship/Community Service" and "Events Attended." For convenience you should complete these two sections as you go along throughout the year.

Citizenship/Community Service:
In this section list any citizenship or community service activities that you did without pay. As the instructions mention, include those you do with your club as well as the ones you do by yourself.

You are requested to provide information in the boxes — *date, type of service, what you did* and *who and how many benefited* from this activity.

Date:
Write the date of activity.

Type of Service:
The instructions offer several ideas for "type of service." Some others would include: Christmas caroling at a nursing home, Adopt-A-Highway, planting flowers at a nursing home or public building, or helping with a Challenge Alaska or Special Olympics event.

What I Did:
The box is very small so explain briefly what you did such as, "Modeled an outfit at the Forget-Me-Not Center," "planted flowers at the (your town/village) post office," "drummed at the senior center." You can go into more detail in the "Project Journal."

Who Benefited (include number)**:**
This is where you tell who and how many people benefited from this activity. Using the previous examples: modeled an outfit, 12 senior citizens; planted flowers at post office, local (town/village) residents; drummed, 15 senior citizens. If you know the number of people write it in; if you don't, as in the case

with the flowers at your post office, just write whom you think benefited. You don't have to list just the obvious either, think of everyone who might benefit. In the example "planted flowers at the town/village post office," the post office staff, local residents, passersby and tourists benefited from this beautification project.

Events Attended:

This section provides you the opportunity to document all noncompetitive events you attended. The noncompetitive events held in each district vary. These are events you would not list in this section. Some noncompetitive events you might include are: Horse Camp, Rally Day, Achievement Program, 4-H club tour and any workshops you attend. Do not list competitive events in this section.

Provide the following information:

Date:
Date of event

Event/location:
What was the name of the event and the location. Two examples are: Horse Camp/Kenai Peninsula State Fairgrounds, Rally Day/Kenai Peninsula College.

What I Did/Learned:
Write what you did at this event and what you learned. For example: Horse Camp—took English riding instruction and learned the basics of jumping (more details about the basics of jumping could be written in the "Project Journal" part of your *Project Record*); Rally Day—took the T-Shirt Decoration class and learned what paints to use to decorate t-shirts.

DOCUMENT THIS INFORMATION
AS YOU GO ALONG
THROUGHOUT THE 4-H YEAR!!

CITIZENSHIP/COMMUNITY SERVICE:
List activities you did without pay to help others. Include activities done with your club as well as by yourself. News articles written, window displays or other 4-H promotional activities should be included here.

DATE	TYPE OF SERVICE	WHAT I DID	WHO BENEFITED (INCLUDE NUMBER)

EVENTS ATTENDED:
List all 4-H noncompetitive events you attended, such as achievement programs, workshops, tours, rally day, camp, teen events, etc. Events have a definite time and place and can be project-related or general 4-H events.

DATE	EVENT/LOCATION	WHAT I DID/LEARNED

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MY 4-H STORY
Page 13—For All Projects

Writing your 4-H story may be one of the last things you do in your *4-H Record Book*. Take some time to reflect back on the 4-H year and all the projects, events, and activities that you were involved in. Think about the high points, the low points, and what your experiences in 4-H have meant to you.

Look through your recorded activities, community service, and "Project Journal(s)" to help you remember what you have accomplished this project year. How does this compare to previous years and what are you looking forward to next year? The reader is interested in information such as this, and you will have fun reading your past stories many years from now.

"My 4-H Story" is the section where you can really show your personality. Because you write this in story form, you will be able to expand on information that previously had only been written in log form. The instructions on the page offer some suggestions for information you might consider including.

Many 4-Hers choose to write their stories on the computer and add these pages to their record books. This is perfectly acceptable and encouraged for 4-Hers taking several projects and for older members who typically share more information than younger members. It is acceptable for a younger member to print his or her story in the record book on page 5. Be sure to check spelling and grammar or have a leader or parent look it over for the final OK.

Have fun writing your 4-H story and those people will enjoy reading it!

MY 4-H STORY

Write your story for the year in narrative form. Write as though you are actually talking to the reader. Include:

- Some things about yourself and your family.
- Information about each of your projects, but do not repeat your project highlights.
- Most important recognition you received such as honors, awards, trips.
- Your 4-H club experiences and how you were involved in your community and school.
- How you have changed as a result of your 4-H experience.

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4-H CLIPPINGS AND CORRESPONDENCE
Page 14—For All Projects

As you go through the 4-H year collect and mount clippings and correspondence that has to do with your 4-H involvement. You may include articles that are about you or your club found in newspapers or your own 4-H newsletter.

Be sure to highlight your name in each article so it will be easy for the reader to locate. Also remember to note which newspaper the article appeared in and the date. You may add extra pages.

Display any cards or letters you may have received this 4-H year regarding your 4-H work. This could be a variety of things, including thank you's, congratulations or even a note

4-H CLIPPINGS AND CORRESPONDENCE

Include copies of newspaper clippings about your 4-H work and letters received by you through 4-H in the current year. Highlight your name in articles.

14

This comment page is for leaders to offer feedback to the member. Remember, members often save these record books as keepsakes for many years. What you as a leader write on this page may well serve as encouragement every time the youth reads it.

What is special about this 4-Her? What do you remember most about this youth in the past year? How has she/he grown this past year? What would you encourage him/her to pursue to challenge her/him? Try to write comments that will encourage the 4-Her and help her/him feel positive about his/her 4-H experience.

At the bottom of the page, the member, parent/guardian and leader sign and date the comment page.

Your Record Book is now complete! Congratulations!

from your market livestock animal buyer. Mount cards neatly on a piece of paper to make it easy for the reader to view them.

This is the last thing you will have to do in your *Alaska 4-H Record Book* before turning it in to your leader. If you have completed all nine steps outlined you have put together an outstanding *4-H Record Book*. You are now ready to turn your record book in to your leader.

COMMENT PAGE
Page 15—For All Projects

The comment page is to be filled out by the 4-H club leader. If the member is an independent member who hasn't participated in any club activities, the member's parent or guardian will complete this page.

COMMENT PAGE

To be filled out by leaders, record book judges and others at end of the 4-H year.

I have reviewed this record book and believe it to be correct.

Member _____ Date

Parent/Guardian _____ Date

Leader _____ Date

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