We know records books can be intimidating. We want to help. *Part I*

Throughout the 4-H year, we will be sharing tips to help with completing your record books. If you want more help, pick up a copy of the very informative *For the Record A 4-H Member's Guide for Completing 4-H Records* from the Extension Office, contact your club leader, or call a staff member at the Extension Office. We really want to help you through this valuable process!

Your record book will consist of one **My 4-H Year** and one **Project Journal** for **every** project you are enrolled in (there are animal project journals and non-animal project journals).

My 4-H Year
#2FM0263

This Record Belongs to:

Name:		County:
Club Name:		
Age:	Years in 4-H:	Grade in School:

4-H Year:

My Photo

One per member each year.

These are my goals for this year:

One per project that does not involve an animal.

Non-Animal Project Journal & Financial Record
#2FM0264

4-H Year:

This Project Record Belongs To:

Name:		County:
Project Name:		Years in the Project:

Insert photo HERE.
To insert your photo click on the box and browse for the image you would like.

My Photo

These are my project goals for this year:
What do you plan to do in this project? To add more goals click on the plus sign to add a row to the table.

4/2013

Animal Project Journal & Financial Record
#2FM0264

4-H Year:

This Project Record Belongs To:

Name:		County:
Project Name:		Years in the Project:

Insert photo HERE.
To insert your photo click on the box and browse for the image you would like.

My Photo

These are my project goals for this year:
What do you plan to do in this project? To add more goals click on the plus sign to add a row to the table.

One per project that involves an animal.

Beef, dairy, sheep, swine, horse, llama, goat, rabbit, poultry, pocket pets, cat, dog

Getting Started

Some of you may already be working in your project, while others may not. Either way, you can get started by setting your goals. When you think about the kinds of goals you want to set for yourself, make sure they are **SMART Goals**. You may need your parents or 4-H leaders to help you set **SMART Goals**.

Goals should be SMART - specific, measurable, agreed upon, realistic and time based.

S - specific, significant, stretching

M - measurable, meaningful, motivational

A - agreed upon, attainable, achievable, appropriate, action-oriented

R - realistic, relevant, reasonable, rewarding, results-oriented

T - time-based, timely, tangible, trackable

These are my Goals:
Participate in at least one community service project
Complete 2 projects
Give a demonstration
Serve as a club officer

Specific
- Well defined
- Clear to anyone that has a basic knowledge of the project

Measurable
- Know if the goal is obtainable and how far away completion is
- Know when it has been achieved

Agreed Upon
- Agreement with all involved what the goals should be

Realistic
- Within the availability of resources, knowledge and time

Time Based
- Enough time to achieve the goal
- Not too much time, which can affect project performance

This is what I plan to do in this project:
Select a calf using frame score information.
Learn about how to feed my calf.
Learn about meat products.
Have Fun!

Now that you know how to set SMART Goals...let's set some!

The goals you set in *My 4-H Year* should be broad and cover your entire 4-H experience, not just your projects. We suggest that you set three to four goals. Examples of goals you might set for the year include:

My 4-H Year
#2FM0263

4-H Year: _____

This Record Belongs to:

Name: _____ County: _____

Club Name: _____

Age: _____ Years in 4-H: _____ Grade in School: _____

My Photo

These are my goals for this year:

These are my projects for this year:

Did you reach your goals?
Please describe what happened throughout the year as you attempted to reach your goals.

- Attend all of my 4-H Club Meetings
- Give a 4-H demonstration at the county contest
- Do at least two community service projects
- Attend Multi-County 4-H Camp
- Exhibit at the Sanders County Fair
- Recruit a friend to join 4-H
- Serve as a 4-H Club Officer
- Attend Montana 4-H Congress
- Complete all my projects
- Participate in county fundraisers

Your *Project Journals* are where you set goals related specifically to your project. Again, we suggest three to four goals. Here are some examples of goals for both animal and non-animal projects:

Animal Project Journal & Financial Record
#2FM0264

4/2013

4-H Year: _____

This Project Record Belongs To:

Name: _____ County: _____

Project Name: _____ Years in the Project: _____

Insert photo HERE.
To insert your photo click on the box and browse for the image you would like.

My Photo

These are my project goals for this year:
What do you plan to do in this project? To add more goals click on the plus sign to add a row to the table.

Market Sheep

- Research what breeds are available in my area that would be good for a market lamb
- Select a "complete" lamb; above average in muscling with a good frame size and structurally correct.
- Slick shear my lamb by myself for fair.
- Learn about the sheep by-products.
- Earn a purple ribbon for my sheep interview at fair.

Non-Animal Project Journal & Financial Record
#2FM0264

4-H Year: _____

This Project Record Belongs To:

Name: _____ County: _____

Project Name: _____ Years in the Project: _____

Insert photo HERE.
To insert your photo click on the box and browse for the image you would like.

My Photo

Photography

- Learn how to compose a photograph
- Learn about different types of lighting
- Take family pictures for my friend's family
- Complete Photography Level 1 in one year

These are my project goals for this year:
What do you plan to do in this project? To add more goals click on the plus sign to add a row to the table.

Look for more record book guidance in your February Dispatch, or call the Extension Office anytime!

We know records books can be intimidating. We want to help. *Part II*

In the last Sanders County 4-H Dispatch we discussed paperwork you need for your record book and how to set goals for your 4-H year and projects. As a reminder, your record book will consist of one **My 4-H Year** and one **Project Journal** for **every** project you are enrolled in (there are animal project journals and non-animal project journals). Have you taken the time to set your goals yet? If not, we encourage you to do so soon. If you are not already working in your projects, it will not be long before you are in the middle of them.

In this second installment of record book help, we are going to address the financial portions of the project journals. Sometimes this is straight forward and easy, but sometimes it gets tricky.
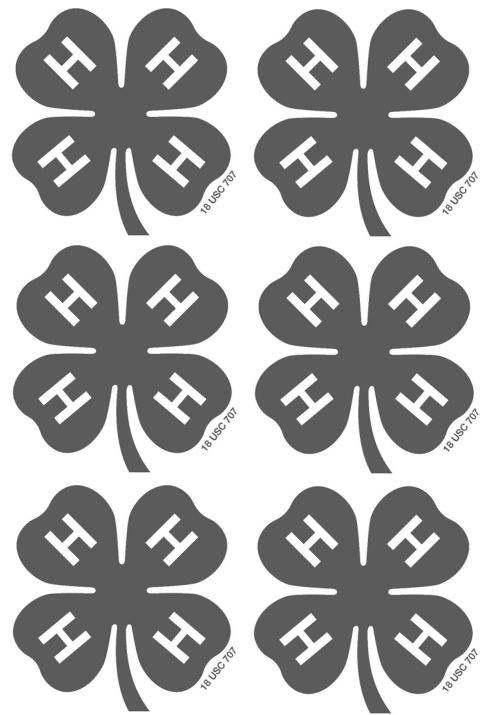
First, lets discuss financial record for the non-animal project journals.

Expenses? What expenses? Whatever your project, you are going to have some type of expense. The expense might be big (wood to build a picnic table) or small (poster board to make your poster for fair), but *all* expenses need noted. Sometimes you use materials that were already in your house, or your parents buy you materials just for a project. Even in those cases, it is necessary to record the cost of those items and include them as expenses. Projects like Foods & Nutrition can be difficult to record expenses for. The cookies that you make for the fair will be made of an assortment of ingredients, most of which you will probably find in your family's pantry. In this case it is reasonable to figure the cost of the bigger ingredients (flour, sugar, butter, chocolate chips) , but it is okay to leave out the costs of smaller ingredients (vanilla, baking soda/powder, salt). If you have access to the internet, we recommend using www.pricingbakedgoods.com to figure out the price of your baked good. This online calculator makes it very easy for you to figure out the actual cost of your baked goods.

Income? That sounds good! Unfortunately income is not as sure a thing as expenses in your project. Depending on your project, you may or may not have any income. There are a variety of farmer's markets and craft fairs throughout the year where you may be able to sell your handcrafted work, photography, baking, etc. If so, be sure to track the expenses that went into making those items *and* any fees associated with selling them. Another way to earn income from your project to enter an "item for sale" in the fair. The item will be offered for sale through a silent auction that takes place in the 4-H Dining Hall during the fair. All proceeds from the sale go to the member.

Profit or Loss? Once you have totaled all of your expenses and all of your income, subtract your expenses from your income. This will give you the total profit or loss in your project. In many projects it is likely that you will have a loss, because there is not an opportunity to earn as much money. That is okay, there is so much more for you to gain through your projects than money.

Now, lets discuss financial record for the **animal project journals**. This gets more involved than the non-animal project financials, but do not let that scare you. You have access to all this information, you just need to record it.

Value of Animals: This section is where you record the value of your animals that you owned when the 4-H year started, or that you purchased for your project and the value of the animals at the end of the 4-H year. There is a giant range of purchase costs for 4-Hers animals. Some of you might have gotten your start in the rabbit project with a rabbit that was being given away. Others of you might have bought several purebred cows to start your own breeding project. If you owned the animal(s) prior to the beginning of the 4-H year, enter the market value that animals similar to yours are selling for. If you purchased the animal, enter the purchase price. If you are borrowing an animal (ex: horse) enter the value of the animal and note that it is borrowed, not owned. At the end of the year, list an estimated value for the animals you still own.

*Value tip 1: If you are in an animal project, you should have information entered in the section *value of animals purchased/owned/possessed.*

**Value Tip 2: Depending on your project, you may not have any animals to record in the *value of animals owned at the end of project.* For market projects, it is unlikely that you will have an animal at the end of the year. If you sold or gave away your breeding animals during the year, there would not be anything to record. Do record the value of anything that is still in your possession.

Feeding Record: From "Pocket Pets" and rabbits to cattle and horses, all animals eat. That means that you need to keep track of the feed costs for those animals. Whether that is a five pound bag of rabbit feed or a ton bag of steer feed, small square hay bales, or large round bales record each type of feed in the columns in the *feed record* section. Even if you are feeding hay or grain that your family has, and you are not paying out of pocket for the feed, record the cost of the feed. This will help to give you an accurate account of the cost of your project.

Market Animal Growth Record: If you are in a market animal project, complete this section in order to figure out the average daily gain of your animal. It is important to weigh your animal at the beginning of feeding it out and at the end to do this.

Health Care Chart: Even though you are taking good care of your animal, there may be some health care costs throughout the year. This could be a vaccine, medication, medical treatment for an injury, etc. Note any of those expenses in this section. Write NA for not applicable in any of the columns that are not relevant to recording the cost of the treatment.

Expenses other than feed: It is likely that feed will probably be the biggest expense you have throughout the year, but there will be other expenses. They may be show equipment, transportation (travel to buy feed, project meetings, weigh-in, fair, etc), housing (fencing, hutch, etc), troughs, etc. If you sell a market animal at the Sanders County Fair, be sure to note the withholding fee ($20/lamb, $30/swine, $35/steer, $5/poultry-rabbit, $10/private treaty or feeder Sales) as an expense.

Sales Record: Include in this section any animal(s), or by-product (wool, eggs, etc) of your animal(s) that you sell. If sold by weight, enter the weight sold and the price per unit (ounce, pound, ton), then figure the total sale from that information. If you sold by individual unit (one horse, a dozen eggs), write NA for not applicable in the sale weight column.

Project Summary: Since you have kept a record of all of the above expenses throughout the year, it will be simple to enter the information from the previous sections in the project summary and figure out the net income of your project. If you are in a market project, it is likely that you will make money on your project. However breeding projects, horses, and small animal projects may not offer a positive return in the beginning, or at all. That is okay. If you are building a herd or flock, it may take few years before you are able to see a profit. Some of the other projects mentioned don't offer as much of an opportunity to earn money as they do to develop skills and contribute to your enjoyment.