

## A monthly resource for 4-H clubs

**Purpose:** To help 4-H members and parents

- understand how to work with and complete the newly revised 4-H records
- have fun with the records
- learn the importance of regular record keeping
- develop a habit of keeping accurate, timely records
- keep track of all events, activities and experiences

**Support Materials:**

For the Record: A 4-H Member's Guide for Completing 4-H Records (#5277)  
My 4-H Year (#2FM263)  
Project and Financial Journal (#2FM264)  
Animal Record (#2FM265)

### **Suggested Monthly Topics for Training**

October	Overview of "My 4-H Year" and "Project & Financial Journal"
November	Overview of "Animal Journal"
December	<b>Take a break! It's the holidays!</b>
January	Activities, Events and Experiences
February	Committee Summary
March	Communications Activities
April	Promotional Presentations
May	Awards and Honors
June	<b>Take a break and Prepare for the Fair!</b>
July	Animal Sales Record and Market Animal Growth Record
August	Project Financial Journal and Value of Animals Owned at End of Project
September	Project Summary in Animal Journal and Record Completion

# Session 1

## Suggested Outline

**Topic:** Understanding the newly revised records

**Supplies Needed:**

A copy of all three record forms and the manual for members:

My 4-H Year, 2FM263

Project and Financial Journal, 2FM264

Animal Journal, 2FM265

For the Record: A 4-H Member's Guide for Completing 4-H Records, 5277

**I. Opening**

Introduce yourself and be sure that all members know each other's names

**II. Why Keep Records in 4-H?**

Briefly tell them why records are important. Reasons include:

- help keep track of what you've done in your project
- keeps an accounting of financial information
- creates your own personal diary of accomplishments and challenges
- it's necessary for completing your 4-H project
- getting credit for the 4-H year

**III. Overview of the forms required for 4-H**

Explain that there are three forms, but at this session we'll just cover the first two--

**My 4-H Year (#2FM263)**

Each member receives a new one of these each year to record all 4-H and other events, activities, awards, honors, club participation, communications and promotional activities. The current year goes at the top in the balloon by the cow, but the number of years a member has been in 4-H goes on the lines below, along with birth date and grade in school. Youth can put any kind of photo they want on this page--it may be of them, of their family, their animal or it could even be a drawing!

If more room is needed, additional sheets can be added. Members should also be encouraged to add to this records to make it their own--with ribbons, newspaper clippings, certificates, or other things.

At the end of the year, when records are checked for completeness, each member is asked to sign this cover page showing that they think their records are complete and accurate. If the records meet the criteria for completeness, the club leader can sign on the second line. There are lines for comments on the member's records book. (More about this will be explained in the last lesson on records)

### **Project and Financial Journal (#2FM264)**

Each member should receive one of these for EVERY project in which he/she enrolls. The cover page has a place for name and the project, as well as what 4-H year this form is for (e.g. 1997-1998). Again, there is a place for a photograph of the member's choice.

The next section encourages the member to list the things he/she plans to do in the project. What is it that they want to accomplish? learn? do? List these here.

The next section is designed as a journal/diary format for youth to track what they did and what they learned. Every time something is done related to the project, each youth should record the date and what they did or learned.

The final section of this journal is designed to track expenses for NON-ANIMAL projects only. (Animal expenses will be tracked on the Animal Journal). Some younger members may have only a hamster and may decide to keep track of expenses here. That is acceptable.

## **IV. Questions/Individual Help**

After introducing these two forms to your club youth, ask for questions if you haven't had any along the way. You may also want to take some time then to help each member fill in the first page of each of these two forms with--

### **My 4-H Year**

Year

Name

County, Club

Birth date, Year in 4-H Club work, Grade in School  
Goals for the 4-H Year

**Project and Financial Journal**

Name  
Project Name  
4-H year  
What I plan to do

Remind each member to record their attendance at the club meeting on page 2 of the record form called "My 4-H Year."

**V. Refreshments**

End with some refreshments or physical activity.

## Session II

### Suggested Outline

**Topic:** Introduction to the Animal Journal

**Materials Needed:**

Animal Journal (#2FM265)  
For the Record (#5277)

**I. Opening**

Introduce yourself and be sure that all members know each other's names.

**II. Overview of the Animal Journal**

Introduce the Animal Journal--even those who don't have animals now may find this training useful. You may want to say the following:

At the beginning of each year, you should obtain an animal journal for each type of animal you own. If you're working with a pen of animals of the same breed, you may want to try and keep records for them all on one form. The choice is up to each youth.

Begin by entering any animals you already own on October 1 in the first chart on the front of the animal journal. Be sure to include the date you owned each animal, type, number of animals, where you purchased them, weight (if known), price per unit and market value (if known). Depending on the kind of animal you own, all these categories may not apply. If so, simply write "N/A" for not available.

Inside this animal journal, you'll want to keep track of your monthly feeding, animal growth record for market animals, expenses other than feed, and health care. The sales record can be completed when you sell any of your animals--like at the fair.

For the feeding record, you should be keeping track each day of what you feed and how much on the animal feed sheets provided in many of our animal projects. If you don't have such a feed sheet, make your own, hang it nearby where you feed your animal, and keep track of how much your feed each day. At the end of each month, total it and record the cost. Put this information in the chart at the top of page 2.

Expenses for such things as transportation, fair entries, taxes or others can be entered in the chart on page 3.

Health care expenses, such as medicines, vaccinations, or other treatments should be recorded in the chart at the bottom of page 3.

If you're enrolled in a market livestock project, you'll need to complete the "Market Animal Growth Record" at the bottom of page 2. Start this as soon as you purchase your market animal (don't forget to complete the information in the first chart on the front page--"Value of Animals Purchased"). Record your animal's birth date (this is important for frame score information, for example), the date you started this market animal project, and your animal's starting weight. At the end of your market project, you will complete the rest of this chart.

Finally, if you're enrolled in a breeding project, you'll need to complete page 4 of the Animal Journal. Begin by entering the mother's identification number, the date she was bred, and the sire's identification number. When offspring are born, record the date in the fourth column and the number of offspring in the fifth column along with their gender. Calculate the average birth weight of the offspring if there is more than one. After weaning, enter how many of your offspring were weaned. If you sell any, you'll enter the number sold in the last column.

The project summary is completed at the end of the 4-H project year (usually in September). We'll deal with this final section at another time.

### III. **Questions/Individual Help**

Ask if there are any questions. Try to answer these as best as you can. You can also refer youth to the publication, **For the Record**, which gives examples of entries on this form.

For all youth who own animals, start them off right by getting each to enter their names, years in the project, and the value of any animals they already own in the first chart on page 1.

Remind each member to record their attendance at the club meeting on page 2 of the record form called "**My 4-H Year.**"

### IV. **Refreshments**

End the training with some refreshments or some other break.

## Session III

### Suggested Outline

**Topic:** Activities, Events and Experiences

**Supplies Needed:**

My 4-H Year, 2FM263

For the Record: A 4-H Member's Guide for Completing 4-H Records, 5277

**I. Opening**

Make sure everyone knows each other's names. By now, you may want to consider offering some door prizes to those who have remembered to bring their records to the meeting. Some clubs give door prizes to everyone who remembers to bring in their records. Large clubs put the names of those who bring their records to the meeting in a hat or jar and randomly pull out names to give prizes to them. Try experimenting with different ways to help your members get in the habit of bringing their records to each meeting so that they're kept up-to-date.

**II. Keeping track of events, activities and experiences for your records**

Begin the session by explaining that 4-H members are typically involved in many outside activities--in school, through church groups, in civic organizations, in sports, in camps and many other ways.

The 4-H records give you a way to keep track of all your activities, the events and educational experiences in which you participate--not just 4-H ones, but all events. Your participation in these activities helps you grow and develop. 4-H encourages everyone to be active, contributing members to their community.

To record these events and activities, you will use the last page of the record form called "My 4-H Year." The chart on this page is used to record **ALL** activities, events, and experiences **as you experience them**. Treat this like a journal or diary--a running account of the significant milestones in your life. There are many kinds of things you can include here.

Ask your group to suggest some recent event or activity in which many people in the group may have participated. Since this is January, your group might say some holiday or Christmas party, caroling or some Christmas pageant. Use whatever they suggest as an example and help them write this in their records if they haven't done so already.

What was the date?  
What kind of activity was it?  
Where did it take place?  
What else can you describe?

As this page gets filled up, add to it as necessary or copy this page and keep on recording. You may want to include newspaper clippings, ribbons or other things that signify your participation in these events and activities. The idea is to make it your own!

### III. **Questions/Answers**

Try to answer any questions your group may have about the kinds of things that go into this part of the member record.

Remind each member to record their attendance at the club meeting on page 2 of the record form called "My 4-H Year."

### IV. **Refreshments**

End with refreshments or some kind of physical activity.

## Session IV

### Suggested Outline

**Topic:** Committee Summary

**Supplies Needed:**

My 4-H Year, 2FM263

For the Record: A 4-H Member's Guide for Completing 4-H Records, 5277

#### I. Opening

Make sure everyone knows each other's names.

You may want to consider offering some door prizes to those who have remembered to bring their records to the meeting. Some clubs give door prizes to everyone who remembers to bring in their records. Large clubs put the names of those who bring their records to the meeting in a hat or jar and randomly pull out names to give prizes to them. Try experimenting with different ways to help your members get in the habit of bringing their records to each meeting so that they're kept up-to-date.

#### II. Committee & Office Summary

Begin this session by explaining that throughout the year, everyone in a 4-H club usually have the opportunity to serve on at least one committee. Some may even serve as an officer. In addition, 4-H members usually distinguish themselves in other organizations, so they are often asked to be officers or committee members at school, at church and in other programs.

The second page of the member journal called "My 4-H Year" has a place to record these responsibilities. On this page, you should record each committee or office you hold and describe what you needed to do or what the position was.

For example, suppose you were selected to serve on the float committee for the St. Patrick's Day Parade. How would you want to record this?

Ask for ideas from the group. Then ask for other things they could record on their records now about any positions they may hold--in school? Church? Scouts? Sports teams? Record it all.

Explain that all 4-H members are encouraged to become active in their community, and that means holding offices and serving on committees. These are important ways to

learn leadership and citizenship skills.

### III. **Questions/Answers**

Try to answer any questions your group may have about the kinds of things that go into this part of the member record.

Remind members to record their club and project meeting participation for each month on page 2 of “**My 4-H Year.**”

### IV. **Refreshments**

End with refreshments or some kind of physical activity.

## Session V

### Suggested Outline

**Topic:** Communications Activities

**Supplies Needed:**

My 4-H Year, 2FM263

For the Record: A 4-H Member's Guide for Completing 4-H Records, 5277

**I. Opening**

Make sure everyone knows each other's names.

You may want to consider offering some door prizes to those who have remembered to bring their records to the meeting. Some clubs give door prizes to everyone who remembers to bring in their records. Large clubs put the names of those who bring their records to the meeting in a hat or jar and randomly pull out names to give prizes to them. Try experimenting with different ways to help your members get in the habit of bringing their records to each meeting so that they're kept up-to-date.

**II. Recording Communications Activities**

This session is designed to help members understand how to record their experiences in communications activities.

Begin by explaining that communications skills are one of the most important parts of the 4-H learning experience. Through speeches, demonstrations, public presentations, illustrated talks and other activities, 4-H members learn how to express themselves and communicate their ideas effectively to others.

On page 3 of the member record called "**My 4-H Year**" there is a section for keeping track of all your communications activities. You'll want to indicate what kind of activity this was--a speech, a demonstration, report on a club activity or other event. You should record the title of the presentation, as well as the location.

Ask members what communications-related presentations they may have done in the past month. County speech days? Club demonstration? Demonstration at a project meeting? Illustrated talk? Report to the club on Favorite Foods Day? All of these qualify.

All 4-H members are encouraged to do at least one public presentation during the 4-H year. This presentation can be at a project meeting or at the larger club meeting, it could occur at the county level or even at the state level. The important point is to practice speaking in front of others and getting comfortable with expressing your ideas.

### III. **Questions/Answers**

Try to answer any questions your group may have about the kinds of things that go into this part of the member record.

Remind members to record their club and project meeting participation for each month on page 2 of “**My 4-H Year.**”

### IV. **Refreshments**

End with refreshments or some kind of physical activity.

## Session VI

### Suggested Outline

**Topic:** Promotional Presentations

**Supplies Needed:**

My 4-H Year, 2FM263

For the Record: A 4-H Member's Guide for Completing 4-H Records, 5277

**I. Opening**

Make sure everyone knows each other's names.

You may want to consider offering some door prizes to those who have remembered to bring their records to the meeting. Some clubs give door prizes to everyone who remembers to bring in their records. Large clubs put the names of those who bring their records to the meeting in a hat or jar and randomly pull out names to give prizes to them. Try experimenting with different ways to help your members get in the habit of bringing their records to each meeting so that they're kept up-to-date.

**II. Recording Promotional Presentations**

Begin this session by explaining that many 4-H members are involved in opportunities where they promote 4-H to others. With the beginning of the National Advertising Campaign for 4-H called "Youth Voices in Action," 4-H members will have even more opportunities to promote 4-H to others. This not just something Ambassadors do, but something all of us can be involved in.

You will need to record your promotional presentations on page 2 of the record form called "My 4-H Year." Ask: "What do you imagine are some examples of the kinds of things you can record in this section?"

Some examples might include newspaper articles, window displays, radio or television promotions during National 4-H Week, 4-H Ambassador presentations to civic groups or others. Encourage your group to think about recent presentations they could record on their record forms. In this area of the record, they can include as much information as they have--date, time, location, type of presentation or type of media used, audience, audience size, length of presentation.

Help your group also understand how these kinds of promotional presentations are different from the communications activities recorded on page 3. The difference should

be easy to explain if you did the previous lesson on this section.

### III. **Questions/Answers**

Try to answer any questions your group may have about the kinds of things that go into this part of the member record.

Remind members to record their club and project meeting participation for each month on page 2 of “**My 4-H Year.**”

### IV. **Refreshments**

End with refreshments or some kind of physical activity.

## Session VII

### Suggested Outline

**Topic:** Awards and Honors

**Supplies Needed:**

My 4-H Year, 2FM263

For the Record: A 4-H Member's Guide for Completing 4-H Records, 5277

**I. Opening**

Make sure everyone knows each other's names.

You may want to consider offering some door prizes to those who have remembered to bring their records to the meeting. Some clubs give door prizes to everyone who remembers to bring in their records. Large clubs put the names of those who bring their records to the meeting in a hat or jar and randomly pull out names to give prizes to them. Try experimenting with different ways to help your members get in the habit of bringing their records to each meeting so that they're kept up-to-date.

**II. Awards & Honors**

The final section of the record form called "My 4-H Year" that we'll cover is the section for recording the honors and awards you receive during the year--including those in 4-H as well as those received in other programs or organizations.

Everyone of us needs to feel the sense of pride that we get from doing a job well done and receiving recognition for exemplary work. This section of your records allows you to record the awards and honors you receive and keep a record of those honors.

In this section, you will need to record the date you received the recognition, what it was for, what kind of award or recognition you received (blue ribbon, trophy, certificate, buckle, tack, etc.) and where the recognition took place.

Encourage your group to think of things that could go in this section. If your group is relatively young, ask them to think about even the simplest kinds of recognition they may have received for doing something--a perfect spelling test, placing at a track meet, or receiving an award at the county 4-H speech and demonstration days.

Mention that if members will continually add these to their records, they'll be easier to complete at the end of the year.

### III. **Questions/Answers**

Try to answer any questions your group may have about the kinds of things that go into this part of the member record.

Remind members to record their club and project meeting participation for each month on page 2 of **“My 4-H Year.”**

### IV. **Refreshments**

End with refreshments or some kind of physical activity.

## Session VIII

### Suggested Outline

**Topic:** Animal Sales Record and Market Animal Growth Record

**Materials Needed:**

Animal Journal (#2FM265)  
For the Record (#5277)

**I. Opening**

Make sure everyone knows each other's names.

You may want to consider offering some door prizes to those who have remembered to bring their records to the meeting. Some clubs give door prizes to everyone who remembers to bring in their records. Large clubs put the names of those who bring their records to the meeting in a hat or jar and randomly pull out names to give prizes to them. Try experimenting with different ways to help your members get in the habit of bringing their records to each meeting so that they're kept up-to-date.

**II. The Animal Sales Record and Market Animal Growth Record**

If you do this lesson at the July meeting, this would be an appropriate time to get members to start thinking about recording the sales of any of the project animals they raised and perhaps sold in conjunction with the fair--either through the market animal sale or through private contract.

The sales record is on page 3 of the Animal Journal. Remind 4-H members that all along they should have been recording their monthly feeding records. At the end of the project, they will need to total their feed costs as "Item C."

When an animal is sold, the 4-H member will need to record the relevant information in the sales record. This information includes the kind of animal(s) sold in the first column, the number sold, date, place where the animal(s) sold, sale weight, selling price and total sales amount (number of animals times selling price).

You may want to refer members to the samples found in the publication called "For the Record." On page 7 of this publication is an example with geese. You may also want to illustrate an example using another kind of animal. Impress upon your members that they need to keep a record of this information, especially if they have market animals. It would be easy to forget some of this information and be unable to completely fill out

this part of the record.

Once the sale weight is recorded, this same information can be included in the Market Animal Growth Record. Each member should have filled in part of this chart already at the beginning of the project.

Now, we can fill in the rest. We will need to enter the date the project ended (perhaps the county market animal sale date or the end of the 4-H project year of September 30 depending on the kind of project you have) in the fifth column. Then record the ending weight--this should be the same as the sale weight.

Next, you'll be able to calculate the total weight gain. Subtract the starting weight from the ending weight and enter this amount in 7th column.

If you've kept good, accurate records, you'll also be able to then write in the 8th column the total days your animal was on feed. This is figured as the time between the project starting date and project ending date.

Next, take the total weight gained and divide it by the number of days on feed. This figure will give the the average daily gain for your animal--or how much weight your animal put on each day on average.

Finally, you should be able to determine your feed cost per pound of gain if you've kept track of your total feed costs. For example, if you spend \$800 on feed during the time you owned your project animal, and your animal gained 800 pounds, then the cost per pound of gain is \$1.00. That's an easy example. Can you think of another one? And help the rest of us solve it?

Wrap up this session by stressing how important it is to keep accurate records all along the way--especially in this case when you need earlier figures to finish out your records. If you try to remember these kinds of numbers--even for just one animal let alone several--you'll probably not have a very accurate idea of how your animals have been performing.

### III. Questions/Answers

Try to answer any questions your group may have about the kinds of things that go into this part of the member record.

Remind members to record their club and project meeting participation for each month on page 2 of "My 4-H Year."

**IV. Refreshments**

End with refreshments or some kind of physical activity.

## **Session IX**

### **Suggested Outline**

**Topics:** Project Financial Journal and Value of Animals Owned at End of Project

**Materials Needed:**

Project & Financial Journal (#2FM264)  
Animal Journal (#2FM265)  
For the Record (#5277)

**I. Opening**

Make sure everyone knows each other's names.

You may want to consider offering some door prizes to those who have remembered to bring their records to the meeting. Some clubs give door prizes to everyone who remembers to bring in their records. Large clubs put the names of those who bring their records to the meeting in a hat or jar and randomly pull out names to give prizes to them. Try experimenting with different ways to help your members get in the habit of bringing their records to each meeting so that they're kept up-to-date.

**II. Financial Journal for Non-Animal Projects**

Begin by explaining that the financial part of the Project & Financial Journal is really designed for non-animal projects. However, some younger members with pocket pets such as spiders, lizards, snakes and hamsters may find it easier to keep financial information on this form rather than the Animal Journal.

This form is a very simple way to record what you spend (expenses) and any money your take in (income). Every time you spend any money on your project, you should record the date, the nature of the expense (for instance for project equipment, bird seed, tools, etc.) and put the amount in the column titled "Expense."

For any income your might receive, again record the date, the reason for getting some income, and enter the amount you received in the column labelled "Income."

What kinds of income could you possibly get from a non-animal project? Ask your group to brainstorm some ideas. Some things might include selling a woodworking project to someone as a "Made in 4-H" auction or sale, selling a photograph you took during the year, selling off some old equipment in order to purchase newer equipment. All these things need to be recorded on this form. There's plenty of room to keep

track all year, but if you run out of room, add an additional page. You may find you can also keep these kinds of records more easily on computer. That's great! The main thing is to keep accurate, timely records.

At the end of the year, you can then figure your profit/loss statement, although this is not required. If you do decide to calculate your profit/loss standing, do not include expenses on capital equipment such as buying a camera or dog bowl or other items. Also, do not include the sales of any equipment--such as if you sold an old camera to buy a newer one. This is why such a statement is called a "cash basis" statement--only cash transactions are included, not equipment.

### III. **Value of Animals Owned at the End of the Project**

By this time of the year, you should be able to complete the portion of your animal journal on the first page which indicates which animals you still owned after all your other sales. This is important to record since you'll be starting off with these animals the next year.

Turn to the first page of the Animal Journal. Do you still have your dog that you began your project with? Or your llama? How about that horse? Or your cat? If you have kept any of your 4-H project animals, even breeding stock, you need to enter information about them here.

Start with the date--probably close to the end of the 4-H program year which is September 30. Then, describe what kind of animals you still own. Next enter the number of animals of that type that you own, the weight and the estimated value which could be the price you might get for selling it. Your total here will become "Item B" and will be used in your project summary which we'll cover next time.

### IV. **Questions/Answers**

Try to answer any questions your group may have about the kinds of things that go into this part of the member record.

Remind members to record their club and project meeting participation for each month on page 2 of "My 4-H Year."

### V. **Refreshments**

End with refreshments or some kind of physical activity.

## **Session X**

### **Suggested Outline**

**Topic:** Project Summary for the Animal Journal and Project Completion

**Materials Needed:**

Animal Journal (#2FM265)  
For the Record (#5277)

**I. Opening**

Make sure everyone knows each other's names.

You may want to consider offering some door prizes to those who have remembered to bring their records to the meeting. Some clubs give door prizes to everyone who remembers to bring in their records. Large clubs put the names of those who bring their records to the meeting in a hat or jar and randomly pull out names to give prizes to them. Try experimenting with different ways to help your members get in the habit of bringing their records to each meeting so that they're kept up-to-date.

**II. Project Summary for the Animal Journal**

Now that we're near the end of the 4-H program year, everyone who owns an animal will need to complete the Project Summary at the end of the Animal Journal. This summary is useful whether you had one animal or several. You'll probably want to complete this summary after your county fair so you can include any income you receive from selling your animal(s).

This project summary will help you understand how much you spent, how much money you received, and what the difference was (net income).

**Calculating Your Expenses**

Here's the first step. In your animal record, you should have recorded most of your expenses throughout the year. For instance, the first thing you should have done was write down the value of any animals you owned at the beginning of the 4-H year (October 1). This chart, "Value of Animals Purchased/Owned," is the first one on the front of the Animal Record (#2FM265). You'll notice that in the last column, you are asked to estimate the market value of all your animals, and total this at the bottom. This total is "item a" that should be transferred to this Project Summary as the first entry in the "Expenses" column.

The second entries are your total feed costs. Again, if you turn back into your animal record, you'll find the chart for feed costs on page 2. Total all your feed costs and this amount becomes "item c" at the bottom of this chart. Transfer this amount to your Project Summary.

Next, total your health expenses. Any health-related expenses you had to make during the year should have been recorded on the chart at the bottom of page 3. This total becomes "item f" on this chart and you transfer it to the Project Summary under expenses.

Finally, you should also total your other project-related costs from the chart in the middle of page 3 called "Expenses Other Than Feed." For example, if you had to pay entry fees for shows or fairs, transportation costs, insurance premiums, taxes--anything that you had to pay that isn't entered on some other expense chart. Total these costs and this total becomes "item e" which is transferred onto the Project Summary under expenses.

By now, you should have all your expenses in one place. Total this column of figures, and this becomes your total expenses for your animal project or projects.

But wait! You're not quite done yet. We still have to figure out how much income or value you have in your animals.

### **Calculating Income and Value**

First, start with the chart at the bottom of the first page. This is the place to estimate the value of any animals you still own at the end of the 4-H year. For instance, did you retain any animals rather than selling them at the fair or some other show? Did you keep one of your heifers for a breeding project? If you owned a dog, you probably are keeping it since you've spent so much time training it. Do you still have that guinea pig? Don't forget your turtle either.

In other words, any animal that you're keeping for another year, you need to indicate what kind of animal it is, how many you have, its approximate weight if that's important, and its estimated price. Here's a couple of entries for examples:

<u>Date</u>	<u>Description</u>	<u>Number</u>	<u>Weight</u>	<u>Estimated Price</u>
September 30	Hamster	2	N/A	\$5.00
September 30	Sow	1	320 lbs.	\$160.00
September 30	Dog	1	60 lbs.	\$200.00

Your total of the value of the animals you still own at the end of the year becomes "item b" and is transferred to the first entry in the Project Summary under "Receipts."

Next, you'll need to total the value of the animals you sold. Go to the chart on page 3 called "Sales Record." If you've kept good records throughout the year, you should be

able to simply total the last column on this chart to come up with total sales as “item d.” Enter this total on the second line in the Receipts area of the Project Summary.

Finally, total any prize monies or other money you received during the year. Enter this amount in the Project Summary. Total all three for your total receipts.

### **Calculating Net Income**

Now, there’s just one last step. In order to find out if you ended the year with any money, you have to subtract all your expenses from all your receipts. So, take the total receipts, subtract your total expenses, and this will tell you whether you ended the year “in the black” (with extra money) or “in the red” (in the hole).

Not every project will be financially lucrative nor are 4-H projects designed to make you money every time. For example, you spend a lot on food for your dog. You devote time. These are expenses that you only get back in the way of owning a loving, obedient, well-trained pet. But knowing how the year turned out financially is helpful to knowing what you might do differently in the future.

At the end of the year, you should date this record form, and have your parent or project leader sign, signifying the completion of your project records. Without a complete set of records, your project is not really complete.

All members should finish out their records and check them against the criteria for “completeness” listed on page 3 in the publication titled “For the Record.” Your records will be checked for completeness here in the club by \_\_\_\_\_ (whoever you decide). Each completed record book will receive a “Gold Seal of Excellence.” If your book is not quite complete, you’ll get it back and have another chance to get it into complete shape and still earn recognition.

### **III. Questions/Answers**

Try to answer any questions your group may have about the kinds of things that go into this part of the member record.

Remind members to record their club and project meeting participation for each month on page 2 of “My 4-H Year.”

### **IV. Refreshments**

End with refreshments or some kind of physical activity.